

31ST BOARD OF REPRESENTATIVES

President
NINA SHERWOOD
Clerk of the Board
MEGAN COTTRELL

Majority Leader
VIRGIL DE LA CRUZ
Minority Leader
MARY L. FEDELI

CITY OF STAMFORD

RESOLUTION NO. 4395 CONCERNING BUILDING PERMIT FEES FOR QUALIFIED NOT-FOR-PROFIT ORGANIZATIONS

WHEREAS, it has been determined that it is in the best interests of the residents of the City of Stamford to reduce fees for building department permit applications related to nonprofit institutions and facilities,

WHEREAS, nonprofit institutions provide critical services to Stamford residents, including low-income populations, senior citizens, and veterans,

WHEREAS, the Board of Representatives recognizes that dollars spent on building costs are dollars that could have been used on critical services that directly support Stamford's residents,

NOW, THEREFORE, BE IT RESOLVED, that pursuant to and within the limitations of § 123 of the Code of Ordinances, the Board of Representatives amends the Building Department fee schedule as follows:

- (1) Commercial building and renovation projects by Qualified Not-For-Profit Organizations shall be assessed a building permit fee of Sixteen and 50/100 dollars (\$16.50) per \$1,000 (or fraction thereof) of estimated cost.
- (2) A Qualified Not-For-Profit Organization is an organization that: (a) is organized and operated exclusively for charitable, educational, religious, scientific, or similar public purposes; (b) does not distribute profits to private persons; (c) maintains a governing board and complies with applicable state nonprofit laws; and (d) holds current IRS §501(c)(3) tax-exempt status.
- (3) Anti-fronting / primary use. Relief applies only to improvements to facilities owned or leased/operated by the Qualified Not-For-Profit Organization and used primarily (greater than 51%) for direct delivery of qualifying services (including food, medical, emergency care, education, employment and job training, senior, veterans, youth/children, and housing services) to residents of Stamford. The mere listing of a nonprofit as the permit applicant, without qualifying facility ownership/lease and primary program use, does not qualify.
- (4) Documentation & verification. The applicant shall submit documentation as required by the City's standard checklist, including but not limited to: IRS §501(c)(3) determination letter; evidence of good standing; most recent Form 990 or audited financials; bylaws; board authorization; deed or lease; program use statement and floorplans; disclosure of any for-profit partner or affiliated entity. The City may conduct

random audits and may deny, revoke, or recapture fee reductions upon misrepresentation or loss of eligibility.

(5) Pursuant to §123-1(B), a minimum \$25 per permit shall be collected in all cases and is not waived or reduced. Nothing herein waives or reduces any state-mandated surcharges or fees, including the Code Training & Education fee of \$0.26 per \$1,000 of construction value, which shall be assessed, collected, and remitted as required by law.

(6) This resolution affects only City of Stamford fees.

(7) Administration. The Board delegates to the Director of Operations, or designee, responsibility to implement and administer this program, including issuing uniform written guidance; a single citywide methodology for eligibility determinations; standard documentation checklists and affidavits; and procedures for monitoring, audits, denials, revocations, and recapture. All guidance shall be publicly available and applied uniformly.

BE IT FURTHER RESOLVED that this schedule shall take effect on _____, or the 1st of the next month at least 60 days after enactment, whichever is later.

This resolution was approved by a unanimous voice vote at the regular monthly meeting of the 31st Board of Representatives held on October 6, 2025.



Nina Sherwood, President
31st Board of Representatives



Megan Cottrell, Clerk
31st Board of Representatives

cc: Mayor Caroline Simmons
Bridget Fox, Chief of Staff
Leah Kagan, Director of Economic Development
Thomas Cassone, Esq., Law Department
Lyda Ruijter, Town & City Clerk
Elda Sinani, Director of OPM
Matthew Quinones, Director of Operations
Benjamin Barnes, Director of Administration
Lou DeRubeis, Director of Public Safety, Health & Welfare
Bharat Gami, Chief Building Official