MUNICIPAL FEES WORKSHOP

Authority, Review Process & Proposed Updates

Town of Barnstable • Town Council • November 2026

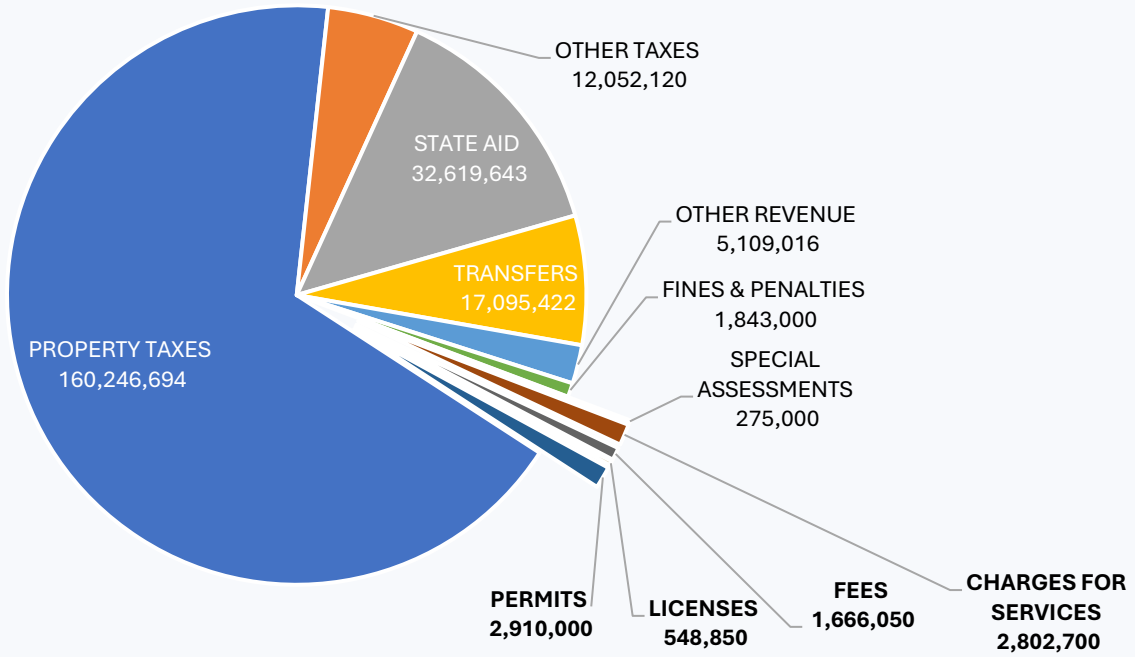
Purpose of Today’s Workshop

- Provide an overview of municipal fees, their purposes, and the principles guiding their establishment.
- Explain the various authorities responsible for establishing and amending municipal fees.
- Review the Town Council's fee-setting authority under Chapter 76, Article II of the Town Code.
- Introduce departmental recommendations for revisions to Inspectional Services and Licensing fees.
- Outline next steps for Council feedback, further review, and future consideration of proposed fee amendments.

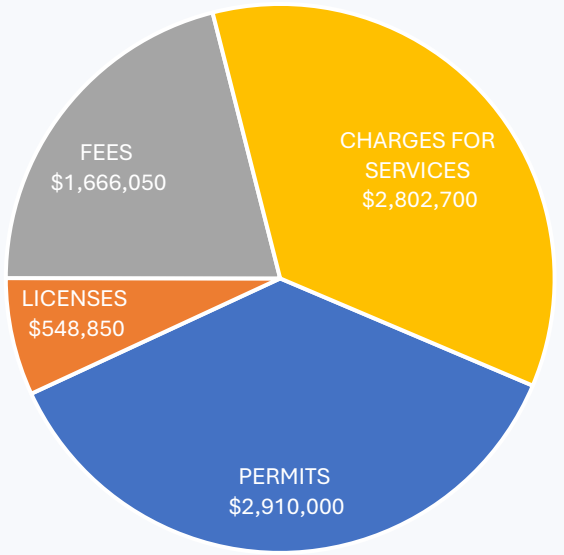
What Are Municipal Fees?

- Prices charged for voluntarily purchased, publicly provided services that benefit specific individuals or groups.

