



**Background Paper for Proposed
Resolution**

COUNCIL MEETING DATE: June 22, 2026

TO: President Mark Aliff and Members of City Council

CC: Mayor Heather Graham

VIA: Clyde Bishop, City Clerk

FROM: Harley Gifford, Deputy City Attorney

SUBJECT: A RESOLUTION ESTABLISHING THE 2026 SCHEDULE OF BUILDING PERMIT, PLAN REVIEW, AND INSPECTION FEES FOR THE SOUTHERN COLORADO BUILDING DEPARTMENT FOR ACTIVITIES WITHIN THE CITY OF PUEBLO, AND ADOPTING THE ICC BUILDING VALUATION DATA, FEBRUARY 2026, FOR PERMIT VALUATION PURPOSES

SUMMARY:

Attached is a Resolution establishing the 2026 schedule of building permit, plan review, and inspection fees charged by the Southern Colorado Building Department (SCBD) for activities within the City of Pueblo and adopting the International Code Council (ICC) Building Valuation Data, February 2026 edition, as the reference for determining permit valuation. The fee schedule is attached to the Resolution as Exhibit A.

Under Section 9 of the Intergovernmental Agreement that created SCBD, building permit, plan review, and inspection fees for activities within each member entity must be established by ordinance or resolution of that member entity. This Resolution provides the City Council adoption that authorizes the fees SCBD collects for work within the City. SCBD collects the fees and applies them to its operations; no fee revenue accrues to the City's General Fund.

PREVIOUS COUNCIL ACTION:

On November 24, 2025, City Council gave final adoption to Ordinance No. 11081, which approved the Intergovernmental Agreement between the City of Pueblo and the Town of Boone creating the Southern Colorado Building Department, effective January 1, 2026. City Council has not previously adopted a schedule of SCBD fees for activities within the City.

BACKGROUND:

SCBD was created by intergovernmental agreement between the City of Pueblo and

the Town of Boone to succeed the prior regional building department, effective January 1, 2026. Section 9 of that Agreement provides that all license, building permit, plan review, and inspection fees for activities within each member entity shall be established as provided by ordinance or resolution of the respective member entity. Section 23 provides that the Building Commission recommends a reasonable schedule of fees to the governing bodies of the member entities, which then adopt the schedule, and that SCBD shall be self-supporting but not profit-making, with fees that bear a reasonable relationship to the costs of administering the Codes.

The Southern Colorado Building Commission has recommended the attached 2026 fee schedule to the City pursuant to Section 23 of the Agreement. The schedule applies the ICC Building Valuation Data, February 2026 edition, together with the valuation and fee tables set out in Exhibit A, to determine permit valuations and the resulting permit, plan review, and inspection fees.

Adoption by resolution is the form the Pueblo Municipal Code prescribes for these fees. Section 4-1-15(a) of the Code, as amended by Ordinance No. 11082, provides that the fees and charges for permits, inspections, reinspections, and other services performed by the Southern Colorado Building Department shall be established by resolution of the City Council. This is consistent with City Charter Section 3-13, which empowers the Council to provide for the fees for permits, and with Charter Section 3-5(a), under which the Council may act by resolution in matters that Section 3-17 does not require to be done by ordinance. The Resolution also clarifies that the additional charge applied when work is commenced without a required permit is an investigation and cost recovery fee for the additional review and inspection that the unpermitted work requires, and is not a penalty, consistent with Charter Section 3-5(b).

FINANCIAL IMPLICATIONS:

There are no direct financial implications for the City's General Fund. SCBD operates as a self-supporting enterprise at no cost to the member entities. The fees in Exhibit A are collected by SCBD and applied to the cost of administering the Codes within the City, and under Section 23 of the Agreement they must bear a reasonable relationship to those costs and may not generate profit.

BOARD/COMMISSION RECOMMENDATION:

The Southern Colorado Building Commission recommended the attached 2026 fee schedule pursuant to Section 23 of the Intergovernmental Agreement.

STAKEHOLDER PROCESS:

Not applicable to this Resolution.

ALTERNATIVES:

If this Resolution is not approved, the City will have no Council-adopted schedule of SCBD fees for activities within the City, as Section 9 of the Intergovernmental Agreement requires.

RECOMMENDATION:

Approval of the Resolution.

ATTACHMENTS:

1. Exhibit A

RESOLUTION NO. 16353

A RESOLUTION ESTABLISHING THE 2026 SCHEDULE OF BUILDING PERMIT, PLAN REVIEW, AND INSPECTION FEES FOR THE SOUTHERN COLORADO BUILDING DEPARTMENT FOR ACTIVITIES WITHIN THE CITY OF PUEBLO, AND ADOPTING THE ICC BUILDING VALUATION DATA, FEBRUARY 2026, FOR PERMIT VALUATION PURPOSES

WHEREAS, the City of Pueblo is a home rule municipality organized and existing under Article XX of the Colorado Constitution, which vests in home rule municipalities plenary authority over matters of local concern, including the establishment of fees for permits issued within the City; and

