

**SALT LAKE CITY COUNCIL STAFF REPORT**  
**BUDGET ANALYSIS – FISCAL YEAR 2005-06**

**DATE:** May 6, 2005

**BUDGET FOR:** DEPARTMENT OF COMMUNITY DEVELOPMENT

**STAFF REPORT BY:** Sylvia Jones

**cc:** Rocky Fluhart, Sam Guevara, DJ Baxter, Louis Zunguze, Brent Wilde, Steve Fawcett, LuAnn Clark, Orion Goff, Tim Harpst, and Laurie Donnell

The proposed budget for the Department of Community Development for fiscal year 2005-06 is \$8,151,883, representing an increase in expenditures of \$687,543 or 9.2% as compared to fiscal year 2004-05.

<b>DEPARTMENT OF COMMUNITY DEVELOPMENT PROPOSED BUDGETS</b>				
	Adopted 2004-05	Proposed 2005-06	Difference	Percent Change
Office of the Director (Arts Council, Land Use Appeals Board, Northwest Quadrant Master Plan)	\$753,303	\$900,562	\$147,259	19.5%
Transportation (planning & design, parking permit program, traffic controls, issues permits for use of right-of-way, traffic calming program, street lights)	\$1,503,804	\$1,543,336	\$39,532	2.6%
Building Services & Licensing (construction code enforcement, business licensing)	\$2,043,480	\$2,327,472	\$283,992	13.9%
Planning (master plans, zoning, environmental reviews of proposed development projects, zoning enforcement, support to Historic Landmark Commission, Board of Adjustment, Housing Advisory and Appeals Board and Planning Commission)	\$2,815,640	\$3,010,435	\$194,795	6.9%
Housing & Neighborhood Development (housing inspection, residential rehabilitation & first-time homebuyer's assistance programs, administers & monitors various grants, support to Community Development Advisory Committee and the Housing Advisory & Appeals Board)	\$348,113	\$370,078	\$21,965	6.3%
Total	<b>\$7,464,340</b>	<b>\$8,151,883</b>	<b>\$687,543</b>	<b>9.2%</b>

**POTENTIAL MATTERS AT ISSUE AND MAJOR BUDGET CHANGES**

Additional positions – The Administration has recommended the addition of 2.0 FTE positions:

- **\$60,504 – Principal Planner position, 1.0 FTE** – The Administration is requesting an additional planner position because of increased workloads. As a result of the increased number and complexity of projects and petitions, the Administration states that staff members have little time for long-term

planning projects. The Administration has also indicated that the amount of one-time money requested for the Northwest Quadrant Master Plan and the Historic Landmarks survey was established based upon the assumption that this additional planner would be available to work on the projects. The Council and the Administration have also recently discussed a desire to move in the direction of including more criteria in the ordinances and leaving less ambiguity in conditional use processes. Moving in this direction will take an initial investment of staff time. Alternatives to funding on-going staff to address these issues include:

Urging the Division to further explore the concept of web-based planning. This issue was mentioned during the Division briefings and during the Planning Commission / Council meeting. In some communities, the Planning Division creates an online system to allow opportunities for the public to access Planning information and links electronically, including master plan data. This type of system would also allow individuals to submit applications online, including zoning map and text amendments, conditional uses, and variances.

In light of this idea, the Council may wish to consider asking the Administration about using one-time funds to create a web-based planning program in lieu of a budget increase for an additional planner.

Other alternatives include:

Using one-time funds to obtain consulting assistance to focus on adding criteria to the City's ordinances to reduce analytical and processing time for conditional uses and provide clarity in advance for property owners and developers.

Using one-time funds over a two-year period to provide temporary staff to provide the support necessary for the Northwest Quadrant Master Plan and the Historic Landmarks survey.

- **\$78,000 – Structural Engineer position, 1.0 FTE** – The City has previously contracted for structural calculations of building permits. Bringing this service in-house will speed up the plan review process and move closer to the goal of the one-stop shop. The structural engineer will also conduct building code review. According to the Administration, outsourcing this work since 1998 has cost the City roughly \$89,000 annually. For FY 2005/2006, the Administration anticipates the costs to outsource would increase to \$130,000 because of the projected increase in the number of permits. The Administration projects that \$50,000 of the outsourcing costs can be saved by adding the structural engineer position.

- **Northwest Quadrant Master Plan - \$154,000** (one-time funds from fund balance) This item is budgeted within the Office of the Director. As noted in the staffing section this one-time funding amount anticipates that a planning staff position would be added to complete some of the work in-house. Funds for that position are not included within this one-time amount.
- **Historic Preservation Survey and Plan for South Temple and West Capitol Hill - \$47,000** (from fund balance) The Mayor recommends this one-time expenditure to assist in the process of establishing and maintaining a historic preservation program. South Temple is the first priority and Capitol Hill is the second. The Administration proposes that funding for this plan be appropriated in the Planning Division's budget.
- **Planning and Zoning Fee Increase** – The Mayor recommends increasing the current planning and zoning fees to recover more of the City's costs of providing development review services. The transmittal from the Planning Division states that the proposed fees are equal to or less than other jurisdictions. A complete list of fees and comparisons with West Valley, Salt Lake County, West Jordan, Draper City and Park City is attached.  
Examples of fee increases are:  
Conditional use – increase from “\$300 plus \$100 per acre in excess of 1 acre” to “\$600 plus \$100 per acre in excess of 1 acre.”  
Subdivision – increase from “\$150 plus \$25 per lot” to “\$600 plus \$100 per lot.”  
Zoning variance – increase from \$200 to \$300  
Appeal of decision – increase from \$100 to \$200

Council Members have asked about the extent to which the fees cover the cost of services. The Administration is compiling information relating to the costs associated with the planning and zoning fees, and will have a response for the Council by Tuesday night, May 17<sup>th</sup>. Given that a typical zoning application would include Planning staff work, Planning Commission review, Attorney's Office drafting, Administrative review, notification, public hearings and City Council review, it is clear that the proposed fees cover more than a fraction of the actual processing cost.

- **Proposed cost of living increase** – The Mayor's Recommended Budget includes a citywide cost-of-living increase. Merit or step increases are also proposed for laborers (100 series) and office/clerical (200 series) unless already at the top step. The proposed cost-of-living and step increases are still the subject of ongoing negotiations. The Administration is available to discuss labor bargaining in executive sessions.
- **City share of employee health insurance** – Health insurance is projected to increase by 9.0% for a cost to the Department of Community Development of \$41,076.

