



TO: Gahanna City Council  
Clerk of Council

FROM: Michael Blackford, Director of Planning  
Kevin Schultz, Senior Director of Operations  
Mayor Laurie A. Jadwin

Cc: Priya D. Tamarasari, City Attorney  
Joann Bury, Director of Finance

DATE: March 26, 2024

SUBJECT: Dept. of Planning - Request for Council Action (April 1, 2024 COTW Meeting)

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## ACTION ITEMS

### ACTION ITEM #1: REVISIONS TO BUILDING AND ZONING FEE SCHEDULE

The Department of Planning is proposing revisions to the Building and Zoning Fee Schedule to account for process improvements associated with the implementation of OpenGov permitting software, to clarify and consolidate permit types, and to enhance formatting. These revisions are based on a review of internal permitting trends since 2018 and comparison with neighboring communities.

Building permit types are consolidated into new Minor Limited Scope permits for residential and commercial. Bleachers, Solar Energy Systems, Temporary Structures, Retaining Walls, Shoring of Building, and Warehouse Racking are included in Minor Limited Scope. These permits occur less frequently than others and are similar in scope. Consolidating building permits will provide clarity to the schedule and consistency across the building and trade (electrical and HVAC) permits.

Sheds are relocated to the Zoning portion of the fee schedule to remove duplicate permit types, and Contractor Registration is being eliminated as it is no longer required. Roofing permits have been eliminated as there are no Ohio Building Code (OBC) requirements and the City cannot inspect roofs due to safety requirements. Engineering-related fees are also eliminated which include Asphalt Driveway, Concrete Approach, Sidewalk, and Escrow.

A fee increase for Commercial Deck permits accounts for department reviews and inspections. The increase also makes the permit comparable with neighboring communities. Increases to Electrical Alterations and Minor Limited Scope provide consistency across the electrical trade permits. Inspections are also increased for many permits to align with standard practices and support development trends in the City.

The overall format for the schedule has also been updated to improve user friendliness which includes relocating fees to appropriate sections.

Based on the foregoing, the Administration respectfully requests an Ordinance to adopt the updated Building and Zoning Fee Schedule as presented. **Waiver** is being requested to allow the effective date of the Ordinance to coincide with the OpenGov go-live date.

Requested Legislation and Funding:

Legislation Needed:	Ordinance
Emergency/Waiver:	<b>Waiver</b>
Vendor Name:	N/A
Vendor Address:	N/A
Already Appropriated:	N/A
Supplemental/Transfer:	N/A

Attachments:

PL-ATT - 2024 Building and Zoning Fee Schedule Building Redline

PL-ATT - 2024 Building and Zoning Fee Schedule Building Clean

**ACTION ITEM #2: REVISIONS TO CHAPTER 1315, BUILDING CODE**

The Department of Planning is proposing the removal and repeal of Chapter 1315 Electrical Inspector from Part Thirteen – Building Code. The Division of Building has contracted with a third-party electrical inspector for several decades who has recently announced his retirement. Staff reviewed the code provisions in Chapter 1315 to prepare for replacing the electrical inspector with a new third-party contractor.

The review revealed that the electrical inspector is the only position of its type identified in the entirety of Part 13. In 2007, Part 13 was revised to eliminate listing individual inspectors and fees, except for the electrical inspector. This chapter also establishes a specific fee structure that is uncommon in the industry and will pose a challenge for securing a new electrical inspector. Removing this chapter will align the position with others contracted by the City and will ensure that construction inspections continue without delay.

The removal of these provisions will not impact the ability to collect fees or hire third-party inspectors as those are defined in other code sections. The City has the authority to enter into contracts with third parties for inspections or back-up plan reviews and can align services with the City's fee structure. The Administration respectfully requests an Ordinance to remove and repeal Chapter 1315 Electrical Inspector as presented. **Waiver and Emergency** are being requested to prevent a possible interruption or inability to conduct electrical inspections based on the pending retirement.

Requested Legislation and Funding:

Legislation Needed:	Ordinance
Emergency/Waiver:	Waiver and Emergency
Vendor Name:	N/A
Vendor Address:	N/A
Already Appropriated:	N/A
Supplemental/Transfer:	N/A

Attachments:

PL-ATT - Chapter 1315 Electrical Inspector Redline