



CONDOMINIUM CONVERSION APPLICATION SUBMITTAL CHECK LIST AND FEE SCHEDULE

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A. APPLICATION

- Site Address: _____
- Owner: _____
Address: _____
City: _____ State _____ Zip _____
Daytime Phone: _____ Other Phone: _____
- Contact Person: _____ Phone: _____
- Project: Convert Multi-Family Dwelling Units to _____ Condominiums

B. CHECKLIST

- All declarations to convert an existing multi-family structure to condominiums shall be filed with the City Clerk.
- Upon filing, the City Clerk will provide a copy of the declaration to the Building Official.
- Before any inspection is conducted, the declarant must:
 - (1) Submit "as-built" plans for review by the Building Official that indicate compliance with the City Building Code requirements in effect on the date of the conversion; and
 - (2) Pay condominium conversion fee.
- Inspect site and building to determine whether the structure complies with the City Building Code requirements in effect on the date of the conversion.
- Within sixty (60) days of the declaration being filed with the City Clerk, the Building Official shall issue a Certificate of Compliance if the structure meets the City Code requirements or provide written notification to the declarant stating why the structure does not meet the City Code requirements.

C. FEES

The fees to conduct site and building inspections and to fulfill all other obligations of the Condominium Conversion shall be as follows:

- Initial consultation requesting information on the City's condominium conversion policy: no fee
- Condominium conversion: \$200
(includes project specific consultation and plan review)
- Inspection
 - (1) If a building permit is required: \$0 (declarant will be assessed building permit fee)
 - (2) If a building permit is not required: \$30/staff hour (one hour minimum)
- Certificate of Occupancy
 - (1) If a building permit is required \$0 (declarant will be assessed building permit fee)
 - (2) If a building permit is not required: \$25