WHEREAS, Section 3-13 of the City Charter authorizes the Council to provide for the issuance, suspension, or revocation of licenses and permits and the fees therefor, for regulatory or revenue purposes; and

WHEREAS, Section 3-5(a) of the City Charter provides that the Council may act by ordinance or resolution in matters other than those required to be done by ordinance, and the establishment of a building permit fee schedule is not among the acts that Section 3-17 of the City Charter requires to be done by ordinance; and

WHEREAS, Section 4-1-15(a) of the Pueblo Municipal Code, as amended by Ordinance No. 11082, provides that the fees and charges for licenses, examinations, permits, inspections, reinspections, and all other services or activities performed by the Southern Colorado Building Department, the Building Official, and the Boards shall be established by resolution of the City Council; and

WHEREAS, on November 24, 2025, the Council gave final adoption to Ordinance No. 11081, approving the Intergovernmental Agreement between the City of Pueblo and the Town of Boone that created the Southern Colorado Building Department, effective January 1, 2026; and

WHEREAS, Section 9 of that Intergovernmental Agreement provides that all license, building permit, plan review, and inspection fees for activities within each member entity shall be established as provided by ordinance or resolution of the respective member entity, and Section 10 charges the Department with collection of all fees authorized for the Codes it administers; and

WHEREAS, Section 23 of that Intergovernmental Agreement provides that the Building Commission shall recommend a reasonable schedule of fees to the governing bodies of the member entities, which shall adopt the schedule, and that the Department shall be self-supporting but not profit-making, with fees that bear a reasonable relationship to the costs of administering the Codes; and

WHEREAS, the Southern Colorado Building Commission has recommended to the City the schedule of fees attached as Exhibit A, and the Council finds that the schedule is reasonable and bears a reasonable relationship to the cost of administering the Codes within the City; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF PUEBLO, that

SECTION 1.

The Southern Colorado Building Department 2026 Fee Tables, attached hereto as Exhibit A and incorporated herein by this reference, are adopted as the schedule of building permit, plan review, and inspection fees to be paid for activities within the City of Pueblo under Section 9 of the Intergovernmental Agreement creating the Department.

SECTION 2.

The International Code Council Building Valuation Data is the reference the Southern Colorado Building Department uses, in administering the building permit valuation provisions of the International Building Code as adopted by the City, to determine the average construction cost per square foot applied in calculating permit valuation. The Department shall apply a published edition of the Building Valuation Data as the Department determines appropriate for the administration of the fee schedule and for budgetary purposes and is not required to apply each new edition upon its publication. This Resolution does not adopt the Building Valuation Data as a primary or secondary code by reference under part 2 of article 16 of title 31, C.R.S.; the Building Valuation Data is used solely as an administrative reference in determining permit valuation under the International Building Code. For purposes of calculating permit fees under this Resolution, the permit valuation shall be the greater of the total valuation declared by the applicant or the valuation determined from the Building Valuation Data and the valuation tables set out in Exhibit A, as determined by the Building Official consistent with the building permit valuation provisions of the International Building Code as adopted by the City.

SECTION 3.

The additional charge applied under Exhibit A when work is commenced without a required permit is an investigation and cost recovery fee for the additional plan review and inspection occasioned by the unpermitted work. It is not a penalty for violation of the City's ordinances, and nothing in this Resolution limits or affects any penalty imposed under the Pueblo Municipal Code for performing work without a required permit.

SECTION 4.

The Building Valuation Multiplier values set out in Exhibit A, Table E, are established by the Council. The Building Commission may adjust those values by not more than ten percent in either direction from the values established in Exhibit A, and only to the extent necessary to maintain the Southern Colorado Building Department as self-supporting but not profit-making and to maintain the reserve balance provided in Section 26 of the Intergovernmental Agreement. No adjustment under this Section shall cause the fees to exceed a reasonable relationship to the cost of administering the Codes within the City. Any such adjustment shall be made in connection with the annual budget review provided in Section 26 of the Intergovernmental Agreement, and the Commission shall report each adjustment to the Council. Any adjustment exceeding ten percent in either direction, and any other change to the schedule of fees adopted by this Resolution, shall be made by the Council, by resolution, on the recommendation of the Building Commission, in the manner provided by Sections 23 and 26 of the Intergovernmental Agreement.

SECTION 5.

The Southern Colorado Building Department is authorized to collect the fees adopted by this Resolution for activities within the City, consistent with Section 10 of the Intergovernmental Agreement. The officers and staff of the City are authorized to perform any and all acts consistent with the intent of this Resolution to effectuate its provisions.

SECTION 6.

This Resolution shall become effective immediately upon final passage and approval, and the schedule of fees adopted by this Resolution shall apply to all permit applications submitted to the Southern Colorado Building Department for activities within the City on or after June 30, 2026.

INTRODUCED: June 22, 2026

BY: Ted Hernandez
MEMBER OF CITY COUNCIL

APPROVED: Mark Aliff
PRESIDENT OF CITY COUNCIL

ATTESTED BY: Clyde Bishop
CITY CLERK