



**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

**Monday, September 8, 2025 - 4:30 PM
City Council Chambers**

Council Members

Kevin G. Boone
Jack Burrell
Jimmy Conyers
Corey Martin
Jay Robinson

1. Review FY2026 General Fund and Utilities Capital Equipment and Improvements
Kim Creech, City Treasurer
2. Discussion of Ordinance No.1804, Code of Ordinances to Alter the Schedule of
Fees for Construction and Building Permits - Erik Cortinas, Building Official
3. Committee Updates
4. Department Head Updates

Next City Council Work Session, Monday, September 22, 2025, 4:30 p.m.

Fairhope Municipal Complex
Council Chambers
161 North Section Street
Fairhope, AL 36532



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2025-1742

FROM:	Kim Creech, CITY TREASURER
SUBJECT:	Review FY2026 General Fund and Utilities Capital Equipment and Improvements
AGENDA DATE:	September 8, 2025

RECOMMENDED ACTION:

Kim Creech, City Treasurer, to give presentation to City Council.

BACKGROUND INFORMATION:

Review FY2026 General Fund and Utilities Capital Equipment and Improvements.

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2025-1761

FROM:	Erik Cortinas, Building Official
SUBJECT:	Amend Ordinance No. 1599, Code of Ordinances to Alter the Schedule of Fees for Construction and Building Permits
AGENDA DATE:	September 8, 2025

RECOMMENDED ACTION:

Erik Cortinas, Building Official, to discuss amending Ordinance No. 1599, Code of Ordinances to alter the schedule of fees for Construction and Building Permits.

BACKGROUND INFORMATION:

Proposed New Fee Ordinance (Redlined)
Code of Ordinances – Chapter 7 Buildings; Construction; Technical Codes - Article VII
Erosion and Sediment Control (Redlined)

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND ORDINANCE NO. 1599 AND TO REPEAL
ORDINANCE NO. 1804; CODE OF ORDINANCES: CHAPTER 7 BUILDING;
CONSTRUCTION; TECHNICAL CODES, ARTICLE I. IN GENERAL;
SECTION 7-7 TO ALTER THE SCHEDULE OF FEES
FOR CONSTRUCTION AND BUILDING PERMITS

WHEREAS, The City of Fairhope desires to ensure proper construction standards are utilized to provide for adequate health, public safety, and welfare of our citizens; and,

WHEREAS, The City of Fairhope desires to be competitive in the user fees charged so as to adequately cover the expenses incurred by the City in enforcing established construction standards;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF FAIRHOPE, ALABAMA:

1. THAT CHAPTER 7 BUILDING; CONSTRUCTION; TECHNICAL CODES, ARTICLE I. IN GENERAL, SECTION 7-7 SCHEDULE OF PERMIT FEES, be amended with the following schedule of user charges:

New Construction Permit Fees
Residential

Building Permit Fee	\$5.00 per \$1000.00 of project value (minimum of \$100.00)
Security/Structured Wire	\$25.00
Sewer Tap Inspection Fee	\$25.00
Electrical Permit Fee	\$75.00
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$75.00
Mechanical Permit Fee	\$75.00
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)
Plan Review Fee	\$75.00
(For informal reviews with no contractor of record listed, a review fee of \$200.00 may be charged)	
New Plan Submittal	\$100.00 (after permit is issued)

Remodeling Permit Fees
Residential

Project Value	Permit Fee
\$0.00 - \$5,000.00	\$25.00
Electrical Permit Fee	\$25.00
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$25.00
Mechanical Permit Fee	\$25.00
Sewer Tap Inspection Fee	\$25.00
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)
\$5,001.00 - \$20,000.00	\$5.00 per \$1000.00 of project value
Electrical Permit Fee	\$35.00
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$35.00
Mechanical Permit Fee	\$35.00
Sewer Tap Inspection Fee	\$25.00
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)
\$20,001.00 - \$50,000.00	\$5.00 per \$1000.00 of project value
Electrical Permit Fee	\$50.00
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$50.00
Mechanical Permit Fee	\$50.00
Sewer Tap Inspection Fee	\$25.00
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)

