

City of Philadelphia



(Bill No. 000348)

AN ORDINANCE

Amending Title 4 of The Philadelphia Code (“The Building Construction and Occupancy Code”) Subcode “A” Administrative Code, by revising various fees related to permits and miscellaneous administrative functions performed by the Department of Licenses and Inspections; and further amending Title 11 “Streets” of The Philadelphia Code, by revising certain sections related to fees for permits issued by the Department of Licenses and Inspections.

THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:

SECTION 1. Title 4 of The Philadelphia Code is amended to read as follows:

TITLE 4. THE PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE

* * *

CHAPTER 4-200 TEXT OF SUBCODES

SUBCODE “A” (THE PHILADELPHIA ADMINISTRATIVE CODE)

* * *

CHAPTER 9

FEES

SECTION A-901.0 GENERAL

* * *

A-901.5 Refund of permit fees: Where the work authorized by a permit is not commenced, a request for refund of the permit fee shall be accepted on forms provided by the department within one year from the date of permit issuance. An approved refund shall not exceed 50 percent of the permit fee minus any non-refundable filing fee prescribed by this chapter.

[Exception: The non-refundable portion shall not exceed \$500.00.]

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A-901.6 Fee Basis: *Permit and occupancy fees shall be calculated separately for each property.*

A-901.7 Filing fees: *The department is authorized to require a non-refundable filing fee to be charged upon application for permits. The amount of the fees shall be determined by regulations of the department. Such filing fees shall be applied as a credit to the appropriate permit fee.*

A-901.8 Accelerated plan review: *The department is authorized to provide accelerated review of plans associated with the issuance of building, zoning, and electrical permits. The fee for this service shall be in addition to any permit fee set forth in this Chapter. The fee shall be paid at the time an accelerated review is requested, and is not refundable. The fees for accelerated reviews shall be established by the department by regulation and published in appropriate schedules.*

A-901.9 Administrative fees: *For items that require the department to perform administratively, the fee schedule is listed below:*

<i>For amending or transferring permits</i>	<i>\$50.00</i>
<i>For review of building plans and department records more than one year old</i>	<i>\$50.00</i>
<i>For copies of licenses, permits and certificates</i>	<i>\$15.00</i>
<i>For processing a permit extension request</i>	<i>\$50.00</i>
<i>Exception: Owner occupied one-family dwellings</i>	<i>No fee</i>
<i>For processing a permit reinstatement request.....</i>	<i>\$50.00</i>
<i>Exception: Owner occupied one-family dwellings</i>	<i>No fee</i>
<i>For processing a request to have a scheduled hearing before an advisory board continued.....</i>	<i>\$50.00</i>
<i>For the review of a zoning archive file</i>	<i>\$50.00</i>
<i>For the first twelve pages of copies made from the contents of one zoning record.....</i>	<i>No fee</i>
<i>For each additional page copied from a zoning record.....</i>	<i>\$1.00</i>

A-901.10 Reinspection fee: *The department is authorized to charge a reinspection fee of \$50.00 for each additional inspection that is required as a result of the need to re-schedule a scheduled inspection for one or more of the following reasons:*

- 1. The work is not performed in accordance with the applicable code;*
- 2. The work is not ready for inspection;*
- 3. Access to the work to be inspected is not provided.*

An overtime fee of \$50.00 per hour, with a minimum charge of four hours, shall be charged to any person requesting an inspection at any time other than normal working inspection hours.

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A-901.11 Work without or in excess of a permit: *In addition to the permit fee, an inspection fee equal to the permit fee shall be imposed when work has commenced without first obtaining the required permit(s).*

A-901.12 Contract submission: *The department is authorized to require the applicant to submit a copy of the original executed contract(s) to validate the declared scope and/or value of construction. Such copy shall be submitted prior to the issuance of the permit or prior to issuance of the Certificate of Occupancy or Certificate of Approval, at the department's option.*

SECTION A-902.0 BUILDING AND MECHANICAL CODE FEES

* * *

A-902.2 Construction: *Permit [F]fees for new construction, additions, alterations, demolition, occupancy and repairs shall be as set forth in Sections A-902.2.1.1 through A-902.2.1.4, except as otherwise specified in Sections A-902.2.2 through A-902.2.10.*

A-902.2.1.1 New Construction: Fees for permits for new construction and additions shall be determined by Table A-902.2.1.1.