## **Budgetary Breakdown by Division**

### **Office of the Director:**

The budget for the Office of the Director shows an increase of 19.5% or \$147,259 as compared to FY 2004/2005. The costs of the Northwest Quadrant Master Plan have been placed in the Office of the Director's budget (\$154,000). Salary contingency of \$25,996 was eliminated. The Office of the Director's budget has adequate monies to fund the salary and insurance adjustments as well as the Northwest Quadrant Master Plan.

The Arts Council budget shows an increase of \$7,452 or a 2.8% increase over last year. This increase can be attributed to projected salary and health insurance increases.

### **Transportation Division:**

The Transportation Division's budget shows an increase of 2.6% or \$39,532. Most of this can be attributed to projected salary and health insurance increases.

The Transportation Division anticipates that the annual maintenance costs for its Commuter link system (ATMS) will be approximately \$50,000 during fiscal year 2005/2006; however, the Division has budgeted only \$15,000, given that the Administration is still working out the details of the agreement with the Utah Transit Authority. If additional funding is necessary, the Administration has expressed interest in approaching the Council during the budget amendment process for additional maintenance funding. **The Council may wish to ask the Administration for an update. The Council generally prefers to include all ongoing costs in the annual budget.**

### **Building Services and Licensing Division:**

The budget for the Building Services and Licensing Division is increasing by nearly 14% or \$283,992. This increase is largely attributed to the request for a structural engineer position (\$78,000), as well as maintaining the salaries of the Development Review Planner, the Building Plans Examiner, and the Building Inspector III, totaling \$181,776, which were approved by the Council during the budget amendment process for FY 2004/2005.

### **Planning Division:**

The budget for the Planning Division projects an increase of 6.9% or \$194,795. The Mayor's Recommended Budget requests one FTE (Principal Planner) in the amount of \$60,504 to manage increased workloads, and long-term planning projects, including the Northwest Quadrant Master Plan. The cost of the Historic Preservation Survey and Plan for South Temple and West Capitol Hill (\$47,000) will also come from Planning Division's budget. The remaining \$87,291 is attributed to insurance and projected salary increases.

The Mayor's Recommended Budget requests an increase in planning and zoning fees to be consistent with other municipalities. The proposed fee increases will generate approximately \$70,000 annually. **The Council has asked the Administration to clarify the extent to which these fees cover processing costs.** As mentioned on the previous page, the Administration is working on a response and will forward this to the Council Office prior to the Work Session on Tuesday night.

**Housing and Neighborhood Development Division (H.A.N.D.):**

The budget for the Housing and Neighborhood Development Division is increasing by 6.3% or \$21,965. This amount is attributed to projected salary and health insurance cost increases.

The H.A.N.D. Division is divided into two groups, Capital Planning and Housing Rehabilitation. The Capital Planning section monitors federal grants, and the Housing Rehabilitation section administers the housing rehabilitation and first time homebuyer's program.

In reference to HAND's budgetary needs, the Administration reports that President Bush has recommended that that CDBG programming be eliminated and incorporated into the *'Strengthening America's Communities Program.*

**Questions for the Divisions:**

The Council may wish to consider the following statements and questions:

**Arts Council Questions** (included in the budget of Office of the Director):

1. Some Council Members previously expressed interest in finding additional funding for Arts Council programming, possibly by allocating a percentage of funds that would otherwise lapse to fund balance.

**Transportation Division Questions:**

1. There is an anticipated annual computer maintenance cost increase for the Transportation Division. Council staff understands this is due to a shifting from in-house maintenance to maintenance provided by the IMS Division. **The Council may wish to ask about the City's policy regarding allowing individual divisions to go outside of the City's regular maintenance process, and whether there are other divisions that do not currently use IMS for their computer maintenance needs.**
2. **Does the Council wish to discuss whether the traffic management program (traffic calming) is an essential core service?** The Mayor's Recommended Budget does not include a funding recommendation for traffic management. **The Council may wish to ask the Administration whether any on-going monies would be freed up if the Council decides to discontinue the program.** The Council Traffic Subcommittee will be meeting on May 17<sup>th</sup>.

3. What is the status of the street light policy? The Council may wish to **schedule a policy discussion after the budget briefing and prior to finalizing the CIP budget.**
4. What budgetary costs will occur given the change in trend to replace old poles with decorative poles and underground lighting?

**Building Services and Licensing Division Questions:**

1. As discussed previously during the Division briefings, has the Fire Inspection plan review issue been resolved in coordination with Building Services? Previously, fire personnel were available at the counter to assist with plan review. Currently, fire personnel are not available. **Has the Administration resolved this issue?**
2. What is the status of the one stop counter study? What does the Department see as a timeline and potential for its success? Can a one-stop system be established within existing budgets?
3. During the Division briefings, Building Services and Licensing discussed the option of extending office hours to accommodate the public, and the difficulty in coordinating those hours with adequate staff in the Treasurer's Office. **The Council may wish to ask if the proposed addition of one cashier in the Treasurer's Office would enhance the potential to provide extended hours for the public.**
4. As a result of the passage of the Pawnshop Transaction Information Act which took affect January 1, 2005, state law supersedes local ordinances. Local pawnshops have requested updated business license fees charged to pawnshops and a partial refund of fees paid for 2004. **Has the Administration responded to this request?**
5. Some changes have been made to taxi cab regulations, and other changes are being considered. **Has the Administration looked comprehensively at the role of Business Services and Licensing, the Police Department, and the Airport with regard to the taxi cab issue?**
6. During the Division briefings, there was mention of the need for a technology link between permits, licensing and planning. **Is the Department addressing this issue?**
7. As a result of new state legislation, cities are now required to report building permits to the State Department of Commerce within 15 days of issuance. Does the Division have adequate resources to meet this regulation, and is this creating a significant burden?

8. During the Division briefings, the Division mentioned the implementation of the IVR (Interactive Voice Response) system which allows online inspection scheduling. **Has the Division successfully implemented the new system?**

**Planning Division Questions:**

1. Council Members may wish to inquire regarding the status of establishing a protocol to determine which community council receives notification and/or a presentation when an issue affects two or more community councils. This is being lead by the Mayor's Office, but attendance at the meetings creates a staffing demand for Planning.
2. Are there opportunities to create long-term efficiencies if the Division has upfront resources to streamline ordinances by adding clear criteria and standards?
3. Does web-based planning bring any opportunity to free resources for other Planning functions?

