



PRESCOTT FIRE DEPARTMENT

201 N. Montezuma Street, Ste. 216
Prescott, Arizona 86301

Community Risk Management Division

Proposal for Adoption of an Updated Fee Schedule for the Prescott Fire Department's Community Risk Management Division

Overview:

The Prescott Fire Department (PFD) Community Risk Management Division is proposing an updated fee schedule, the first modification since its adoption in 2016. This proposal seeks to address the critical need for updated fees, ensuring that the Division can provide exceptional services and maintain financial sustainability. The updated fee schedule will incorporate a minor revision of existing fees, with adjustments based on the Consumer Price Index (CPI) increase since 2016, which aligns with the methodology of the City's Community Development Department.

Key Points:

- 1. Lack of Updates Since 2016:** The current fee schedule has not been revised or updated since 2016. As a result, PFD has missed the opportunity to capture critical revenue, which impacts the Division's ability to provide the level of service expected by the community. This revenue loss places a strain on the Division's ability to adequately fund operations, invest in resources, and ensure safety. Furthermore, a rough estimate indicates that approximately 60% of plan review and inspection services' costs are not being recovered in the current fee schedule.
- 2. Justification of Fees:** Prescott Fire Department dedicates significant resources to providing construction-related services, including reviewing building plans, conducting on-site inspections, and ensuring that fire safety measures are implemented correctly. These tasks require specialized knowledge, training, and equipment. Permit fees help recover the costs associated with these services, ensuring that taxpayers are not bearing the full financial burden of these essential activities. This model of cost recovery allows the fire department to remain financially sustainable while continuing to provide high-quality services. Our



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budgeted amount for providing these resources exceeds the amount of money being collected in fees, therefore it is putting an undue burden on the city's general fund.

3. **Methodology for Fee Update:** The proposed update will adjust the current fee schedule by applying the December's CPI increase from 2016 to the present. This allows fees to remain consistent with inflation and cost increases across the broader economy and aligns with the preexisting methodology the City's Community Development Department uses within their adopted fee schedule. Furthermore, the CPI data used the month of December for the years 2017 – 2024 to determine percentage increase year over year. By adopting this CPI-based methodology, we can align with community standards and ensure our fees remain relevant over time.
4. **Proposed Annual CPI Escalator:** The proposal recommends implementing an annual CPI escalator to adjust fees on a regular basis. This would allow the Division to keep pace with inflation and avoid future periods of revenue stagnation. The annual CPI adjustment would remain in effect until such time as a more comprehensive fee study and cost recovery model can be completed for the Fire Department.
5. **Need for a Comprehensive Cost Recovery Fee Study:** There is a critical need for a full cost recovery study to better assess the true costs of providing fire services. This study would establish a comprehensive and data-driven fee schedule that reflects actual costs and supports financial sustainability. It is assumed that this study will reveal the need to increase fees significantly from the current model or cost recovery. We recommend that this cost recovery study be conducted across all city services, not just within the Community Risk Management Division, to ensure fairness and accuracy in the city's overall fee structure.
6. **Comparison to Regional Fire Departments:** The proposed updated fee schedule is comparable to the fee schedules of the Central Arizona Fire and Medical Authority (CAFMA) and other regional fire departments, many of which have adopted cost-recoverable fee structures. These neighboring departments provide a useful



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benchmark for ensuring that Prescott Fire's fees are competitive, fair, and sustainable.

Recommendations:

- **Adopt the proposed updated fee schedule** with adjustments based on the CPI increase since 2016.
- **Implement an annual CPI escalator** for future fee updates, ensuring fees adjust with inflation and service delivery costs.
- **Conduct a thorough cost recovery fee study** for the Community Risk Management Division, as well as for all city services, to develop a more accurate and sustainable fee schedule that reflects true service costs.

Appendix A is the proposed 2025 fee schedule. Appendix B is the comparable table demonstrating the current fee schedule with the proposed and the value delta for each.