Fiscal Year 2027 General Fund Revenue Budget

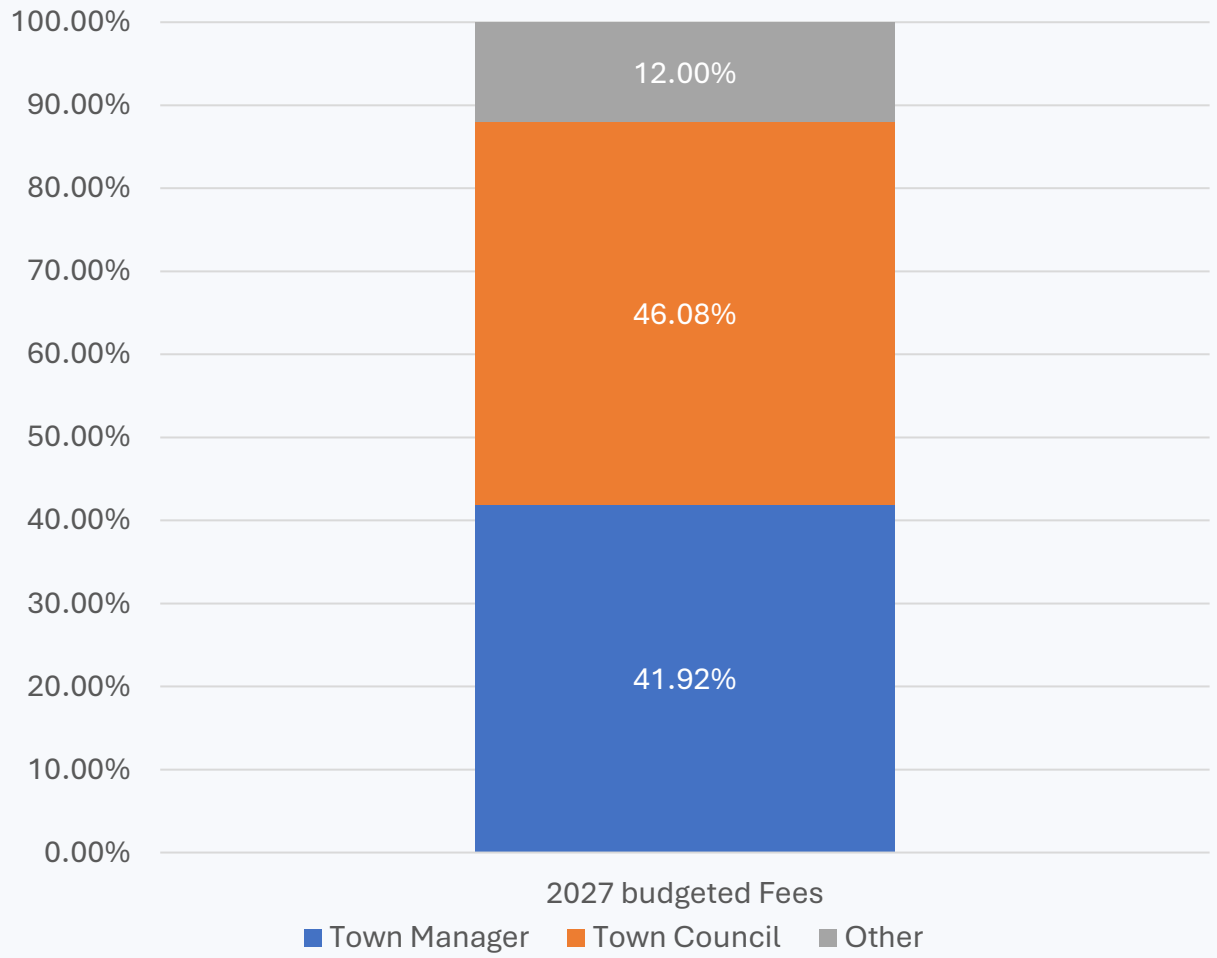


Fiscal Year 2027 General Fund



Authority in Barnstable

- Town Council: adopts and amends fees established by ordinance, including Chapter 76, Article II.
- Town Manager : administer approved fees and may set fees where separately authorized.
- Boards, commissions and licensing authorities: may have specific powers delegated by statute or local law.
- State Legislature: may set or limit fees through enabling statutes.



General Ordinances Chapter 76, Article II — Council Fee Schedule

- § 76-2: adoption of the Town’s Schedule of Fees.
- § 76-3: weights and measures;
- § 76-4: licenses.
- § 76-5: storage of inflammables;
- § 76-6: building, sign, wiring, plumbing and gas permits.
- §§ 76-7–76-9: newsracks, outdoor business licenses and tourist camps.
- §§ 76-10–76-11: Town Clerk and Town Collector fees.

Calculating Municipal Fees

Guiding Principle: A municipal fee should have a reasonable relationship to the cost of providing a specific service or administering a regulatory activity.

1. **Identify the Service or Activity** – Define the permit, license, inspection, or service for which the fee is charged.
2. **Determine Direct Costs** – Include attributable staff time, wages, materials, and other direct expenses.
3. **Allocate Indirect Costs** – Include a reasonable share of administrative, supervisory, technology, benefits and support costs.
4. **Estimate Activity Levels** – Use historical permit volumes, transactions, inspections, or staff hours to establish a cost per activity.
5. **Establish a Reasonable Fee** – Consider calculated costs, applicable statutory requirements, and the intended level of cost recovery.
6. **Review and Update Periodically** – Reassess fees as service costs, workloads, and regulatory requirements change.

INDIRECT CHARGES
PART I - PERSONNEL SUPPORT:
TOWN COUNCIL
TOWN MANAGER
HUMAN RESOURCES
INFORMATION SYSTEMS
ACCOUNTING
PROCUREMENT
TREASURY
TOTAL PERSONNEL COSTS ALLOCATED
PART II - OTHER OPERATIONAL COST:
PROPERTY INSURANCE
PUBLIC OFFICIALS LIABILITIY INSURANCE
VEHICLE INSURANCE
TOTAL INSURANCE CHARGES
BARNSTABLE COUNTY RETIREMENT ASSESSMENT
ACTIVE HEALTH INSURANCE
TOTAL BENEFIT CHARGES
SOFTWARE LICENSE/SUPPORT AND ANNUAL AUDIT FEES
TOTAL SOFTWARE / SUPPORT
UTILITIES
MAINTENANCE
CUSTODIAL SERVICES
ADMINISTRATION
FACILITIES / UTILITIES

Example: Town of Barnstable Annual Indirect Cost Allocation Methodology.

What Municipal Fees Are NOT

Municipal fees are not general revenue tools. They must be connected to a specific service or regulatory activity.

- **NOT A TAX – A fee is not imposed simply to fund general municipal services.**
- **NOT TOWNWIDE ENFORCEMENT FUNDING - General code enforcement and community-wide public safety costs are not automatically chargeable to applicants.**
- **NOT AUTOMATICALLY 100% COST RECOVERY - Only costs reasonably attributable to the service or regulatory activity should inform the fee.**
- **NOT AN ARBITRARY CHARGE - The amount must have legal authority and a reasonable relationship to the activity or benefit provided.**

Key principle: The applicant supports the cost of the specific activity—not the Town's general operating costs.