**Housing Division Question:**

1. The Council may wish to ask whether H.A.N.D. has had an opportunity to consider potential changes to the boarded building ordinance, given that currently houses can be boarded for unrestricted amounts of time.
2. The Council may wish to ask whether H.A.N.D. would be willing to work with Planning, Fire and Police to create disincentives for problem properties.

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*Additional Information*

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**LEGISLATIVE INTENT STATEMENTS**

1. **Review City Fees** – It is the intent of the City Council that the Administration review fees charged by divisions such as petition fees, subdivisions fees, etc. to determine the level of cost recovery. It is the intent of the City Council that the focus be on those fees that have not recently been reviewed.

**Response from the Administration:**

The Planning Division is proposing fee increases for many of the applications/processes administered by Planning as part of the FY 2005-2006 budget.

2. **Cross-train Inspectors in Community Development** - It is the intent of the City Council that the Administration continue to explore opportunities to cross train inspectors in the Division of Community Development for the purpose of enhancing customer service, increasing the efficient use of budget and human resources, expediting the review process to encourage economic development, and reducing the number of visits to each site.

**Response from the Administration:**

The Building Services and Licensing Division has started to do combination inspections with the two inspectors that are licensed by the state to do so. Additionally, the Division has instituted a program which encourages its other inspectors to obtain multiple inspection licenses and certifications. This program will pay for the state-required training and testing. Once these employees receive the proper licenses they will be used to do combination inspections.

The new inspector that was hired due to the budget opening in January is multiple certified, and once he is trained on City processes and policies will make combination inspections. We will continue to hire as many combination certified/licensed inspectors as possible. This type of inspector is generally paid compensated more than our current entry level inspector position, which creates a real challenge when recruiting. We are seeing progress from existing inspectors pursuing additional certificates now that we reimburse for the testing and the certification. We are also doing mandatory training sessions every Monday morning on the specialty inspection areas to bring staff up to standards on multiple areas of expertise. This training is being taught by in-house experts to save resources. Having combination inspectors available will reduce the number of inspectors and time spent at each individual site.

3. **Contract with U.D.O.T. for Traffic Control Center** - It is the intent of the City Council that the Administration investigate the feasibility and costs of contracting with U.D.O.T. for traffic control center services. It is the intent of the City Council to increase efficiencies and avoid duplication.

**Response from the Administration:**

The Utah Department of Transportation was requested to evaluate the legislative intent. UDOT held several discussions with Transportation Division staff as well as internal discussions and provided a written response. UDOT recommends the current situation remain and they prefer not to provide traffic control center services to Salt Lake City. Their letter details several reasons, which are summarized below:

Purposeful operational redundancy. The CommuterLink system was specifically designed to have redundancy including 3 operations centers

(UDOT, City, County). This allows the entire system to be operated out of any one center in case a catastrophe such as an earthquake that disables a center. The federal funding that constructed the centers recognized this purpose and need.

Capacity to handle major events. The three centers provide the capability to handle major traffic events such as evacuation from a natural disaster or extraordinary events such as the Olympics. Multiple centers improve life-saving capability during emergencies.

Disparate missions / longer response times. The missions of UDOT and the City differ in that UDOT has statewide responsibilities for not only signals, but also freeway ramp metering, 511-telephone system, etc. UDOT would not be able to provide the level of priority to signal timing changes currently provided by city staff.

Added costs. There would be added costs (staff and funding) for both agencies associated with contract administration and coordination between UDOT and the City and with UTA. UDOT believes no cost efficiencies would result from their providing these services which would be less responsive than currently provided by City staff. The Administration concurs in this finding and is also concerned about not increasing the level of bureaucracy or degree of difficulty the public would need to go through on traffic signal issues by adding another government agency to the process.

4. **Impact Fees** – It is the intent of the City Council that the Administration review current impact fees to determine whether there are ways to provide incentives to develop within the City, and compare industrial/warehouse space rates to market rates.

**Response from the Administration:**

The Department has completed the initial analysis and the revisions should be ready for Council review in July or August.

5. **Boards and Commissions** - It is the intent of the City Council that the Administration review all City boards and commissions that are not mandated by State statute to determine whether Administrative staff efficiencies can be obtained by combining boards that perform similar tasks, by identifying more effective means for public input where that potential exists, or by eliminating boards that may no longer serve their original purpose.

**Response from the Administration:**

The Administration has reviewed the current roster of boards and commissions. Last year the Administration proposed and the Council passed

an ordinance combining the Youth City Government Advisory Board and the Recreation Program Advisory Board.

The Administration is always searching for efficiencies that can be obtained without cutting service. It has been suggested that the Board of Adjustment and the Land-Use Appeal Board might be combined. The Board of Adjustment meets monthly and has a full load of cases, while the LUAB meets only when necessary. The Administration does not believe it would be more effective or efficient to combine them. These boards provide different services and have a different function. The current division of responsibilities serves the City well.

Another suggestion is to combine the CDAC and CIP Boards. Members serving on these boards already make a significant commitment of time. The CIP Board reviews over 85 applications and the Community Development Advisory Committee reviews over 150 applications. The Administration is actively considering combining these boards and is currently meeting with board members and analyzing the issue.

Finally, it has been suggested that the Arts Council and the Art Design Board might be combined. While these two groups have similar interests, they have very different statutory responsibilities. The Administration does not believe it would be more effective or efficient to combine them.

6. **Plan Review** – It is the intent of the City Council that the Administration evaluate the potential benefits and cost savings of implementing a program where an authorized private agency or person reviews plans, building sites, etc. in place of the City’s zoning, building, and compliance personnel.

**Response from the Administration:**

Building plan review by private professional agencies is being used by jurisdictions across the country in various creative ways to satisfy the individual needs of each jurisdiction and their customers. There are a number of firms providing the service across the country. Several firms are truly nationwide firms, including the International Code Council, which provides plan review services from coast to coast as well as in many foreign countries. In our region the services are being provided in multiple states by Wildan Associates, GP Engineering, and Stantec Associates to name a few.

In discussions with these major firms, it appears that most of the jurisdictions that are similar in size to Salt Lake City are using the outsourcing services when they are not able to provide acceptable turn-around-times (TAT) on submittals for plan review on projects in their jurisdiction. Much of this is caused by the seasonal and cyclical nature of the construction industry.