A-902.2.1.2 Shell buildings: The building permit fee for shell buildings shall be 80 percent of the value determined by Section A-902.2.1. A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes in tenant spaces are not shown on the construction plans and for which separate tenant improvement plans will be submitted for a building permit at a later date.

Exception: Use groups F, H and S.

TABLE A-902.2.1.1 PERMIT FEE RATES^a					
USE GROUP		TYPES OF CONSTRUCTION			
		1	2	3 & 4	5
A-1	Theaters	\$31.00	\$29.00	\$26.00	\$22.00
A-2	Night Clubs, Dance Halls	\$23.00	\$21.00	\$20.00	\$18.00
A-3	Halls and General Assembly	\$23.00	\$21.00	\$20.00	\$18.00
A-4	Places of Worship	\$26.00	\$25.00	\$21.00	\$17.00
B	Business	\$24.00	\$23.00	\$20.00	\$16.00
E	Educational	\$27.00	\$25.00	\$21.00	\$17.00
F	Factory and Industrial	\$15.00	\$13.00	\$10.00	\$ 9.00

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H	High Hazard	\$16.00	\$12.00	\$10.00	\$ 8.00
I-1	Residential Care	\$23.00	\$21.00	\$18.00	\$17.00
I-2	Institutional-Incapacitated	\$39.00	\$38.00	\$34.00	\$31.00
I-3	Institutional-Restrained	\$33.00	\$30.00	\$28.00	\$25.00
M	Mercantile	\$18.00	\$16.00	\$15.00	\$11.00
R-1	Hotels and Motels	\$24.00	\$22.00	\$19.00	\$18.00
R-2	Multiple family Dwellings	\$22.00	\$20.00	\$17.00	\$15.00
R-3	One and Two family Dwellings	\$21.00	\$18.00	\$16.00	\$15.00
S	Storage	\$14.00	\$12.00	\$10.00	\$ 8.00
	Open Sheds and Reviewing Stands	\$12.00	\$10.00	\$ 8.00	\$ 6.00

Note a: Rates are per one hundred (100) square feet or less.

A-902.2.1.3 Alterations and repairs: Fees for alterations , for repairs, for the installation of fire protection systems, for ducts installed subsequent to the construction of a structure, for foundations for structures which do not require a building permit and for construction work not otherwise specified, shall be determined as follows:

1. \$55.00 for the first \$1,000.00 of construction value or fraction thereof.
2. \$55.00 for the second \$1,000.00 of construction value or fraction thereof.
3. \$25.00 for each additional \$1,000.00 of construction value or fraction thereof.

A-902.2.1.3.1 Construction value: The total value of the construction, shall include the value of all material, labor, engineering and/or architectural fees, the cost of the land and the overhead and profit cost inherent in the contract, whether or not any such items are provided at no cost.

A-902.2.1.4 Minimum fee: A minimum fee of \$100.00 shall apply to any permit for which the fee calculated by Section A-902.2.1.1 and A-902.2.1.3 would otherwise be less than \$100.00.

Exception: For Use Group R-3 structures the minimum fee shall be \$55.00.

A-902.2.2[5] Demolition: Fees for permits for demolition shall be [\$95.00 for 1,000 square feet or less for demolitions exclusive of basements and \$50.00 for each additional 1,000 square fee or less] *\$10.00 per 100 square feet or fraction thereof, but shall not exceed \$25,000.*

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Where [an] *the permit* application [is made for a permit to] *includes the* erection of a new structure at the same site, no demolition fee shall be required.

A-902.2.3[6] Fast form: For work included in the Fast Form Building Permit procedure, the fees shall be as set forth in Sections A-902.2.3 [6].1 through A-902.2.3 [6].10 [8].

