



**TOWN OF WIGGINS  
WORK SESSION AGENDA**

**January 12, 2022 at 7:00 P.M.**

**304 CENTRAL AVENUE  
WIGGINS, CO 80654**

**NOTE: THE PUBLIC IS HIGHLY ENCOURAGED TO ATTEND THE MEETING  
VIA ZOOM DUE TO LIMITED SEATING CAPACITY**

**GO TO FOLLOWING SITE <https://us06web.zoom.us/j/88202736268> FOR THE MEETING LINK**

**MEETING AGENDA**

<b><u>AGENDA TOPIC</u></b>	<b><u>ESTIMATED TIME</u></b>
1. Discussion on Contracting with ProCode for Residential Building Inspections	30 minutes
2. Discussion on 2018 ICC Building Codes adoption schedule	15 minutes
3. Discussion on 2022 Fee Schedule	15 minutes
4. Other Items/Updates	15 minutes
5. Future Agenda Topics	5 minutes

*The Board of Trustees may adjourn for a brief Special Meeting after the Work Session.*



## **STAFF SUMMARY**

### **Board of Trustees Work Session January 12, 2022**

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**DATE:** January 5, 2022

**AGEND ITEM NUMBER:** 1

**TOPIC:** Discussion regarding contracting with ProCode, Inc for Residential Building Inspection Services

**STAFF MEMBER RESPONSIBLE:** Hope Becker, Planning & Zoning Administrator

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**BACKGROUND:**

During the 2022 budget discussions, the Board of Trustees requested staff look into contracting with ProCode for residential building inspection. While the Town has staff with the required knowledge to do residential building inspections and has been doing these inspections, these inspections do take Public Works staff away from the core Public Works functions. The Town is overcoming recent staffing challenges and is currently has a staffing mix that works best when the ability to concentrate on Public Works related activities is present. Contracting with an outside company to perform building inspections is often used by communities who do not need a full-time building inspector and staff has other responsibilities.

**SUMMARY:**

ProCode is currently performing commercial building inspection services for the Town under a contract entered into with the Town in January 2021. and routinely performs all building inspections for communities. Staff has had conversations with ProCode, Inc regarding the potential inclusion of the Town's residential building inspection to their building inspection contract. ProCode has confirmed that they are qualified and have the man-power to perform residential building inspections in addition to their commercial inspection commitments for the Town of Wiggins.

ProCode, Inc would provide prompt inspections for builders and homeowners. Inspections that are called in prior to 4 pm of a business day will be scheduled for the next business day.

The Town currently relies on the state for electrical and plumbing inspections. ProCode has the required certifications and capability to perform electrical and plumbing inspections for the Town and has included this as an option for consideration. The Town currently does not have approval from the State of Colorado's Department of Regulatory Agencies to perform these

inspections. The Board of Trustees expressed concern regarding the requirements for electrical and plumbing inspections in the January 2021 meeting.

**FISCAL IMPACT:**

Adopting this Resolution will not impact the Town's adopted 2022 budget. The utilization of ProCode and subsequent reduction in building permit fee revenue collected was anticipated in preparing the budget.

**APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

The Town strives to have environmental and structurally safe buildings constructed for its residents and businesses. Contracting a third-party inspection company will allow the Town to continue providing this service and assurance without sacrificing limited staff time.

**QUESTIONS / INFORMATION REQUESTED FROM THE BOARD OF TRUSTEES:**

- Does the Board of Trustees want staff to move forward with contracting with ProCode for residential building inspections?
- Does the Board want to move forward with having ProCode do electrical and Plumbing inspections?
- Does the Board of Trustees have any questions of staff?

**TOWN OF WIGGINS, COLORADO**

**RESOLUTION NO. 02-2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS  
APPROVING A FIRST AMENDMENT TO AN AGREEMENT WITH PROCODE, INC  
FOR BUILDING INSPECTION SERVICES.**

**WHEREAS**, the Town of Wiggins (“Town”) is authorized to contract for the performance of necessary public services including building inspections; and

**WHEREAS**, ProCode, Inc. (the “Consultant”) has been performing commercial building inspection services for the Town of Wiggins since January 2021 and has the necessary skill and expertise to perform such building inspection services; and

**WHEREAS**, the Consultant is willing to begin providing residential building inspection services to the Town; and

**WHEREAS**, a First Amendment to the Agreement for Building Inspection Services between the Town and Consultant has been prepared to expand Consultant’s scope of services to include residential building inspection and plan review; and

**WHEREAS**, the Town administrative staff recommends that the Town Board of Trustees approve the attached First Amendment.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE TOWN OF WIGGINS, COLORADO THAT:**

**Section 1.** The Wiggins Board of Trustees hereby (a) approves the First Amendment to the Agreement for Building Inspection Services in substantially the form attached hereto as **Exhibit A**, including all exhibits thereto, (b) authorizes the Town Attorney to make such changes as may be needed to correct any nonmaterial errors or language or to negotiate such changes to the First Amendment as may be appropriate that do not substantially increase the obligations of the Town, and (c) authorizes the Town Manager to execute the same on behalf of the Town; and

**Section 2.** The Town Manager and Town Clerk are hereby authorized to execute and deliver all documents and monies in accordance with this Resolution; and

**Section 3.** **Effective Date.** This Resolution shall take effect upon its approval by the Wiggins Board of Trustees.

**INTRODUCED, ADOPTED AND RESOLVED THIS 26<sup>TH</sup> DAY OF JANUARY, 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeffrey Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk

**FIRST AMENDMENT TO AGREEMENT FOR BUILDING INSPECTION SERVICES  
BY AND BETWEEN THE TOWN OF WIGGINS AND PROCODE INC.**

This FIRST AMENDMENT TO AGREEMENT FOR BUILDING INSPECTION SERVICES is made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **Town of Wiggins**, a Colorado municipal corporation (“Town”) and **ProCode, Inc.**, a Colorado corporation (“Contractor”).

WHEREAS, Town and Contractor previously entered into an Agreement for Building Inspection Services (the “Original Agreement”) dated February 1, 2021 pursuant to which the Contractor agreed to provide commercial building plan review and inspection services to the Town; and

WHEREAS, the Town has requested and Contractor has agreed to begin providing residential building plan review and inspection services to the Town; and

WHEREAS, the Town and Contractor desire to amend the Original Agreement to extend Contractor’s scope of services to include residential building plan review and inspection services.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby amend the Original Agreement as follows:

1. Section 2.1 of the Original Agreement is amended to read as follows (words to be added are underlined):

2.1 The Town desires to engage the Contractor for the purpose of providing residential and commercial building inspection services as further set forth in the Contractor’s Scope of Services (which services are hereinafter referred to as the “Services”).

2. Section 3.2 of the Original Agreement is amended to read as follows (words to be added are underlined):

3.2 The Contractor agrees to perform all required plan reviews and inspections of residential and commercial buildings and structures within the incorporated boundaries of the Town based upon the Town’s adopted Building Code, Mechanical Code, Plumbing Code, Electrical Code, Residential Code, Property Maintenance Code, Existing Building Code, Fuel Gas Code, Energy Conservation Code, Residential Code, and any other adopted codes and amendments or applicable State and Federal requirements, and other Town adopted regulations, standards, and requirements related to building construction (collectively, the “Town Codes”).

3. Exhibit A of the Original Agreement is hereby replaced with the new Exhibit A, attached hereto and incorporated herein by reference.

4. Exhibit B of the Original Agreement is hereby replaced with the new Exhibit B, attached hereto and incorporated herein by reference.
5. As amended by the terms hereof, the Original Agreement is in full force and effect and is hereby ratified by the parties.
6. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute the binding and enforceable agreement of the parties hereto. Signatures obtained via facsimile or other electronic transmission shall be sufficient and binding for all purposes hereof.

TOWN OF WIGGINS  
A Colorado Municipal Corporation

By: \_\_\_\_\_

Attest: \_\_\_\_\_  
Town Clerk

CONTRACTOR:  
PRO CODE INC.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exhibit A – Scope of Services**

The Contractor agrees to perform residential and commercial building plan review and inspection services, including but not limited to the following:

1. Review building plans and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on all types of construction within the Town of Wiggins. These include footings, foundations, basement floors, site erosion control and final occupancies.
2. Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
3. Conduct all necessary inspections on permitted activities such as, but not limited to, commercial and residential alterations and additions.
4. Provide Inspection Reports to the Planning & Zoning Administrator for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
5. Assist Town staff with inquiries related to all types of buildings.
6. Assist with the investigation of complaints related to the Town Codes and Town Ordinances, including but not limited to inspections for occupancy permits, structural property maintenance violations, etc.
7. Attend occasional meetings as requested.



