



COMMUNITY DEVELOPMENT DEPARTMENT

City Hall - 215 Sycamore St
Muscatine, IA 52761-3840
(563) 262-4141
Fax (563) 262-4142

Planning • Zoning • Building Safety • Construction Inspection Services • Public Health • Housing Inspections • Code Enforcement

MEMORANDUM

To: Mayor and City Council Members

Cc: Greg Jenkins, Interim City Administrator
Jodi Royal-Godwin, Community Development Director

From: Andrew Fangman, Assistant Community Development

Date: July 16, 2020

Re: Resolution Updating City Code Appendix D - Schedule of Building-Related Permits and Other Requirements, to Reflect Changes Made in the Rental Housing Code

The City Council recently adopted a significant revision to the Rental Housing Code, which now can be found in Chapter 4 of Title 16 of City Code. The Rental Housing Code establishes certain fees and civil penalties related to rental housing with the amount of each fee or civil penalty to be as set by a resolution of City Council in Appendix D - Schedule of Building-Related Permits and Other Requirements, of City Code. As part of the preparation to resume regular rental inspections, which have been on hold due to the Covid-19 situation, later this summer, appendix D must now be updated to reflect changes made with the revision to the rental housing code.

The attached resolution will make the necessary updates to Appendix D, reflecting the recent revision to the Rental Housing Code. The revised fees will not result in any changes to the cost of a rental facility license over the three years in which it is valid. The \$30 annual registration fee is being replaced with a one-time \$90 fee. All other existing fees and civil penalties relating to rental houses were left unchanged. The updated fee schedule also includes two new fees created by the recent revision to the Rental Housing Code. A late fee for invoices for rental inspections that are 30 days past due and a fee for failing to notify the City in a timely manner of the transfer of ownership of a rental property.

RESOLUTION NO. 2020-0253

RESOLUTION AMENDING CITY CODE APPENDIX D - SCHEDULE OF BUILDING-RELATED PERMITS AND OTHER REQUIREMENTS, TO REFLECT CHANGES MADE IN THE RENTAL HOUSING CODE

WHEREAS, on April 16, 2020, the City Council of the City of Muscatine, Iowa, adopted a revised Rental Housing code as Chapter 4 of Title 16 of the City Code of the City of Muscatine Iowa;

WHEREAS, Chapter 4 of Title 16 of the City Code establishes certain fees and civil penalties related to rental housing with the amount of each fee or civil penalty to be as set in Appendix D - Schedule of Building-Related Permits and Other Requirements, of City Code;

WHEREAS, the City Council must now establish in Appendix D of the City Code of Muscatine, the specific amount for each fee and civil penalty established within Chapter 4 of Title 16 of the City Code of the City Code of Muscatine; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA, that all existing entries under the heading “Rental Housing Inspection and in Appendix D to the City Code of Muscatine be deleted and replaced as follows:

- That the fee, as authorized by City Code Sections 16-4-2 or 16-4-3(B), for “**Rental Facility License Fee**” in the Rental Housing Inspection and Related Fees in Appendix D of City Code be set at **\$90 per dwelling unit**.
- That the late payment penalty, as authorized by City Code Section 16-4-3(B)(3)(a), for “**Late Payment of Rental Facility License Fee – Less than 30 days Overdue**” in the Rental Housing Inspection and Related Fees in Appendix D of City Code be set at **\$25** as Specified by City Code Section 16-4-3(B)(3)(a).
- That the late payment penalty, as authorized by City Code Section 16-4-3(B)(3)(a), for “**Late Payment of Rental Facility License Fee – 30 days or More Overdue**” in the Rental Housing Inspection and Related Fees in Appendix D of City Code be set at a **monthly interest of 1.5% on, the original amount due plus \$25** as Specified by City Code Section 16-4-3(B)(3)(b).
- That the fee, as authorized by City Code Section 16-4-4(H)(4)(b) for “**Second Reinspection**” in the Rental Housing Inspection and Related Fees in Appendix D of City Code be set at **\$60 per dwelling unit plus a \$25 administrative fee per Rental Facility License**.
- That the fee, as authorized by City Code Section 16-4-4(H)(4)(a) for “**Third and Subsequent Reinspections**” in the Rental Housing Inspection and Related Fees in Appendix D of City Code be set at **\$120 per dwelling unit plus a \$25 administrative fee per Rental Facility License**.
- That the fee, as authorized by City Code Section 16-4-6(A) for “**Failure to Notify City of Transfer in Ownership of a Rental Facility**” in the Rental Housing Inspection and Related Fees in Appendix D of City Code be set at **\$75 per rental facility**.
- That the fee, as authorized by City Code Section 16-4-5(C) for “**License Revocation Reinstatement**” in the Rental Housing Inspection and Related Fees in Appendix D of