A-902.2.3 [6].1 For exterior wall covering:

4000 square feet or less\$[55] 50.00
More than 4000 square feet.....\$3.00 per 100 square feet

A-902.2.3 [6].2 For replacement of roof covering:

4000 square feet or less\$[55] 50.00
More than 4000 square feet.....\$3.00 per 100 square feet

A-902.2.3 [6].3 For replacement of windows and doors:

20 *openings* [units] or less\$[55] 50.00
More than 20 *openings* [units]\$3.00 per *opening* [unit]

A-902.2.3 [6].4 For replacement of a porch floor having a maximum area of:

200 square feet\$[55] 50.00

A-902.2.3 [6].5 For relocation of fire sprinklers:

20 sprinklers or less.....\$[55] 50.00
More than 20 sprinklers\$3.00 per sprinkler

A-902.2.3 [6].6 For relocation of HVAC diffusers or registers with flexible connectors:

20 units or less.....\$[55] 50.00
More than a 20 units.....\$3.00 per unit

A-902.2.3 [6].7 For warm air heating apparatus [installation connected to a flue or chimney]:

Each unit\$[55] 50.00

A-902.2.3 [6].8 For demolition of non-bearing partitions:

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In space of 4,000 square feet or less\$[55] 50.00
In space more than 4000 square feet.....\$3.00 per 100 square feet

A-902.2.3.9 For the installation of roll-down security gates:

For each gate\$50.00

A-902.2.3.10 For the installation of ductwork within a single tenant space and the capacity of the equipment is equal to or less than 2000 cfm:

For each installation.....\$50.00

A-902.2.4 [7] Foundation-only permits: A [non-refundable] building permit fee of \$[150] 100.00 shall be paid prior to the issuance of a permit for the installation of foundations [to support new construction or additions which will require a subsequent building permit.]

A-902.2.5 Miscellaneous items: Fees for miscellaneous items shall be as listed below:

Antennas — Roof- or ground-mounted (each).....	\$100.00
Canopies (each).....	\$100.00
Commercial cooking extinguishing systems (each).....	\$100.00
Commercial cooking exhaust systems and related components (per hood).....	\$100.00
Fence walls — Concrete and masonry	
Accessory to a one- or two-family dwelling (each).....	\$50.00
All other properties (each).....	\$100.00
Fireplaces — Masonry and factory built (each).....	\$100.00
Harbor structures without buildings (each).....	\$500.00
Marquees (each).....	\$200.00
Outdoor decks (each).....	\$100.00
Ramps	
Accessory to a one- or two-family dwelling (each).....	\$50.00
All other properties (each).....	\$100.00
Retaining walls more than two feet above the lower ground level.....	\$100.00
Sidewalk and shelter platforms (each).....	\$100.00
Signs:	
Accessory.....	\$100.00
Outdoor advertising devices.....	\$250.00
Swimming pools:	
Above-ground (each).....	\$25.00

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In-ground (each)\$100.00

A-902.2.6 Fire Suppression Equipment: *For the installation or alteration of fire suppression systems, except for commercial cooking extinguishing systems, the fee shall be as follows:*

For each sprinkler head or suppression nozzle\$10.00
For the rough-in of piping for a sprinkler system (where separate from complete installation)\$125.00
For the installation of a backflow prevention device on a fire suppression system (where presented as a separate permit).....\$100.00
For each standpipe riser (per floor)\$50.00
For each yard hydrant\$50.00
For each fire pump.....\$250.00

A-902.2.7 Heating, Ventilating and Air Conditioning (HVAC) Systems: *For the installation of ductwork, the fee shall be \$10.00 for each register or diffuser served by the ductwork.*

A-902.2.8 Fast Track Permits: *For the review of documents submitted under the Fast Track Residential Reconstruction Program, a processing fee of \$200.00 shall be added to the building permit fee.*

A-902.2.9 Pre-paid Permits: *The department is authorized to print application blanks which shall be sold to licensed contractors in the amount of \$25.00 and \$100.00 each. Such applications, when completed by the contractor, shall be accepted for specific types of work as determined by the department.*

A-902.2.10 Undetermined items: *For items of construction or alteration that are not included in Sections A-902.2.1 through A-902.2.9, the fee shall be two-percent of the total value of construction, but not less than \$50.00.*

[A-902.2.8 Platforms: *For sidewalk and shelter platforms — \$4.00 per lineal foot but not less than \$100.00.*

A-902.2.9 Sprinkler system rough-in: *For the rough-in of piping for sprinkler systems — \$125.00 per system.*

A-902.3 Filing fee: *No application for a building permit, Certificate of Occupancy or floor live load certificate shall be accepted until a non-refundable filing fee of \$55.00 is paid. The filing fee shall be applied as a credit to the permit fee.*

A-902.3.1 Prezoning review: *For the examination of plans for building permit prior to obtaining the prerequisite zoning approval, a non-refundable filing fee shall be paid*

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according to the schedule in Section A-902.4.1. This filing fee shall be applied as a credit to the permit fee in such cases where the building permit fee exceeds the filing fee.]