In some instances, especially with the smaller jurisdictions, the need may arise due to the lack of staff experience or credentials to handle specialized projects such as 'high-tech/hazardous', assembly, or institutional occupancies. Some smaller jurisdictions also prefer to transfer the liability to the independent professional registrant on these types of specialized or complex projects. In many jurisdictions the resource is used primarily to deal with demand. It is much easier to outsource than to 'staff-up' for the times of peak demand. Many small and some medium sized jurisdictions outsource all of their building, structural, fire, mechanical, plumbing, and electrical plan review; whereas, plan review for engineering, planning and zoning traffic and streets, and utilities is usually done in-house due to its nature, being germane to the specific jurisdiction.

There are many jurisdictions that use the service for 'value-added' program, such as expedited plan review. In most cases if there is added cost to the jurisdiction for the outsourcing, it is passed on directly to the customer. Many customers are willing to pay double or more the permit fee to get their projects out of the ground sooner. Recently the City had several customers that were willing and would have been happy to pay double their permit fee for a guaranteed ten-day TAT on their plan submittal, which is a typical TAT by private firms. (Versus the three to four week TAT we are currently quoting). Our current ordinance does not allow for double fees for this service. In fact it is silent on expediting.

As to the cost of expediting versus in-house review, most of the outsourcing firms will do the review of 75% of the 65% plan review fee set forth in the 1997 UBC table. In special circumstances, all of the firms provide an hourly fee schedule with a not-to-exceed figure agreed to before the work begins. Generally speaking, the service can be provided for less than the fee extracted from the customer by traditional means. (In our current situation, it appears the outsourced plans will cost significantly less than the fee collected. However, it is difficult to put an exact figure on the administrative cost to manage the plans as well as the cost of review for the disciplines still needing to be done in-house; ie: Planning, Traffic and Streets, Engineering, and Public Utilities.)

Customers are not willing to wait six to eight weeks for their first comments from City Plan Review staff. **In the future we will be requesting guidance from Council to provide the service for expedited plan review as well as restricted revenue to pay for this service and similar innovations provided by other progressive jurisdictions, and demanded by our customers.**

7. **Building License Per Employee Fee** – It is the intent of the City Council that the Administration provide an updated cost study for business license fees.

Options relating to the per-employee fees should be explored.

**Response from the Administration:**

The Finance Division is in the process of conducting this cost study now, and expects to have it completed in June.

During the briefing on the proposed budget, the Council may wish to identify legislative intents relating to the Community Development Department.

During the briefing, the Council may wish to identify potential programs or functions to be added to the Council's list for future audits.

**SIX YEAR BUSINESS PLAN**

The following are goals and anticipated needs outlined in the Community Development Department's Six Year Business Plan:

- Arts Council – will continue to attempt to increase independent revenue to supplement general fund financial support in order to achieve the desired level of growth in programs provided and individuals served.
- Building Licensing:
  - Implementation of the online business license application and renewal program will help improve customer service (end of FY '05).
  - Addition of in-vehicle wireless computers to enforce and approve licenses in the field, as well as providing data access (end of FY '05).
  - Implementation of on-line business licensing data, to allow customers to know if they are doing business with a licensed business (end of FY '05).
- Construction Compliance:
  - Provide increased training so inspectors can perform multiple inspections on one site, improving efficiency and reducing number of required site visits, saving money in the long run.
- Permits:
  - Re-instating the crashed Interactive Voice Response (IVR) system, which would allow contractors to access their permit and inspection information without the aid of City staff. Currently, there is a seasonal employee to cover until the crashed system is restored. Once the IVR system is restored this employee will no longer be needed.
  - Working with IMS, the Department is utilizing wireless technology with its permit programs, to allow contractors and homeowners to access and discuss permit issues in the field. This eases the customer experience as well as the burden on City staff at the counter downtown.

- Housing and Neighborhood Development:
  - As this Division is funded in part by the US Department of Housing and Urban Development, it is required by law to prepare a five year consolidated plan for all programs. This plan also details Salt Lake City's share in spending. This plan is available on the City's web page at <http://www.slcgov.com/CED/hand>.
  - The programs implemented by this Division serve the low income residents of Salt Lake City, and the need for these programs is projected to continue to increase, as the numbers of individuals in need is projected to increase. Due to recent federal expenditures on homeland security and the war in Iraq, it is predicted that available federal funding will decrease, despite increased demand.
  - With regard to Housing, the Division is partnering with Salt Lake County, and is hopeful that this collaboration will help in rehabilitating at least 110 units annually.
  - Once a new mortgage system, being installed currently, is operational, it will be able to quickly calculate complicated blended mortgages, thus freeing up staff time, previously spend calculating mortgages by hand, for increasing collection and outreach efforts.
- Planning and Zoning
  - The Division administration has a need to acquire a new records management system in the next two years, to address the number of records being generated by the Division, and the need for these records to be stored both physically and digitally.
  - The demand for services from the zoning administration is anticipated to significantly increase over the next several years. Planning Commissioners have recommended the commission should focus on larger policy issues, rather than uncontested/routine administrative items. This could place additional burden on administrative staff.
  - Zoning enforcement needs are expected to increase, particularly in areas with aging housing stock. Depending on the level of increased demand, additional staff may be needed.
  - The Division intends to facilitate ongoing training for planning staff in graphic and presentation programs, in order to better facilitate the public participation process in planning. The Division will need to increase outreach efforts in order to respond to the diversifying population base and to encourage broad participation.
- Transportation Division
  - In order to address the anticipated expansion of the City Parking Permit Program (CPP) and maintain level of customer service, one additional Office Technician will be required.
  - In order to upgrade and update the current regional traffic modeling software (used in planning and programming traffic timing and

planning), it will cost the Division roughly \$60,000, which will be submitted as a budget request in the next two years.

- In order to keep up with increased demand for different modes of travel, and managing current traffic, the Division anticipates it will need to: (1) install three closed circuit television cameras per year at a cost of \$100,000 per year, (2) provide traffic monitoring stations in conjunction with the camera installations at a cost of \$30,000 per year, (3) in the next year approximately \$130,000 will be submitted as capital improvement requests.
- Due to increased demand as well as CommuterLink recommendations, one additional Traffic Control Center operator will be needed in the next year, at a cost of \$50,000.
- A formal funding source for a transportation intern (from the University of Utah), at a cost of \$17,000 per year, will likely be added, as in the past this has been funded through other cost centers, which have been greatly reduced.