City Code be set at **\$180 per dwelling unit plus a \$25 administrative fee per Rental Facility License.**

- That the penalty, as authorized by City Code Section 16-4-1(F) and 16-4-5-(E) for **“Violation of Chapter 4 of Title 16 of City Code – First Offense”** in the Rental Housing Specified Civil Penalties in Appendix D of City Code be set at **\$250 per dwelling unit.**
- That the penalty, as authorized by City Code Sections 16-4-1(F) and 16-4-5-(E) for **“Violation of Chapter 4 of Title 16 of City Code – Second Offense”** in the Rental Housing Specified Civil Penalties in Appendix D of City Code be set at **\$500 per dwelling unit.**
- That the penalty, as authorized by City Code Sections 16-4-1-(E) and 16-5-5(E) for **“Violation of Chapter 4 of Title 16 of City Code – Third and Subsequent Offense”** in the Rental Housing Specified Civil Penalties in Appendix D of City Code be set at **\$750 per dwelling unit.**

PASSED, APPROVED, AND ADOPTED this 16th day of July 2020.

CITY COUNCIL OF THE CITY OF
MUSCATINE, IOWA

Attest:

Diana L. Broderson, Mayor

Greg Jenkins, Interim City Clerk

Appendix D (1) – Schedule of Building-Related Permits and Other Requirements

Permits	Code Section	Location	Each	Bond	Insurance
Non-Residential Permits:					
Building Permit	8-1-3	Community Development	See Schedule 1A		
Electrical Permit	8-3-4	Community Development	See Schedule 1A		
Mechanical Permit	8-7-4	Community Development	See Schedule 1A		
Plumbing Permit	8-9-4	Community Development	See Schedule 1A		
Residential Permits:					
Building Permit	8-1-3	Community Development	See Schedule 1A		
Electrical Permit	8-3-4	Community Development			
Service			\$25.00		
Temporary Service			\$15.00		
Rough-in Inspection			\$15.00		
Final Inspection			\$15.00		
Garage			\$15.00		
Mechanical Permit	8-7-4	Community Development			
Furnace			\$20.00		
Central Air			\$20.00		
Fireplace			\$20.00		
Plumbing Permit	8-9-4	Community Development			
Opening	8-9-4		\$5.00		
Sewer Connection	13-6-2.1		\$25.00		
Septic Tank	13-6-2.2		\$25.00		
Drain Field	13-6-2.2		\$15.00		
Private Sewer	13-6-2.2			Fee determined during site plan review	

Appendix D (1) – Schedule of Building-Related Permits and Other Requirements

Permits	Code Section	Location	Each	Bond	Insurance
---------	--------------	----------	------	------	-----------

Rental Housing Licensing, Inspection, Related Fees and Specified Civil Penalties

Rental Facility License Fee	16-4-3(B)	Community Development	\$90.00 per Dwelling Unit		
------------------------------------	-----------	-----------------------	---------------------------	--	--

Reinspection Fees:					
First Reinspection	16-4-4(H)(4)(a)	Community Development	No Fee		
Second Reinspection	16-4-4(H)(4)(b)	Community Development	\$60.00 per Dwelling Unit plus \$25.00 administrative fee per Rental Facility License		
Third and Subsequent Reinspection(s)	16-4-4(H)(4)(b)	Community Development	\$120.00 per Dwelling Unit plus \$25.00 administrative fee per Rental Facility License		

Other Fees:					
Failure to Show for Scheduled Inspection	16-4-4(J)(5)	Community Development	\$60.00 per Dwelling Unit plus \$25.00 administrative fee per Rental Facility License		
Failure to Notify City of Transfer in Ownership	16-4-6(A)	Community Development	\$75.00 plus \$25.00 administrative fee per Rental Facility License		
Late Payment of Rental Facility License – Less than 30 days Overdue	16-4-3(B)(3)(a)	Community Development	\$25.00 per Rental Facility License		
Late Payment of Rental Facility License – 30 days or More Overdue	16-4-3(B)(3)(b)	Community Development	1.5% monthly interest on original Rental Facility License amount plus \$25.00 late payment penalty		
License Revocation Reinstatement	16-4-5(C)	Community Development	\$180.00 per Dwelling Unit plus \$25.00 administrative fee per Rental Facility License		

Specified Civil Penalties:					
Code Violation – First Offense	16-4-1(F) and 16-4-5(E)	Community Development	\$250.00 per Dwelling Unit		
Code Violation – Second Offense	16-4-1(F) and 16-4-5(E)	Community Development	\$500.00 per Dwelling Unit		
Code Violation – Third and Subsequent Offense(s)	16-4-1(F) and 16-4-5(E)	Community Development	\$750.00 per Dwelling Unit		