A-902.3 Construction value: *The total value of the construction, when required on permit applications and when used to determine fees, shall include the value of all material, labor, engineering and/or architectural fees, and the overhead and profit cost inherent in the contract, whether or not any such items are provided at no cost.*

A-902.4 Approval fee schedule: For items submitted to the department for approval, the fees shall be as set forth in Sections A-902.4.1 through A-902.4.5.

A-902.4.1 Preliminary review: For the examination of each set of preliminary drawings, specifications and computations:

Tenant spaces, individual floors, or buildings equal to or less than three stories [in height]:	[\$250] 300.00
Each additional story [above three]:	\$50.00

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A-902.4.3 Testing laboratories: For inspection for approval of testing laboratories: \$[350] 500.00 for the first inspection plus traveling expenses and \$200.00 for each subsequent year.

* * *

A-902.4.5 Approval of revised drawings: For the review of revised drawings subsequent to issuance of the building permit, a fee of ten \$10.00 per sheet shall be paid. The fee shall be based on the total number of sheets contained on one of the three sets of revised drawings submitted for review. The minimum fee for such approval is \$50.00.

Exception: There will be no charge for the review of revised [plans] drawings submitted for existing owner occupied one- or two-family dwellings.

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A-902.6 Certificate fee schedule: For items where the department issues certifications, the fees shall be as set forth in Section A-902.6.1 through A-902.6.5[4]. *These fees shall be paid at the time of filing the application.*

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A-902.6.1 Certificate of Occupancy: For the issuance of a Certificate of Occupancy, the fee schedule is as follows:

As part of the Building Permit:.....	No Fee
Application for a "Certificate of Occupancy" only:	\$100.00
Application for a "Certificate of Occupancy Not Required" memorandum:.....	\$50.00
Application for a "Temporary Certificate of Occupancy":.....	\$250.00
[A building having a gross floor area of 10,000 square feet or less:.....	\$175.00
A building having a gross floor area of more than 10,000 square feet:	\$350.00]

* * *

A-902.6.3 Floor load certificates: *The fee [F]* for the examination of computations to verify maximum live loads specified in floor live load certificates shall be \$[125]100.00 for four stories or less plus \$50.00 for each additional story.

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A-902.6.5 Lawful occupancy sign: For the review of plans for the initial issue of Lawful Occupancy signs when not part of plan review for building permit and/or Certificate of Occupancy, *the fee shall be* \$100 per building.

[A-902.7 Administrative fees: For items that require the department to perform administratively, the fee schedule is listed below:

For amending or transferring permits:	\$50.00
For review of building plans filed with the department more than one year old:	\$50.00
For review of other department records more than three years old:	\$75.00
For copies of licenses, permits and certificates:.....	\$15.00
For the review of a building permit extension request:.....	\$50.00
For the review of a building permit reinstatement request:.....	\$50.00
For the review of a request to have a scheduled hearing before an advisory board continued:	\$50.00

A-902.8 Reinspection fee: A reinspection fee of \$55.00 may be assessed for each additional inspection that is required as a result of the need to re-schedule a scheduled inspection for one or more of the following reasons:

1. The work is not constructed in accordance with the applicable code;
2. The work is not ready for inspection;
3. Access to the work to be inspected is not provided.

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An overtime fee of \$50.00 per hour shall be charged to any person requesting an inspection at any time other than normal working inspection hours with a minimum charge of two hours.

A-902.9 Work without or in excess of a building permit: In addition to the permit fee, an inspection fee equal to that calculated by Sections A-902.3, A-902.3.1, A-902.3.2, A-902.3.3, A-902.3.4, A-902.3.5, A-902.3.7, A-902.3.8 and A-902.3.9 shall be imposed when construction, alteration and/or demolition activity has commenced without first obtaining the proper building permits.]