LICENSING PROGRAM

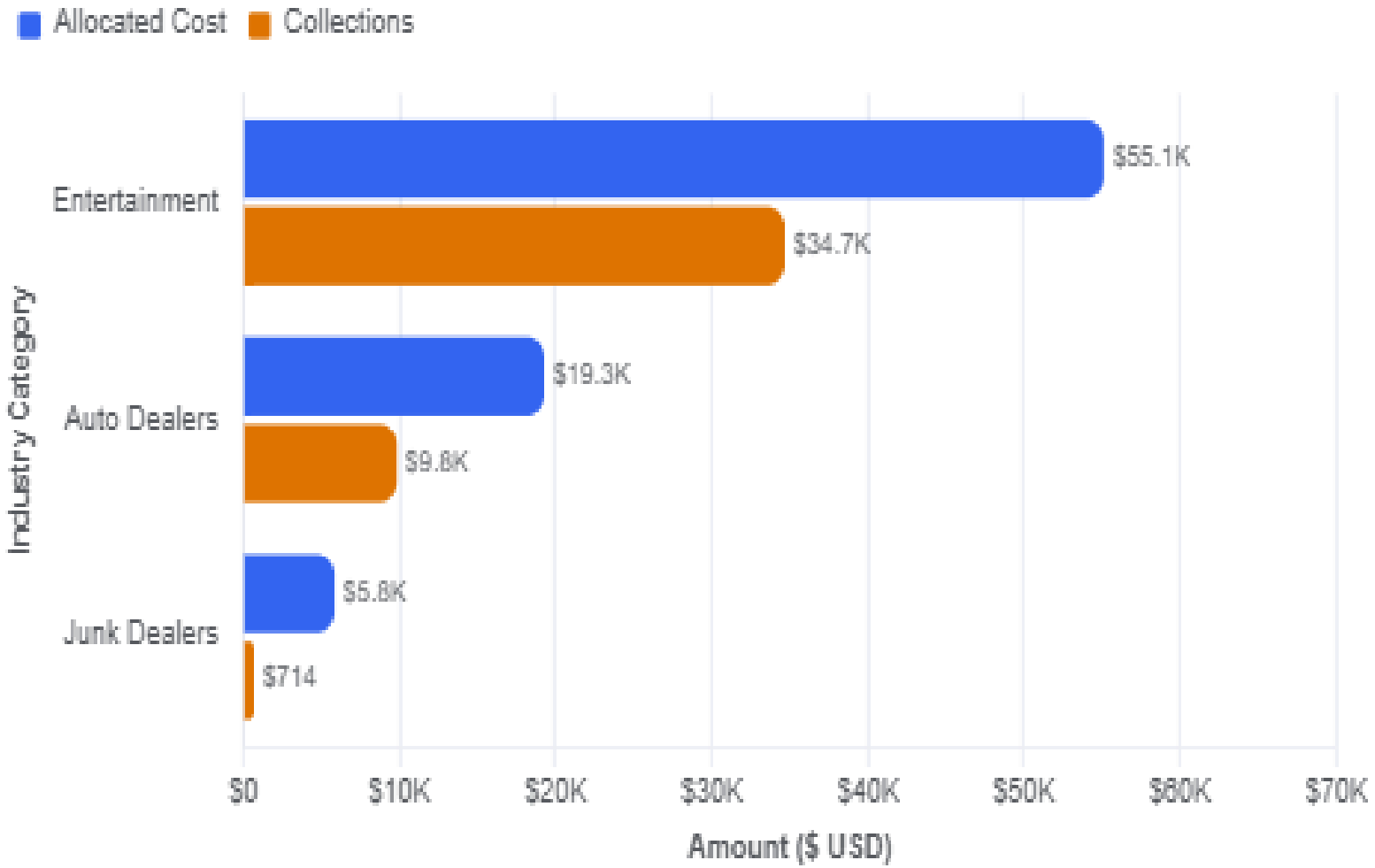
Proposed Licensing Fee Schedule Adjustments

Reducing Funding Gaps & Aligning Fees with True Operational Costs

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Executive Summary - *Aligning Fees to Protect the General Taxpayer*

The Problem: The current fee structure fails to capture the true operational costs of processing, reviewing, and enforcing specialized licenses. This leaves a combined **$35,030 structural funding gap** that general taxpayers are forced to subsidize.

