

ATTENTION
BUILDERS,
CONTRACTORS AND
DEVELOPERS

Recently the Windsor-Severance Fire Protection District implemented a Development and Construction Plan Review Fee Policy. This fee schedule took effect on May 18, 2007

Attached is a copy of the fee schedule and procedure adopted by the Fire District. Should you have questions; please contact Fire Marshal/Division Chief Mike Davis at (970) 686-9596 ext. 305.

WINDSOR-SEVERANCE FIRE PROTECTION DISTRICT PLAN REVIEW PROCEDURE

SECTION I: PLAN REVIEW PROCESS

- 1.1 A minimum time period of ten (10) working days is required to complete the review of submitted Construction and Subdivision plans. Additional time may be necessary based on the complexity of the project. Stated time period begins on the date that the Windsor-Severance Fire Protection District receives all required drawings, a plan review application and associated fees.
- 1.2 The submitting agent shall provide two (2) complete sets of plans as defined by the Building/Planning department having jurisdiction. These plans shall be submitted to the (WSFPD) administrative office only if the project falls outside the Town of Windsor or Town of Severance City Limits. If the project falls within the Town of Windsor or Town of Severance City Limits, (2) complete sets of plans for the Fire District and other sets as required by the associated municipality shall be submitted to the appropriate Building/Planning department first.
- 1.3 Applicant shall complete a plan review application provided by the (WSFPD) administrative office at the time of submittal and prior to the release of approved plans.
- 1.4 Applicant shall make payment in full in accordance with the adopted fee schedule for all plan review services at the time of application and prior to the plans being released. Checks shall be made payable and submitted to the (WSFPD).
- 1.5 Receipt of the plans and payment shall be documented on the plan review log sheet located at the (WSFPD) administrative office. The plans shall be stamped "Received" and dated by the jurisdiction accepting the submittal.
- 1.6 Applicant may pick up approved plans after all fees are collected and reviews are complete at the (WSFPD) administrative office if the project falls outside the Town of Windsor or Town of Severance City Limits. If the project is within the Town of Windsor or Town of Severance City Limits, plans may be picked up at the Town having jurisdiction.
- 1.7 Upon completing the review of the plans, written notification regarding the (WSFPD) requirements will be submitted to the applicant or his designated agent via the Building/Planning Department having jurisdiction, if the project is within the Town of Windsor or Town of Severance City Limits. If the project falls outside the City Limits mentioned above, the applicant or his/her designee will be notified that the reviewed plans are available for pick up at the Fire District Admin. office. A copy of the requirements may also be forwarded to the

Building/Planning Department having jurisdiction.

- 1.8 Documentation and communication pertaining to projects shall be maintained at the (WSFPD) administrative office and a copy of the reviewed plans, red-lines and/or associated letter/notes shall be retained at the project site throughout the construction process, for review by Fire District personnel.
- 1.9 Applicant shall be responsible for scheduling all needed Fire System and Fire Code related inspections with the (WSFPD) administrative office.

WINDSOR-SEVERANCE FIRE PROTECTION DISTRICT PLAN REVIEW FEE POLICY SECTION I: PURPOSE

- 1.1 The purpose of this policy is to establish plan review fees within the Windsor-Severance Fire Protection District.
- 1.2 The (WSFPD) shall enforce the adopted International Fire Code, including associated local amendments and accepted Nationally Recognized Standards of Good Practice that apply to the jurisdiction.

SECTION II: PLANS TO BE REVIEWED

- 2.1 Under the authority of the adopted International Fire Code, the (WSFPD) shall review submitted construction plans and apply code requirements pertaining to the following proposed occupancies as classified in the 2003 International Building Code:

- a) Group A
- b) Group B
- c) Group E
- d) Group F
- e) Group H
- f) Group I
- g) Group M
- h) Group R
- i) Group S
- j) Group U

(EXCEPTION: private residential dwellings)

- 2.2 The (WSFPD) shall review plans and apply code requirements pertaining to the following types of proposed developments,
 - a) Planned Unit Development
 - b) Commercial and Residential Subdivisions
 - c) Special Improvement Districts
 - d) Commercial Development
 - c) Industrial Parks
 - f) Minor Residential Developments
- 2.3 The (WSFPD) shall review plans and apply code requirements pertaining to the following Mechanical, Electrical, and Hydraulic systems:
 - a) Fire protection systems
 - b) Fire alarm/detection systems
 - c) Hazard systems
 - d) Hood systems

SECTION III: FEE SCHEDULE

3.1 The following fees shall be applied and are based on total project valuation, including electrical, fire suppression, and fire alarm valuations etc (if applicable).

