



**Development Services**

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**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** Dan Coxworth, AICP, Director, Development Services  
**FOR:** Richard Karwaczka, County Administrator  
**SUBJECT:** R-24-02 Development Service Fee Schedule Amendments  
**DATE:** July 23, 2024

**I. Background and Proposed Changes**

Cochise County maintains a collaborative partnership with the Arizona Department of Housing (ADOH) to conduct inspection services and enforce installation standards for manufactured homes across unincorporated areas of Cochise County and the incorporated communities of Tombstone and the City of Douglas. According to the agreement, the County aligns its fees with those outlined in the ADOH Fee Schedule to ensure consistency. The permit fees collected by the County support the compensation for these services under the terms of the agreement. Based on the ADOH Fee Schedule for the 2025 Fiscal Year, staff proposes the following updates to the Development Services Fee Schedule:

**A. Proposed Changes Per Department of Housing FY 2025 Fee Schedule**

**14.12 AZ DEPARTMENT OF HOUSING (MANUFACTURED HOMES AND FACTORY-BUILT BUILDING)**

	<b>Current</b>	<b>Proposed</b>
Mobile/Manufacture (MFG) Home – Include 3 Inspections	\$450 each	\$650 each
Factory Built Building – Residential – Includes 3 Inspections	\$450 per story	\$650 per story
Factory Built Building – Non-Residential – Includes 3 Inspections	\$4.50/LF per story	\$6.00/LF per story
Factory Built Building – Classroom	No Current Fee	\$3.00/LF per story
Re-Inspection Fee for Manufactured/Mobile Home/Factory-Built Building	\$150	\$175
6 Month Extension on Permit (Mobile/Manufactured Home and Factory Built Building	\$50	\$100

**B. Additional Proposed Changes Per Staff Recommendation:**

Staff recommends additional minor adjustments to the Development Services Fee Schedule. These adjustments include an increase in the Building Permit Renewal Fee to align it with the renewal fee for manufactured homes, ensuring consistency across the fee schedule. Currently, Cochise County does not charge fees for demolition permits or change of use permits for non-residential properties. The purpose of introducing these fees is to offset the administrative costs associated with reviewing and processing these permit applications.

**14.15 RESIDENTIAL PERMITS**

	<b>Current</b>	<b>Proposed</b>
Building Permit Renewal Fee	\$50	\$100
Demolition	\$0	\$25

**14.18 NON-RESIDENTIAL PERMITS**

	<b>Current</b>	<b>Proposed</b>
Building Permit Renewal Fee	\$50	\$100
Demolition	\$0	\$25
Change of Use (When no other permits are required)	\$0	\$100

**II. Summary and Recommendation:**

The proposed fee adjustments are designed to enable the Department to continue providing efficient, reliable, and high-quality services to the residents of Cochise County. The Department is dedicated to balancing affordability with the financial sustainability of the essential services the community depends on. After careful review, staff has concluded that the suggested changes to the Cochise County Development Services Fee Schedule directly correlate with and adequately compensate for the costs associated with the services for which the fees are charged. This ensures that our fee structure remains both fair and justifiable.

Staff requests that the Board consider and approve the proposed changes as presented.