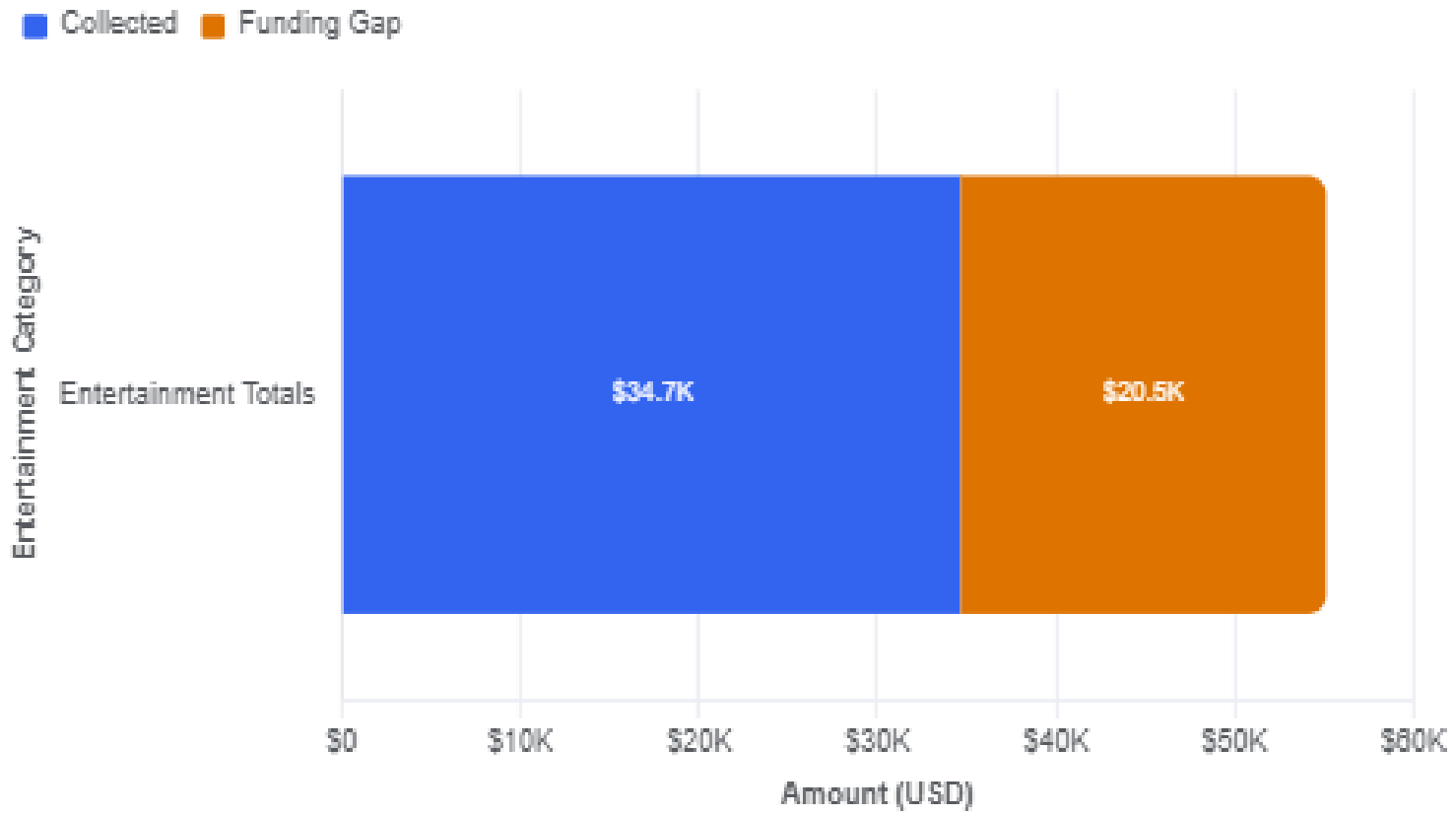


Program Justification and Key Operational Drivers - ***Entertainment***

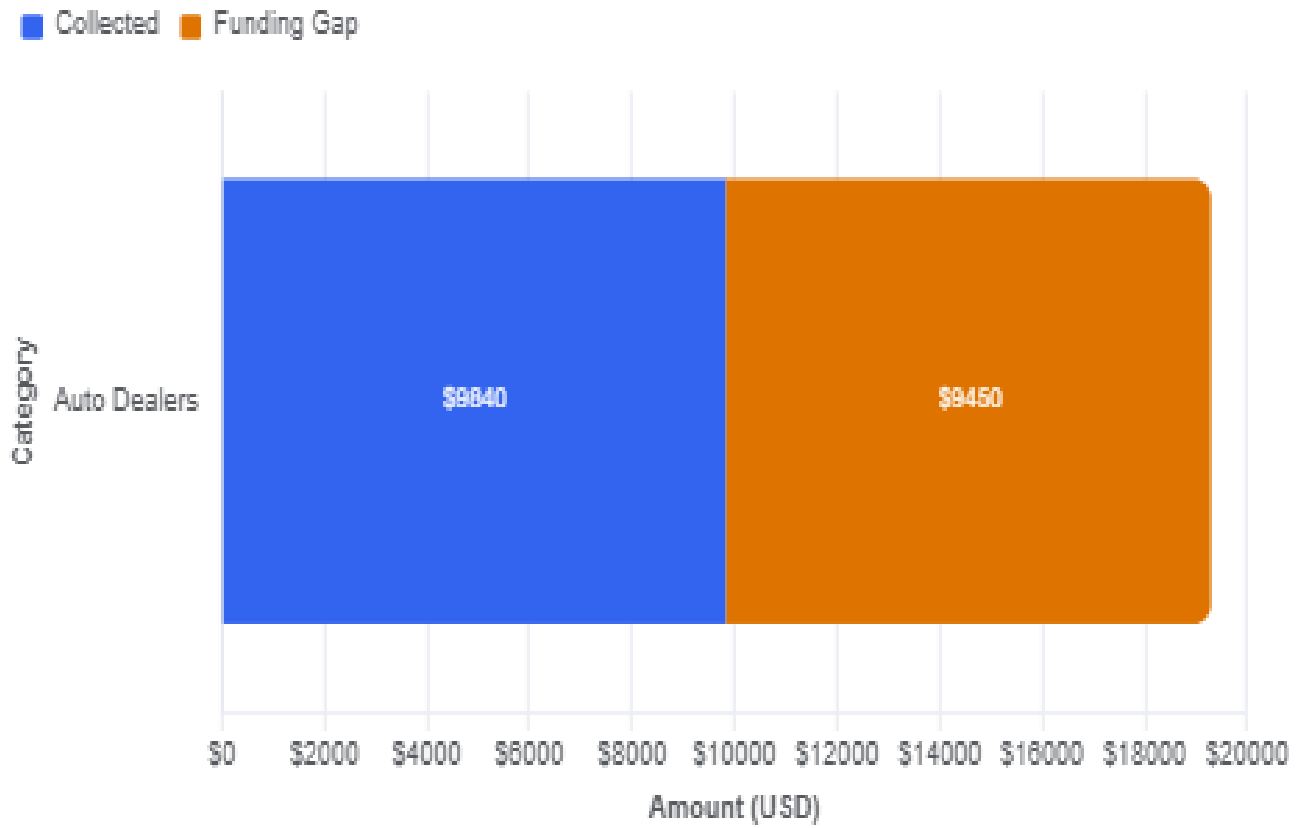
- **63%** Current operating cost recovery rate
- **$20,463** funding gap

