



ATTLEBORO MUNICIPAL COUNCIL

Policy for Waiving Building Department Permit Fees

Pursuant to Section 3–8.2 of the Revised Ordinances of the City of Attleboro, as amended, this policy explains the process and evaluation criteria when a waiver of Building Department permit fees listed in Section 3–8.1 is requested.

I. GENERAL:

- a. This policy does not apply to municipal requests for a permit fee waiver(s).
- b. This policy does not apply to Senior Citizen Exemptions described in Section 3–8.4.
- c. All requests to waive a permit fee shall be subject to a public hearing governed by the Municipal Council Rules of Procedure.
- d. A waiver request from plumbing, gas, and electrical fees may not exceed the percentage of the gross amount of the respective inspection fees remaining after compensation for services has been made to the appropriate inspector(s), as provided by the terms of Section 3–7 in effect the waiver request is filed.
- e. Approved permit fee waivers are valid for six months from the date of the Municipal Council vote.
- f. The Municipal Council will not consider permit fee waiver request retroactively. The Municipal Council shall not reimburse any applicant for fees that have already been paid to the City.

II. PROCEDURES:

- a. All persons and private entities seeking a building permit fee waiver need to complete the attached *Building Permit Fee Waiver Application* and submit it to the Municipal Council Office. The application needs to be signed by the applicant or designated agent/representative. Incomplete applications will not be processed and will be returned to the petitioner.
- b. There is no fee to file a *Building Permit Fee Waiver Application*.
- c. Applicants are required to pay all advertising costs associated with the public hearing which must be paid prior to the public hearing.
- d. Public hearings will be scheduled according to the Municipal Council regular meeting schedule.

- e. All persons and entities, public and private, seeking a building permit fee waiver must obtain a written recommendation of support from the Mayor, which must be attached to the application package.
- f. Applications must include sufficient and relevant supporting financial and other documentation demonstrating the need for the waiver. Such documentation must include, but not be limited to: proof of entity status, a budget comprised of all actual revenues and expenses, revenue sources, the amount of the gap in financing (if applicable) and the portion thereof that the fee waiver is sought to cover.
- g. The applicant(s) or the designated agent/representative that appears on the *Building Permit Fee Waiver Application* must appear before the Municipal Council at the public hearing and be prepared to present a case for the requested waiver.
- h. The Municipal Council may grant a fee waiver in an amount different from that requested by the applicant based on the information presented during the public hearing.
- i. Only the Municipal Council can grant a fee waiver and such waiver shall be limited to the specific fee sought to be waived listed on the Application.
- j. No individual authorized to collect a building or inspectional fee shall accept a reduced fee as full payment for the requested permit or inspection without receiving a copy of the Fee Waiver granted by the Municipal Council, which shall be kept on file in the Building Department.

III. EVALUATION CRITERIA:

- a. If the application seeks less than a full waiver of the fee, the applicant must present written documentation of the financial resources that have been secured to pay the remainder of the applicable fee (i.e. building, inspections). The Municipal Council will not waive any permit fee(s) if the waiver covers only a portion of the gap in financing without written documentation of the availability of sufficient funds to close the gap.
- b. The amount of the requested fee waiver cannot exceed amount of the financial gap. The Municipal Council shall not waive a total fee amount exceeding the amount of the gap in financing.
- c. Permit fees are an important source of City revenue. A waiver may only be granted in circumstances where a project will improve the overall quality of life of Attleboro residents, advance objectives contained in the Comprehensive Plan, provide economic benefits to the City, increase the supply of affordable/workforce housing, create/retain jobs, remove blight or decadence, improve environmental quality, preserve City resources, upgrade infrastructure, or has civic, cultural or historical benefit.



Attleboro Building Department Permit Fee Waiver Application

Please complete the following application and submit to the Municipal Council Office along with all required supporting documentation and proof of payment for public notification advertisement. Applicant must submit payment for advertising fees (for public hearing notice) directly to The Sun Chronicle or other newspaper of local general circulation. If applicant is a non-profit organization, please include a copy of the 501(c) (3) letter. (Attach additional pages as needed.)

Permit Application No: _____

Property location: _____

Type of property: ___ commercial ___ residential ___ non-profit ___ municipal

Owner of property: _____ Ph. _____

Owner address: _____

Type of permit fee to be waived: Check all that apply.

___ Building ___ Electrical ___ Plumbing ___ Mechanical

Amount of fees asking to be waived:

(A waiver request from plumbing, gas, and electrical fees may not exceed the percentage of the gross amount of the respective inspection fees remaining after compensation for services has been made to the appropriate inspector(s), as provided by the terms of Section 3-7 in effect the waiver request is filed.)

\$ _____ Building \$ _____ Electrical \$ _____ Plumbing \$ _____ Mechanical

Description of proposed work: _____

I/we hereby request a waiver of the above permit fees and understand that a public hearing will be held concerning this application. By signing below, I/we certify that I/we have obtained a recommendation of support for this request from the Office of the Mayor.

Signature of Property Owner/Agent

Signature of Applicant/Agent

Date

Print name

Print name