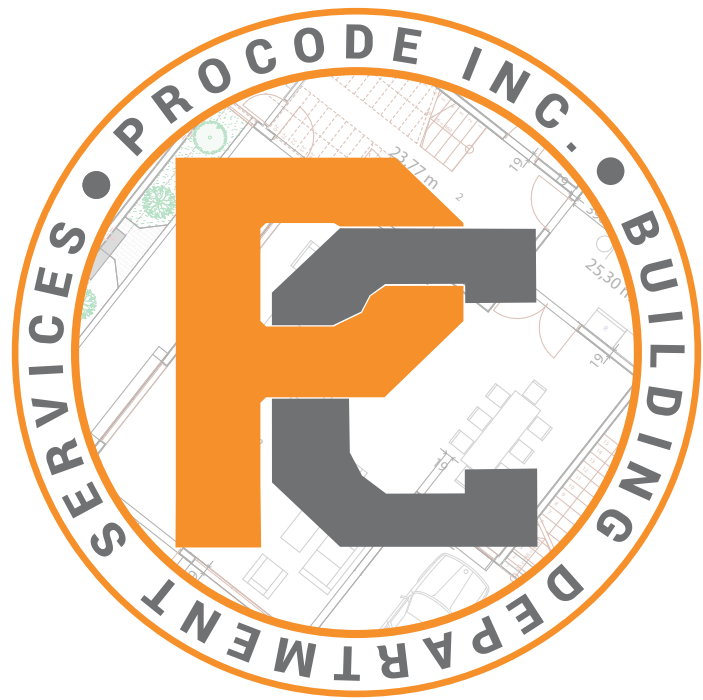
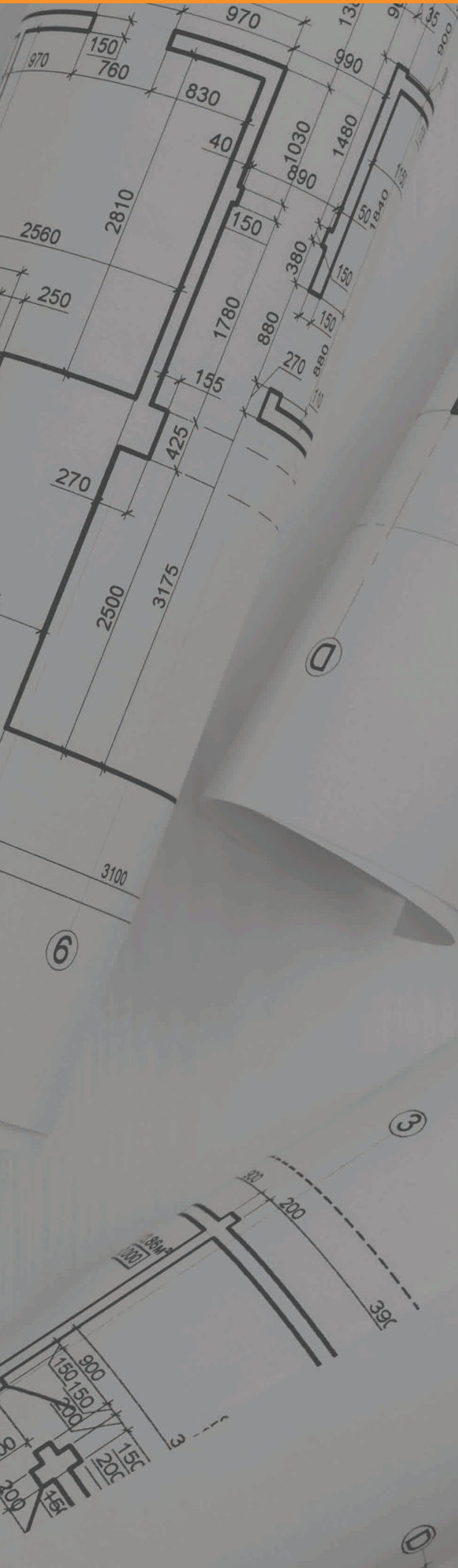
**Exhibit B**  
**Fee Schedule**

## 60% of permit fees and 60% for each year after.

- For every permit that is issued, ProCode will receive 60% of the following:
  - Building Permit Fee
  - Plan Review Fee
  - Electrical Fee\*
  - Electrical Meter Release Fee\*
  - Construction Meter Fee\*
  - PV Solar Fee\*

\*Electrical fees will be collected if the Town decides to bring the electrical permitting in-house.
- Other related building department specific fees as approved by the town.
- ProCode will waive all fees for town funded projects.
- ProCode will match the fees waived by the board of trustees for non-profit organizations.
- ProCode will provide our in house building permit tracking software, Cascade, at no additional charge. Including initial startup and migration costs from your existing system to Cascade.
  - The software will be a separate agreement between the Town and 4R3 Software Solutions, Ltd. Use of the software is not dependent on the building inspection services agreement.
- This rate includes all inspections and reviews, building violation investigations, and building department administration.
- ProCode agrees to a three-year commitment to these rates.
- Our billing cycle is monthly from the first day to the last day of the month.
- Valuations are typically determined by the provided valuation and compared to the set square footage based calculation, of which, the larger of the two is used. This can be modified if the applicant provides estimates for materials and labor.
- The billing procedure is captured using the permitting software and is transparent so all parties have access at any time.
- Other services required will be under a separate negotiated scope of work and proposal.





# BUILDING INSPECTION & PERMITTING SERVICES

Proposal of Services Created by ProCode, Inc.

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**Town of Wiggins**  
**304 E Central Ave.**  
**Wiggins, CO 80654**

Since 2015, ProCode Inc. has been blessed to provide building services to many municipalities and counties throughout Colorado and we are excited by the opportunity to create a new relationship with the Town of Wiggins.

We appreciate your time in reviewing our proposal. It has been a pleasure working with the Town of Wiggins this last year and we are excited that you are looking at obtaining additional services. Our company is passionate about helping Northern Colorado towns, cities, and counties grow strategically. When you work with ProCode, we become a partner to your vision and do our best to be a proud representation of your community. Caring for our clients and their businesses, residents, and partners is our top priority.

We believe strong governments can help make strong communities. We also know that budget can be a factor when considering who to work with as well. At ProCode, we want to help you maintain a responsible budget which is why you'll see our prices are typically 20-30% less than our competitors. Since we are based in Northern Colorado, we don't need to add additional costs such as travel. We understand small town communities, and we are proud to serve with them.

Our company wants to see the Town of Wiggins thrive. We encourage you to reach out to our references we have listed in this document as we are incredibly proud of the work we have performed for our clients in Northern Colorado. We thank you for your time and consideration in this proposal. Please let us know if we can answer any questions for you.

**Sincerely,**



**Jonathan Gesick**  
**Owner**



## PROPOSED PROJECT TEAM:

ProCode provides building department services to local towns and cities in Northern Colorado. We provide code services such as plan reviews, inspections, and experienced building department administration. ProCode employees are ICC and NEC certified inspectors. The ProCode team is certified in the disciplines we review and inspect, and our company uses combination inspectors to provide one-stop service to contractors and owners.

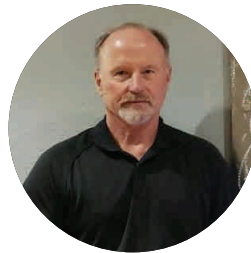
The following individuals will be assigned to the Town of Wiggins.



Jonathan Gesick,  
Certified Building  
Official



Jose Gonzalez  
Building Official/  
Commercial Plan  
Reviewer



Dennis Lohmeier,  
Residential Plan  
Reviewer



Dan Cantu,  
Residential Building  
Inspector



Robert Warkentin,  
Combination  
Building Inspector



"Tori" Alfred V.  
Tomasino,  
Combination  
Building Inspector



Morgan Roe  
IT Software  
Engineer



Tammi Calhoun,  
Permit Technician

ProCode is in the process of hiring an additional inspector as well as software support staff. If additional staff is needed to provide services we will evaluate and hire the additional staffing.

All remaining staff will be available as secondary resources. Please see Appendix A for staff resumes.



## Certifications:

- Certified Building Official
- Our inspectors all have State Electrical Licenses
- Combination Inspectors
- Residential Building Inspectors
- Building Plans Examiners
- Commercial Building Inspectors
- Residential Electrical Inspectors
- Disaster Assessment (Cal OES)
- 3rd Party School Inspectors
- Commercial Mechanical Inspectors
- Residential Plumbing Inspectors
- Commercial Electrical Inspectors
- Residential Mechanical Inspectors
- Commercial Plumbing Inspectors
- Mobile Home Inspector (DOH)
- Fire Inspector I
- Licensed Master Electricians

## History of Services:

### Full Building Department Services

- Milliken - 6 years
- Berthoud - 3 years
- Johnstown - 3 years
- Fort Lupton - 3 years
- Eaton - 3 years
- Garden City - 3 years
- LaSalle - 3 years
- Grover - 3 years
- Hudson - New

### Software Services

- Monument, CO
- Triview Metro District
- Full services Towns

### Commercial Services

- Town of Wiggins - 1 year



## Our Availability:

If chosen as a provide for the full building services, ProCode will provide all staff, resources, forms, software, etc. necessary to provide our services. Our company will be available from 8am-5pm, Monday through Friday. ProCode will provide staff with an emergency contact list for any after hour items that may need to be addressed immediately.

Our team members always try to return phone calls the same day and ProCode has a 24 hr return call policy so that all calls are returned within 24 hours.

Inspections that are scheduled prior to 4pm will be scheduled the next business day. If someone needs an inspection and fails to call before the deadline our policy is to try and fit them in to make sure that they are getting the service they need.

Plan review turn around times for residential are 5 business days and commercial are 10 business days to first review comments.

## Our Philosophy:

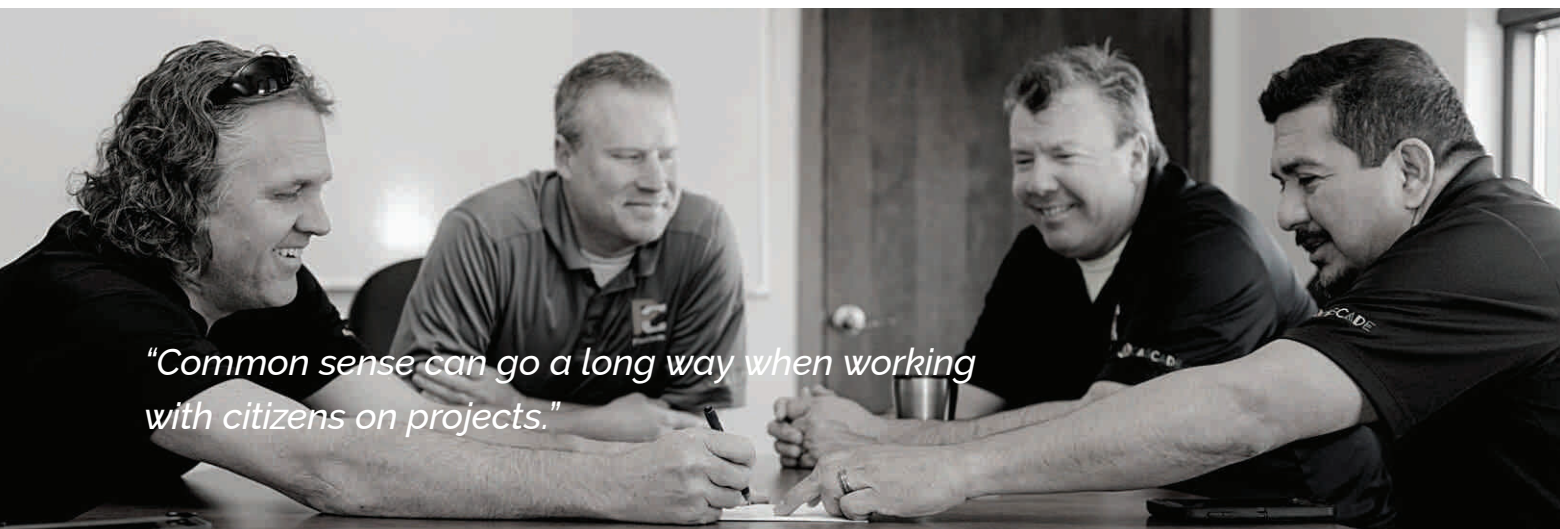
Common sense can go a long way when working with citizens on their projects.

