

**AN ORDINANCE AMENDING CHAPTER 4 OF THE NORWICH CODE OF ORDINANCES BY AMENDING SECTIONS 4-2, 4-3 AND 4-5 CONCERNING FINES FOR STATE BUILDING CODE VIOLATIONS AND FEES FOR CONSTRUCTION PLAN REVIEW, BUILDING PERMITS, AND DEMOLITION PERMITS**

WHEREAS, the City has experienced an increase in staffing, software, and other operating costs to review and administer building permits, demolition permits, and construction plans, and;

WHEREAS, the City has not altered the fee structures for building permits and construction plans since 2009 and has not altered the fee structure for demolition permits since 2010, and;

WHEREAS, the Norwich Department of Planning and Development has surveyed, reviewed, and considered the fee structures of other similarly sized Connecticut municipalities, and;

WHEREAS, the Council of the City of Norwich finds it to be in the best interest of the City of Norwich to amend its fines for state building code violations and fees for construction plan review, building permits, and demolition permits.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORWICH, that, effective for applications received and violations identified on or after July 1, 2025, Sections 4-2, 4-3 and 4-5 be and hereby are replaced in Chapter 4 of the City of Norwich Code of Ordinances as follows:

**Sec. 4-2. - Penalties for violation of state building code.**

*Remove the current language:*

~~[(1)Any person who shall violate a provision of the state building code or shall fail to comply with any of the requirements thereof or shall erect, construct, alter or repair a building or structure in violation of any approved plan or directive of the building official or of a permit or certificate issued under the provisions of the code shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding one year, or both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense.]~~

~~(2) Any person who shall continue any work in or about the building after having been served with a stop order, except such work as he is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$25.00 or more than \$500.00. Each day that a violation continues shall be deemed a separate offense.]~~

*Replace with the following language:*

(1) Any person who shall violate a provision of the state building code or shall fail to comply with any of the requirements thereof or shall erect, construct, alter or repair a building or structure in violation of any approved plan or directive of the building official or of a permit or certificate issued under the provisions of the code shall be fined not more than \$250, in accordance with Connecticut General Statutes Section 7-148(c)(10)(A). Each day that a violation continues shall be deemed a separate offense.

(2) Any person who shall continue any work in or about the building after having been served with a stop order, except such work as he is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$25 or more than \$250, in accordance with Connecticut General Statutes Section 7-148(c)(10)(A). Each day that a violation continues shall be deemed a separate offense.

(3) This ordinance shall take effect on July 1, 2025.

#### **Sec. 4-3. - Construction plan review and other fees.**

*Remove the current language:*

~~[(1) There shall be no fee for the initial construction plan review for a single or two-family residential building. The fees for the initial construction plan review shall be one hundred dollars (\$100.00) for all other types of construction.~~

~~(2) For every subsequent construction plan review there shall be a fee of thirty-five dollars (\$35.00) for a single or two-family residential building and a fee of fifty dollars (\$50.00) for all other types of construction.~~

~~(3) There shall be a fee of fifty dollars (\$50.00) for a legal occupancy analysis.~~

~~(4) There shall be a twenty dollars (\$20.00) fee for an applications for modification of the State Building Code.~~

~~(5) There shall be a fee of one hundred dollars (\$100.00) for applications to the building code board of appeals.~~

~~(6) There shall be a fee of twenty (\$20.00) for the issuance any letters of compliance.~~

~~(7) Certificates of occupancy fees: The fee for use groups R-2, R-3, R-4, one-family and two-family shall be fifty dollars (\$50.00) per separate dwelling or sleeping unit. All other use groups shall be one hundred dollars (\$100.00) per occupancy unit. The fee for temporary installations shall be \$25.00.~~

~~(8) There shall be a thirty five dollars (\$35.00) fee charged for required re-inspections.~~

~~(9) There shall be a thirty five (\$35.00) fee for requested additional or non-permit related inspections.~~

~~(10) If any inspection must occur at a time other than the city's normal business hours, the fee shall be one hundred dollars (\$100.00) per hour with a minimum charge for one (1) hour.~~

~~(11) All fees established under section 4-3 shall be in addition to all fees, penalties and surcharges which the City of Norwich is required to collect and remit to the State of Connecticut.]~~

*Replace with the following language:*

(1) Construction plan review for all types of construction (both residential and commercial, as defined in the state building code):

- a. The fee for an initial construction plan review shall be \$125 for all types of construction.
- b. The fee for each subsequent plan review shall be \$100

(2) There shall be a fee for a legal occupancy analysis of \$70 for existing businesses and \$125 for new businesses.

(3) There shall be a \$30 fee for an application for modification of the State Building Code.

(4) There shall be a fee of \$200 for an appeal to the building code board of appeals.

(5) There shall be a fee of \$25 for the issuance of any letters of compliance.