Administrative Load

- Strict compliance oversight
- Multi-department review and overhead



Program Justification and Key Operational Drivers - ***Auto Dealers***



- **51%** Current operating cost recovery rate
- **$9,450** funding gap

Administrative Load

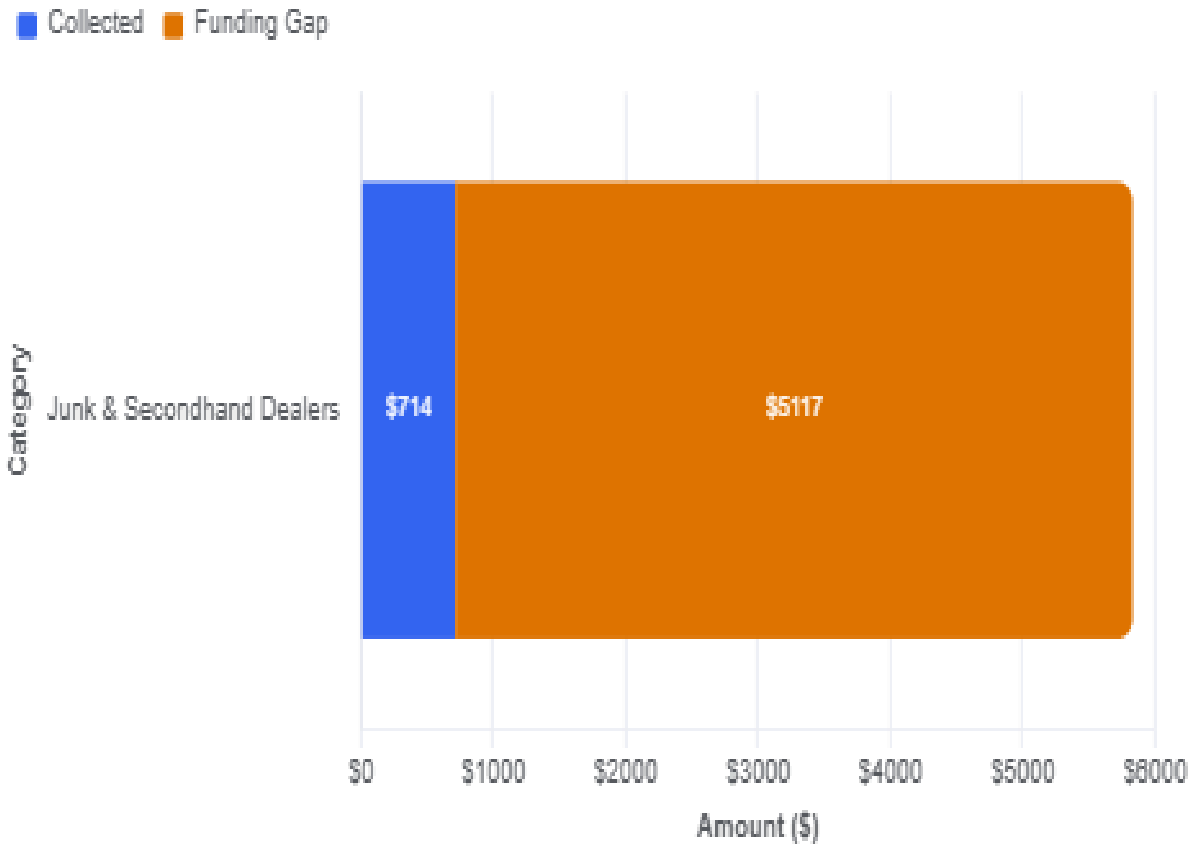
- Field Inspections; verify limits and adherence to plan
- Auditing of Used Vehicle Inventory books

Program Justification and Key Operational Drivers - *Junk and Secondhand Dealers*

