



**Roll Call Number**

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**Agenda Item Number**

42

**Date** ..... December 23, 2024 .....

**RESOLUTION APPROVING AMENDMENTS TO THE SCHEDULE OF FEES REGARDING CHAPTER 60 AS IT RELATES TO RENTAL INSPECTIONS AND RENTAL PROPERTY LICENSING AND CHAPTER 26 REGARDING BUILDING AND BUILDING REGULATIONS**

**WHEREAS**, by Roll Call Number 16-1423 passed August 22, 2016, the City Council established a new schedule of fees for the Rental Inspection Program; and,

**WHEREAS**, by Roll Call Number 24-1397 passed October 7, 2024, the City Council approved a repeal and replacement of the Rental Inspection Program which required an update to the schedule of fees before becoming effective on February 1, 2025; and,

**WHEREAS**, the fees charged for the rental inspection program have not been updated for 8 years while expenses associated with the program have continued to grow; and

**WHEREAS**, Chapter 26 of the City Code, entitled "Building and Building Regulations" provides the City's various regulations and duties concerning permits and other functions of the Development Services Department; and

**WHEREAS**, by Roll Call No. 02-3007 on December 18, 2002, the City Council approved and adopted a Schedule of Fees for Code Chapter 26, Building and Building Regulations Code and amended by Roll Calls No. 12-1355 on August 27, 2012, No. 13-1569 on October 7, 2013, No. 15-1090 on June 22, 2015, No. 12-1277 on July 24, 2017, No. 19-2039 on December 16, 2019, No. 23-1695 on December 4, 2023; and

**WHEREAS**, the City's Building and Building Regulations establishes and authorizes the Development Services Department to review and determine the amount of fees for all services performed by the City subject to the approval of the City Council.

**WHEREAS**, amendments to the Schedule of Fees amending the fees relating to Chapters 26 and 60, respectively, have been prepared for Council consideration in form attached hereto and are recommended for adoption.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Des Moines, Iowa, that the adopted Schedule of Fees for the City of Des Moines is hereby amended by amendment of the fees imposed pursuant to Chapters 26 and 60 of the City Code to be as set forth in the accompanying schedules, effective February 1, 2025.



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**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized and directed to incorporate said amendments into the Schedule of Fees, and to maintain said amended Schedule of Fees on file in the offices of the City Clerk for public reference.

(Council Communication No. 24-534)

Moved by \_\_\_\_\_ to approve      Second by \_\_\_\_\_.

FORM APPROVED:

/s/ Gary D. Goudelock Jr.  
Gary D. Goudelock Jr.  
Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
BOESEN				
SIMONSON				
VOSS				
COLEMAN				
WESTERGAARD				
MANDELBAUM				
GATTO				
TOTAL				
MOTION CARRIED			APPROVED	

**CERTIFICATE**

I, LAURA BAUMGARTNER, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## FEE SCHEDULE

City code requires that all rental properties have a rental inspection certificate prior to occupancy. After all inspections are completed and the property has come into compliance with the City Code, you will then receive a final billing, and if applicable a rental certificate. *Do not send money at this time.* Fees are payable to the City of Des Moines, addressed to the Neighborhood Inspection ~~Zoning~~ Division.

### Initial and Renewal Inspections

Single Family, Mobile Home, Condo and Townhomes

Renewal Inspections

- A. Single Family Dwelling ~~\$87.50~~ \$96.00
- B. Duplex ~~\$111.00~~ \$122.00

Initial Inspections (new rentals)

- A. Single Family Dwelling ~~\$123.50~~ \$136.00
- B. Duplex ~~\$146.50~~ 161.00

Residential Apartment Buildings (Renewal and Initial)

- A. First two units ~~\$112.00~~ \$123.00
- B. Each unit after the first two units ~~\$19.00~~ \$21.00

Re-inspections

- A. First unit ~~\$55.00~~ \$61.00
- B. Additional units ~~\$16.00~~ \$18.00

Rooming Houses (Renewal and Initial)

- A. First two units ~~\$112.00~~ \$123.00
- B. Additional units ~~\$8.50~~ \$9.00

Rooming House Re-inspections

- A. First unit ~~\$55.00~~ \$61.00
- B. Additional units ~~\$5.50~~ \$6.00

Housing Appeals Board Fees

- A. HAB Compliance Inspection (prior to board meeting) \$206.00
- B. HAB Appearance Inspection \$515.00
- C. Owner/agent request for a reduction and/or renewal of a HAB penalty fine \$31.00

Upon compliance with the Neighborhood Inspection Rental Code, certificates will be valid for the following time periods:

LICENSE CATEGORY I	
1 or 2 units — no violations on first inspection	Certificate length 3.5 years
3 plus units — no violations on first inspection	Certificate length 2.5 years
<ol style="list-style-type: none"> <li>1. Must have a valid application on file prior to inspection; and</li> <li>2. Must have had no founded maintenance complaints since the last inspection; and</li> <li>3. Must have no outstanding fees due or billings due the Division for the property; and</li> <li>4. Must be current on property taxes and special assessments due the Division for the property; and</li> <li>5. Must have had no nuisance clean ups or impounds since the last renewal certificate was issued.</li> </ol>	

LICENSE CATEGORY II	
1 or 2 units Not more than 8 violations per unit	Certificate length 2.5 years
3 to 12 units—violations on renewal or initial not more than 1.5 violations per unit and common areas	Certificate length 1.5 years
13 plus units— violations on renewal or initial not more than 1 per unit and common areas	Certificate length 1.5 years
<ol style="list-style-type: none"> <li>1. Must have a valid application on file before issuance of the certificate; and</li> <li>2. Must have had no more than one founded maintenance complaints since the last inspection; and</li> <li>3. Must have no outstanding fees due the Division for the property; and</li> <li>4. Must be current on taxes and special assessments due the Division for the property.</li> </ol>	

LICENSE CATEGORY III	
1 to 2 units—more than 8 violations on renewal or initial or HAB referral	Certificate length 1.5 years
3 through 12 units—more than 1.5 violations per unit per building and common areas on renewal or initial or HAB referral	Certificate length 9 months
13 plus units—more than 1 violation per unit per building and common areas on renewal or initial or HAB referral	Certificate length 9 months

## INSPECTIONS

If an inspector is not met for a scheduled rental inspection, an exterior inspection will be conducted on the property. The owner will be notified of any exterior violations and a date will be set to do the re-inspection and the interior inspection will also be done at this time. Failure to appear for the scheduled inspection will force the division to seek an *administrative search warrant* to gain access to conduct the interior inspection.

Any and all inspections will result in a fee. Once the property is in compliance, a rental certificate will be issued, along with the final bill for all inspections. If this bill is not paid within 30 days the fees either be certified to the court as a judgment, assessed to the property or sent a collection agency for collection of this fee.

If violations are not corrected within the time period allotted by the inspection the owner of the said property will be referred to the Housing Appeals Board (HAB) with a \$515.00 fee. If an owner is referred to HAB and the property complies prior to the board meeting, as set forth in the rental code, an administrative fee of \$206.00 will be charged.

### **RENOVATION AGREEMENTS WITH TEMPORARY CERTIFICATES**

Any maintenance items which cannot be completed within this time because of weather constraints or extraordinary circumstances not of the owner(s) or authorized management agents making or are beyond the owner's or authorized management agent's control may request an extension of time extension. The request for a renovation agreement must be submitted in writing with a \$62.00 application fee. If a renovation agreement is granted a temporary certificate will be issued to expire at the expiration of the agreement. If denied the matter can be appealed to the Housing Appeals Board for a hearing as provided in the rental code.

### **MODIFICATIONS OR ALTERNATIVE MATERIALS, METHODS AND EQUIPMENT**

Whenever there are practical difficulties involved in carrying out the provisions of this Chapter, the Administrator shall have the authority to grant modifications, alternative materials, methods and equipment for individual cases upon application of the owner(s) or owner's authorized agent as set out in the rental code. Denial of the applicant may be appealed to the Housing Appeals Board.

### **RIGHT TO APPEAL**

Any owner objecting to a notice may file a written appeal with the Neighborhood Inspections Department requesting a hearing before the Housing Appeals Board (HAB). An appeal must be filed within ten (10) days of the date of the inspection notice, accompanied by a receipt from the Neighborhood Inspection Zoning Department with a fee of \$155.00 (to contest a violation) or \$62.00 (to contest a variance). This fee will be refunded if the Housing Appeals Board finds in favor of the property owner.

### **LEAD BASED PAINT INSPECTION**

If lead base paint is suspected in a structure or accessory building, the area must be detoxed. If you disagree with the inspector's assessment, you may elect to have a licensed lead base paint inspector provide this department with documentation that the lead paint present on the property is within the City of Des Moines minimum requirements. This inspection must include interior and exterior of the dwelling and any accessory structures.

### **TRANSFER OF PROPERTY**

Every seller of rental property shall give written notice to the Neighborhood Inspections Department within two business days after closing on a rental property. The buyer of any rental property shall contact the Neighborhood Inspections Department within two business days after closing to provide proof of their purchase and contact or agent information.

