

Whitehouse

June 8, 2023

Meeting Notice
Village Council Meeting As
A Committee of the Whole
June 13, 2023
6:30 p.m.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 635995669#. You may also access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page, please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, June 13, 2023 at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the May 9, 2023, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **General**
 - A. Discuss Building Department & Inspection Service Options
 1. **Supporting Information** – Memo from Village Administrator (Exhibit A)
 - B. Consideration of Rental Fee for Renovated Shelter House
 1. **Supporting Information** – Memo from Village Administrator (Exhibit B)
- VI. Citizen Comments
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn



WHITEHOUSE • OHIO

OFFICE OF ADMINISTRATION

Jordan D. Daugherty
Administrator

June 8, 2023

To: Council Members and Mayor
Re: Building Inspection Service

As informed previously, I am asking that we consider other options for building inspection services. Many of you know that the City of Maumee has provided inspection services to Whitehouse for many years now. Also known to many is the disruption to the inspection services industry caused by the limited supply of Chief Building Officials (CBO). Many municipalities are receiving inspection services under the shared supervision of one or two CBOs within the region. Whitehouse is one of those municipalities. Last year I started looking into other options and found what I believe is the right choice.

The primary other option for Whitehouse is teaming with Lucas County. They have a long history of providing services and have developed a great program and team of inspectors. During Tuesday's meeting, I would like to share with you my thoughts on the benefits of moving our inspections services to Lucas County. In the packet, I have included current rates for both Maumee and Lucas County. On Lucas County's document, I also included Maumee's rates where comparable. Additionally, I have attached a copy of Lucas County's response to a few questions that I thought you would be interested in. Of course, we will get into greater detail during the meeting; these attachments are meant to get you up to speed to facilitate a productive conversation.

Also, if there are any questions or you need additional information, please call me at my office at (419) 877-5383.

Yours truly,

Jordan D. Daugherty
Village Administrator

OFFICE OF ADMINISTRATION

Jordan D. Daugherty
Administrator

MAYOR

DONALD L. ATKINSON

COUNCIL

LOUANN ARTIAGA
RICHARD BINGHAM
REBECCA CONKLIN KLEIBOEMER
MINDY CURRY
ROBERT KEOGH
DENNIS RECKER

**APPENDIX B – FEE SCHEDULE
BUILDING PERMIT FEES
(Effective February 25, 2022)**

① Depending on type of review
(e.g., mechanical, electrical, etc.)

**Building and Administrative Fees
(FEES ARE NON-REFUNDABLE)**

	<u>LC</u>	<u>Maumee</u>
Residential Permit (One, Two & Three family dwellings and their Accessory Structures)		
Permit base fee	\$60.00	75
Additional fee per gross square foot (100sf minimum)	\$0.20	.20
Commercial Permit (All Structures other than Residential)		
Permit base fee	\$75.00	75-175 ^①
Additional fee per gross square foot (100sf minimum)	\$0.20	.23
Certificate of Occupancy	\$75.00	75
Residential Plan Review (One, Two & Three family dwellings and their Accessory Structures)		
Plan review base fee	\$50.00	175
Additional fee per gross square foot (100sf minimum)	\$0.03	
Resubmissions		
1st resubmission	Free	50
2nd resubmission	\$75.00	75
3 rd resubmission and each thereafter	\$150.00	125
Commercial Plan Review (All Structures other than Residential)		
Plan review base fee	\$75.00	75-175 ^①
Additional fee per gross square foot (100sf minimum)	\$0.03	✓
Resubmissions		
1st resubmission	Free	75
2nd resubmission	\$150.00	125
3 rd resubmission and each thereafter	\$300.00	175
Revisions (After initial plan approval)	\$75.00	
Phased Approvals (for each phase after initial application)		
Base fee	\$75.00	
Additional fee per gross square foot (100sf minimum)	\$0.03	
Permit Renewal, or original permit fee, whichever is less	\$100.00	
Reinspection Fees		
1st reinspection	Free	
2nd reinspection	\$150.00	
3 rd reinspection and each thereafter	\$300.00	
Special Inspections for health, safety and certificate of occupancy for an existing building. Inspection fees (includes building, electrical, plumbing, HVAC, fire alarm and suppression)	\$600.00	