We understand that code can many times be black and white but may contain shades of gray. Our goal is to provide helpful, above and beyond service to the town, its citizens, and its business owners.

The life safety element of the code will always be met while working with the client to help them achieve their project goals.

With intense knowledge and understanding of the codes, we are able to help contractors and owners with code issues within a common path agenda.

We believe you will find our expertise, professionalism, superior service, and affordability vitalizing to the town. Our strong relationships throughout the region also helps us provide incredible service while representing the Town of Wiggins.



*"Common sense can go a long way when working with citizens on projects."*

## Continued:

Over the past six years, ProCode's team of professionals has had the opportunity to provide services to many Northern Colorado municipalities including Eaton, Milliken, Berthoud, Johnstown, and Fort Lupton. Having gone through the recent adoption of the 2018 I-Codes, we had key team members meeting with contractors and town officials to educate and create the adoption documents for each of these towns. We are also working with our towns to ensure compliance with the State's BPCCC program by providing surveys and software to create reports and tracking for to meet the requirements of the State.

Each of our inspectors takes ownership of the projects that they inspect. They are constantly involved during each step of the process, from the foundation to the final inspection. They work hand in hand with the contractor and the town to ensure the codes are being met and catching major issues before they arise.

Our team has completed many residential subdivision housing projects with multiple builders that included single-family, townhouses, and multi-family projects. ProCode has also reviewed and inspected extremely large commercial projects including Scheels, High Plains Beverage, Liberty Firearms, and many others in the 25/34 Development.

ProCode has recently been selected as the authority to conduct the inspections and reviews for all Eaton, Johnstown, and Milliken School District projects that will include a new high school, elementary school and multiple additions and renovations to all of the existing schools located in the towns. ProCode employs multiple 3rd party school inspectors and is an approved Pre-Qualified Building Department with the State of Colorado.



## Scope of Work and Experience in Northern Colorado:

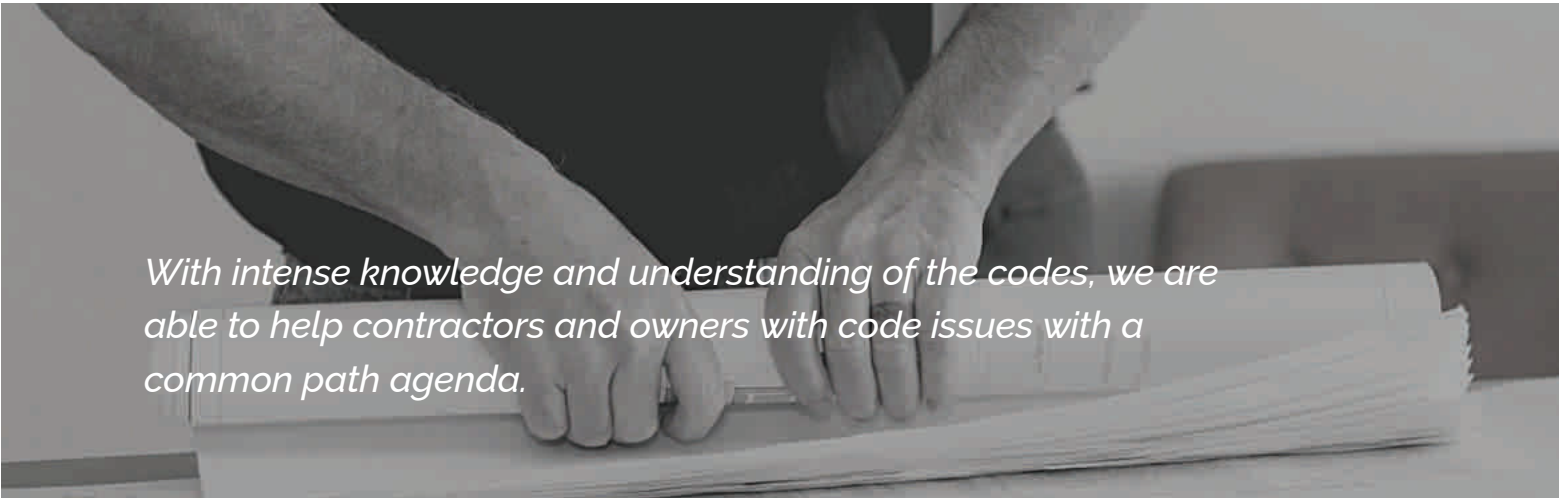
The ProCode team has the experience, knowledge, and background to successfully complete the scope of work. ProCode will review and inspect all projects that require permitting under the adopted building codes as we as provide the Cascade permitting software.

ProCode understands the scope of work as we have been providing similar services to multiple jurisdictions. When ProCode acquired the municipalities that we currently serve we discovered a lack in service, communication, and efficiency. That is when we decided to develop our own software to be able to provide our municipalities a tool to track and monitor projects. While our inspectors are in the field daily checking on projects our reviewers, permit tech and building official are in constant communication with the staff in each municipality. Electrical and Plumbing inspections may be added at a later time.

We understand our purpose is not only to complete reviews and complete inspections but to become apart of the Town of Wiggins's team.

## Additional Information:

- ProCode will cover the cost of one permit tech to attend one day of training at the ICC institute in Loveland or other ICC training.
- ProCode will provide training of staff including permit tech training with regular training sessions.
- ProCode will work on developing building department policies and procedures with the assistance of town staff.



*With intense knowledge and understanding of the codes, we are able to help contractors and owners with code issues with a common path agenda.*

## 60% of permit fees and 60% for each year after.

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- The billing procedure is captured using the permitting software and is transparent so all parties have access at any time.
- Other services required will be under a separate negotiated scope of work and proposal.



### **Matt Lecerf, Town of Johnstown Town Manager:**

mlecerf@townofjohnstown.com

"ProCode is truly a partner with our organization. They are attentive, knowledgeable and help us build positive and great relationships with the citizens and businesses of our community."

### **Jeff Schreier, Town of Eaton Town Administration:**

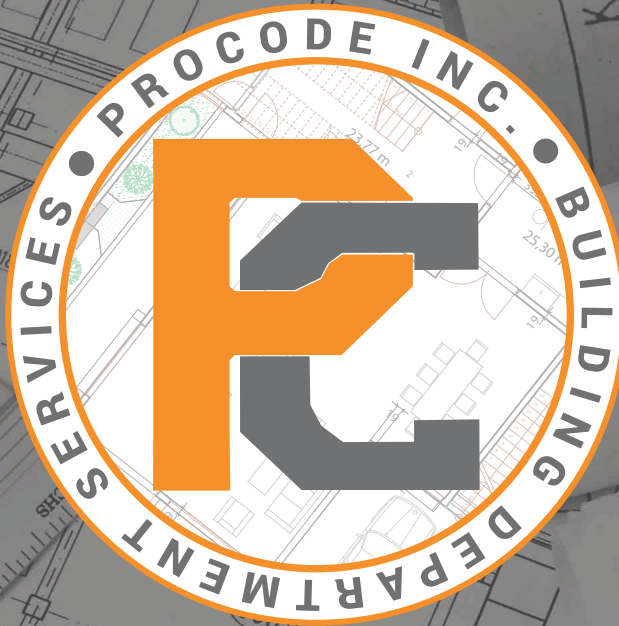
jeff@eatonco.org

"Procode has been a huge collaborator in helping to streamline Town services and integrate with other departments. Their building inspection services and their input as the Town's building official have been crucial to our growth. The services they provide are at the top of their field and instill much confidence in our process. Procode does not see themselves as solely a building inspector, they take a holistic approach to their job to ensure that the community is benefiting from the changes and growth in our Town. They were instrumental in helping us evaluate and create our first ever planning department and continue to give thoughtful insight as we examine planning and zoning issues and projects."

### **Curt Freese, Town of Berthoud Planning Director:**

cfreese@berthoud.org

"ProCode has provided professional building code inspection and services for the last two years with the Town of Berthoud. In that time, Pro-Code has assisted the Town in modernizing all building code processes, creating custom building permit software, assisted with the training of new staff members, and also provided support for updates to a number of new codes. This support has given the Town the ability and expertise that only much larger cities enjoy. Moreover, Procode employees are extremely knowledgeable and professional, and have earned the trust of Town Staff and contractors. They are always willing to take the extra step without being asked, and also think of reasonable solutions to complex problems. In short, the Town couldn't be happier with Pro-Code, and would highly recommend their services to any community."



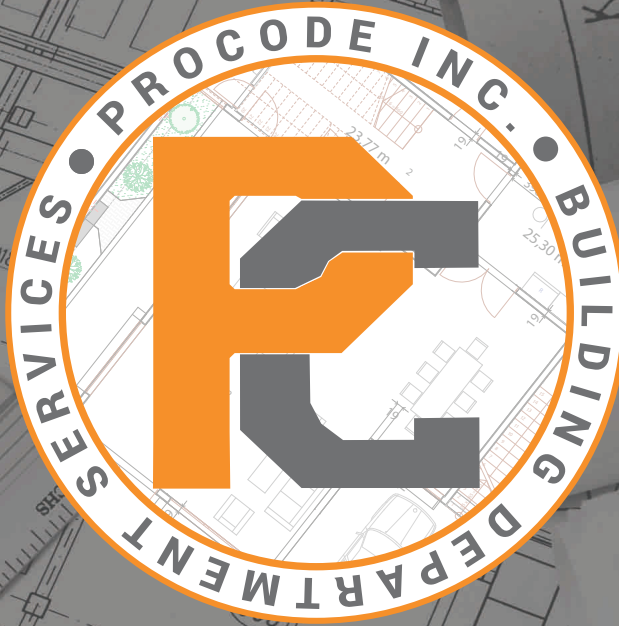
## THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL.

