

**To:** Mayor Dodgen and Council Members  
City Manager Steve Parker

**From:** Dale Skinner, Fire Chief

**Date:** February 13, 2024

**Re:** Fee Schedule Changes

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Staff has adjusted multiple fees to ensure that the permit fees account for staff hours required to complete the permit reviews and required inspections. A survey of surrounding cities was conducted to ensure new permit fees do not exceed regional charges.

Staff recommends increasing the following fees:

1. Preliminary Plan Reviews
2. Underground Fire Lines
3. Fire Sprinkler Systems
4. Fixed Pipe Suppression Systems
5. Smoke Control Systems
6. Fire Alarm Systems
7. Day Care Annual Inspections
8. Medical Facility Annual Inspections
9. Commercial Burn Permits
10. Tent Permits
11. Carnival Ride Inspections
12. Rushed Reviews
13. After Hours Inspections
14. Re-inspections
15. Fire Watch

Staff recommends adding the following fees:

1. Private Hydrant Inspections
2. Emergency Responder Radio Coverage Systems
3. Fireworks Display Permits
4. Partial Inspections
5. Punch List Inspections
6. Fire Watch with an apparatus
7. Nuisance Fire Alarms

Staff recommends the following fees be removed.

1. Final Inspection Fee (Now included in preliminary plan review)
2. LPG tank permits
3. Mobile Food Vendor (A fee is collected by Health Department)

Attached is a breakdown of both our current fees and proposed changes along with the fees from the surrounding cities and Guadalupe County.

Staff is available should you have any questions regarding this matter.



Dale Skinner  
Fire Chief