Tourist Home Fee Structure Amendment



Recommended Fee Structure

| 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 | STEP | | | |
|---|---|--|----------------|-----------------------|
| 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 \$ 16.25 \$ 20.30 \$ 173.18 | 5.2. | STAFF | TOT | AL COST |
| 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 | 1 Initial Contact w/Applicant | Permit/License Staff or Current Planning Staff | \$ | 8.13 |
| 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 | 2 Review of Registration Forms | Business Licensing Staff | \$ | 16.25 |
| 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 | 3 Zoning Review for Compliance | Current Planning Staff | \$ | 20.30 |
| 6 Building Department Inspection Fire Department Staff Staff 8 Follow-Up/Issue Final Approval Permit/License Staff 9 Average Costs to Monitor and Ensure Compliance with Ordinance TOTAL COST \$ 222.96 \$ 82.88 \$ 82.88 \$ \$ 13 | 4 Notification Letter Processing and Mailing | Current Planning Staff | \$ | 20.30 |
| 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 | 5 Notification Letter Processing and Mailing | Actual Mail Cost | \$ | 2.40 |
| 8 Follow-Up/Issue Final Approval 9 Average Costs to Monitor and Ensure Compliance with Ordinance TOTAL COST \$ 8.13 \$ 554.52 | 6 Building Department Inspection | Building Inspectors | \$ | 222.96 |
| 9 Average Costs to Monitor and Ensure Compliance with Ordinance \$ 173.18 TOTAL COST \$ 554.52 | 7 Fire Department Inspection | Fire Department Staff | \$ | 82.88 |
| TOTAL COST \$ 554.52 | 8 Follow-Up/Issue Final Approval | Permit/License Staff | \$ | 8.13 |
| TOTAL COST \$ 554.52 | | | | |
| | 9 Average Costs to Monitor and Ensure Compliar | nce with Ordinance | \$ | 173.18 |
| | | | | |
| Tourist Home Renewal | TOTAL COST | | \$ | 554.52 |
| Tourist Home Renewal | | | | |
| Tourist Home Renewal | | | | |
| | | | | |
| STEP STAFF TOTAL COST | Tourist Home Renewal | | | |
| 1 Initial Contact w/Applicant Permit/License Staff or Current Planning Staff \$ 8.13 | | STAFF | ТОТ | AL COST |
| 2 Review of Registration Forms Business Licensing Staff \$ 16.25 | STEP | | | |
| 3 Follow-Up/Issue Final Approval Permit/License Staff \$ 8.13 | STEP 1 Initial Contact w/Applicant | Permit/License Staff or Current Planning Staff | \$ | 8.13 |
| | STEP 1 Initial Contact w/Applicant 2 Review of Registration Forms | Permit/License Staff or Current Planning Staff Business Licensing Staff | \$ \$ | 8.13 16.25 |
| 4 Average Costs to Monitor and Ensure Compliance with Ordinance \$ 173.18 | STEP 1 Initial Contact w/Applicant 2 Review of Registration Forms | Permit/License Staff or Current Planning Staff Business Licensing Staff | \$ \$ | 8.13 16.25 |
| | STEP 1 Initial Contact w/Applicant 2 Review of Registration Forms 3 Follow-Up/Issue Final Approval | Permit/License Staff or Current Planning Staff Business Licensing Staff Permit/License Staff | \$ \$ \$ | 8.13 16.25 8.13 |
| TOTAL COST \$ 205.68 | STEP 1 Initial Contact w/Applicant 2 Review of Registration Forms 3 Follow-Up/Issue Final Approval | Permit/License Staff or Current Planning Staff Business Licensing Staff Permit/License Staff | \$ \$ \$ | 8.13 16.25 8.13 |

City of Missoula's Role

The role of the City through the registration process of tourist homes is three-fold:

- 1. To ensure compliance with our city ordinance and local laws.
- 2. Ensure safety requirements and codes are met.
- 3. Provide ongoing tracking of the housing landscape, code compliance, and potential housing market impacts.

Recommended Motion

Adopt a resolution for the Missoula City Council amending Exhibit A, the Business Licensing fee schedule in Resolution 8615, to revise fees for Tourist Home registration.