



El Paso County

Emergency Services District No. 1

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Penalty Fee Schedule

On November 19, 2020, El Paso County Emergency Services District No.1 Board of Commissioners adopted a penalty fee schedule for unpaid invoices for Business Inspections, Operational Permits, New Construction, Building Placement and Tenant Improvement. The Fire Marshal's Office shall impose penalties for initial unpaid invoices based on the following schedule:

A. Non-Operational Business Inspections (Annual Business Inspections):

1. **90 days overdue** from original Inspection date - 50% penalty applied to initial unpaid invoice amount.
2. **180 days overdue** from original Inspection date - 100% penalty applied to initial unpaid invoice amount.
3. **270 days overdue** from original Inspection date - 150% penalty applied to initial unpaid invoice amount.
4. **365 days overdue** from original Inspection date - 200% penalty applied to initial unpaid invoice amount.

B. Operational Permits:

1. **2 months prior to expiration** - The Customer will be mailed or emailed an Invoice for renewal of Operational Permit(s), as a courtesy.
2. **Date of Expiration** - An additional email or phone call will be made to customer as a courtesy reminder of expiration.
3. **10 days after permit expiration** - The penalty, as described in the fee schedule, will be automatically applied to the initial unpaid invoice.
4. **15 days after permit expiration** - A Stop Work Order (SWO) will be posted at the business location/address.

C. New Construction, Building Placement & Tenant Improvement:

1. The fire code official may impose a double permit Fee(s) (100% penalty fee) when the fire official finds that a condition, activity or occupancy requiring construction or operation permit(s) exist and **no approved permit** has been issued by the fire code official.
 - Maximum penalty \$500.00/day for construction without an approved construction permit.

**** Please note that the penalty schedule is based on Calendar days. If your expiration date falls on a weekend or holiday you will need to pay on the business day prior to the weekend or holiday. ****