Appendix D (1) – Schedule of Building-Related Permits and Other Requirements

Permits	Code Section	Location	Each	Bond	Insurance
Moving Buildings	8-8-2	Community Development	See Schedule 1A (based on cost of moving)	\$5,000	General Liability; \$500,000 Bodily Injury & Property Damage - Each Occurrence; \$500,000 Personal Injury & Advertising Injury Per Occurrence; \$1,000,000 General Aggregate on above \$1,000,000 Products & Completed Operations General Aggregate Workers Compensation Part 1 -Workers Compensation Benefits Part 2 Employers Liability Limits \$100,000 Bodily Injury Each Accident \$300,000 Bodily Injury by Disease Policy Limit \$100,000 Bodily Injury Disease Each Employee Business Automobile - owned, non-owned and hired automobiles \$1,000,000 Bodily Injury & Property Damage - Each Accident

Appendix D (1) – Schedule of Building-Related Permits and Other Requirements

Permits	Code Section	Location	Each	Bond	Insurance
Building Demolition	8-2-2 and 8-2-5	Community Development	See Schedule 1A (based on cost of moving)	\$5,000	General Liability; \$500,000 Bodily Injury & Property Damage - Each Occurrence; \$500,000 Personal Injury & Advertising Injury Per Occurrence; \$1,000,000 General Aggregate on above \$1,000,000 Products & Completed Operations General Aggregate Workers Compensation Part 1 -Workers Compensation Benefits Part 2 Employers Liability Limits \$100,000 Bodily Injury Each Accident \$300,000 Bodily Injury by Disease Policy Limit \$100,000 Bodily Injury Disease Each Employee Business Automobile - owned, non-owned and hired automobiles \$1,000,000 Bodily Injury & Property Damage - Each Accident

Appendix D (1) – Schedule of Building-Related Permits and Other Requirements

**Building Permit Fee Schedule 1A
City of Muscatine, Iowa
Effective 5-1-2005**

Schedule 1A is used to calculate Permit Fees for the following Permit types: Commercial and Residential Building, Commercial Electrical, Commercial Plumbing, Commercial Mechanical, Demolition, and Moving Buildings.