Appendix A

2025 PROPOSED	
Fire Alarm & Detection System Plan Review & Inspections	
10,000 sqft or less - New Installation	\$500
10,001 sqft or more - New Installation	\$500+ .005 per sqft
Fire Alarm & Detection System Modifications	
Modification (including TI), 1-6 Devices	\$200
Modification (including TI), 7 or More Devices	\$300
Automatic Fire Sprinkler System Plan Review/Inspections	
New Commercial/Multi-Family Installation 5,000 sqft or less	\$500
New Commercial/Multi-Family Installation 5,001 sqft - More Sq Ft	\$500 + .005 per sqft
Automatic Fire Sprinkler System Modifications	
Modification 1-6 sprinklers	\$200
Modification 7 or more sprinklers	\$300
Automatic Fire Sprinkler System (13D Residential) Plan Review/Inspections	
New Residential Installation	\$300
Modifications/Additions	\$100
Alternative Fire-Extinguishing System Plan Review /Inspections	
New Installation: foam, CO2, clean agent, chemical, etc.	\$300
New Installation Commercial Cooking (Hood) - single system	\$500
Fire Pump	
New Installation and Modified	\$600
Underground Fire Lines	
Installation	\$400
Spray Booths/Dipping Plan Review/Inspections	
Pre-Manufactured Spray Booth	\$207
Non Pre-Manufactured Spray Booth	\$467
Liquid Petroleum Gas Plan Review/Inspection	
New Installation - Tank 250 - 500 Gallons	\$100
New Installation - Tank 501 or More Gallons	\$133
High Piled Combustible Storage	
Plan Review	\$133
Wildland-Urban Interface Plan Review	
Construction Plan Review	\$107
Special Event Structures - Tents, Canopies, Membrane Structures	
Single Tent 400 sq ft or greater installation	\$100
Single Canopy 700 sq ft or greater installation	\$100
Each additional tent, canopy, or membrane structure installation	\$33
Special Use/Events	
Fireworks/Pyrotechnics Display	\$400
Carnivals and Fairs	\$100 per inspector/hour
Amusement Building	\$200
Exhibits and Trade Shows	\$200
Commercial Burn Permit	
30 Day	\$100 + \$100/hr per burn
90 Day	\$100 + \$100/hr per burn
Blasting	
3 Day Single Project, No on-site storage	\$100 + \$100/hr per blast
30 Day Single Project, No on-site storage	\$100 + \$100/hr per blast
Magazine Storage (each site)	\$200
Other Fire Code Fees	
State/DHS, and County Inspections (per person, one hour minimum)	\$100/hr
After hours inspections (per person, two hour minimum)	\$100/hr
Standby personnel/fire watch (per person, three two hour minimum)	\$100/hr
Standby personnel/fire watch with Type I Engine (3 person minimum, 3 hour minimum)	\$100/hr/person / \$183/hr/vehicle
Re-Inspection Fee- after four inspections (one hour minimum)	\$100/hr
Special Event Inspection - when required (one two hour minimum)	\$100/hr
Same Day Inspection (one two hour minimum)	\$100/hr
Defensible Space Inspection - Wildland Urban Interface	\$200/hr
Public Records Request	Per Current Policy
Fire Investigation Photos	\$10

