



**Memorandum**

To: Common Council  
From: Greg Keil, CDD *OK*  
Date: February 27, 2013  
RE: Menasha Joint School District Request for Reduced Building Permit Fees

Per the attached letter, the Menasha Joint School District is requesting an adjustment to the building permit fees for its expansion/remodeling project. Under the current contract with Independent Inspections Limited the permit fees would be computed as follows:

New construction building permit fees	$\$.14/\text{sf} \times 45,689 = \$6,396$
New construction electrical permit fees	$\$.04/\text{sf} \times 45,689 = \$1,628 + \$45.00$
New construction HVAC permit fees	$\$.04/\text{sf} \times 45,689 = \$1,628 + \$45.00$
New construction plumbing fees	$\$.04/\text{sf} \times 45,689 = \$1,628 + \$45.00$

New Construction Permit Fees Total: \$11,415

Remodel building permit fees	$\$8.00/\$1,000 \times 13,300,000 = \$106,400$
Remodel electric permit fees	$\$.04/\text{sf} \times 175,000 \text{ sf of affected area} = \$7,000$
Remodel HVAC permit fees	$\$.04/\text{sf} \times 175,000 \text{ sf of affected area} = \$7,000$
Remodel plumbing permit fees	$\$.04/\text{sf} \times 175,000 \text{ sf of affected area} = \$7,000$

(sf = square foot)

Remodel Permit Fees Total: \$120,800

Permit Fees Grand Total: \$132,215

As you will note, the permit fee for building remodeling is based on the valuation of the remodeling work, which in this instance is \$13.3 million. At \$8.00 per thousand of valuation, the resultant building inspection fee is \$106,400. Although the \$8.00/\$1,000 rate is reasonable for smaller remodeling projects, the fees become disproportionate to the actual time spent on inspections in large renovation projects such as the one being undertaken by the school district.

I have discussed this matter with Tom DeLacy, President of ILL, and the suggested approach is to substitute the \$8.00/\$1,000 remodeling fee with the \$.14/ square foot fee as applied to new construction. This has the effect of reducing the remodeling building permit fee from \$106,400 to \$24,500. The total fee for all building permits (except erosion control for commercial buildings which is administered by the city) under the current contract would be \$132,215, which would be reduced to \$50,315 under this proposal.



**Director of Business Services**

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February 25, 2014

Greg Keil  
Community Development Director  
140 Main Street  
Menasha, WI 54952

RE: Menasha High School Permit Fees

Dear Mr. Keil,

The School District of Menasha is requesting the Common Council take into consideration the adjustment of permit fees for the high school project. As the fees sit right now, the tax payers of Menasha would be paying \$132,215 in permit fees. The district is seeking a more appropriate fee schedule that is fair for the taxpayers and the city.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Adesso", with a long, sweeping underline.

**Brian Adesso**  
Director of Business Services

cc:

**"Reaching Every Student Every Day"**