Should you have any questions, please contact Jonathan Gesick at  
(970) 305-3161 or [jgesick@procodeinc.net](mailto:jgesick@procodeinc.net)

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**ProCode Inc.**  
**[www.procodeinc.net](http://www.procodeinc.net)**  
**970-305-3161**  
**[email@procodeinc.net](mailto:email@procodeinc.net)**





# APPENDIX A

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## INSURANCE & STAFF RESUMES

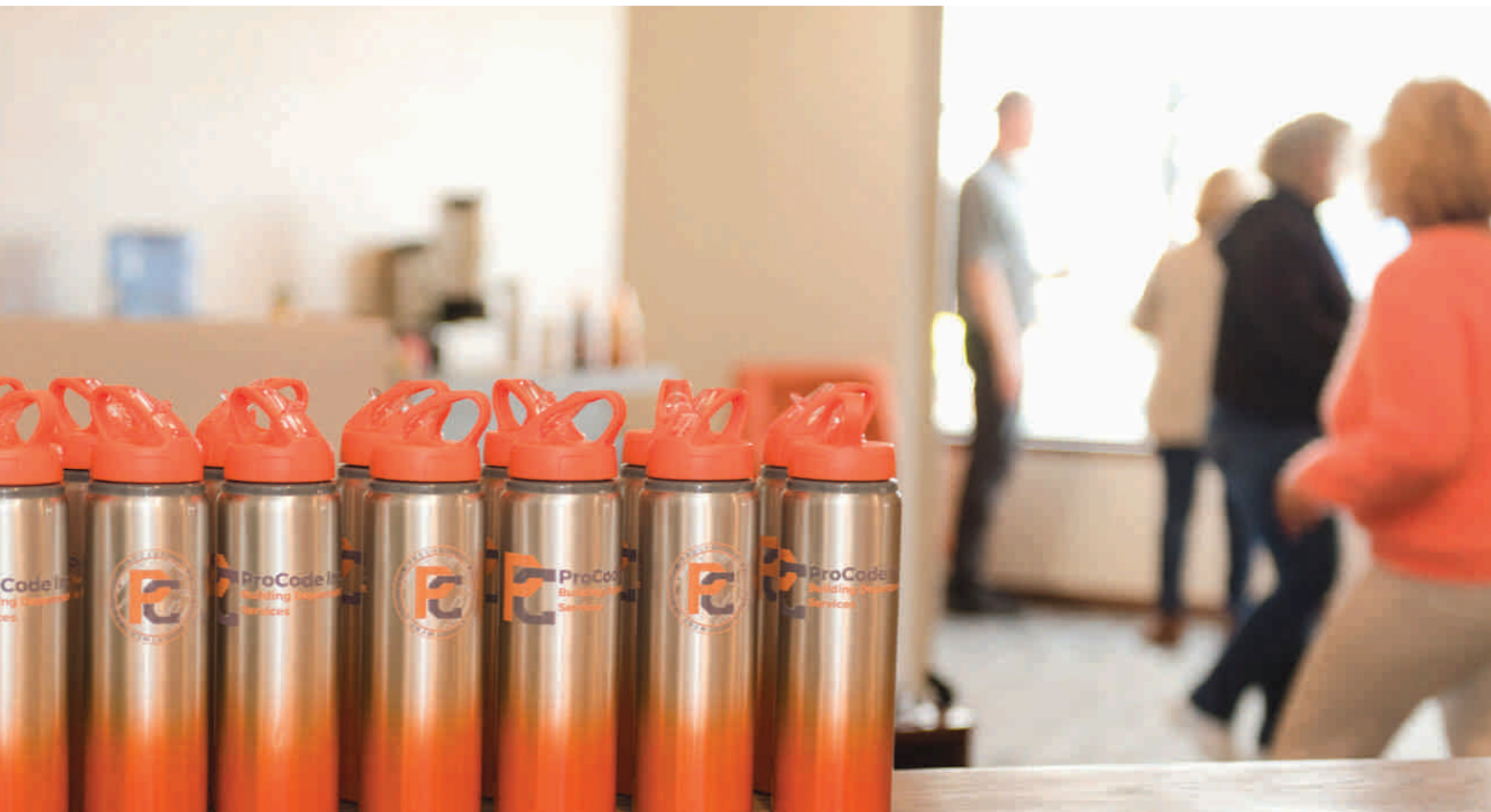


## Insurance:

ProCode agrees to procure and maintain, at its own cost, the following policy or policies of insurance. ProCode shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the Contract of Documents by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

## Coverage:

- Workers Compensation Insurance - \$500,000
- Comprehensive General Liability Insurance - \$1,000,000
- Comprehensive Automobile Liability Insurance - \$1,000,000
- Professional Liability Insurance - \$1,000,000



## STAFF RESUME

# JONATHAN DAVID GESICK

CERTIFIED BUILDING OFFICIAL



## EDUCATION

### NATIONAL JOINT ELECTRICAL APPRENTICESHIP COMMITTEE AUGUST 1998-MAY 2002

#### Emily Griffith Opportunity School

Studies focused on electrical theory, including circuit boards, transformers, lighting and controls, automated controls.  
National Electrical Code studies.

## WORK HISTORY

### PROCEDURE INC. CERTIFIED BUILDING OFFICIAL

Johnstown, Colorado  
November 2014 – Present

Owner and Certified Building Official for ProCode Inc.

### WELD COUNTY BUILDING DEPARTMENT PLANS EXAMINER LEAD INSPECTOR

Greeley, Colorado  
April 2011 – November 2014

- Worked with the building official on plan reviews, code writing, abatement of dangerous buildings.
- Wrote training manual and trained all new employees.
- Met with county commissioners to adopt building codes.
- Was a combination inspector and inspected all trades on all types of construction. Trained in Oil and Gas inspections, permitting and plan reviews.
- Worked with Oil and Gas companies to develop inspection procedures.

### LARAMIE COUNTY GOVERNMENT INSPECTOR

Cheyenne, Wyoming  
July 2009 - April 2011

- Performed residential, commercial and industrial inspection.
- Received, processed and issued permits.
- Trained by the building official to become the senior inspector and future building official.
- Trained in management skills through the ICC Colorado Conference as well as through in-house training.
- Dealt with problem cases to resolve issues.
- Customer service was a high priority. Worked with customers to find solutions while meeting the intent of the code.
- Acted as fire marshal for Laramie County.

## CONTACT DETAILS

jgesick@procodeinc.net  
Office: 970-305-3161

## CERTIFICATIONS

CBO Certification  
Legal/Management Module 01  
Commercial Building Inspector  
Combination Inspector  
Building Plans Examiner Fire Inspector I  
Residential Building Inspector  
Colorado Master Electrician License  
Wyoming Master Electrician License  
Commercial Electrical Inspector  
Residential Electrical Inspector  
Commercial Plumbing Inspector  
Residential Plumbing Inspector  
Residential Mechanical Inspector  
Commercial Mechanical Inspector

## STAFF RESUME CONTINUED

# JONATHAN DAVID GESICK

CERTIFIED BUILDING OFFICIAL



### LIGHTS CAMERA ACTION, LLC OWNER

Eaton, Colorado

October 2007 - July 2009

- Managed 3 employees and sub-contractors.
- Electrical contracting including residential, commercial, and industrial.
- Integration of audio/video systems with touch screen controls and interfaces.
- Designed and installed low voltage systems including audio/video, theater systems, as well as auditorium sound systems, lighting, and video.
- Administrative duties including estimating, project management, billing, planning and marketing, building company website and setting up relationships with manufacture reps and venders.

### LIGHTING DESIGNS AND MORE, LLC DEPARTMENT MANAGER

Loveland, Colorado

July 2005-October 2007

- Started an electrical contracting company within the lighting company.
- Managed up to 6 employees.
- Oversaw the daily activities and, managed business accounts for customer satisfaction and sales.
- Overhauled the audio/video department to implement new technologies.
- Met with managers and owners of organized events.
- Project manager for all installations and services..

### INDIGO POWER AND CONTROL, LLC OWNER

Evans, Colorado

August 2002- July 2005

- Sold business to Lighting Designs to start internal electrical contractor business.
- Started company with Larry Gesick to provide electrical contracting services.
- Duties include estimating, installation and managing daily activities.

### ELECTRICAL APPRENTICE

Evans, Colorado

July 1998-August 2002

- Attended a 5 year educational program that was condensed into 4 years.
- Graduated with an equivalent of 2 years towards an electrical engineering degree.

