

*Andrew Klein*

FROM	NAME & TITLE	Andrew W. Klein, Chief
	AGENCY NAME & ADDRESS	Bureau of the Budget and Management Research Room 469, City Hall (396-4941)
	SUBJECT	City Council Resolution # 12-0009 Building, Fire and Related Codes – Application Fees

CITY of  
BALTIMORE  
**MEMO**



TO

DATE:

The Honorable President and  
Members of the City Council  
C/O Karen Randle  
Room 409, City Hall

February 17, 2012

Attention: Karen Randle

City Council Bill 12-0009 increases the fees for permit applications that require the submission of plans or drawings.

The fees would increase from \$25 to \$125 for plans related 1- and 2-family dwellings and from \$50 to \$150 for all other plans.

The new fee levels are needed for the City to recoup its costs for a new online application filing system and fully loaded labor costs of managing the filing process. The new system will streamline the filing system for permit application, eliminating the expense of producing multiple copies of large format documents and greatly reducing the workflow delays inherent in today's paper-based process.

The new system is funded with a loan from the City's Innovation Fund, which must be repaid over a four year timeframe.

The annual cost of the filing process, including loan repayment, system maintenance, server rental, and labor, is approximately \$250,000. Based on an average of 2,000 plans filed per year, the cost per plan is \$125.

The Department of Finance supports this bill.

Cc: Harry Black  
Angela Gibson

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