From:	To:	Fee:	From:	To:	Fee:	From:	To:	Fee:
\$1.00	\$500.00	\$18.00	\$24,001.00	\$25,000.00	\$318.00	\$62,001.00	\$63,000.00	\$596.00
\$501.00	\$600.00	\$21.00	\$25,001.00	\$26,000.00	\$325.00	\$63,001.00	\$64,000.00	\$602.00
\$601.00	\$700.00	\$25.00	\$26,001.00	\$27,000.00	\$334.00	\$64,001.00	\$65,000.00	\$608.00
\$701.00	\$800.00	\$27.00	\$27,001.00	\$28,000.00	\$341.00	\$65,001.00	\$66,000.00	\$612.00
\$801.00	\$900.00	\$29.00	\$28,001.00	\$29,000.00	\$350.00	\$66,001.00	\$67,000.00	\$618.00
\$901.00	\$1,000.00	\$31.00	\$29,001.00	\$30,000.00	\$359.00	\$67,001.00	\$68,000.00	\$624.00
\$1,001.00	\$1,100.00	\$33.00	\$30,001.00	\$31,000.00	\$366.00	\$68,001.00	\$69,000.00	\$630.00
\$1,101.00	\$1,200.00	\$36.00	\$31,001.00	\$32,000.00	\$375.00	\$69,001.00	\$70,000.00	\$636.00
\$1,201.00	\$1,300.00	\$39.00	\$32,001.00	\$33,000.00	\$382.00	\$70,001.00	\$71,000.00	\$642.00
\$1,301.00	\$1,400.00	\$42.00	\$33,001.00	\$34,000.00	\$391.00	\$71,001.00	\$72,000.00	\$647.00
\$1,401.00	\$1,500.00	\$44.00	\$34,001.00	\$35,000.00	\$399.00	\$72,001.00	\$73,000.00	\$652.00
\$1,501.00	\$1,600.00	\$46.00	\$35,001.00	\$36,000.00	\$407.00	\$73,001.00	\$74,000.00	\$658.00
\$1,601.00	\$1,700.00	\$49.00	\$36,001.00	\$37,000.00	\$415.00	\$74,001.00	\$75,000.00	\$664.00
\$1,701.00	\$1,800.00	\$52.00	\$37,001.00	\$38,000.00	\$423.00	\$75,001.00	\$76,000.00	\$670.00
\$1,801.00	\$1,900.00	\$54.00	\$38,001.00	\$39,000.00	\$432.00	\$76,001.00	\$77,000.00	\$675.00
\$1,901.00	\$2,000.00	\$57.00	\$39,001.00	\$40,000.00	\$440.00	\$77,001.00	\$78,000.00	\$681.00
\$2,001.00	\$3,000.00	\$68.00	\$40,001.00	\$41,000.00	\$448.00	\$78,001.00	\$79,000.00	\$687.00
\$3,001.00	\$4,000.00	\$79.00	\$41,001.00	\$42,000.00	\$457.00	\$79,001.00	\$80,000.00	\$691.00
\$4,001.00	\$5,000.00	\$91.00	\$42,001.00	\$43,000.00	\$465.00	\$80,001.00	\$81,000.00	\$698.00
\$5,001.00	\$6,000.00	\$102.00	\$43,001.00	\$44,000.00	\$473.00	\$81,001.00	\$82,000.00	\$703.00
\$6,001.00	\$7,000.00	\$113.00	\$44,001.00	\$45,000.00	\$482.00	\$82,001.00	\$83,000.00	\$710.00
\$7,001.00	\$8,000.00	\$125.00	\$45,001.00	\$46,000.00	\$490.00	\$83,001.00	\$84,000.00	\$715.00
\$8,001.00	\$9,000.00	\$136.00	\$46,001.00	\$47,000.00	\$498.00	\$84,001.00	\$85,000.00	\$720.00
\$9,001.00	\$10,000.00	\$147.00	\$47,001.00	\$48,000.00	\$507.00	\$85,001.00	\$86,000.00	\$727.00
\$10,001.00	\$11,000.00	\$159.00	\$48,001.00	\$49,000.00	\$514.00	\$86,001.00	\$87,000.00	\$731.00
\$11,001.00	\$12,000.00	\$171.00	\$49,001.00	\$50,000.00	\$523.00	\$87,001.00	\$88,000.00	\$738.00
\$12,001.00	\$13,000.00	\$181.00	\$50,001.00	\$51,000.00	\$528.00	\$88,001.00	\$89,000.00	\$743.00
\$13,001.00	\$14,000.00	\$192.00	\$51,001.00	\$52,000.00	\$534.00	\$89,001.00	\$90,000.00	\$748.00
\$14,001.00	\$15,000.00	\$204.00	\$52,001.00	\$53,000.00	\$539.00	\$90,001.00	\$91,000.00	\$755.00
\$15,001.00	\$16,000.00	\$216.00	\$53,001.00	\$54,000.00	\$544.00	\$91,001.00	\$92,000.00	\$760.00
\$16,001.00	\$17,000.00	\$227.00	\$54,001.00	\$55,000.00	\$551.00	\$92,001.00	\$93,000.00	\$767.00
\$17,001.00	\$18,000.00	\$238.00	\$55,001.00	\$56,000.00	\$556.00	\$93,001.00	\$94,000.00	\$772.00
\$18,001.00	\$19,000.00	\$249.00	\$56,001.00	\$57,000.00	\$563.00	\$94,001.00	\$95,000.00	\$777.00
\$19,001.00	\$20,000.00	\$261.00	\$57,001.00	\$58,000.00	\$568.00	\$95,001.00	\$96,000.00	\$783.00
\$20,001.00	\$21,000.00	\$272.00	\$58,001.00	\$59,000.00	\$572.00	\$96,001.00	\$97,000.00	\$788.00
\$21,001.00	\$22,000.00	\$283.00	\$59,001.00	\$60,000.00	\$579.00	\$97,001.00	\$98,000.00	\$794.00
\$22,001.00	\$23,000.00	\$295.00	\$60,001.00	\$61,000.00	\$584.00	\$98,001.00	\$99,000.00	\$800.00
\$23,001.00	\$24,000.00	\$306.00	\$61,001.00	\$62,000.00	\$590.00	\$99,001.00	\$100,000.00	\$806.00
						\$100,001.00 and over		\$806.00
								Plus \$3.50
								Per \$1,000.00 over \$100,000.00

Appendix D (2) – Schedule of Title 10 and 11 Zoning, Subdivision, and Related Fees

Permits	Code Section	Location	Each	Bond	Insurance
Planning and Zoning Filing Fees:					
Rezoning Application	Title 10	Community Development	\$200.00		
Subdivision Request	Title 11	Community Development	\$200.00 plus \$25.00 per lot		
Public Right-of-Way Vacation Requests	Title 10	Community Development	\$200.00		
Zoning Board of Adjustment Fees:					
Variance Request	Title 10	Community Development	\$150.00		
Conditional Use Request	Title 10	Community Development	\$200.00		
Other Permits and Fees:					
Sign Permits	Title 10	Community Development	\$50.00 per sign		
Site Plan Review	Title 10	Community Development	\$100.00		
Handicap Review	Title 10	Community Development	\$50.00		