A) Construction Plan Review Fee schedule for Commercial, Industrial Buildings and Tenant Finishes. Commercial and industrial development requires significant staff time to review construction drawings, make determinations about requirements (i.e. sprinklers, hydrants, access, etc.). It can entail numerous meetings and conversations with engineers and architects, phone calls, site visits, preliminary, final inspections and re-inspections.

Project Valuation Schedule A			Fee
\$ 1.00	to	\$ 1,999.00	\$ 75.00
\$ 2,000.00	to	\$ 25,999.00	\$ 250.00
\$ 26,000.00	to	\$ 49,999.00	\$ 500.00
\$ 50,000.00	to	\$ 99,999.00	\$ 800.00
\$ 100,000.00	to	\$ 136,999.00	\$ 1,000.00
\$ 137,000.00	to	\$ 176,999.00	\$ 1,200.00
\$ 177,000.00	to	\$ 224,999.00	\$ 1,500.00
\$ 225,000.00	to	\$ 266,999.00	\$ 1,700.00
\$ 267,000.00	to	\$ 312,999.00	\$ 2,000.00
\$ 313,000.00	to	\$ 356,999.00	\$ 2,250.00
\$ 357,000.00	to	\$ 400,999.00	\$ 2,500.00
\$ 401,000.00	to	\$ 444,999.00	\$ 2,750.00
\$ 445,000.00	to	\$ 500,999.00	\$ 3,000.00
\$ 501,000.00	to	\$ 550,999.00	\$ 3,200.00
\$ 551,000.00	to	\$ 572,999.00	\$ 3,400.00
\$ 573,000.00	to	\$ 600,999.00	\$ 3,600.00
\$ 601,000.00	to	\$ 650,999.00	\$ 3,800.00
\$ 651,000.00	to	\$ 700,999.00	\$ 4,000.00
\$ 701,000.00	to	\$ 748,999.00	\$ 4,200.00
\$ 749,000.00	to	\$ 798,999.00	\$ 4,400.00
\$ 799,000.00	to	\$ 850,999.00	\$ 4,600.00
\$ 851,000.00	to	\$ 900,999.00	\$ 4,800.00
\$ 901,000.00	to	\$ 948,999.00	\$ 5,000.00
\$ 949,000.00	to	\$ 999,999.00	\$ 5,200.00
Construction Valuation			Fee
\$ 1,000,000.00	& Up		\$5,300.00
\$5,300 for first \$1,000,000 plus \$3.00 for each additional \$10,000 or fraction thereof.			

Formula for \$1,000,000 & Above Value:

1. Take project value and subtract \$1,000,000 from that total
2. Take the number derived from # 1 above and divide by 10,000
3. Take the number derived from #2 above x \$3.00 + \$5300 = fee

B. Conceptual Drawings	No fee
C. Conditional Use Grant	No fee
D. Referrals	No fee
E. Annexation	No fee
F. Master Plan	No fee
G. Rezoning	No fee
H. Variance	No fee
I. Minor Subdivision	No fee
J. Major Subdivision	No fee
K. Site Plan	No fee
L. Administrative Site Plan (Consultation)	No fee
M. Qualified Commercial or Industrial Site Plan (fast track)	No fee
N. Footings & Foundations	No fee
O. New Construction	See schedule A.
P. Tenant Finish	No fee if built in a recently reviewed core & shell*. Otherwise it will be based off the project valuation schedule.
Q. Sprinkler System	No fee if built in a recently reviewed core & shell*. Otherwise it will be based off the project valuation schedule.
R. Fire Alarm System	No fee if built in a recently reviewed core & shell*. Otherwise it will be based off the project valuation schedule.
S. Hood System	No fee if built in a recently reviewed core & shell*. Otherwise it will be based off the project valuation schedule.
T. Special Hazard (i.e. tanks or above/below ground fuel)	See schedule A.

*'Recently reviewed core & shell' refers to a newly constructed (less than 1 year old) facility in which the proposed tenant finish space has not been previously finished or occupied. Remodels or changes of tenants/uses will require the appropriate fee from the project valuation schedule.

The District may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The District may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this policy.

The District may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.

The District shall not authorize refunding of any fee paid except on written application filled by the original permittee not later than 180 days after the date of fee payment.