### **ADDITIONAL FEES**

- A. Legal Inspections \$103.00
- B. Research \$26.00
- C. New Rental Registration (Certificate of Occupancy Rentals) \$67.00
- ~~C.D.~~ Penalty Fines \$10 per cited violation per calendar day in violation (was previously \$5/violation/day).

DEPARTMENT	CATEGORY	SUB-CATEGORY	CODE	DESCRIPTION	FEES	LATE FEES	ADMIN FEES	EFFECT DATE	ROLL CALL	RC DATE
POLICE DEPT		Animals	18-65(a)(2)	Sale to Nonprofit Corporation	\$5.00			07/01/05		
POLICE DEPT		Animals	18-65(b)(2)	Adoption Fee	\$85.00			07/01/05		
POLICE DEPT		Animals	18-65(b)(2)	Adoption Fee if Person is 65 Years of Ag or Older	\$42.50			07/01/05		
POLICE DEPT		Animals	18-65(b)(3)	Refund for Adopted Dogs Upon Proof of Spaying or Neutering	\$10.00			07/01/05		
POLICE DEPT		Animals	18-93(a)	License Fee – Cats, spayed or neutered	\$15.00			07/01/05		
POLICE DEPT		Animals	18-93(a)	License Fee – Cats, not spayed or neutered	\$35.00			07/01/05		
POLICE DEPT		Animals	18-93(b)	License Fee – Cats, cat owner is 65 years of age or older, applicable to one cat	\$5.00			07/01/05		
POLICE DEPT		Animals	18-94(c)	Service Fee for Approved Businesses selling Cat Licenses, fee retained by the business; Not more than Fee per license	\$2.00			07/01/05		
POLICE DEPT		Animals	18-95(e)	Replacement of Cat License or Spay / Neuter Tags	\$5.00			07/01/05		
POLICE DEPT		Animals	18-97(a)	Transfer of Cat License to New Owner	\$5.00			07/01/05		
POLICE DEPT		Animals	18-99(a)	Delinquent Cat License Penalty	\$50.00			07/01/05		
COMMUNITY DEVELOPMENT	P & D	Building Code	26-138(a)	Engineering review fee for building permit.	\$20.00			7/1/2015	15-1090	06/22/15
DEVELOPMENT SERVICES	P & D	Building Code	26-138(a)	Planning review fee for building permit.	\$20.00			7/1/2015	15-1090	06/22/15
NEIGHBORHOOD SERVICES	P & D	Building Code	26-138(a)	Zoning review fee for building permit.	\$20.00			7/1/2015	15-1090	06/22/15
DEVELOPMENT SERVICES	P & D	Building Code	26-138(a)	Certificate of Occupancy fee	\$50.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-138(a)	Temporary certificate of occupancy fee - <a href="#">Commercial</a>	\$100.00			01/01/2	23-1695	12/04/23
<a href="#">DEVELOPMENT SERVICES</a>	<a href="#">P &amp; D</a>	<a href="#">Building Code</a>	<a href="#">26-138(a)</a>	<a href="#">Temporary certificate of occupancy fee - Residential</a>	<a href="#">\$50.00</a>					
DEVELOPMENT SERVICES	P & D	Building Code	26-138(a)	Permit Extension	\$50.00 commercial permits/ \$25.00 residential permits			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-138(a)	<a href="#">Residential</a> Permit Reinstatement Fee	½ of the permit fee or \$75 whichever is greater, not to exceed \$500			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D		26-138(d)	Reinspection fee for inspection of work previously inspected and not approved	\$100.00			11/01/13	13-1569	10/07/13