### CONTACT DETAILS

jgesick@procodeinc.net

Office: 970-305-3161

### SKILLS

Adobe Photoshop

MS Office Suite

Front Look

Networking

Windows Vista/XP

Expression Web

Some GIS

Meritage

Accela

Innoprise



## STAFF RESUME

# JOSE J. GONZALEZ

BUILDING OFFICIAL/COMMERCIAL PLAN REVIEWER



## EDUCATION

### WESTERN OREGON UNIVERSITY

**B.A. in Law Enforcement, Business Administration Minor**

- Code Official Institute Training Sponsored by International Code Council (ICC)
- IECC Online Training: Envelope, Lighting and Mechanical, sponsored by DOE
- Leadership Training (Sponsored by City of Brighton Police Department)
- Dealing with Difficult People (Training Sponsored by Department of Justice)
- United Brotherhood of Carpenters Apprenticeship Program (Job Corps)

## WORK HISTORY

### PROCEDURE INC.

**CERTIFIED BUILDING OFFICIAL/COMMERCIAL PLAN REVIEWER**

Johnstown, Colorado

July 2021 – Present

### WELD COUNTY BUILDING DEPARTMENT

**BUILDING DEPARTMENT MANAGER/ASSISTANT BUILDING OFFICIAL**

Greeley, Colorado

April 2015 – July 2021

- Provided technical assistance and direction to building inspectors and plans examiners; supervised 15+ staff, managed hiring, new employee training, and performance reviews
- Reviewed permit application, building plans, and specifications for compliance; provided guidance to department personnel and public agencies regarding regulations, policies, and process
- Managed, prepared, and presented updates to building code regulations to relevant stakeholders; managed daily operations of building code compliance program, issuance of "stop work orders", issuance of civil citations
- Met with county attorneys, zoning compliance, and building compliance officers regarding legal process and procedures; worked closely with IT department to manage permit software automation and updates

## CONTACT DETAILS

jgonzalez@procodeinc.net

Office: 970-305-3161

## CERTIFICATIONS

Residential Building Inspector

Commercial Building Inspector

Residential Electrical Inspector

Building Plans Examiner

Mechanical Plans Examiner

Commercial Plumbing Inspector

## STAFF RESUME CONTINUED

# JOSE J. GONZALEZ

BUILDING OFFICIAL/COMMERCIAL PLAN REVIEWER



## WORK HISTORY CONT.

### WELD COUNTY BUILDING DEPARTMENT PLANS EXAMINER

Greeley, Colorado

MAY 2013 – April 2015

- Reviewed construction plans for structural integrity and compliance with requirements of the International Building, Plumbing, Energy, and Mechanical Codes
- Responded to inquiries from the public, contractors, and professional designers regarding permit application requirements, required plan details, and adopted codes and regulations
- Inspected new work on commercial, industrial, and residential projects
- Represented the department on pre-submittal/pre-construction meetings with builders, engineers, contractors, and architects, and other departments and public agencies
- Approved plans, processed applications, assisted the public at the front counter with the building permit application process, processing of fees, and issuance of building permits

### CITY OF BRIGHTON

#### BRIGHTON POLICE DEPARTMENT/ COMMUNITY DEVELOPMENT

Brighton, Colorado

06/09 – 05/13: Code Enforcement Officer

10/04 – 06/09: Code Enforcement Officer/Residential Building Inspector

- Performed residential and commercial inspections, and zoning inspections
- Performed over the counter plan reviews for compliance with zoning and building codes
- Determined permit valuation for building permits
- Provided information to the public and builders regarding current building codes and regulations, on the permitting process
- Investigated complaints of violations of local and state nuisance abatement laws, ordinances
- Conducted follow-up investigations to ensure compliance with codes and ordinances

## CONTACT DETAILS

[jgonzalez@procodeinc.net](mailto:jgonzalez@procodeinc.net)

Office: 970-305-3161

## STAFF RESUME

# DENNIS LOHMEIER

RESIDENTIAL PLAN REVIEWER



## EDUCATION

**UNIVERSITY OF COLORADO**

**1973- 1974**

**UNIVERSITY OF NORTHERN COLORADO**

**1975- 1978**

## WORK HISTORY

**PROCEDURE INC.**

**RESIDENTIAL PLAN REVIEWER**

Johnstown, Colorado

July 2020 – Present

- Works with the municipalities and applicants to review the submitted residential plans for new homes, decks, basement finishes and all other residential projects for code compliance.

**SAFEBUILT**

**PLANS EXAMINER**

2009 - 2020

**SAFEBUILT**

**BUILDING INSPECTOR**

2004-2008

**LIMON PLUMBING & SUPPLY**

**CO-OWNER | CONTRACTOR**

Limon, Colorado

1979 - 2003

## CONTACT DETAILS

dlohmeier@procodeinc.net

Office: 970-305-3161

## CERTIFICATIONS

Commercial Building Inspector

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Electrical Inspector

Residential Mechanical Inspector

Residential Plans Examiner

Residential Plumbing Inspector

Residential Combination Inspector

Plumbing Inspector

Building Inspector

Colorado Journeyman Plumber

Mechanical Inspector

## STAFF RESUME

# TAMMI CALHOUN

PERMIT TECHNICIAN



## EDUCATION

**PARKS JUNIOR COLLEGE**  
**THORNTON, COLORADO**  
**1988-1989**

## WORK HISTORY

**PROCEDURE INC.**  
**PERMIT TECHNICIAN**

Johnstown, Colorado  
2020 – Present

**CHARLES ABBOTT & ASSOCIATES.INC**  
**BUILDING PERMIT TECHNICIAN**

Wheat Ridge, CO  
2020 – Present

- Input/Issue residential/commercial building permits, monthly reports
- Issue Certificates of Occupancy
- Input/Issue Contractor & Business licenses using ADG software

**TOWN OF LOCHBUIE**  
**BUILDING PERMIT TECHNICIAN/UTILITY CLERK**

Lochbuie, CO  
2015 - 2016 & 2018 - 2020

- Input/Issue Contractor & Business licenses, monthly reports
- Utility billing using Caselle software
- Issue Certificates of Occupancy
- Input/Issue residential/commercial building permits using Community Core software
- Assist Court Clerk prepare documents for court and process fines

**CITY OF BRIGHTON**  
**BUILDING PERMIT TECHNICIAN**

Brighton, CO  
2016 - 2018

- Input residential and commercial building permits
- Input Right of Way, ESC, site improvement, sign permits
- Schedule inspections, issue permits, take payments for permits, licenses
- Balance drawer daily, prepare daily department deposits
- Receive and input bonds

## CONTACT DETAILS

tammi@procodeinc.net  
Office: 970-305-3161

## STAFF RESUME

# ROBERT WARKENTIN

COMBINATION RESIDENTIAL BUILDING INSPECTOR



## WORK HISTORY

### PROCEDURE INC.

#### COMBINATION RESIDENTIAL BUILDING INSPECTOR

Johnstown, Colorado

December 2019 – Present

Assist in Building Official duties to Northern Colorado Jurisdictions..

### SAFE BUILT

#### RESIDENTIAL BUILDING INSPECTOR

Windsor, Colorado

June 2017 - December 2019

- Worked as a full combination residential building inspector. I am inspecting dozens of houses a week, including decks, pools, additions, town homes and multifamily as well.
- Certifications: B1, P1 and M1.

### PRECISION SERVICE ELECTRIC

#### JOURNEYMAN ELECTRICIAN | FOREMAN

Loveland, Colorado

November 2011-June 2017

- Duties included training new employees, working with customers to achieve their goals, light commercial electrical and all aspects of residential electrical.
- Residential work included rough electrical, trim electrical and troubleshooting

### WARKENTIN ELECTRIC

#### JOURNEYMAN ELECTRICIAN | FOREMAN

Greeley, Colorado

December 2000 - November 2011

- Duties included training new employees, working with customers to achieve their goals, light commercial electrical and all aspects of residential electrical.
- Residential work included rough electrical, trim electrical and troubleshooting. I have also worked as a job foreman on several multifamily projects including Foxhill, Westfork and Mountain View in Greeley as well as The Preserve at Greenway Park in Casper, Wyoming.

## CONTACT DETAILS

[rwarkentin@procodeinc.net](mailto:rwarkentin@procodeinc.net)

Office: 970-305-3161

## STAFF RESUME

# DAN CANTU

COMBINATION RESIDENTIAL BUILDING INSPECTOR



## EDUCATION

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS**  
**DENVER, COLORADO - MAY 1995**

5 year Electrical Apprenticeship Program

## WORK HISTORY

**PROCEDURE INC.**  
**COMBINATION RESIDENTIAL BUILDING INSPECTOR**

Johnstown, Colorado  
September 2019 – Present

**SIERRA VISTA ELECTRIC, LLC.**  
**ELECTRICAL PROJECT MANAGER | OWNER**

Longmont, Colorado  
January 2008 – September 2019

- Oversaw all on-site project activity to ensure projects are completed on schedule, within budget and in accordance with engineering design.
- Performed inspection of construction activities to ensure conformance with approved designs/plans.
- Coordinated and communicate between field designers and client.
- Obtained approvals and permits for new jobs.
- Approved subcontractor and vendor invoice.
- Managed time cards and process payroll.
- Ensured that construction plans are in agreement with customer expectations.
- Provided customer service.

**SIERRA VISTA ENTERPRISES, LLC.**  
**PROJECT MANAGER | OWNER**

Longmont, Colorado  
February 2004 – September 2019

- Provided general contracting consultation for new/remodel residential projects.
- Coordinated and oversaw construction new single family dwelling, from inception to completion.
- Oversaw necessary building permits coordinate architectural and engineering requirements prior to construction.
- Modified blueprints /plan per owners request, coordinate and schedule subcontractors.
- Reviewed invoicing, complete bank draw request for subcontractor payments, and schedule building inspections..

## CONTACT DETAILS

dcantu@procodeinc.net  
Office: 970-305-3161

## LICENSES

State of Colorado Master Electrician  
State of Colorado Electrical Contractor

## SKILLS

Motor Control Wiring  
Schematic Blueprint Reading,  
NEC Proficient  
Quickbooks Pro proficient  
Microsoft Word, Excel,  
Internet applications



## STAFF RESUME CONTINUED

# DAN CANTU

COMBINATION RESIDENTIAL BUILDING INSPECTOR



## WORK HISTORY CONT.

### ARCO ELECTRIC INC.

#### PRESIDENT

Berthoud, Colorado

July 1996 – January 2008

- Estimated and created budgets for electrical construction projects.
- Managed employees and third party contractors including safety oversight, environmental design specification compliance, and similar construction specifications and requirements.
- Interfaced and communicated with client regarding project status and coordinate as required to resolve issues with site construction, procurement, and/or engineering.
- Reviewed engineering designs, drawing , blueprints, and other related engineering documents to identify potential problems ahead of time and pro-actively implement solutions.

## CONTACT DETAILS

[dcantu@procodeinc.net](mailto:dcantu@procodeinc.net)

Office: 970-305-3161

## STAFF RESUME

# "TORI" ALFRED V. TOMASINO

MASTER ELECTRICIAN / COMBINATION BUILDING INSPECTOR



## EDUCATION

UNIVERSITY OF NORTHERN COLORADO  
METROPOLITAN STATE COLLEGE  
ANNUAL IAEI & ICC TRAINING  
ICC #8216267

## WORK HISTORY

**PROCEDURE INC.**  
**MASTER ELECTRICIAN & COMBINATION BUILDING INSPECTOR**

Johnstown, Colorado  
June 2020 – Present

Assisting in Building Official duties to Northern Colorado Jurisdictions.