After hours inspections (anytime outside normal business hours)		
Contiguous to the work day	\$150.00	
Not contiguous to the work day	\$300.00	
Board of Building Appeals (total fee)	\$200.00	
Payable to the City of Toledo, Division of Building Inspection	\$150.00	
Payable to Lucas County Building Regulations	\$50.00	
Demolitions	\$75.00	200
Fireplaces, each	\$75.00	
Non-structural alterations (roofs, siding, doors and windows), per alteration	\$75.00	
Signs		
Permit base fee	\$75.00	
Additional fee per foot per sign face	\$0.50	
Special Services, per hour	\$100.00	
Drainage Regulations, Subdivision Site Plan Review (collected for the Lucas County Engineer)	\$100.00	
Illegal or Unauthorized Work		
Double the required permit fees plus:		
1 st offense	\$250.00	300
2 nd offense	\$500.00	600
3 rd offense	\$1,000.00	1,200
4 th offense	\$2,000.00	
5 th offense and each thereafter	\$3,000.00	
Illegal Occupancy	\$1,000.00	
State of Ohio Board of Building Standards mandated fees		
Residential (One, Two & Three family dwellings and their Accessory Structures)	1%	
Commercial (All Structures other than Residential)	3%	
Replacement Plans		
Base fee	\$50.00	
Additional fee per drawing sheet	\$5.00	
Copy / Printing Fees, per 8-1/2"x11" or 11"x17" sheet	\$2.00	
Mailing Fees		
11x17 or smaller	\$5.00	
All others	\$10.00	
Credit Card Convenience Charge		By Credit Card Processor

Fire Alarm and Suppression Fees

Fire Alarm and Suppression (includes plan review, permit and inspections)		
1 to 25 devices	\$150.00	175
Each device over 25	\$2.00	5
Fire Pumps and Standpipes (includes plan review, permit and inspections) (each)	\$200.00	200

Electrical Fees

Residential (One, Two & Three family dwellings and their Accessory Structures)		
New Residential base fee per unit	\$90.00	120
Existing Residential alteration fee per unit	\$75.00	75
Commercial (All Structures other than Residential)		
Commercial base fee per unit	\$100.00	175
Existing Commercial alteration fee per fixture/circuit	\$6.00	\$4/100 ft ²
Services; including solar arrays or photovoltaic modules in all occupancies, per amp (services over 200 amps require plan review)	\$0.50	
Underground service inspections, per service	\$75.00	75
Temporary Service, per service	\$75.00	50
Service Release (Edison Release)		
Permit base fee, per service	\$75.00	75
Additional fee per amp	\$0.50	
Generators		
Permit base fee, per generator	\$75.00	75
Additional fee per amp	\$0.50	
(generators over 200 amps require plan review)		
Swimming pool (includes bonding, underground, wiring and final inspections)	\$300.00	

Plumbing Fees

Residential (One, Two & Three family dwellings and their Accessory Structures)

Permit base fee per unit	\$90.00	75
Additional fee per fixture	\$6.00	10

Commercial (All Structures other than Residential)

Permit base fee per unit	\$100.00	175
Additional fee per fixture	\$6.00	

Underground inspection, per run	\$75.00	75
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HVAC Fees

Residential (One, Two & Three family dwellings and their Accessory Structures)

Fee per heating or cooling unit (new or replacement) includes duct	\$100.00	125
Alteration or addition to existing duct or hydronic system, per unit	\$75.00	

Commercial (All Structures other than Residential)

New permit base fee	\$100.00	175
Additional fee, per gross square foot (100sf minimum)	\$0.05	4 / 100 ft ²
Replacement fee, per heating or cooling unit	\$100.00	
Alteration fee, per system	\$100.00	
Type 1 and Type 2 hoods fee, per hood	\$150.00	100 - 225

Geothermal Systems, per system	\$150.00	
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Pressure Piping Fees

Permit base fee per unit	\$75.00	100 - 150
Additional fee per fixture	\$6.00	

Underground inspection, per run	\$75.00	75
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Contractor Registration Fees

Original registration or renewal, per Contractor	\$100.00	40-50
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Re: Building Department Discussion

David Golis <DGolis@co.lucas.oh.us>

Mon 5/8/2023 12:19 PM

To: Matthew Heyrman <mheyрман@co.lucas.oh.us>; Jordan Daugherty <jdaugherty@whitehouseoh.gov>

Cc: Tonia Saunders <TJSaunders@co.lucas.oh.us>; Joshua Hartbarger <jhartbarger@whitehouseoh.gov>

📎 1 attachments (18 KB)

Fee Schedule - Effective 2-25-22.docx;

Great news Jordan! Looking forward to working with you and your administration and constituents.