- **12%** - Current operating cost recovery rate
- **$5,117** funding gap

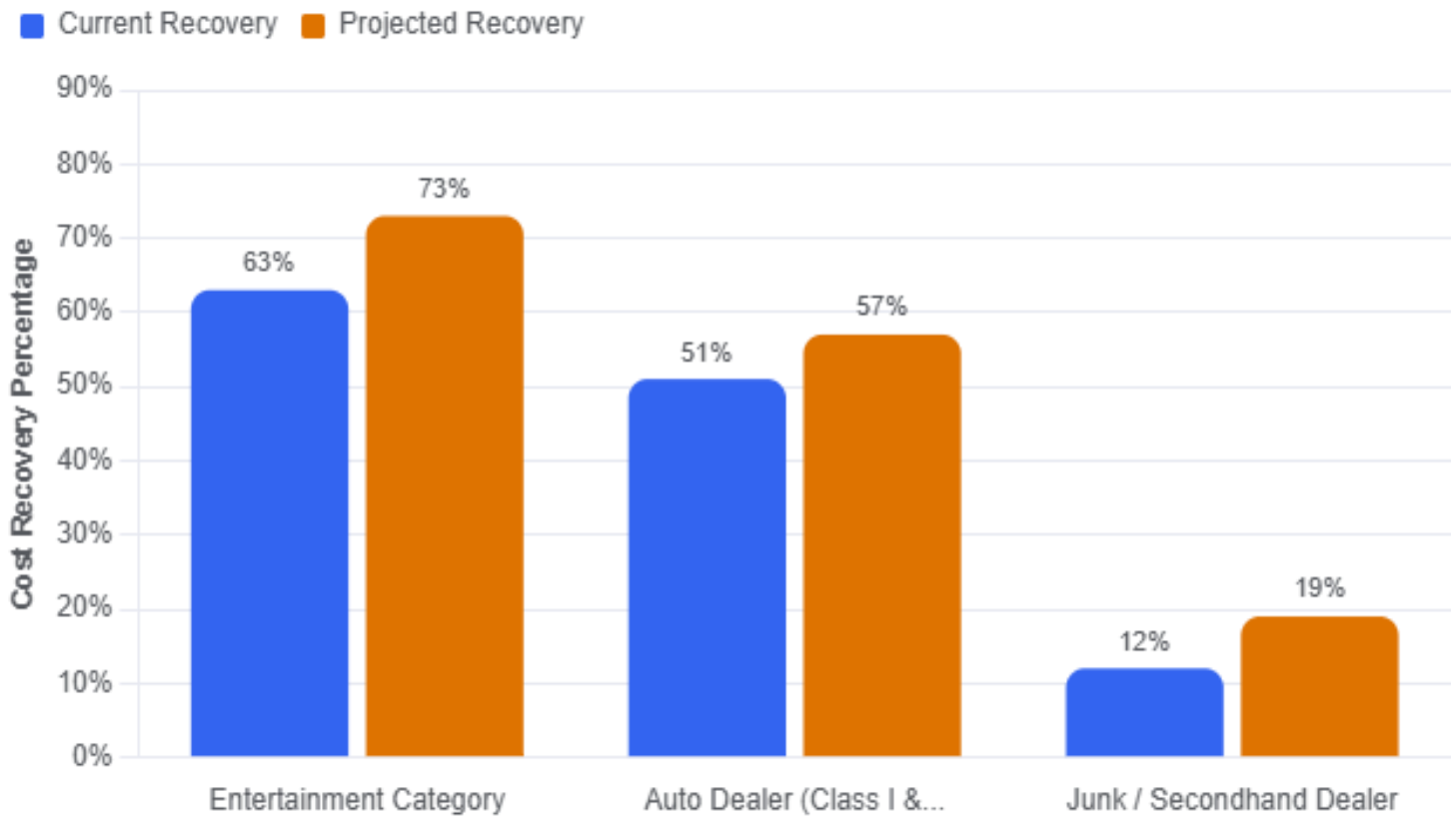
Administrative Load

- Mandatory background checks
- Ongoing compliance monitoring and transaction tracking



LICENSE CATEGORY	CURRENT FEE	PROPOSED FEE
Entertainment		
Automatic Amusement Devices, per device	$100	**$110**
Daily Live, including Sundays	$275	**$300**
Daily Non-Live, including Sundays	$75	**$90**
One-Day Entertainment, for profit	$50	**$100**
One-Day Entertainment, non-profit	$25	**$50**
Auto Dealers	$150	**$175**
Junk and Secondhand Dealers	$50	**$75**

THE SOLUTION



$10,660

Estimated Cost Recovery

A modest adjustment to fees shifts the financial burden away from the general tax base and places it directly on the specific users driving the administrative demand

Inspectional Services

- Building Division
- Weights & Measures

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Building Division Fee Discussion

- Focus of the Division's Review in Preparation for the Town Council Workshop
  - Whether or not cost recovery is the goal
  - Identifying areas you may wish to consider
  - Modernize the Schedule to make it easier to read and understand
  - Consider new services areas to address citizens needs and current practices

Fee Schedule - Building/Plumbing & Gas/Wiring/Sign and Site Plan Review

Building Permit Fees			
Fee Type	**1&2 Family Dwellings**	**Commercial**	
Application Fee Electronic	$150	$200	100% Recovery Would Require an Increase to these amounts
New Construction	$5.10 per $1000 Construction Value Minimum: $100	$9.10 per $1000 Construction Value Minimum: $250	No Change Needed
Additions/Alterations/Renovations	$5.10 per $1000 Construction Value Minimum: $100	$9.10 per $1000 Construction Value Minimum: $250	No Change Needed
Demolition and Exploratory Demolition	$5.10 per $1000 Construction Value Minimum: $100	$9.10 per $1000 Construction Value Minimum: $250	No Change Needed
Change of Use With Construction	$5.10 per $1000 Construction Value Minimum: $100	$9.10 per $1000 Construction Value Minimum: $250	No Change Needed
Change of Use Without Construction	Application Fee	Application Fee	100% Recovery Would Require an Application Fee
Permit Amendment	Application Fee Plus $5.10 per $1000 Construction Value For Additional Area Minimum: $100	Application Fee Plus $9.10 per $1000 Construction Value For Additional Area Minimum: $250	This Could be a New Service Area / Fee
Change of Plans Review	Application Fee Plus $150	Application Fee Plus $250	This Could be a New Service Area / Fee
Change of Permit Holder	Application Fee	Application Fee	100% Recovery Would Require a New Formula – Application Fee – Previously a set rate