April 22, 2005

To: Louis Zunguze, Community Development Director  
From: Planning Staff  
Subject: **Planning Application Fees (REVISED FEE SCHEDULE. PROPOSED FEES WOULD GENERATE APPROXIMATELY \$70,000 BASED ON 2004 AVERAGE)**

**Background**

The Planning Division conducted a review of what other municipalities charge for doing business in their communities (discretionary applications). The study was to get an idea where Salt Lake City Corporation stood in terms of what it charges in comparison to other cities. Staff quickly concluded that Salt Lake City Corporation was below average in all categories relating to planning applications.

The study included a review of 4 local municipalities and Salt Lake County.

Park City	West Valley City	Salt Lake County
West Jordan	Draper City	

Staff is requesting that the Mayor and Council consider increasing the current Planning fee structure to be competitive with our neighboring cities. The goal of the fee increase is to recover more of our Division's costs of providing these development reviews services while staying competitive with the other municipalities in our area.

**Development Review Justifications**

1. The current application fees do not cover the cost of processing an application thorough the Boards, Commissions and Council. A typical planning application includes an interdepartmental review, neighborhood council meeting(s), analysis, noticing requirements, postings, staff report(s) and Council transmittals. The time to process an application may take several months, numerous revisions to the original submitted plans, scheduling of meetings between departments and applicant. A typical process generally consists of these factors. The amount of time spent per application request would justify the increase. Depending on complexity of the project, the average time frame for review and approval or denial generally does not exceed 3 months.

2. The fee increase proposed by the Planning Division is consistent with other jurisdictions in the general area. As proposed, Salt Lake City application fees would be equal to or less than other jurisdictions.
3. Salt Lake City Corporation has incurred costs in technology, increase costs in energy/fuel, maintenance of city owned buildings and infrastructure and other city amenities. A fee increase would help maintain the current city assets that the citizens currently enjoy.
4. Additional revenue will provide an enhanced/maintaining a level of service to the citizens of Salt Lake City.
5. Fee increase will help us stay competitive with other municipalities in what services that they provide to their citizens.
6. Fee increase would be equal or less than what other municipalities charge.

Attached are the current/recommended planning fees in relationship to what other municipalities charge for their planning applications.

SALT LAKE CITY ORDINANCE  
No. \_\_\_\_\_ of 2005  
(Amending Zoning Fees)

AN ORDINANCE AMENDING CHAPTER 21A.64, *SALT LAKE CITY CODE*,  
PERTAINING TO ZONING FEES.

WHEREAS, the Salt Lake City Code contains a fee schedule relating to zoning fees; and

WHEREAS, the City Council now desires to amend said fee schedule; and

WHEREAS, the City Council finds that the proposed amendments are in the best interest  
of the City.

NOW, THEREFORE, be it ordained by the City Council of Salt Lake City, Utah:

SECTION 1. That Chapter 21A.64, *Salt Lake City Code*, pertaining to zoning fees be,  
and the same hereby is, amended to read as follows:

**21A.64.010 Fee Schedule:**

<u>Petition Or Application</u>	<u>Fee</u>
Administrative interpretation and verification	\$50.00 plus \$50.00 per hour for research after first hour
Administrative Determination	\$150.00
Alley vacation	\$200.00 (fee waiver available)
Alternative parking	\$300.00 residential \$550 nonresidential
Amendment:	
Master Plan	\$750.00 plus \$100.00 per acre in excess of 1 acre

Zoning: Text or Map	\$800.00 plus \$100.00 per acre in excess of 1 acre
Annexation	\$1000.00
Appeal of decision:	
Administrative decision	\$200.00
Historic Landmarks Commission	\$200.00
Planning Commission	\$200.00
	Fee waiver available
Appearance before the zoning enforcement hearing officer:	
First scheduled hearing	No fee
Second scheduled hearing	\$50.00
Billboard construction or demolition	\$200.00
Conditional use/Planned Development	\$600.00 plus \$100.00 per acre in excess of 1 acre
Conditional Site Plan Review	\$600.00 plus \$100.00 per acre in excess of 1 acre
Condominium:	
Preliminary	\$400.00 plus \$30.00 per unit
Final	\$300.00 plus \$20.00 per unit
Dwelling unit legalization	\$200.00
Historic preservation:	
HLC decision	

Alteration of a principal building	\$25.00
Signs	\$25.00
New construction of a principal building	\$200.00
Demolition of a principal building	\$400.00
Relocation of a principal building	\$200.00
Home occupation:	
Nonconditional	\$100.00
Conditional	\$100.00
Planned development	\$600.00 base fee, see conditional use permit
Routine and uncontested matters	\$100.00
Signs:	
Plan review fee	10% of building permit value
Identification tag	\$10.00
Site development permit	\$200.00 plus \$50.00 per acre in excess of 1 acre
Special exception	\$200.00 <sup>1</sup> residential
Street closure	\$300.00 (fee waiver available)
Street name change	\$250.00
Subdivision (preliminary review):	
Minor residential	\$300.00 plus \$100.00 per lot
Minor nonresidential	\$300.00 plus \$100.00 per lot
Residential	\$300.00 plus \$100.00 per lot

Nonresidential	\$300.00 plus \$100.00 per lot
FR and FP Zones	\$600.00 plus \$100.00 per lot
Subdivision (final review):	
Residential and nonresidential	Minor: \$600.00 plus \$100.00 per lot
	Major: \$1000.00 plus \$100.00 per lot
FR and FP Zones	\$600.00 plus \$150.00 per lot
Subdivision lot line adjustment	\$200.00
Subdivision amendments and vacations:	
Amendments	\$300.00 plus \$100.00 per lot
Vacations	\$300.00 plus \$100.00 per lot
Temporary uses	\$200.00
Zoning variance	\$300.00 <sup>1</sup> residential

1. A fee for a special exception or variance shall not be required for alterations of contributing structures or new construction located within an H Historic Preservation Overlay District or alterations of a landmark site when the Historic Landmark Commission finds that the development, as proposed, is more consistent with the intent of Section 21A.34.020 of this Title or subsection 21A.46.070V of this Title, than by strict compliance with the Ordinance.

SECTION 2. EFFECTIVE DATE. This Ordinance shall become effective on the date of its first publication.

Passed by the City Council of Salt Lake City, Utah this \_\_\_\_\_ day of \_\_\_\_\_,  
2005.

\_\_\_\_\_  
CHAIRPERSON

ATTEST:

\_\_\_\_\_  
CHIEF DEPUTY CITY RECORDER

Transmitted to Mayor on \_\_\_\_\_.