1. Our current fee schedule is attached. As I mentioned in our meeting, our department is an enterprise department and is funded purely by the fees we charge for our services; we receive no funding from the Lucas County Commissioners and therefore are not in the position to share or give back any of the revenue. We use the permit fees to pay for our rent, utilities, vehicles, employee costs, technology, etc.
2. Residential plan reviews are normally done in 2-3 working days, responses to residential correction letters are also reviewed in 2-3 working days. Commercial drawings are normally reviewed in about 3 weeks with answers to commercial correction letters reviewed in about a week.
3. Once the Village decides to move forward with our department we will need to draft a contract for services that will need to be reviewed by the Village of Whitehouse and Lucas County's law departments and approved by the administrations as well as the State of Ohio's Board of Building Standards. I would estimate this could take somewhere in the area of 4-6 weeks.
4. The Lucas County Building Regulations Department is located at 1115 S McCord Road on the campus with the Lucas County Engineer and Lucas County Sanitary Engineer's offices. Our offices are centrally located within Lucas County and we have no plans to change our location. In addition, we are upgrading our permitting software system and hope to be able to accept applications and plans on-line beginning January 2024.
5. Yes, I am very confident in our current staffing levels. In fact, Lucas County has the most well staffed and most experienced department in northwest Ohio. In addition to me as a Professional Engineer and Chief Building Official we have 3 Permit Specialists who are responsible for answering phones, application in take, scheduling, etc.; 1 full-time and 1 part-time Registered Architect and Master Plans Examiners (Commercial Plans Examiners); 2 Residential Plans Examiners who are also multi-certified Inspectors; 2 inspectors who can perform all inspections except electrical; 2 inspectors who can perform all inspections except plumbing and 1 inspector who will be starting with our office at the end of June who can perform all inspections except plumbing. We also have a reciprocal agreement for back up services with the City of Oregon's Building Inspection Department.

I would be happy to attend Chamber of Commerce or Council meetings so your administration and constituents can meet me in person, ask questions about our policies and office and become comfortable with the change if you feel it would help.

Let me know if you need anything else. Thanks,

David Golis, PE.

Chief Building Official

Lucas County Building Regulations

419-213-2985

>>> Jordan Daugherty <jdaugherty@whitehouseoh.gov> 5/8/2023 10:24 AM >>>

Good morning Matt,

Since our meeting a few weeks ago, I have grown my interest in the potential of moving out Building and Inspection services to Lucas County (LC). Further, I have discussed the idea with both Mayor Atkinson and Josh Hartbarger and they are equally as interested. In order to advance this idea to the next step, I am asking for brief response to the following questions:

1. What is your fee schedule proposal?
2. What can our constituents expect with respect to the timeline of plan reviews and inspections once the LC Building Department is contacted with acceptable documents?
3. Once Village Council decides, how much time will LC need to start providing services?
4. What is the LC Building Department office location? Any plans to change?
5. Are you confident that your staffing level is sufficient for LC's overall volume?

That should be it for now. Thank you for this opportunity to work together.

Respectfully,

Jordan D. Daugherty, D.ODC
Village Administrator
Village of Whitehouse
P.O. Box 2476
Whitehouse, Ohio 43571
Phone - (419) 877-5383
Website - www.whitehouseoh.gov



January 1, 2023

Schedule of Rates and Fees
Exhibit "A"

I. RESIDENTIAL BUILDING PERMIT FEES

One, Two and Three Family Dwellings and Residential Industrialized Units

A. Building Permit: New construction, additions, alterations including garages, basements, accessory buildings and decks (based on gross floor area).

- | | |
|--|---------------|
| 1. Base fee | \$ 75.00 |
| plus - fee per square foot | \$ 0.20 |
| 2. Foundation only | \$ 150.00 |
| 3. Re-review fee (each) | \$ 55.00 |
| 4. Minor work | \$ 100.00 |
| 5. Certificate of occupancy (temporary or final) | \$ 50.00 each |

B. Removal and Demolition Permit: \$ 100.00

C. Electrical Permits:

The cost shall be based upon the following:

- | | |
|--|---------------------------|
| 1. Temporary service (per pole) | \$ 50.00 |
| 2. New dwelling (per unit) | \$ 125.00 + .10 amp |
| 3. All electric unit (per unit) | \$ 120.00 + .10 amp |
| 4. Service change: up to 100 amp | \$ 75.00 + .05 amp |
| greater than 100 amp | \$ 75.00 + .20 amp |
| 5. Alterations (other than service change) | \$ 75.00 |
| 6. Furnace and air conditioning circuit | \$ 75.00 |
| 7. Residential Generator | \$ 75.00 + gas piping fee |
| 8. Edison release | \$ 75.00 |