SECTION A-903.0 ELECTRICAL CODE FEES

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A-903.2 Electrical permit fees: The permit fee for electrical work shall be \$25.00 for each \$1,000.00 or fraction thereof of estimated electrical construction costs. The minimum fee shall be \$[50.00] 25.00. The maximum fee shall be \$[5,000.00] 7,500.00. *The construction costs shall be determined in accordance with Section A-902.3.*

A-903.2.1 Pre-paid permits: The department is authorized to print application blanks which shall be sold to licensed electrical contractors in the amount of \$25.00 and \$50.00 each. Such completed applications shall be accepted by the department for [the installation of replacement 100 or 200 amp, nominal 120/240 volt service, respectively] *specific types of alteration projects to be determined by the department.*

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[A-903.2.3 Work without permit: In addition to the permit fee, an inspection fee equal to the permit fee shall be imposed when electrical work has commenced without first obtaining the required permit.]

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A-903.4 Electrical inspector license: The fees for obtaining and renewing a license as an electrical inspector shall be as follows:

1. [First a]Application [and examination]:\$[1]50.00
2. [Subsequent examinations:\$50.00
- 3.] *Initial license and [A]annual renewals:\$100.00*

A-903.5 Electrical contractor license: The fees for obtaining and renewing a license as an electrical contractor shall be as follows:

1. [First a]Application [and examination]:\$[75]50.00
2. *Initial license and [A]annual renewals.\$100.00*

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The application [and examination] fees are in addition to any fees charged by an agency which the department authorizes to administer the examination.

SECTION A-904.0 FIRE PREVENTION CODE FEES

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A-904.3 Assisted operation permit: The fee for an Assisted Operation Permit shall be \$300.00 per item as follows:

1. Fire Department Assistance, Testing Fire Pumps
2. Transportation of Explosives, 1,000 pounds (454 kg) or more

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[SECTION A-907.0 ACCELERATED PLAN REVIEW

A-907.1 General: The department is authorized to provide accelerated review of plans associated with the issuance of building, zoning, and electrical permits. The fee for this service shall be in addition to any permit fee set forth in this Chapter. A separate fee must be paid for each permit in connection with which an accelerated review of plans is requested (for example, accelerated review in connection with the issuance of a zoning permit does not entitle the applicant, without payment of additional fees, to accelerated review in connection with the issuance of a building or electrical permit). The fee must be paid at the time an accelerated review is requested, and is not refundable.

A-907.2 Fees: The fee for an accelerated review is as follows:

A-907.2.1 Building permit: \$75 per employee hour of time (or fraction thereof) required for the review, provided that the minimum fee shall be \$300.

A-907.2.2 Zoning permit: \$50 per employee hour of time (or fraction thereof) required for the review, provided that the minimum fee shall be \$200.

A-907.2.3 Electrical permit: \$75 per employee hour of time (or fraction thereof) required for the review, provided that the minimum fee shall be \$300.]

SECTION 2. Title 4 of The Philadelphia Code is amended to read as follows:

TITLE 4. THE PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE

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CHAPTER 4-200 TEXT OF SUBCODES

SUBCODE "A" (THE PHILADELPHIA ADMINISTRATIVE CODE)

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CHAPTER 9

FEES

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SECTION A-902.0 BUILDING AND MECHANICAL CODE FEES

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A-902.2 Construction: Permit fees for new construction, additions, alterations, demolition, occupancy and repairs shall be as set forth in Section A-902.2.1[.1], except as otherwise specified in Sections A-902.2.2 through A-902.2.10.

A-902.2.1 Constructed area: *The permit fee for new construction, additions, alterations and repairs shall be based on the constructed area as follows:*

For new construction and additions:

500 square feet or less\$100.00

Greater than 500 square feet\$100.00 plus \$50.00 for each additional 100 square feet or fraction thereof

For alterations and repairs:

500 square feet or less\$100.00

Greater than 500 square feet\$100.00 plus \$30.00 for each additional 100 square feet or fraction thereof

Exception: *The permit fee shall, at the applicant's selection, be based upon 2% of the contract value for construction regulated by the Building and Mechanical Codes, when such value is substantiated by the submission of a valid contract. The fee so calculated shall not be less than \$100.00.*

[A-902.2.1.1 New Construction: Fees for permits for new construction and additions shall be determined by Table A-902.2.1.1.