Fee Schedule - Building/Plumbing & Gas/Wiring/Sign and Site Plan Review

Accessory Structures			
Zoning Registration for Building Code Exempt Structures	Application Fee - less than 200 square feet	Application Fee – less than 120 square feet	Clarifies Authority - 100% Recovery Would Require an Application Fee
All Others	$5.10 per $1000 Construction Value	$9.10 per $1000 Construction Value	No Change Needed
Tents	$0.50 per square foot Minimum $100 Maximum$1000	$0.50 per square foot Minimum $100 Maximum $1000	100% Recovery Would Require a New Formula – Square Foot Rate – Currently a Set Rate
Sign Application Fee	$150 per sign	$200 per sign plus $3.00 per square foot over 50 square feet	100% Recovery Would Require a New Formula – Set Rate + Square Foot Over 50 Square Feet

Zoning			
Zoning Compliance Certificate	$75 per hour	$75 per hour	100% Recovery Would Require an Increase to these amounts
Pre-permit Zoning Review	$75 per hour	$75 per hour	This Could be a New Service Area / Fee
Home Occupation/Business License	$250	$250	100% Recovery Would Require an Increase to these amounts

Fee Schedule - Building/Plumbing & Gas/Wiring/Sign and Site Plan Review

PLUMBING & GAS FEE SCHEDULE			
Fee Type	**Residential**	**Commercial**	
Plumbing			
Application Fee	$150	$250	100% Recovery Would Require an Increase to these amounts
Fixture	$55 plus $17 per additional fixture	$75 plus $20 per additional fixture	100% Recovery Would Require an Increase to these amounts
Demolition	$50	$75	This Could be a New Service Area / Fee New Fee Per Citizen Request
Gas			
Application Fee	$150	$250	100% Recovery Would Require an Increase to these amounts
Fixture	$55 plus $17 per additional fixture	$75 plus $20 per additional fixture	100% Recovery Would Require an Increase to these amounts
Demolition	$50	$75	This Could be a New Service Area / Fee New Fee Per Citizen Request
SEE MISCELLANOUS FEES FOR ADDITIONAL PLUMBING & GAS FEES			

Fee Schedule - Building/Plumbing & Gas/Wiring/Sign and Site Plan Review

ELECTRICAL FEE SCHEDULE			
Fee Type	**Residential**	**Commercial**	
Wiring			
Application Fee New Construction	$250	$260 + $30 per 1000 sq. ft	100% Recovery Would Require an Increase to these amounts
Additions/Alterations/Renovations			
1-999 square feet	$80	$105	100% Recovery Would Require an Increase to these amounts
1000-2500 square feet	$110	$150	
>2500 +	$140	$200 + $30 per 1000 square feet	
Minor Alterations/ Appliances	$70 per Unit Area	$70 per Unit Area	100% Recovery Would Require an Increase to these amounts
Change of Service/Meter (Per Unit)	$100	$100	100% Recovery Would Require an Increase to these amounts
Temporary Service	$100	$100	100% Recovery Would Require an Increase to these amounts
Smoke Detectors/Alarms	$80	$105	100% Recovery Would Require an Increase to these amounts
Low Voltage	$80	$105	This Could be a New Service Area / Fee Per Citizen Request
Accessory Structure (excludes separate meter)	See - Additions/Alterations/Renovations Rates	$105	100% Recovery Would Require an Increase to these amounts
Sign	$80	$105	Set Fee – Previously a Graduated Fee – Balancing This Out Would Result in a Lower Fee For Some Signs

Fee Schedule - Building/Plumbing & Gas/Wiring/Sign and Site Plan Review

ELECTRICAL FEE SCHEDULE			
Fee Type	**Residential**	**Commercial**	
Carnival/Fair (Per concession/ride)	Not Applicable	$260 + $30 per Ride	100% Recovery Would Require an Increase to these amounts
Pools (Includes Spa/Hot tub)	$200	$200	New Fee - Needed for 100% Recovery – Previously No Fee
Solar	$200 + $10 Kilowatt	$200 + $10 per Kilowatt	New Fee – Needed for 100% Recovery – Previously No Fee
Generator	$75	$75	New Fee – Citizen Request and Needed for 100% Recovery – Previously No Fee
SEE MISCELLANOUS FEES FOR ADDITIONAL WIRING FEES			

Fee Schedule - Building/Plumbing & Gas/Wiring/Sign and Site Plan Review

MISCELLANOUS BUILDING / PLUMBING & GAS / WIRING FEES			
Permit Extension	$66	$66	100% Recovery Would Require changes to these amounts which would Increase Bottom Rate, Decrease Top Rate
Re-Inspection / Repeat Inspection	$150	$150	100% Recovery Would Require changes to the rates by Increasing the Bottom Rate, No Change To Top Rate
Pre-permit Plan Review	$66 per hour Minimum $150	$66 per hour Minimum $250	100% Recovery Would Require changes to these fees Reducing the Hourly Rate – Adding a Minimum
Paper Card Print Out	$25	$25	This Could be Reduced
Remove Stop Work Order	$100	$100	100% Recovery Would Require an Increase to these amounts
Certificate of Occupancy (All)	Application Fee Only	Application Fee Only	100% Recovery Would Require an Increase to these amounts
Work Without Permit	2 Times Permit Fee Maximum $2,000	2 Times Permit Fee Maximum $5,000	May Consider a Maximum For Equity
Certificate of Inspection	Not Applicable	$250	100% Recovery Would Require an Increase to these amounts
Certificate of Inspection – Short Term Rental or Accessory Dwelling Unit	$250	$250	New Regulation, May Consider a New Fee
Phased Inspections Plan	$100 Per Inspection	$100 Per Inspection	May Consider New Fee By Citizen Request
After Work Hours Inspections	$250	$250	May Consider New Fee By Citizen Request
Courtesy Inspection	$100	$200	May Consider New Fee By Citizen Request