\$50,001.00 – above	\$5.00 per \$1000.00 of project value
Electrical Permit Fee	new construction rates
Temporary Elect. Fee	new construction rates
Plumbing Permit Fee	new construction rates
Mechanical Permit Fee	new construction rates
Sewer Tap Inspection Fee	new construction rates
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)

Other Residential Permit Fees

Fire Alarm Permit	\$25.00
Sprinkler System	\$50.00
Generator	\$100.00
Fence Permit Fee	\$5.00 per \$1000.00 of project value (minimum of \$25.00)
Demolition Permit Fee	\$25.00
Historic Review Admin. Fee	\$100.00
Swimming Pool Fees	\$100.00
Roofing Permit Fee	\$5.00 per \$1000.00 of project value (minimum of \$25.00)
Right of Way Permit Fee	Fee determined by Public Works Dept (Ordinance 1757)

New Construction Permit Fees
Commercial

Building Permit Fee	\$6.00 per \$1000.00 of project value (minimum of \$100.00)
Security/Structured Wire	\$0.50 per \$1000.00 of project value (minimum of \$50.00)
Sewer Tap Inspection Fee	\$50.00
Electrical Permit Fee	\$1.00 per \$1000 of project value (minimum of \$100.00)
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$1.00 per \$1000 of project value (minimum of \$100.00)
Mechanical Permit Fee	\$1.00 per \$1000 of project value (minimum of \$100.00)
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)
Plan Review Fee	\$2.50 per \$1000.00 of project value
(For informal reviews, fees may be charged as calculated using the ICC Building Code Valuation Tables.	
Third party reviews shall be either the cost of the review or the standard charge of \$2.50/\$1000, whichever is greater)	
New Plan Submittal	\$250.00 (after permit is issued)

Remodeling Permit Fees
Commercial

Project Value	Permit Fee
\$0.00 - \$5,000.00	\$25.00
Electrical Permit Fee	\$25.00
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$25.00
Mechanical Permit Fee	\$25.00
Sewer Tap Inspection Fee	\$25.00
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)
\$5,001.00 - \$20,000.00	\$6.00 per \$1000.00 of project value
Electrical Permit Fee	\$35.00
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$35.00
Mechanical Permit Fee	\$35.00
Sewer Tap Inspection Fee	\$25.00
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)

\$20,001.00 - \$50,000.00	\$6.00 per \$1000.00 of project value
Electrical Permit Fee	\$50.00
Temporary Elect. Fee	\$25.00
Plumbing Permit Fee	\$50.00
Mechanical Permit Fee	\$50.00
Sewer Tap Inspection Fee	\$25.00
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)

\$50,001.00 – above	\$6.00 per \$1000.00 of project value
Electrical Permit Fee	new construction rates
Temporary Elect. Fee	new construction rates
Plumbing Permit Fee	new construction rates
Mechanical Permit Fee	new construction rates
Sewer Tap Inspection Fee	new construction rates
Gas Permit Fee	Fee determined by Gas Dept (Ordinance 1701)

Other Commercial Permit Fees

Fire Alarm Permit	\$0.50 per \$1000.00 of project value (minimum of \$50.00)
Sprinkler System	\$1.00 per \$1000.00 of project value
Fire Suppression Hood	\$1.00 per \$1000.00 of project value
Food Truck Inspections	\$50.00
Generator	\$5.00 per \$1000.00 of project value (minimum of \$200.00)
Sign Permit Fee	\$5.00 per \$1000.00 of project value (minimum of \$50.00)
Fence Permit Fee	\$5.00 per \$1000.00 of project value (minimum of \$50.00)
Demolition Permit Fee	\$50.00
Historic Review Admin. Fee	\$100.00
Swimming Pool Fees	\$250.00
Roofing Permit Fee	\$5.00 per \$1000.00 of project value (minimum of \$50.00)
Right of Way Permit Fee	Fee determined by Public Works Dept (Ordinance 1757)
Tree Removal Permit Fee	\$50.00

Marine Permits

Land based work:

Boat Lift	\$5.00 per \$1000.00 of project value (minimum of \$150.00)
Bulkhead/Seawall	\$5.00 per \$1000.00 of project value (minimum of \$150.00)
Pile Driving	\$5.00 per \$1000.00 of project value (minimum of \$150.00)
Breakwaters/Jetties	\$5.00 per \$1000.00 of project value (minimum of \$150.00)
Boathouses (habitable space)	New construction fees for residential
Marinas (public, dredged lands)	New construction fees for commercial
Pier Electrical	\$50.00
Pier Plumbing	\$50.00

Work over water or submerged state lands are permitted by the US Army Corps of Engineers, Alabama State Lands Division, and the Alabama Department of Environmental Management. This includes piers, marinas over State lands, dredging, tunnels, bridges, underwater pipelines and cables, offshore platforms, etc.)

Land Disturbance Permits

Land Disturbance Work:

Residential	\$5.00 per \$1000.00 of project value (minimum of \$25.00)
Commercial	\$5.00 per \$1000.00 of project value

BMP Reinspection fees for Residential Lots:
\$100.00 for the first reinspection, \$200.00 for the second reinspection, \$300.00 for the third reinspection.

BMP Reinspection fees for Commercial/Residential Development Projects:
\$300.00 for the first reinspection, \$400.00 for the second reinspection, \$500.00 for the third reinspection.

Building Moving Permit Fees

Building Moving Permit \$50.00
Police Escort Required \$300.00 (minimum)
Utility Dept. Work Required \$120.00 per hour (minimum of 3 hours)
Regulations governing the moving of existing buildings are outlined in City Ordinance 1035

Reinspection Fees

Reinspection Fees are \$100.00 for the first reinspection, \$200.00 for the second reinspection, \$300.00 for the third reinspection.

Convenience Fee

A convenience fee for all credit cards charges may apply and will be assessed directly by the credit card processing vendor.

Waiver of Permit Fees

Permit fees may be administratively waived at the discretion of the Mayor and City Council for projects including:

- Projects providing public infrastructure or facilities specifically for use by the citizens of Fairhope.
- Required repairs that occur due to a natural disaster as determined at the time of such an event.

Calculation of Construction Costs

Permit and Impact Fees are based on the cost of the building construction and land cost. The cost of the building construction is determined by either a signed construction contract, or as calculated using the most current published International Code Council Building Valuation Tables, whichever is greater.

Fines and Penalties

Where work for which a permit is required by this Code is started or proceeds prior to obtaining a permit, the fees herein specified shall be doubled. The payment of such double fees shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.

A \$500.00 fine per occurrence may be assessed to the applicant or contractor of record for beginning or continuing work without approved permits or inspections, as determined by the Building Official. After the second documented case, further permit submittals from the applicant or contractor of record may be denied until the case has been adjudicated by the Fairhope Municipal Court.

A \$100.00 fine per occurrence may be assessed if an inspection is scheduled and performed with an incorrect subcontractor listed on the permit, as determined by the Building Official. There will be no fine or charge for contractor changes submitted to the Building Department prior to any inspection being performed.

A \$500.00 fine may be assessed to the applicant or contractor of record if a structure is occupied prior to the issuance of a CO, as determined by the Building Official. Separate fines may be assessed for each day of occupancy without a CO. After the second documented case, further permit applications from the applicant or contractor of record may be denied until the case has been adjudicated by the Fairhope Municipal Court.

Refund Policy

Building Permit fees of \$200.00 or greater may be refunded within 180 days of the expiration of the permit if no work has taken place. The refund policy only applies to primary building permit and Impact Fees, and a written request to refund the fees and void the permit must be submitted by the permit applicant. An administrative fee of \$50.00 will be deducted from the amount of the refund to be issued.

Ordinance No. _____
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- 2. **SEVERABILITY CLAUSE**, If any subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.
- 3. **EFFECTIVE DATE**, This ordinance shall take effect upon its due adoption and publication as required by law.

ADOPTED THIS ____TH DAY OF SEPTEMBER, 2025

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

ADOPTED THIS ____TH DAY OF SEPTEMBER, 2025

Sherry Sullivan, Mayor