**CITY OF GREELEY**  
**BUILDING INSPECTOR**

December 2019-June 2020

- Performed inspections for new and re-work construction projects at the commercial and residential levels.
- Fielded customers' questions regarding constructions codes and enforcements.
- Worked closely with other inspectors to stay current and consistent with code decision making.

**SAFE BUILT**  
**BUILDING INSPECTOR**

July 2013-November 2019

- Inspector in the Northern Colorado Windsor office.
- Assigned daily inspections for inspectors working out of Windsor office.
- Fielded customers' questions regarding constructions codes. Performed inspections for new and re-work construction projects at the commercial and residential levels.
- Assisted with electrical plan reviews.

**CIVIL TECHNOLOGY**  
**ELECTRICAL INSPECTOR**

Denver International Airport  
March 2013-July 2013

- Reviewed construction documents, plans, specifications, submittals and project directives.
- Ensured that work performed by contractors/developers is in compliance with established standards, codes, plans, and specifications.
- Prepared daily reports on construction progress. Projects included central plant control upgrades and cooling tower bypass.

## CONTACT DETAILS

tori@procodeinc.net  
Office: 970-305-3161

## TECHNICAL SKILLS

- Management / Training
- Marketing / Sales
- Project management
- Semiconductor manufacturing
- Low voltage electrical systems
- Telecommunications
- Data analytics
- Technical support
- Security / Security systems
- Geographic information systems
- Quality assurance / Error testing
- Blueprints / Wiring diagrams
- Radio operation / Radio theory

## TECHNICAL SKILLS

- Computer hardware troubleshooting / Custom PC builds / Data recovery
- Full-stack app development / SCRUM / Database management
- Proficient in myriad computer software packages including Adobe / ESRI / MS Office
- Software parallelism / Object oriented programming / Data structures
- Machine learning / Artificial intelligence / Algorithm complexity / Information security
- Windows / Linux / UNIX / Legacy systems / Android
- Used machine learning algorithms to predict soil moisture content with a high degree of accuracy using probe readings from the CSU College of Agriculture Sciences

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## STAFF RESUME

# MORGAN ROE

IT SOFTWARE ENGINEER



## EDUCATION

### COLORADO STATE UNIVERSITY

2016 - 2019 - Fort Collins, Colorado  
BS Computer Science

## WORK HISTORY

### PROCEDURE INC. IT SOFTWARE ENGINEER

Johnstown, Colorado  
January 2020 – Present

- Monitor existing systems and assess software upgrades
- Perform QA and technical support for custom permitting software
- Contact point between development team and multiple municipalities
- Implement test scripts and data manipulation functions

### AVAGO TECHNOLOGIES MANUFACTURING PROCESS OPERATOR

Fort Collins, Colorado  
August 2014 – October 2015

- Received performance based pay raises four times since starting with the company
- Recognized for superior inspection techniques that saved the company over \$250,000
- Selected by management to help start up new equipment during company expansion
- Assisted engineering teams with tool qualifications

### SECURITAS SECURITY SERVICES USA, INC. SECURITY OPERATIONS COMMANDER AT AVAGO TECHNOLOGIES

Fort Collins, Colorado  
September 2012 - August 2014

- Trained all employees hired by the local branch for Northern Colorado
- Supervisor of all incidents chemical/medical/logistic for entire site
- Hazardous chemical inspection and emergency response
- Accessed control for over one thousand employees and contractors

## CONTACT DETAILS

mroe@procodeinc.net  
Office: 970-305-3161

## SOFT SKILLS

- Verbal and written communication
- Problem solving
- Conflict resolution
- Quick learner

## PROGRAMMING LANGUAGES

- C/C++
- Python
- Java
- SQL
- JSX
- JavaScript
- HTML
- CSS
- Assembly

## PROGRAMMING TOOLS

- Git
- Github
- IntelliJ
- Node
- Eclipse
- Vim
- PowerShell
- Rubber duck

## STAFF RESUME CONTINUED

# MORGAN ROE

IT SOFTWARE ENGINEER



## WORK HISTORY CONT.

### COLORADO TIME SYSTEMS FIELD TECHNICIAN

Loveland, Colorado

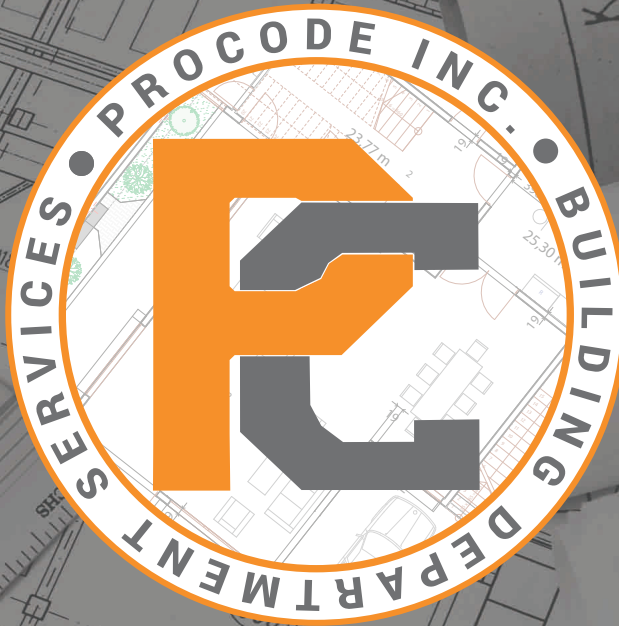
January 2011 - May 2012

- Installed and operated video and computer hardware for events both locally and internationally
- Managed equipment and operations at NCAA swimming and diving events
- Installed and operated equipment for aquatic events at the Pan-American games in Guadalajara
- Provided advanced remote technical support for international customers

## CONTACT DETAILS

[mroe@procodeinc.net](mailto:mroe@procodeinc.net)

Office: 970-305-3161



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**ProCode Inc.**

[www.procodeinc.net](http://www.procodeinc.net)

970-305-3161

[email@procodeinc.net](mailto:email@procodeinc.net)





## **STAFF SUMMARY**

### **Board of Trustees Work Session January 12, 2022**

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**DATE:** January 6, 2022

**AGENDA ITEM NUMBER:** 3

**TOPIC:** Discussion on 2022 Fee Schedule

**STAFF MEMBER RESPONSIBLE:** Hope Becker, Planning and Zoning Administrator

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#### **BACKGROUND:**

Fees are charged to recover the governmental cost to provide services to the public. Updating the fee schedule allows the Town to fund certain services it provides to the community. Staff updates the Town's fee schedule periodically and presents it to the Board of Trustees for adoption. The current fee schedule was adopted by the Board of Trustees in January of 2021. The schedule of fees includes fees for general records requests, licenses, building department fees, parks and recreation fees, and some police department fees.

#### **SUMMARY:**

Staff has reviewed the current fee schedule and provided updates based on review of Town ordinances, processes, and items that were suggested to be included in the fee schedule as we move to adoption of the 2018 ICC Building Codes. This includes items such as fees for development preliminary plat reviews that were not previously listed. Staff is also suggesting an expansion to the building permit fees to include a valuation table, plan review fee, and a water meter fee. The Trustees will also see amendments to the Emergency Alarm registration fee and the Parks & Recreation fees.

It is uncertain how the Town's current building permit fee schedule was established. The Town's current building permit application requires homeowners and contractors to provide the valuation of their projects to staff. In the past, Staff has determined the permit fees using a Building Permit Fee Table based off of the stated valuations in the application. Using a Building Permit Fee Table is a normal part of determining the fee valuation and is encouraged by the International Code Council (ICC). The ICC provides guidance to jurisdictions for setting appropriate building permit fees. The permit fee table in Appendix L breaks down projects into different valuation categories to determine the building permit fee. The Town has set building permit fees using this appendix as a guide. However, previous Town fee schedules did not include the smaller or largest categories.

In addition, the ICC also provides and encourages the use of the Building Valuation Data (BVD) to calculate the project valuations by square footage, allowing for similar projects to be permitted the same. Using the ICC valuation data helps create consistency in calculating projection valuations among contractors and builders. The valuation data rates are suggested rates from ICC and updated on their website at six-month intervals. The BVD data provides the “average” construction costs per square foot, which can be used in determining permit fees. The BVD used to calculating valuations is independent of the version of IRC adopted. This allows the communities to continuously adopt fee resolutions without having to adopt new codes. The examples below were calculated using the 2021 BVD. Staff recommends using the most current BVD as it is periodically updated by ICC to stay current with construction material costs.

So how would building permits be calculated? Staff would calculate the valuation of the project using the BVD. Then the valuation would be used to determine which category to use on the Building Permit Fee Table. For Example:

Homeowner Basement Remodel/Finish: 1800 square feet  
BVD Table (square footage table): \$40/square foot  
Valuation Equals: \$72,000

We then take the \$72,000 and place the project in the \$40,000 - \$100,000 category  
*(\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000)*

First \$40,000 = \$487.00  
\$9 per additional \$1,000 (Valuation from above) =  $(\$72,000 - \$40,000) / 1000 = \$32 * \$9 = \$288$   
Total of permit =  $\$487 + \$288 = \$775$

Below is a random example using the 2021 ICC version of the BVD.

**Single Family single story, 1800 sq foot finished - 1800 unfinished basement**  
**Builder Application states valuation at \$280,000.**

**2021 Valuation (BVD)**

above grade @ \$148.33 * 1800	\$266,994
unfinished basement @\$23.20*1800	\$41,760
total of sq ft/valuation	\$308,7544
Place into 100K-\$500K category: $\$308,754 - \$100,000 =$ $(\$208,754 / 1000) * \$9.10 = \$1,899.66$ $\$1,899.660 + \$1,343.75 = \$3,682.40$	Total Permit Fee <b>\$3,243.41</b>

**Current Town Fee Schedule**

Use Bldg Permit Fee Table \$100- \$500K category
$\$309,000 - \$100,000 = \$209,000$ $\$209,000 / 1000 = \$209$ $\$209 * \$9.10 = \$1,901.9$ $\$1,901.9 + \$1,343.75 = \mathbf{\$3,245.65}$

In addition, it is common practice in other municipalities to have a separate fee for plan reviews to cover the cost of staff time to review building plans for compliance with the Land

Development Code and Town Ordinances. The common fee is 65% of the building permit cost. The fee is only added to permit cost breakdowns for those applications that include building plans. It would not be required or added to fees of permits that are considered one-stop shop permits such as fences, siding, and roof permits. This is not a set fee, ICC recommends it and has codes that reference the plan review fee. Staff also recognizes that the unless plan reviews include electrical or plumbing plan reviews; a lower plan review fee could be considered. This fee is calculated by taking the building permit fee times 65% and then adding that number as a separate line item to the building permit cost breakdown.