D. Plumbing Permits:

The cost shall be based upon the following:

- | | |
|---|-----------|
| 1. New dwelling (per unit) | \$ 75.00 |
| plus per fixture | \$ 10.00 |
| 2. Underground only (per unit) | \$ 75.00 |
| 3. Alterations and fixture replacement (per unit) | \$ 75.00 |
| plus per fixture | \$ 10.00 |
| 4. Hot water heater (per unit) | \$ 75.00 |
| 5. Hydronic boiler (per unit) | \$ 75.00 |
| 6. Lawn Meter Plumbing (Existing Home) | \$ 125.00 |

E. Heating and Air Conditioning Permits:

The cost shall be based upon the following:

1. Forced air furnace base (per unit, includes one

HVAC, air conditioner and ductwork	\$ 125.00
2. Furnace replacement (per unit)	\$ 75.00
3. Air conditioning only (per unit)	\$ 75.00
4. All other heating systems (per unit)	\$ 75.00

F. Other Permits:

1. Sidewalk and Driveway Permits:

The cost shall be based upon the following:

a. Sidewalks and driveways involving up to 40 sq ft of construction or reconstruction	\$ 20.00
b. Sidewalks and driveways involving more than 40 sq ft of construction or reconstruction	\$ 50.00
c. Cutting or dropping of curbs plus add per each lineal foot plus reimbursement of engineering review fees, if applicable	\$ 2.00
2. Fireplace Permits	\$ 100.00
3. Roofing Permits	\$ 75.00
4. Gas piping	\$ 75.00

G. Re-inspection and Stop Work Order:

1. Re-inspection:

a. First re-inspection	\$ 50.00
b. Second re-inspection	\$ 75.00
c. Third re-inspection	\$ 125.00

2. Stop Work Orders (per calendar year):

a. First order	\$ 200.00 *
b. Second order	\$ 500.00*
c. Third order	\$1000.00*

* Plus double permit fee with maximum fee of \$2000.00

H. Minor Repairs:

The following items shall be considered minor repairs for which a permit is not required:

1. Window/door replacement providing no change in the opening size or location.
2. Interior remodeling with no change to structural members or floor plan
3. Replacement of plaster or drywall without structural members or mechanical installation.
4. Painting of walls, ceilings and moldings
5. Replacement or repair of exterior trim, soffits, fascia or overhangs, nonstructural members
6. Wall papering
7. Concrete patios without roof or walls

I. Extension for Building Permits

Six (6) months to start once permit has been issued; twelve (12) months to finish. Ten (10) day written request before expiration of permit. Six (6) month extension; limit of two (2).

\$ 100.00

J. State Surcharge Fee. In addition to the fees stated above, each permit applicant shall be charged an additional fee in an amount equal to any surcharges, which are imposed by the laws of the State of Ohio. At the time of the passage of this Ordinance, the State has imposed a 1.0%

surcharge on all fees in this Section.

II. COMMERCIAL BUILDING PERMIT FEES Commercial, Industrial or Residential Multi-Family Units

A. Construction Fees:

1. Structural plan review and permit fee	\$ 175.00
Additional fee (per gross sq ft)	\$ 0.22
2. Mechanical plan review and permit fee	\$ 175.00
Plus each 100 square foot of area	\$ 4.00
3. Electrical plan review and permit fee	\$ 175.00
Plus each 100 square foot of floor area	\$ 4.00
New service or service change per amp	\$.50
Underground or floor slab installation only	\$ 75.00
4. Temporary Pole (up to 200 amps)	\$ 100.00
5. Plumbing plan review and permit fee	\$ 175.00
Plus each fixture with trap	\$ 10.00
Underground or floor slab installation only	\$ 75.00
6. Automatic sprinkler and other fire suppression systems	\$ 150.00
All suppressed areas, per each 100 sq ft of floor area	\$ 4.00
7. Kitchen hood suppression systems plan review / permit fee	
Type I	\$ 150.00
Type II	\$ 100.00
Other systems, haz hoods	\$ 225.00
8. Generators	\$ 200.00
9. Fire Pumps	\$ 200.00
10. Refrigeration (0 to 5 tons)	\$ 100.00
Plus \$20 per 5 ton portion over first 5 ton	
11. Gas piping	\$ 100.00
Plus \$10 for every appliance/connection over three	
12. Industrialized unit plans (each unit)	\$ 150.00
Plus each 100 square foot of floor area	\$ 1.35
13. Alarm system	\$ 175.00
Plus per each device	\$ 5.00
14. Foundation plan review and permit	\$ 150.00
15. Plan re-review fee, per hour	\$ 100.00
16. Sidewalk and Driveway Permit:	
a. Sidewalks and driveways involving up to 40 square feet of construction or reconstruction	\$ 15.00
b. Sidewalks and driveways involving more than 40 square feet of construction or reconstruction	\$ 75.00
c. Cutting or dropping of curbs	\$ 75.00
plus add per each lineal foot	\$ 2.00
plus reimbursement of engineering review fees, if applicable	
17. Removal and Demo	\$200.00

