Administrative and Community Development Fees in ePermitting

How these are handled in the ePermitting system

Important note, both of these fees **require BCD Fee Notice** when being added as a new fee or increased as an existing fee – the fee notice process includes a 45-day open comment period prior to using the new/updated fee.

Administrative Fee

Administrative (Admin) fees are allowed in order to run your program and there are a variety of types of admin fees that can be applied to records in any ePermitting module. This fee is typically used to create a revenue stream to cover administrative overhead costs within your programs/agency. A local policy should be provided on this fee to include indication if it refundable or not.

This fee is defined at the fee item level and is a percentage-based fee (agency determines percentage). Each fee in your agency is then coded to include an 'A' in the fee subgroups – your agency decides which fees are coded for Admin fee and which are excluded thru a fee spreadsheet process. The built-in fee scripting for Admin fee then totals all fees coded with this specific subgroup, applies the designated Admin fee percentage, and assesses the fee. This particular fee coding/subgroup must be maintained over time, so any updates and/or changes in this coding (or local policy) must be immediately reported to ePermitting thru a helpdesk ticket request and prior to the change effective date.

Community Development Fee

Community Development (Com Dev) fees are typically applied globally to all modules that fall under the Community Development Department. It is a percentage-based fee (agency determines percentage). A local policy must be provided on this type of fee in particular – what the methodology is to include what fees it specifically applies to or how it will be applied (against all fees less pass-through fees or only certain fees such as permit/application fees, etc), if it is refundable, and if there are any exceptions to it being assessed (such as exclusion of certain record types). Keep in mind that this fee is often global in nature so the methodology would be applicable in all modules.

Based on the local policy provided, this fee often requires custom fee scripting by ePermitting based on the criteria your agency provided. Custom fee scripting must be maintained over time, so any updates in rate or method (or local policy) must be immediately reported to ePermitting thru a helpdesk ticket request and prior to the change effective date.

Agency Helpdesk Email: epermitshelp.BCD@dcbs.oregon.gov