Mayor's Action: \_\_\_\_\_ Approved. \_\_\_\_\_ Vetoed.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF DEPUTY CITY RECORDER

(SEAL)

Bill No. \_\_\_\_\_ of 2005.  
Published: \_\_\_\_\_.

APPROVED AS TO FORM  
Salt Lake City Attorney's Office  
Date Apr. 22, 2005  
By Melanie Peif

## Zoning Fees

	Current Fees	Reccommended Fee Changes	# of Cases in 2004	Annual Increase
<b>Rebuild Letters</b>	\$25.00 + \$25.00 per hour for research after first hour	\$50 + \$50/hr after the first hour.	208	\$5,200
<b>Administrative Determination/ Interpretation</b>	\$25.00 + \$25.00 per hour for research after first hour	\$150.00	17	\$2,125
<b>Alley vacation</b>	\$100.00	\$450.00	11	\$3,850
<b>Alternative parking (BoA app)</b>	\$200.00	\$300 residential, \$550 Nonresidential	1	\$100 / \$350
<b>Amendment:</b>				
Master Plan	\$500.00 plus \$100.00 per acre in excess of 1 acre	\$750.00 plus \$100 per acre	4	\$1,000
Zoning: Text or Map	\$500.00 plus \$100.00 per acre in excess of 1 acre	\$800.00 plus \$100 per acre	11	\$3,300
<b>Annexation</b>	\$0.00	\$1,000.00	2	\$2,000
<b>Appeal of decision:</b>				
Administrative decision	\$100.00	\$200.00	2	\$200
Historic Landmarks Commission	\$100.00	\$200.00	1	\$100
Planning Commission	\$100.00	\$200.00	1	\$100
<b>Appearance before the zoning enforcement hearing officer:</b>				
First scheduled hearing	No fee	No fee		
Second scheduled hearing	\$50.00	Same		
<b>Billboard construction or</b>	\$100.00	\$300.00		

## Zoning Fees

<b>Conditional use</b>	\$300.00 plus \$100.00 per acre in excess of 1 acre	\$600 plus \$100.00 per acre in excess of 1 acre	58	\$17,400
<b>Conditional Site Plan Review</b>	New Process	\$600 plus \$100.00 per acre in excess of 1 acre	Estimate 8 per year	\$4,800
<b>Condominium:</b>				
Preliminary	\$300.00 plus \$10.00 per unit	\$600 + \$30 per unit	11	\$3,300
Final	\$200.00 plus \$10.00 per unit	\$400 + \$20 per unit	11	\$2,200
<b>Dwelling unit legalization</b>	\$100.00	Same		
<b>Accessory Apartment</b>	Not allowed			
<b>Historic preservation:</b>				
Alteration of a principal building	\$25.00	same		
Signs	\$25.00	same		
New construction of a principal building	\$200.00	same		
Demolition of a principal building	\$200.00	\$400.00		
Relocation of a principal building	\$200.00	same		
<b>Home occupation:</b>				
Nonconditional	\$100.00	same		
Conditional	\$100.00	same		
<b>Planned development</b> .....(see Conditional Use)	\$300.00 plus \$100.00 per acre in excess of 1 acre	\$600.00 plus \$100.00 per acre in excess of 1 acre		
<b>Routine and uncontested matters</b>	\$100.00	same		

## Zoning Fees

**Signs:**

Plan review fee	10% of building permit value	permit counter	permit counter	
Identification tag	\$10.00	permit counter	permit counter	

**Site development permit (aka Permitted Use permit)**

\$200.00 plus \$50.00 per acre in excess of 1 acre	same			
Permit Center				

**Special exception**

\$200.00	same			
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**Street closure**

\$300.00 (fee waiver available)	same			
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**Street name change**

\$250.00	same			
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**Subdivision (preliminary review):**

Minor residential	\$150.00 + \$25.00/lot	\$600 plus \$100.00 per lot	27	
Minor nonresidential	\$150.00 + \$25.00/lot	\$600, plus \$100.00 per lot		
Major Residential	\$250.00 + \$25.00/lot	\$1000, plus \$100.00 per lot		
Major Nonresidential	\$150.00 + \$50.00/lot	\$1000 plus \$100.00 per lot		
FR and FP Zones	\$600.00 + \$100.00/lot	\$600.00 plus 150.00 per lot	0	\$12,150

**Subdivision (final review):**

Residential and nonresidential	\$300.00 plus \$75.00 per lot, FR and FP Zones: \$600.00 plus \$150.00 per lot	Minor: \$600 plus 100.00 per lot	27	\$8,100
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## Zoning Fees

FR and FP zones	\$600 + \$150/lot	same	0	
Subdivision lot line adjustment	\$200.00	same		
<b>Subdivision amendments and vacations:</b>				
Amendments	\$350.00 plus \$25.00 per lot	\$600.00 plus \$100.00 per lot	5	\$1,250
Vacations	\$350.00	\$300.00 plus \$100.00 per lot	0	
Temporary uses	\$50.00	\$200.00		
Zoning variance, Board of	\$200.00	\$300.00	7	\$700
<b>Total Increase</b>				<b>\$68,075</b>

## Planning Fees

	Salt Lake City Current Fees	Reccommended Fee	Park City	West Valley	West Jordan*	S L County*	Draper City
Administrative interpretation and verification	\$25.00 + \$25.00 per hour for research after first hour	\$50 + \$50/hr after the first hour.	GRAMA: \$50 + \$20/hr (whichever is greater)	\$35 zoning verification	\$150.00	Zone verification: \$50.00 + \$50.00 per hour for research after first hour	GRAMA: \$50 + copy fee
Administrative Determination		\$150.00	No Fee	\$125.00	To be added in July	\$150.00	
Alley vacation	\$100.00	\$450.00	Fair market value of land + app fee of \$450	Street vacation: \$150	\$320.00	Street vacation: \$300	
Alternative parking (BoA app)	\$200.00	\$300 residential, \$550 Nonresidential	Determined by PC under Master Plan Development	Considered by PC or as a Conditional Use	\$350.00	Residential: \$500 Nonresidential: \$750	\$200.00
<b>Amendment:</b>							
Master Plan	\$500.00 plus \$100.00 per acre in excess of 1 acre	\$750 plus \$100 per acre	General Plan Amendment: \$3475 per application	General Plan/zoning district amendment: \$700 + \$50 for each Acre over 10	General Plan: \$455	General Plan: less than 1 acre: \$500 more than 1 acre: \$900 + \$100/acre	General Plan map or text amendment: \$2000
Zoning: Text or Map	\$500.00 plus \$100.00 per acre in excess of 1 acre	\$800 plus \$100 per acre	Change to existing zone: \$1250, Create new zone: \$2600, Modify zone language: \$2000	General Plan amendment for text and/or map: \$250 Appeal: \$150 Zoning amendment: \$350	Zone: \$820 Text: \$750	Residential: \$900 base fee + \$75/acre Nonresidential: \$900 base fee + \$95/acre (up to 5 acres) and + \$110/acre (over 5 acres) Text: \$300	General Plan map or text amendment: \$2000