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A-902.2.1.2 Shell buildings: The building permit fee for shell buildings shall be 80 percent of the value determined by Section A-902.2.1. A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes in tenant spaces are not shown on the construction plans and for which separate tenant improvement plans will be submitted for a building permit at a later date.

Exception: Use groups F, H and S.

TABLE A-902.2.1.1 PERMIT FEE RATES^a					
USE GROUP		TYPES OF CONSTRUCTION			
		1	2	3 & 4	5
A-1	Theaters	\$31.00	\$29.00	\$26.00	\$22.00
A-2	Night Clubs, Dance Halls	\$23.00	\$21.00	\$20.00	\$18.00
A-3	Halls and General Assembly	\$23.00	\$21.00	\$20.00	\$18.00
A-4	Places of Worship	\$26.00	\$25.00	\$21.00	\$17.00
B	Business	\$24.00	\$23.00	\$20.00	\$16.00
E	Educational	\$27.00	\$25.00	\$21.00	\$17.00
F	Factory and Industrial	\$15.00	\$13.00	\$10.00	\$ 9.00
H	High Hazard	\$16.00	\$12.00	\$10.00	\$ 8.00
I-1	Residential Care	\$23.00	\$21.00	\$18.00	\$17.00
I-2	Institutional-Incapacitated	\$39.00	\$38.00	\$34.00	\$31.00
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R-3	One and Two family Dwellings	\$21.00	\$18.00	\$16.00	\$15.00
S	Storage	\$14.00	\$12.00	\$10.00	\$ 8.00
	Open Sheds and Reviewing Stands	\$12.00	\$10.00	\$ 8.00	\$ 6.00

Note a: Rates are per one hundred (100) square feet or less.

A-902.2.1.3 Alterations and repairs: Fees for alterations, for repairs, for the installation of fire protection systems, for ducts installed subsequent to the construction of a structure, for foundations for structures which do not require a building permit and for construction work not otherwise specified, shall be determined as follows:

1. \$55.00 for the first \$1,000.00 of construction value or fraction thereof.

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2. \$55.00 for the second \$1,000.00 of construction value or fraction thereof.
3. \$25.00 for each additional \$1,000.00 of construction value or fraction thereof.

A-902.2.1.3.1 Construction value: The total value of the construction, shall include the value of all material, labor, engineering and/or architectural fees, the cost of the land and the overhead and profit cost inherent in the contract, whether or not any such items are provided at no cost.

A-902.2.1.4 Minimum fee: A minimum fee of \$100.00 shall apply to any permit for which the fee calculated by Section A-902.2.1.1 and A-902.2.1.3 would otherwise be less than \$100.00.

Exception: For Use Group R-3 structures the minimum fee shall be \$55.00.]

SECTION 3. Title 11 of The Philadelphia Code is amended to read as follows:

TITLE 11. STREETS

* * *

§11-603. Projections Over the Street

* * *

(2) Canopies.

(a) No person shall erect or maintain a canopy unless he has obtained a permit from the Department of Licenses and Inspections[, which shall be renewed annually.

(.1) the permit fee is \$35.

(.2) the fee for the annual renewal of the permit is \$15].

* * *

(3) Marquees.

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- (f) [A fee of \$4. per thousand dollars of value for the permit for each marquee hereafter erected shall be imposed.
- (g) A marquee lawfully in existence on the effective date of this Chapter shall not be substantially repaired, altered or moved unless it will comply with all the requirements of this Chapter and the regulations issued hereunder.

* * *

SECTION 4. This ordinance shall take effect as follows:

- (1) Sections 1 and 3 shall be effective July 1, 2000.
- (2) Section 2 shall be effective January 1, 2001.

Explanation:

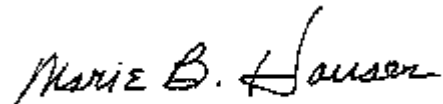
[Brackets] indicate matter deleted.
Italics indicate new matter added.

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CERTIFICATION: This is a true and correct copy of the original Bill, Passed by the City Council on June 22, 2000. The Bill was Signed by the Mayor on August 11, 2000.

A handwritten signature in black ink that reads "Marie B. Hauser". The signature is written in a cursive style with a large, looped initial "M".

Marie B. Hauser
Chief Clerk of the City Council