B. Extension for Building Permits

Six (6) months to start once permit has been issued; twelve (12) months to finish. Ten (10) day written request before expiration of permit. Six (6) month extension; limit of two (2).	\$ 100.00
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C. Re-inspection and Stop Work Order:

1. Re-inspection:

- a. First re-inspection \$ 75.00
- b. Second re-inspection \$ 125.00
- c. Third re-inspection \$ 175.00

2. Stop Work Orders (per calendar year):

- a. First order \$ 300.00*
- b. Second order \$ 600.00*
- c. Third order \$ 1200.00*

* Plus double permit fee with maximum fee of \$3000.00

D. Minor Work

\$ 300.00*

Minor repairs consists of minor construction, minor additions or replacement of equipment, or other minor alterations requiring a permit fee and inspection, including, but not limited to, moving non-bearing walls; changing required exits or exit corridors; adding up to five (5) circuits; replacing up to 2 plumbing fixtures; relocation of furnace

*If additional review is needed, fee may increase

E. Occupancy Permits (temporary or final)

\$75.00 each

An occupancy permit shall be required for new and existing industrial and commercial buildings when any change of occupancy occurs or building alteration. An occupancy inspection shall be requested by the occupant after the completion of occupancy permit application and the payment of a fee of \$75.00 each (temporary or final).

- F. State Surcharge Fee.** In addition, each permit applicant shall also be charged an additional fee in an amount equal to any surcharges on permit fees which are imposed by the laws of the State of Ohio. At the time of the passage of this Ordinance, the State has imposed a 3% surcharge on all fees in this Section.

III. INSPECTIONS OUTSIDE NORMAL BUSINESS HOURS

For all inspections which a permit holder or his agents request to be performed outside normal business hours (8:30 am – 4:00 pm, M-F, excluding holidays), an additional minimum fee of \$200.00 shall be charged. If the time required to perform such inspection exceeds two (2) hours, an additional fee of \$100.00 per hour shall be charged for each hour or fraction thereof in excess of two (2) hours. All inspections to be performed outside normal business hours shall be requested in writing and given to the Maumee Division of Inspection at least forty-eight hours prior to the requested inspection to be performed.

IV. SIGN PERMITS

Projecting signs that hang over the public right-of-way and freestanding (pole or monument) signs shall require a building permit before being constructed or attached to a building or wall. A sign contractor, registered with the Village of Whitehouse, must apply for the permit and install the sign as indicated on the building plans submitted for review to the Chief Building Official.

- a. Signs from 0 sq. ft. to 50 sq. ft. \$ 80.00
- b. Signs from 51 sq. ft. to 100 sq. ft. \$ 160.00



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June 8, 2023

To: Council Members and Mayor
Re: Shelter House Rental Fee

At the request of Council, we will be discussing the possibility of changing the rental fee for use of the newly renovated shelter house. Currently, we do not charge a rental fee to Village residents. We do charge non-residents a \$50/day rental fee. Both residents and non-residents are charged a \$50 deposit that is returned when they return the shelter house key.

To aid the discussion, we checked other rental fees charged by other organizations. Here is what we found:

1. City of Waterville-residents pay a \$25 rental fee and a \$25 refundable deposit. Non-residents pay a \$40 rental fee and a \$25 refundable deposit.
2. Village of Holland
 - a. Lodge at Strawberry Acres
 - i. \$800/day during weekdays
 - ii. \$1,300/day on the weekend
 - b. Holland Community Building
 - i. \$175/day rental plus a \$100 refundable deposit
3. Lucas County Metroparks-open air venues require a \$100/day rental. For other indoor climatized venues, daily rental fees range from \$400-800 depending on the day.

Also, if there are any questions or you need additional information, please call me at my office at (419) 877-5383.

Yours truly,

Jordan D. Daugherty
Village Administrator