## Planning Fees

	Salt Lake City Current Fees	Reccommended Fee	Park City	West Valley	West Jordan*	S L County*	Draper City
<b>Annexation</b>	No fees. May be considered through a subdivision application	\$1000 *New policy discussion	Pre-application: \$3300, <u>Fiscal Impact Analysis:</u> \$1550, <u>Modification to annexation agreement:</u> \$3300	Last one was in 1990, no fee currently listed	\$2500 deposit for review of annexation	X	X
<b>Appeal of decision:</b>							
Administrative decision	\$100.00	\$200.00	\$100.00	\$350.00	To be added in July	\$150.00	X
Historic Landmarks	\$100.00	\$200.00	\$365.00	No such service	No such service	No such service	X
Planning Commission	\$100.00	\$200.00	\$365.00	\$350.00	\$415.00	\$150.00	\$100.00
<b>Appearance before the zoning enforcement hearing officer:</b>							
First scheduled hearing	No fee	No fee	Service not provided	X	To be added in July	X	X
Second scheduled	\$50.00	Same	provided	X	To be added in July	X	X
<b>Billboard construction or demolition</b>	\$100.00	\$300.00	Not allowed	\$250.00	\$250 + valuation of sign	\$300.00	X
<b>Conditional use</b>	\$300.00 plus \$100.00 per acre in excess of 1 acre	\$600.00 plus \$100.00 per acre in excess of 1 acre	<u>Discretionary:</u> \$720, <u>Steep Slope Review:</u> \$350, <u>Administrative:</u> \$100, <u>Extension or Modification:</u> \$250	<u>New:</u> \$500 fast track + \$300, <u>Amendment:</u> \$200 + \$50/acre, <u>Residential:</u> \$250 + \$50/unit	<u>New:</u> \$350, <u>Amend:</u> \$250	<u>Director approval:</u> \$600, <u>Planning Commission:</u> \$900 base fee + \$50/unit for PUD, +\$25/unit for Multi-fam, +\$35/1000 sq. ft. for commercial	\$500.00
<b>Condominium:</b>							
Preliminary	\$300.00 plus \$10.00 per unit	\$600 + \$30 per unit	<u>Condo conversion:</u> \$450 per unit, <u>Record of Survey:</u> \$450 per unit,	See subdivision fees. For condo's the per lot fee transfers to a per	\$480 + \$30 per unit	X	X

## Planning Fees

	Salt Lake City Current Fees	Reccommended Fee	Park City	West Valley	West Jordan*	S L County*	Draper City
Final	\$200.00 plus \$10.00 per unit	\$400 + \$20 per unit	Amendment to record of Survey: \$100 per unit, Extension of approval: \$250 per application	See subdivision fees. For condo's the per lot fee transfers to a per unit fee.	\$320 + \$20 per unit		
Dwelling unit legalization	\$100.00	Same	No such process	No such process	Covered by zoning		
Accessory Apartment	Not allowed		Regulated: \$100 Conditional: \$720	Not allowed	Standard development fees		
<b>Historic preservation:</b>							
Alteration of a principal building	\$25.00	same	No such process	No such process	No such process	No such process	No such process
Signs	\$25.00	same					
New construction of a principal building	\$200.00	same	Residential: \$200 Commercial: \$200 per unit				
Demolition of a principal building	\$200.00	\$400.00	\$400 plus hourly fee for fiscal economic analysis, billed at actual cost				
Relocation of a principal building	\$200.00	same	No such process				
<b>Home occupation:</b>							
Nonconditional	\$0.00	same	Obtained through business licensing	Major HO reviewed by PC: \$200, Minor HO: \$25	\$50 inspection fee + \$40 license fee	no customers: \$100 with customers: \$250, phone/mail only: \$100	\$60.00
Conditional	\$100.00	same					

## Planning Fees

	Salt Lake City Current Fees	Recommeneded Fee	Park City	West Valley	West Jordan*	S L County*	Draper City
<b>Planned development</b>	\$300.00 plus \$100.00 per acre in excess of 1 acre	\$600.00 plus \$100.00 per acre in excess of 1 acre... (see conditional use)	Conditional Use Permit/ Master Plan Development: \$720	PUD prelim: \$200 + \$50 per unit or lot, PUD final: \$250 + \$50 per unit or lot	Devopment Plan Review: Preliminary: \$250, Final: \$250	\$900 base fee + \$50/unit for PUD	<del>XXXXXX</del>
<b>Routine and uncontested</b>	\$100.00	same	Service not	Service not	Service not	Service not	<del>XXXXXX</del>
<b>Signs:</b>							
Plan review fee	10% of building permit value	permit counter	Master Sign Plan: \$110 + \$35.35 per sign, <u>individual signs or amendments to master sign plan</u> : \$55.55 per sign, <u>Temporary signs</u> : \$20.20	<u>Wall Sign</u> : \$50 <u>Pole/monument</u> : \$100 <u>Billboard</u> : \$250	\$250.00	<u>Wall Sign</u> : \$75 <u>Pole/monument</u> : \$150, <u>Billboard</u> : \$300, <u>All others</u> : \$150	<u>Permanent</u> : \$100 + \$2.50/ sq. ft. over 32 sq. ft. <u>Temporary</u> : less than 29 days is \$25, more than 29 day is \$100 plus \$2.50 per sq. ft. over 32, grand opening or going out of business is \$30 per business
Identification tag	\$10.00	permit counter			Temporary: \$25		
<b>Site development permit (aka Permitted Use permit)</b>	\$200.00 plus \$50.00 per acre in excess of 1 acre	same	See conditional use or master plan development	\$300 fast track + \$300	Site Plan Review: <u>Preliminary Commercial</u> : \$775 + \$100/acre <u>Preliminary Industrial</u> : \$515 + \$100/acre Final for both: \$320 + \$100/acre	<u>Residential</u> : \$300, or \$600 if in canyon overlay zone, <u>Nonresidential</u> : \$600, or \$900 if in canyon overlay zone	Building site review: \$100 per site
<b>Special exception</b>	\$200.00	same	Not recognized	\$350.00	\$350.00	<u>Residential</u> : \$500 <u>Nonresidential</u> : \$750	\$200.00