(6) Certificates of occupancy fees:

- a. The fee for use groups R-2, R-3, R-4, one-family and two-family shall be \$75 per separate dwelling or sleeping unit.
- b. The fee for all other use groups shall be \$150 per occupancy unit.
- c. The fee for temporary installations shall be \$50.

(7) Inspections and re-inspections:

- a. There shall be a \$50 fee charged for required initial inspections

- b. There shall be a fee of \$100 charged for each subsequent, missed or failed required inspection
- c. There shall be a fee of \$100 charged for each non-permit-related inspection
- d. For any inspections which must occur outside of the City's normal business hours, there shall be an additional fee of \$125 per hour with a minimum charge of three hours.

(8) All fees established under section 4-3 shall be in addition to all fees, penalties and surcharges which the City of Norwich is required to collect and remit to the State of Connecticut.

(9) This ordinance shall take effect on July 1, 2025.

**Sec. 4-5. - Permit fees—Schedule.**

*Remove the current language:*

~~[(1)The fees for building permits for work regulated by the State Building Code are thirty five dollars (\$35.00) per first one thousand dollars (\$1,000.00) of construction value and seventeen dollars (\$17.00) per each additional one thousand dollars (\$1,000.00) of constructional value, except as follows:~~

~~(a)Annual maintenance permit fee: \$250.00 in addition to the required permit fees.~~

~~(b)Mobile homes: \$750.00~~

~~(c)Temporary installations, not exceeding 30 days and including carnivals, circuses and bazaars sponsored by tax exempt organizations: \$50.00 per event.~~

~~(d)Penalty fee for work performed prior to obtaining proper permits: 100 percent of the usual permit fee in addition to the required permit fees.~~

~~(2)The fees for the relocation of any building from one location to another shall be computed on the same basis as for new buildings.~~

~~(3)The fees for permits for the demolition of any structure shall be in accordance with the following schedule:~~

~~a.Single family residential building and accessory structures .....50.00~~

~~b.Two family and multifamily structure up to ten (10) units .....100.00~~

~~c.Multifamily structure in excess of ten (10) units .....150.00~~

- d. ~~Commercial building up to ten thousand (10,000) square feet .....200.00~~
- e. ~~Commercial building in excess of ten thousand (10,000) square feet  
.....300.00~~

~~(4) The fee to extend an existing permit shall be \$35.00.~~

~~(5) All fees and penalties established under Section 4-5 shall be in addition to all fees, penalties and surcharges which the city is required to collect and remit to the State of Connecticut.]~~

*Replace with the following language:*

- (1) For building permits for work regulated by the State Building Code, the fees are as follows:
  - a. \$40 for the first \$1,000 of construction value
  - b. \$20 for each additional \$1,000 of constructional value
- (2) Annual maintenance permit fee: \$300 in addition to the required permit fees in (1)
- (3) HUD Manufactured Home (commonly referred to as “Mobile Home”) installation: \$900. The fees for other improvements to such manufactured home (including, but not limited to: decks, sunrooms, or sheds) would be calculated under (1)
- (4) Temporary installations, not exceeding 30 days and including carnivals, circuses and bazaars sponsored by tax-exempt organizations: \$100 per event.
- (5) The fees for the relocation of any building from one location to another shall be computed on the same basis as for new buildings in (1)
- (6) The fees for permits for the demolition of any structure shall be in accordance with the following schedule:
  - a. Single-family residences
    - i. Single-family home: \$200
    - ii. Accessory structures (such as shed, garage, pool, etc.): \$100
  - b. Two-family and multifamily structure up to 10 units: \$300
  - c. Multifamily structure in excess of ten units: \$500
  - d. Commercial building up to 10,000 square feet: \$600
  - e. Commercial building in excess of 10,000 square feet: \$1,000
- (7) The fee to extend an existing permit shall be \$50.
- (8) Expedited permit review and inspections - A property owner or their agent may pay an additional non-refundable expedited permit review fee at the time that the permit application is completed.
  - a. The expedited permit review fee shall be calculated as 100% of the standard permit fee with a \$100 minimum fee and a \$2,500 maximum fee.

- b. Expedited permit review will take place before the review of non-expedited permits.
  - c. Inspections on expedited inspections will take place before non-expedited permits.
  - d. Expedited review does not guarantee permit approval; all projects must comply with the Connecticut State Building Code and all applicable City of Norwich ordinances and regulations.
  - e. Expedited processing is subject to staff availability and workload.
- (9) All fees and penalties established under Section 4-5 shall be in addition to all fees, penalties and surcharges which the city is required to collect and remit to the State of Connecticut.
- (10) This ordinance shall take effect on July 1, 2025.

**Purpose:** To amend fines for state building code violations and fees for construction plan review, building permits, and demolition permits.

City Manager John L. Salomone