

Tourist Home Fee Structure Amendment

January 2023

Recommended Fee Structure

First-Time Registration			
STEP	STAFF		TOTAL COST
1 Initial Contact w/Applicant	Permit/License Staff or Current Planning Staff		\$ 8.13
2 Review of Registration Forms	Business Licensing Staff		\$ 16.25
3 Zoning Review for Compliance	Current Planning Staff		\$ 20.30
4 Notification Letter Processing and Mailing	Current Planning Staff		\$ 20.30
5 Notification Letter Processing and Mailing	Actual Mail Cost		\$ 2.40
6 Building Department Inspection	Building Inspectors		\$ 222.96
7 Fire Department Inspection	Fire Department Staff		\$ 82.88
8 Follow-Up/Issue Final Approval	Permit/License Staff		\$ 8.13
9 Average Costs to Monitor and Ensure Compliance with Ordinance			\$ 173.18
	TOTAL COST		\$ 554.52
Tourist Home Renewal			
STEP	STAFF		TOTAL COST
1 Initial Contact w/Applicant	Permit/License Staff or Current Planning Staff		\$ 8.13
2 Review of Registration Forms	Business Licensing Staff		\$ 16.25
3 Follow-Up/Issue Final Approval	Permit/License Staff		\$ 8.13
4 Average Costs to Monitor and Ensure Compliance with Ordinance			\$ 173.18
	TOTAL COST		\$ 205.68

Recommended Motion

I move the City Council set a public hearing for February 6, 2023 on a resolution of the Missoula City Council amending Exhibit A, the Business Licensing Fee Schedule in Resolution 8615, to revise fees for the Tourist Home Registration.