Basement project example from above:  $\$775 * 0.65 = 503.75$   
Plan Review Fee: \$503.75.75

Staff has considered that previous fee schedules may have been set such to streamline the building fee calculating process by taking an average of building permit fees including the plan review fee. Separating the building valuation and plan review fee when determining the building permit allows the Town to be transparent to builders, contractors, and community members. Even if building permit fees were lowered and plan review fees were added; the fees would remain relatively about the same as the current total for the building permit

Staff also discovered in reviewing the water and sewer tap fee ordinance that the cost of water meters was to be charged along with the tap fee. Why this decision was made or not acted on is not known. The meters cost the Town and the cost should be recovered when the water meter is purchased instead of being taken out of the capital improvement funds or the Water Enterprise Fund through the water tap acquisition. This would also be added as a separate line item on the building permit cost break down provided at time of permitting.

The Health & Safety Ordinance was adopted with an emergency alarm section. Within this section, residents and businesses are required to register their emergency alarm systems and renew this information each calendar year with the police department. Staff has reevaluated this requirement, and determined that this registration is not necessary and recommend it be removed from the fee schedule. Staff will amend the Health & Safety Ordinance in the near future.

The Recreation Department is an ever-evolving program. This department has recently discontinued the volleyball program for ages 3<sup>rd</sup> grade thru 8<sup>th</sup> grade at the request of parents who wanted to create their own program under a different umbrella. The Town recognized their desire that competing with their program would not be in the best interest of the children and chose to not compete with their program. This also allowed their program to have the participants needed to succeed. Wiggins Recreation will continue the K-2 Fall volleyball division. Wiggins Recreation also has not participated in NVAA soccer. It was a program that was initiated about 4 years ago but the program did not have interest from the community members at the time. The current fee schedule states that soccer is an NVAA program. Wiggins Recreation is moving forward with a soccer program this spring but it will not be with NVAA. Amending these recreation fees will provide accurate fee information.

**FISCAL IMPACT:** Adopting this Resolution has a positive impact to the Town's 2022 Budget. The fees charged are designed to cover the cost of providing the service.

**APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:**

Having a current fee schedule supports the Town's desire to be responsible stewards of the Town resources. Having a published current fee schedule also supports the Town's desire to remain transparent to the residents and surrounding community members.

**QUESTIONS/INFORMATION REQUESTED FROM THE BOARD OF TRUSTEES:**

- Does the Board of Trustees have any questions of Staff?
- Does the Board of Trustees agree with staff's recommended adjustments to the fee schedule?
- Does the Board of Trustees concur with staff's recommendation to bring this forward at the next regular meeting for adoption?

**TOWN OF WIGGINS, COLORADO**

**RESOLUTION NO. 03-2022**

**A RESOLUTION RATIFYING AND ADOPTING THE TOWN OF WIGGINS SERVICE FEES**

**WHEREAS**, the Board of Trustees for the Town of Wiggins, Colorado recognizes the need for a uniform fee schedule; and

**WHEREAS**, the Board of Trustees has determined through inspection and review that some of the fees should be increased and adjusted to support use, staff implementation, and facility maintenance. The Board of Trustees has determined them to be fair, equitable, and necessary to the operation and success of Town function.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO, THAT:**

**Section 1.** This Resolution applies only to fees included in the Fee Schedule; and voids previous occurrences, mention, or implementation specific to those by Resolution.

**Section 2.** The Town may offer a discount to local non-profit entities. Such discount requests must be approved by the Town Manager.

**Section 3.** The attached fee schedule (Attachment A), is hereby adopted and approved in its entirety and shall be effective immediately upon approval of this Resolution. Notwithstanding the foregoing, the building permit/review/inspection fees shall not become effective until the final adoption and effectiveness of an ordinance adopting the 2018 editions of the International Building and Safety Codes. Until such time, the building permit/review/inspection fees dated November 30, 2021 shall remain in effect.

**INTRODUCED, ADOPTED AND RESOLVED THIS 26<sup>th</sup> DAY OF JANUARY, 2022.**

TOWN OF WIGGINS, COLORADO

\_\_\_\_\_  
Jeffrey Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Lee, Town Clerk



## TOWN OF WIGGINS FEE SCHEDULE

### GENERAL FEES

Xerox Copies (Personal)	Per Page (B&W)	\$ .10
	Per Page (Color)	\$.25
Printing from Computer	Per Page (B&W)	\$.10
	Per Page (Color)	\$.25
Faxed Copies/Certified Copies	Per Page	\$1.00
Maps 8.5 x 11		\$10.00
Maps 11 x 17		\$13.00
Maps 18 x 24	Mileage, \$15/hr staff time, & \$5 per print	At cost
Maps 24 x 36	Mileage, \$15/hr staff time, & \$5 per print	At cost
Maps 36 x 58	Mileage, \$15/hr staff time, & \$5 per print	At cost
Postage/Mailing Fees	Actual cost applicable on mail requests	
Photographs	Plus, cost of copies	\$15.00
Video Thumb Drive/USB		\$15.00
Audio Thumb Drive/USB		\$15.00-\$66.00
Laminating		\$1.00
Public Records Request	First 30 minutes free then fee per hour	\$30.00
	Emailed Requests	\$5.00
	Copy charges may apply	
Return Check Fee		\$25.00

### ANIMAL LICENSE FEES

Dog/Cat/Pot Bellied Pigs	Annually	\$5.00
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### LICENSE FEES

Business License	Annually – Due every January	\$10.00
Contractor's License	Annually – Due every January	\$25.00
Mobile Food Vendor License		\$50.00
Retail Fireworks License		\$50.00

### LIQUOR LICENSE FEES

Retail Fee		\$227.50
Tavern Fee		\$500.00
Special Use Fee		\$50.00
Town Fee		\$75.00

**POLICE SERVICES/MUNICIPAL COURT**

VIN Verification-Residents	Must pre-pay	\$15.00
VIN Verification-Non-Residents	Must pre-pay	\$25.00
Golf Cart/ATV Permits		\$25.00
Alarm Systems - False Alarms	After 3 false alarms/ per alarm	\$50.00
Court Fees		\$65.00
Deferred Judgment		\$55.00
Emergency Alarm System Installation		\$25.00
Alarm System Registration Renewal		\$10.00

**NUISANCE / ABATEMENT FEES**

String Trimming	\$35.00 / hour	Clean up Debris / Material	\$30.00 / hour
Walk Behind Mower	\$40.00 / hour	Dump Truck Debris Hauling	\$75.00 / per load & \$35/hr/staff
Riding Mower	\$65.00 / hour	Truck Debris Hauling	\$55.00/per load and \$35/hr/staff
Tractor Mower	\$85.00 / hour	Dumpster Rental	Actual Cost & \$35/hr/staff
Front End Loader	\$115.00 / hour		

**RECREATION FEES**

Adult Summer Co-Ed Softball	Per Team	\$350.00
Youth Baseball – Spring League (Grades K-6)	Per Player	\$65.00
Youth Baseball – Summer League (Age 9-12)	Per Player	\$85.00
Jr / Sr Youth Baseball – (Ages 13-18)	Per Player	\$125.00
Youth T-ball (Ages 3-8)	Per Player	\$35.00
Youth Spring Volleyball – Grades K-8 (NVAA)	(Grades K-6 \$45) / (Grades & -8 \$65) Per Player	\$45.00/\$65.00
Youth Fall Volleyball – Grades K-6 (NVAA)	Per Player	\$45.00
Youth Fall Volleyball – Grades K-2 (Wiggins Rec)	Per Player	\$25.00
Youth Soccer – Wiggins Rec	Per Player	\$35.00
Youth Soccer – Grades 3-6 (NVAA)	(Grades 3-4 \$45) / (Grades 5-6 \$50) Per Player	\$45.00/\$50.00

## WATER AND SEWER FEES

### UTILITY FEES

Return Check Fee		\$25.00
Late Payment Fee	Pymt not received by end of day, 5 <sup>th</sup> of ea. month	\$25.00
Disconnect/Reconnect Fee		\$50.00
Deposit - Water		\$89.00
Deposit - Sewer		\$26.00
<b>RESIDENTIAL RATES</b>		
Water Base Rate		\$69.50
Water Plus Usage	Per 1,000 gallons	\$3.20
Sewer Base Rate		\$30.00
<b>COMMERCIAL METERED WATER</b>		
Water Base Rate		\$69.50
Water Plus Usage	Per 1,000 gallons	\$3.20
Sewer Base Rate		\$30.00
Sewer Plus Usage	Per 1,000 gallons metered water usage	\$1.70
<b>BULK WATER FEES/DEPOSITS</b>		
Bulk Water Meter Deposit	Refundable	\$500.00
Bulk Water Monthly Fee	Non-Refundable	\$89.00
Bulk Water Deposit		Equal to 1 month's usage
Bulk Water Rate	Per 1,000 gallons	\$12.00

### WATER INVESTMENT FEES (WATER TAP)

5/8"	\$ 20,000.00
3/4"	\$ 23,000.00
1"	\$ 30,440.00
1 1/2"	\$ 45,660.00
2"	\$ 76,100.00
3"	\$114,150.00
4"	\$167,420.00
6"	\$409,950.00

### SEWER INVESTMENT FEES (SEWER TAP)

5/8"	\$ 8,000.00
3/4"	\$10,000.00
1"	\$14,000.00
1 1/2"	\$20,990.00
2"	\$34,110.00
3"	\$52,300.00
4"	\$83,680.00
6"	\$133,890.00

### BACKFLOW

Backflow Test	\$35.00
Backflow Clean & Repair	\$15.00

## BUILDING AND CONSTRUCTION FEES

- Use tax will be calculated and applied to all permits. Use tax is calculated on the provided material cost or 50% of the calculated total valuation whichever is greater
- Valuation of projects will be based on provided valuation or calculated valuation based on the most current building valuation data table provided by the International Code Council or the square footage valuation table for residential construction Table 1C of this fee schedule.