Fee Schedule - Building/Plumbing & Gas/Wiring/Sign and Site Plan Review

SITE PLAN REVIEW FEE SCHEDULE					
Fee Type					
	Parking Review For Change of Use	Change of use or Minor Expansion Only	Site Work with No Construction	Site Work with Development	
Site Plan Review	$100	Minimum $650	Minimum $650	Minimum. $650	100% Recovery Would Require changes to these amounts
Construction Costs					
$0 - $5000	$0	$0	$100	$350	100% Recovery Would Require changes to these amounts
$5,000 - $14,999	$0	$0	$200	$350	
$15,000 - $49,999	$0	$0	$250	$350	
$50,000 - $249,999	$0	$0	$350	$350	
$250,000 – $1,000,000	$0	$0	$500	$500	
$1,000,001 +	$0	$0	$1000	$1000	
Continued Application	$50	$250	$500	$500	
Business License Zoning Review	$100				100% Recovery Would Require changes to these amounts

Weights & Measures Fee Discussion

- Focus of the Division's Review in Preparation for the Town Council Workshop
  - Whether or not cost recovery is the goal
  - Identifying areas you may wish to consider
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Fee Schedule – Weights & Measures

Description (Current fee % change)	Each Device 1-3	Proposed Fee	%	Description Current fee (2013)	Each Device 4+	Proposed Fee	%
Scale with capacity over 10,000 pounds	$275.00	$300.00	9	Scale with capacity over 10,000 pounds	$250.00	$300.00	20
Scale with capacity of 5,000 to 10,000 pounds	$145.00	$160.00	10.3	Scale with capacity of 5,000 to 10,000 pounds	$120.00	$160.00	33.3
Scale with capacity of 100 to 5,000 pounds	$90.00	$100.00	11.1	Scale with capacity of 100 to 5,000 pounds	$80.00	$100.00	25
Scale with capacity less than 100 pounds	$60.00	$70.00	16.6	Scale with capacity less than 100 pounds	$55.00	$70.00	27.2
Weights (each)	$10.00	$12.00	20	Weights (each)	$8.00	$12.00	66.6
Liquid measures	$40.00	$45.00	12.5	Liquid measures	$40.00	$45.00	12.5
Liquid measure meters	------	$45.00		Liquid measure meters	--------	$45.00	
Lubricant meters	$60.00	$70.00	16.6	Lubricant meters	$55.00	$70.00	27.2
Motor fuel meters	$60.00	$70.00	16.6	Motor fuel meters	$55.00	$70.00	27.2
Vehicle tank meters	$120.00	$135.00	12	Vehicle tank meters	$110.00	$135.00	22.7
Vehicle tank meter gravity	$185.00	$195.00	5.4	Vehicle tank meter gravity	$160.00	$195.00	21.8
Bulk storage tank meter	$185.00	$195.00	5.4	Bulk storage tank meter	$160.00	$195.00	21.8
Mechanical pumps, each stop	$15.00	$20.00	33	Mechanical pumps, each stop	$15.00	$20.00	33.3

Fee Schedule – Weights & Measures

Description (Current fee % change)	Each Device 1-3	Proposed Fee	%	Description Current fee (2013)	Each Device 4+	Proposed Fee	%
Taxi meters	$60.00	$70.00	16.6	Taxi meters	$55.00	$70.00	27.2
Commercial odometer - hubodometer	$60.00	$70.00	16.6	Commercial odometer - hubodometer	$65.00	$70.00	7.6
Leather measure	$185.00	$195.00	5.4	Leather measure	$160.00	$195.00	21.8
Dry measure, one bushel or less	$95.00	$105.00	10.5	Dry measure, one bushel or less	$95.00	$105.00	10.5
Dry measure, more than one bushel	$130.00	$140.00	7.6	Dry measure, more than one bushel	$130.00	$140.00	7.6
Counting device	$35.00	$45.00	28.5	Counting device	$35.00	$45.00	28.5
All other measuring devices	$135.00	$145.00	7.4	All other measuring devices	$135.00	$145.00	7.4
Rope, wire, cloth, or chain measuring devices	$35.00	$40.00	14.2	Rope, wire, cloth, or chain measuring devices	$30.00	$40.00	33.3
Reinspection fee (after official rejection)	$100.00	$120.00	20	Reinspection fee (after official rejection)	$100.00	$120.00	20
Reverse vending machines (Bottle and can redemption inspection)				**Reverse vending machines (Bottle and can redemption inspection)**			
Disposable test material supplied by inspector	$35.00	$40.00	14.2	Disposable test material supplied by inspector	$30.00	$40.00	33.3
Disposable test material supplied by store	$20.00	$25.00	25	Disposable test material supplied by store	$15.00	$25.00	66.6

Fee Schedule – Weights & Measures

Description (Current fee % change)	Current	Proposed Fee	%
Automatic electronic check-out systems			
3 or less cash registers (per inspection)	$95.00	$105.00	11
4 to 11 cash registers (per inspection)	$180.00	$200.00	11
12 or more cash registers (per inspection)	$300.00	$330.00	10
Adjustment of device	-------	$25.00	

Discussion & Direction Requested

- Does Council agree with the proposed scope and presentation of fee changes?
- What level of detail is desired for fee-by-fee cost recovery and revenue effects?
- Are there policy priorities or transition considerations to incorporate?
- Return with validated schedules, analysis and proposed ordinance language.