## Planning Fees

	Salt Lake City Current Fees	Reccommended Fee	Park City	West Valley	West Jordan*	S L County*	Draper City
<b>Street closure</b>	\$300.00 (fee waiver available)	same	\$100.00	X	X	X	X
<b>Street name change</b>	\$250.00	same	X	\$150.00	X	X	X
<b>Subdivision (preliminary review):</b>							
Minor residential	\$150.00 + \$25.00/lot	\$600 plus \$100/lot	\$255.00 per unit.	\$250 + \$100/lot	\$480 + \$30/lot	\$250 pre-application meeting fee (attributed to total fees if subdivision app is filed)	\$400/lot, <u>prelim plat review</u> : \$2000 + \$25to\$50 per lot
Minor nonresidential	\$150.00 + \$25.00/lot	\$600 plus \$100/lot					
Residential	\$250.00 + \$25.00/lot	\$1000 plus \$100/lot					
Nonresidential	\$150.00 + \$50.00/lot	\$1000 plus \$100/lot		\$250 + \$250/lot			
FR and FP Zones	\$600.00 + \$100.00/lot	\$600 plus \$150/lot					
<b>Subdivision (final review):</b>							
Residential and nonresidential	\$300.00 + \$75.00/lot	Minor: \$600 plus \$100/lot	\$180.00 per unit. Revisions to conditions of final plat: \$585 per revision. Extension of approval: \$250	\$250 + \$150/lot	\$320 + \$20/lot	Minor: \$1000 base fee + \$100/lot, Major: \$2000 base fee + \$100/lot	\$400/lot, <u>final plat review</u> : \$2000 + \$25 to \$50 per lot
FR and FP zones	\$600 + \$150/lot	same					
<b>Subdivision lot line adjustment</b>	\$200.00	same	\$290.00	\$250.00	X	X	X
<b>Subdivision amendments and vacations:</b>							
Amendments	\$350.00 plus \$25.00 per lot	\$600 plus \$100 per lot	\$450.00	\$250 + \$100 per lot	Unprotested: \$320 + \$10/lot, Protested: \$415 (paid by protestor)	X	X
Vacations	\$350.00	\$300 plus \$100 per lot		Amend conditions: \$250			

## Planning Fees

	Salt Lake City Current Fees	Reccommended Fee	Park City	West Valley	West Jordan*	S L County*	Draper City
Temporary uses	\$50.00	\$200.00	Not regulated by Planning	\$100.00	\$350.00	Nonprofit: \$100 Commercial: \$250	\$50.00
Zoning variance, Board of Adjusment application	\$200.00	\$300.00	\$365.00	\$350.00	\$350.00	Residential: \$500 Nonresidential: \$750	\$200.00

\*West Jordan will update fees in July.

\*The County will update their fees next month.

MAR 24 2005

C7

The Honorable Rocky Anderson  
Salt Lake City Council

The 2004 Utah Legislature passed into law the Pawnshop Transaction Information Act which took affect January 1, 2005. This law now supersedes all local ordinances governing most aspects of the pawn industry and has relieved a very large amount of the burden of the management of the pawn industry from local police departments. All reporting and transaction record storage now rests within a Statewide Central Database of the Utah State Department of Commerce. This relieves Salt Lacc City Police Department of the time consuming and expensive job of collecting and data entering once done by their office.

In light of these changes in the Pawnshop industry in Utah and Salt Lake City, we request a review and up-date in the Business license fee's charged to Pawnshops. We furthermore request a partial refund of license fee's paid for the year 2004.

Very respectfully your,

AAA Jewelers & Loan, Inc  
Best Pawn, Inc  
Gallenson's, Inc  
House of Guitars, Inc  
Hy & Mike's Pawn, Inc  
Mid-Town Pawn, Inc  
Mr. Pawn, Inc  
Witzel's Pawn, Inc



State of Utah  
Department of Commerce

MAR 28 2005 JJ

Division of Occupational and Professional Licensing

JON M. HUNTSMAN, JR.  
Governor

RUSSELL C. SKOUSEN  
Executive Director

J. CRAIG JACKSON  
Division Director

March 24, 2005

Dear Permitting Agency:

As you may already know, in 2004 and 2005 the Utah State Legislature passed House Bill 136 and House Bill 105, respectively. The passage of these bills impacts every construction project in the state of Utah, including commercial, residential, and public projects.

These bills establish new requirements and a new process for protecting lien rights. A critical component of this new process is the creation of a **centralized, online State Construction Registry (SCR)**. The new system will provide a statewide system of filing notices in the following three (3) areas:

- 1) Notices of Commencement
- 2) Preliminary Notices
- 3) Notices of Completion

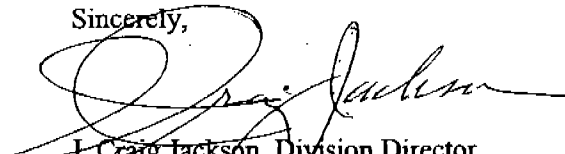
**Effective May 1, 2005, building permit information submitted by cities/counties** will serve as the Notice of Commencement of a construction project, and thus will provide a legal avenue for subcontractors and suppliers to protect their lien rights. The use of the SCR is *required* by all involved in the construction process, including cities/counties, general contractors, subcontractors, and suppliers.


Your responsibility is to comply with this new requirement by providing building permit data within 15 days of the issuance of a building permit via one of the following methods:

- 1) **Automated Export:** This is the most efficient option for transmitting data into the SCR. Call (801) 983-8432 or go to [scr@utahinteractive.org](mailto:scr@utahinteractive.org) to set up an account. Instructions can be found at [www.scr.utah.gov/city](http://www.scr.utah.gov/city)
- 2) **Online Entry:** Manually enter the building permit data into the SCR.
- 3) **Fax:** Fax a copy of the completed building permit directly to 1-800-585-1534 for entry into the SCR.

In order to effectively transition to this new online process, please begin submitting building permits as soon as possible, but no later than April 8, 2005. Your use of this new system is critical in that it ensures that the lien rights of our citizens in the construction industry will be protected.

Sincerely,

  
J. Craig Jackson, Division Director  
Occupational and Professional Licensing

  
F. David Stanley, Associate Director  
DOPL Construction Services Unit