**Building Permit Fee Table 1A**

<b>New Construction/Remodels/Additions</b>	<b>Based on value of project</b>
\$1.00 to \$500.00	\$25.00
\$501.00 to \$2,000.00	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 - \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000
\$40,001 - \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 - \$500,000	\$1,343.75 for the first \$100,000 plus \$9.10 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 - \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

### OTHER INSPECTION AND PLAN REVIEW FEES:

Violation Fee (Work done without a permit) - 2 times the assessed fee	Residential plan review fees-65% of building permit fee (review of building code, Land Development Code, & Ordinance Compliance)
Pre-move house inspection fee (within Town limits)- \$300.00	Additional plan review required by changes, additions or revisions to plans- \$85.00 an hour
Re-Inspection Fee: \$85.00	Mobile/Modular/Manufactured/Temp Trailer- \$ 120.00
Water Meter Fee – At Cost	

### One Stop and Other Fees Table 1B

FLAT RATE PERMIT FEES (RESIDENTIAL ONLY)				
Furnace/AC Replacement	\$100.00		Demolition	\$50.00
Hot Water Heater	\$100.00		Re-Roof	\$50.00
Fence	\$50.00		Siding	\$50.00
Window Replacement	\$50.00		Sidewalk	\$50.00
Driveway	\$50.00		Accessory Building (larger than 120 sq. ft)	\$50.00
Watering (Sod / Landscaping)	\$35.00		Carport (open sides)	\$50.00
Landscape Sprinkler Systems	\$50.00			

### Residential Square Footage Valuation Table 1C

TOWN SINGLE-FAMILY, DUPLEX DWELLING AND REMODEL/ADDITION CONSTRUCTION VALUE SCHEDULE	
Area	Value per Square Foot
Above Grade Floors	\$148.33
Foundation-Crawlspace	\$25.00
Foundation-Unfinished Area	\$50.00
Foundation + Basement Finished Area	\$90.00
Basement Finish	\$40.00
Garage	\$59.88
Covered Porch	\$40.00
Covered Patio	\$40.00
Deck	\$25.00

### Misc. Other Fees Table 1D

<b>MISCELLANEOUS BUILDING OFFICIAL FEES</b>	
Inspections outside of normal business hours. (Monday to Friday 8:00 am to 5:00 pm)	\$100.00 per hour *
For use of outside consultants for plan checking and inspections, or both	Actual costs **
*This cost shall include supervision, overhead, equipment, and hourly wages. **Actual costs include administrative and overhead costs.	

<b>LAND DEVELOPMENT FEES</b>				
Variance Application: Residential Non-Residential	\$250.00 \$500.00		Appeal from the Board of Adjustments to the Board of Trustees	\$ 250.00
Boundary Line Adjustment Application	\$350.00		Appeal of Administrative Decision to the Board of Trustees	\$250.00
Special Review Use Application	\$250.00			
Conditional Use Review	\$250.00		Site Specific FDP (Commercial Infill):	\$3,500.00
Annexation/ODP: Disconnection:	\$3500.00 \$500.00		Construction Inspection (major utilities)	\$500.00
Property Rezoning	\$3,500.00		Grading Permit	\$500.00
Sketch Plan Review	\$1,000.00		Street Cut Permit	\$250.00
Site Development Plan	\$500.00		Access Permit	\$250.00
Amendment to Site Development Plan	\$250.00			
Minor Subdivision	\$2,500.00		Vacation of Easement/Right- of-Way	\$1,000.00
Preliminary Development Plan	\$3,500.00		Preliminary Development Plat	\$3,500.00
Final Development Plat (FDP) / Plan, or amendments (Residential)	\$3,000.00		Final Development Plan (FDP)/Plat, or amendments (Commercial)	\$4,000.00
Special Use Permit (Other than Oil & Gas)	\$1,000.00		<b>USE TAX</b>	3% of material cost

1. The permit fee for factory-built housing units that are set on a permanent foundation (HUD or UBC approved) shall be determined by the cost of materials for the foundation or basement requirements, other on-site improvements, and electrical, plumbing and mechanical work, using the Construction Fees table from the Building Department Fee Schedule.
2. The Town Building Department will not perform real estate inspections.
3. The Town Building Department will not locate property lines. It is the responsibility of the property owner to know where they are.
4. Any person, firm or corporation who violates any provision of the Building Code or any other construction code of the Town shall be subject to the penalties found in the Wiggins Land Development Code.

**ELECTRIAL & PLUMBING PERMITS AND THEIR INSPECTIONS MUST BE OBTAINED THROUGH DORA**

## RIGHT-OF-WAY FEES

RIGHT-OF-WAY FEES			
<b>Standard Fee</b>	Admin, review and inspection	50.00	
<b>Annual Permit</b>	Admin, review, and inspection (example – surveying, tree trimming, etc.)	100.00	
<b>Road Bore</b>	Road bore w/ bore pit(s) located in R.O.W. Road bore w/ bore pit(s) located outside R.O.W.	50.00 per location \$25.00 per location	
<b>Work w/in a hard surface Roadway</b>	Trench w/ structural fill or flowable fill Test Hole / Pot Hole	\$1.00 SF \$20.00 Each	Minimum \$25.00
<b>Work within a Gravel Roadway</b>	Trench w/Structural fill or Flowable fill Test Hole / Pot Hole	\$0.50 SF \$10.00 Each	Minimum \$20.00
<b>Work in R.O.W. Outside of Roadway</b>	Trenching / Plow or cable puller Test Hole / Pot Hole	\$20.00 Each \$10.00 Each	Minimum \$15.00
<b>New Appurtenance (meters, vaults, poles, etc.)</b>	3 sq/ft or less (new construction exempt from fee with paid investment fee) Greater than 3 sq/ft	\$25.00 Each \$50.00 Each	
<b>Abandonment</b>	Abandoning / retiring line in R.O.W.	\$25.00 Each	
<b>Working Prior to Permit Approval</b>	Emergency Repairs Excluded	Subtotal x 2	
<b>Inspection Outside Normal Work Hours</b>	*As determined by Town Manager (\$50.00 Minimum)	\$50.00 / hr	



## APPENDIX L

# PERMIT FEES

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.*

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**User note:**

**About this appendix:** Appendix L is intended to provide guidance to building departments in their efforts to set fees for building permits. This appendix provides examples that may be used as a reference when setting fee schedules and are not intended to be literally applied.

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TOTAL VALUATION	FEE
\$1 to \$500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof



## Building Valuation Data – AUGUST 2021

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2022. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2021 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$213.38/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$213.38/sq. ft x 0.0075  
= \$25,606

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	298.55	288.43	280.93	269.54	253.09	245.77	260.87	235.34	226.84
A-1 Assembly, theaters, without stage	273.51	263.39	255.89	244.51	228.06	220.73	235.84	210.31	201.80
A-2 Assembly, nightclubs	233.39	226.42	220.85	211.80	199.64	194.14	204.26	180.65	174.48
A-2 Assembly, restaurants, bars, banquet halls	232.39	225.42	218.85	210.80	197.64	193.14	203.26	178.65	173.48
A-3 Assembly, churches	276.84	266.72	259.22	247.83	231.83	225.68	239.17	214.08	205.57
A-3 Assembly, general, community halls, libraries, museums	231.62	221.50	213.00	202.61	185.16	178.84	193.94	167.42	159.91
A-4 Assembly, arenas	272.51	262.39	253.89	243.51	226.06	219.73	234.84	208.31	200.80
B Business	240.93	232.14	224.41	213.38	194.94	187.44	204.97	171.50	163.65
E Educational	253.16	244.50	238.07	227.82	212.65	201.92	219.97	185.88	180.09
F-1 Factory and industrial, moderate hazard	142.51	135.81	128.20	123.31	110.60	105.32	118.02	91.13	85.44
F-2 Factory and industrial, low hazard	141.51	134.81	128.20	122.31	110.60	104.32	117.02	91.13	84.44
H-1 High Hazard, explosives	133.05	126.35	119.74	113.85	102.42	96.14	108.56	82.95	N.P.
H234 High Hazard	133.05	126.35	119.74	113.85	102.42	96.14	108.56	82.95	76.26
H-5 HPM	240.93	232.14	224.41	213.38	194.94	187.44	204.97	171.50	163.65
I-1 Institutional, supervised environment	240.35	232.11	225.21	216.12	198.77	193.28	216.40	178.22	172.87
I-2 Institutional, hospitals	403.60	394.81	387.08	376.05	356.54	N.P.	367.65	333.11	N.P.
I-2 Institutional, nursing homes	280.29	271.50	263.77	252.74	235.00	N.P.	244.34	211.57	N.P.
I-3 Institutional, restrained	273.98	265.19	257.46	246.43	229.58	221.08	238.03	206.14	196.29
I-4 Institutional, day care facilities	240.35	232.11	225.21	216.12	198.77	193.28	216.40	178.22	172.87
M Mercantile	174.08	167.12	160.55	152.50	140.10	135.60	144.96	121.12	115.94
R-1 Residential, hotels	242.77	234.53	227.63	218.55	200.90	195.42	218.82	180.35	175.00
R-2 Residential, multiple family	203.34	195.11	188.20	179.12	162.64	157.15	179.40	142.08	136.73
R-3 Residential, one- and two-family <sup>d</sup>	189.34	184.22	179.47	175.04	169.94	163.79	172.07	157.66	148.33
R-4 Residential, care/assisted living facilities	240.35	232.11	225.21	216.12	198.77	193.28	216.40	178.22	172.87
S-1 Storage, moderate hazard	132.05	125.35	117.74	112.85	100.42	95.14	107.56	80.95	75.26
S-2 Storage, low hazard	131.05	124.35	117.74	111.85	100.42	94.14	106.56	80.95	74.26
U Utility, miscellaneous	104.03	98.14	92.46	88.40	79.71	73.77	84.55	62.84	59.88

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$23.20 per sq. ft.