DEPARTMENT	CATEGORY	SUB-CATEGORY	CODE	DESCRIPTION	FEES	LATE FEES	ADMIN FEES	EFFECT DATE	ROLL CALL	RC DATE
DEVELOPMENT SERVICES	P & D	Building Code	26-138(e)	Building permit fee surcharge for thermal efficiency review: For buildings that are heated or cooled; or 2.0% of the building permit fee	\$21.00			01/01/24	23-1695	12/04/23
COMMUNITY DEVELOPMENT INACTIVE	P & D	Building Code	26-138(e)	Building permit fee surcharge for thermal efficiency review: For all other buildings; or 10.0% of the building permit fee	\$20.00				23-1695	12/04/23
COMMUNITY DEVELOPMENT INACTIVE	P & D	Building Code	26-138(f)	Accessibility review certificate fee	\$35.00				23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-138(g)	Plan checking fees: If the value of the construction does not exceed \$1,000	No fee			12/18/02	02-3007	
DEVELOPMENT SERVICES	P & D	Building Code	26-138(g)	Plan checking fees: If the value of the construction exceeds \$1,000; Equal to 65% of the building permit fee under 26-301(b)				12/18/02 11/01/13	02-3007 13-1569	10/07/13
DEVELOPMENT SERVICES	P & D	Building Code	26-138(g)	Additional fee for review of incomplete or amended plans	Equal to the estimated increased administrative costs resulting from the amendments or incomplete submittal as determined by the building official.				02-3007	
DEVELOPMENT SERVICES	P & D	Building Code	26-138(g)	Overtime inspection fees; equal to the amount of overtime expense incurred for inspection, with a two-hour minimum.	equal to the amount of overtime expense incurred for inspection, with a two-hour minimum.			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-138(h)	Overtime plan checking fees: equal to the amount of overtime expenses incurred for plan checking.	equal to the amount of overtime expenses incurred for plan checking.			01/01/24	23-1695	12/04/23 07/24/17
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee – Base amount if value less than \$2,000.	<del>\$51.50</del> \$64.38			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee – Base amount plus incremental amount based upon valuation: more than \$2,000 but no more than \$25,000: Fee amount for first \$2,000 plus <del>\$7.25</del> \$9.06 for each additional \$1,000 or fraction thereof.	<del>\$51.50</del> \$64.38			01/01/24	23-1695	12/04/23

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DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee – Base amount plus incremental amount based upon valuation: more than \$25,000 but no more than \$50,000; Fee amount for the first \$25,000 plus <del>\$6.20</del> <u>\$7.75</u> for each additional \$1,000 or fraction thereof.	<del>\$217.50</del> <u>\$271.88</u>			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee – Base amount plus incremental amount based upon valuation: more than \$50,000 but no more than \$100,000; Fee amount for the first \$50,000 plus <del>\$5.15</del> <u>\$6.44</u> for each additional \$1,000 or fraction hereof.	<del>\$372.00</del> <u>\$465.00</u>			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee – Base amount plus incremental amount based upon valuation: more than \$100,000 but no more than \$500,000; Fee amount for the first \$100,000 plus <del>\$3.10</del> <u>\$3.88</u> for each additional \$1,000 or fraction thereof.	<del>\$629.50</del> <u>\$786.88</u>			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee – Base amount plus incremental amount based upon valuation: more than \$500,000; Fee amount for the first \$500,000 plus <del>\$2.10</del> <u>\$2.63</u> for each additional \$1,000 or fraction thereof.	<del>\$1,865.00</del> <u>\$2,331.25</u>			01/01/24	23-1695	12/04/23
<a href="#">DEVELOPMENT SERVICES</a>	<a href="#">P &amp; D</a>	<a href="#">Building Code</a>	<a href="#">26-301(b)</a>	<a href="#">Building permit fee – Wireless Tower – New Construction/ Substantial Change</a>	<a href="#">\$3,000.00</a>					
<a href="#">DEVELOPMENT SERVICES</a>	<a href="#">P &amp; D</a>	<a href="#">Building Code</a>	<a href="#">26-301(b)</a>	<a href="#">Building permit fee – Wireless Tower – Alteration/ Modify Facility</a>	<a href="#">\$500.00</a>					
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee; For new construction of single-family dwellings up to 1,200 square feet in living area	\$1,050.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee; For new construction of single-family dwellings ranging from 1,201 square feet to 2,000 square feet in living area	\$1,350.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee; For new construction of single-family dwellings over 2,000 square feet in living area	\$1,750.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee; For new construction of duplexes and townhomes up to 1,200 square feet in living area	\$1,300.00			01/01/24	23-1695	12/04/23



DEPARTMENT	CATEGORY	SUB-CATEGORY	CODE	DESCRIPTION	FEE\$	LATE FEES	ADMIN FEES	EFFECT DATE	ROLL CALL	RC DATE
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee; For new construction of duplexes and townhomes ranging from 1,201 square feet to 2,000 square feet in living area	\$1,500.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Building permit fee; For new construction of duplexes and townhomes over 2,000 square feet in living area	\$1,900.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301 (b)	Building permit fee: For new construction of accessory housing unit on residential lot	\$550.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Additions to single-family dwellings, duplexes and townhomes	\$250.00			01/01/24	23-1695	12/04/23
DEVELOPMENT SERVICES	P & D	Building Code	26-301(b)	Remodeling to single-family dwellings, duplexes and townhomes	\$150.00			01/01/24	23-1695	12/04/23