Appendix B

	2016 EXISTING	2025 PROPOSED	Delta
Fire Alarm & Detection System Plan Review & Inspections			
10,000 sqft or less - New Installation	\$375	\$500	\$125
10,001 sqft or more - New Installation	\$375 + .005 per sqft	\$500 + .005 per sqft	
Fire Alarm & Detection System Modifications			
Modification (including TI), 1-6 Devices	\$150	\$200	\$50
Modification (including TI), 7 or More Devices	\$225	\$300	\$75
Automatic Fire Sprinkler System Plan Review/Inspections			
New Commercial/Multi-Family Installation 5,000 sqft or less	\$375	\$500	\$125
New Commercial/Multi-Family Installation 5,001 sqft - More Sq Ft	\$375 + .005 per sqft	\$500 + .005 per sqft	
Automatic Fire Sprinkler System Modifications			
Modification 1-6 sprinklers	\$150	\$200	\$50
Modification 7 or more sprinklers	\$225	\$300	\$75
Automatic Fire Sprinkler System (13D Residential) Plan Review/Inspections			
New Residential Installation	\$225	\$300	\$75
Modifications/Additions	\$75	\$100	\$25
Alternative Fire-Extinguishing System Plan Review /Inspections			
New Installation: foam, CO2, clean agent, chemical, etc.	\$225	\$300	\$75
New Installation Commercial Cooking (Hood) - single system	\$375	\$500	\$125
Fire Pump			
New Installation and Modified	\$450	\$600	\$150
Underground Fire Lines			
Installation	\$300	\$400	\$100
Spray Booths/Dipping Plan Review/Inspections			
Pre-Manufactured Spray Booth	\$155	\$207	\$52
Non Pre-Manufactured Spray Booth	\$350	\$467	\$117
Liquid Petroleum Gas Plan Review/Inspection			
New Installation - Tank 250 - 500 Gallons	\$75	\$100	\$25
New Installation - Tank 501 or More Gallons	\$100	\$133	\$33
High Piled Combustible Storage			
Plan Review	\$100	\$133	\$33
Wildland-Urban Interface Plan Review			
Construction Plan Review	\$80	\$107	\$27
Special Event Structures - Tents, Canopies, Membrane Structures			
Single Tent 400 sq ft or greater installation	\$75	\$100	\$25
Single Canopy 700 sq ft or greater installation	\$75	\$100	\$25
Each additional tent, canopy, or membrane structure installation	\$25	\$33	\$8
Special Use/Events			
Fireworks/Pyrotechnics Display	\$300	\$400	\$100
Carnivals and Fairs	\$75 (Inspector per hour)	\$100 per inspector/hour	\$25
Amusement Building	\$150	\$200	\$50
Exhibits and Trade Shows	\$150	\$200	\$50
Commercial Burn Permit			
30 Day	\$75+\$75 hr/Burn	\$100 + \$100/hr per burn	\$25
90 Day	\$75+\$75 hr/Burn	\$100 + \$100/hr per burn	\$25
Blasting			
3 Day Single Project, No on-site storage	\$75+\$75 hr/Blast	\$100 + \$100/hr per blast	\$25
30 Day Single Project, No on-site storage	\$75+\$75 hr/Blast	\$100 + \$100/hr per blast	\$25
Magazine Storage (each site)	\$150	\$200	\$50
Blasting Certificaton			
Blaster's License: Test and Certification	\$100	Removing this section. This is not a process we perform	
Blaster's License: Re-Certification Prior to Expiration	\$50		
Blaster's License: Re-Certification & Testing after Expiration	\$100		
Other Fire Code Fees			
State/DHS, and County Inspections (per person, one hour minimum)	\$75/hr	\$100/hr	\$25
After hours inspections (per person, two hour minimum)	\$75/hr	\$100/hr	\$25
Standby personnel/fire watch (per person, three two hour minimum)	\$75/hr	\$100/hr	\$25
Standby personnel/fire watch with Type I Engine (3 person minimum, 3 hour minimum)	\$75 hr-Person/\$138 hr-Vehicle	\$100/hr/person / \$183/hr/vehicle	\$25
Re-Inspection Fee- after four inspections (one hour minimum)	\$75/hr	\$100/hr	\$25
Special Event Inspection - when required (one two hour minimum)	\$75/hr	\$100/hr	\$25
Same Day Inspection (one two hour minimum)	\$75/hr	\$100/hr	\$25
Defensible Space Inspection - Wildland Urban Interface	\$150	\$200	\$50
Public Records Request	Per Current City Policy		
Fire Investigation Photos	\$10	\$10	\$0