

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AMENDING THE PLANNING AND BUILDING DEPARTMENT  
PLANNING SERVICE FEE SCHEDULE, BUILDING SERVICE FEE SCHEDULE, AND  
COUNTY FIRE MARSHAL SERVICE FEE SCHEDULE, TO BE EFFECTIVE  
JANUARY 1, 2025, AND AUTHORIZING THE AUTOMATIC ANNUAL ADJUSTMENT  
OF FEES PURSUANT TO INCREASES IN THE CONSUMER PRICE INDEX**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, County Ordinance No. 2193, adopted April 10, 1973, authorizes the setting by resolution of fees for permits and services provided by the Planning and Building Department; and

**WHEREAS**, Government Code Section 66014 authorizes the County to recover from permit applicants the cost of processing land use applications and providing services, including fees for planning permits, building permits, and related services; and

**WHEREAS**, Planning and Building Department staff conducted an analysis of the existing fees charged for planning services, and the staff time required to provide the services, to determine the estimated reasonable costs of providing the services and this analysis is set forth in a Fee Study, dated July 22, 2024, which this Board has reviewed in connection with this matter; and

**WHEREAS**, since 2020, when the last comprehensive Building service fee schedule update was approved by this Board, through August 2024, the San Francisco-

Oakland-Hayward, CA Consumer Price Index (CPI) percentage change in all items has increased by 15.5%; and

**WHEREAS**, the CPI is a reasonable measure for the change in the Planning and Building Department's actual cost to provide the services, in that the CPI is a reasonable estimate of increases in staff salary and benefit costs, consultant costs, and material costs; and

**WHEREAS**, Planning and Building Department staff applied that 15.5% CPI increase to the Building service fee schedule, increasing fees by 15.5%, on the basis that it is a reasonable estimate of change in service costs; and

**WHEREAS**, Planning and Building Department staff identified additional minor revisions to the Building service fee schedule to increase clarity and ease of application, and such minor revisions do not exceed the estimated cost of providing the service as set forth in the board memorandum accompanying this resolution; and

**WHEREAS**, County Ordinance No. 2611, adopted October 9, 1979, authorizes the County Fire Warden to review building permits and development proposals for conformance with fire codes; and

**WHEREAS**, County Fire staff, with support from a consultant, conducted an analysis of the existing fees charged for fire review services, and the staff time required to provide the services, to determine the estimated reasonable costs of providing the services and this analysis is set forth in a Fee Study, dated March 2024, which this Board has reviewed in connection with this matter; and

**WHEREAS**, notice of the proposed fee schedule amendments was provided and data supporting the proposed fees was made available at least 10 days prior to the Board of Supervisors meeting on November 19, 2024, at which meeting public comment was accepted; and

**WHEREAS**, in adopting the proposed fees the Board of Supervisors finds that (1) the purpose of the proposed fees is to recover staff costs to provide the service; (2) the revenue generated by the fees will be used to cover the costs to the County to review and process permit applications, renewals, and appeals and related services; and (3) the fees do not exceed the estimated reasonable cost of providing the service for which the fees are charged.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors hereby amends the Planning service fee schedule (as set forth in Attachment B to the Board memorandum), Building service fee schedule (as set forth in Attachment C to the Board memorandum), and County Fire Marshal service fee schedule (as set forth in Attachment E to the Board memorandum), and directs the Director of Planning and Building or designee to collect the fees shown thereon and to deposit them in the County treasury.

**BE IT FURTHER RESOLVED** that fees will automatically be adjusted to reflect increases in the U.S. Bureau of Labor Statistics Consumer Price Index (CPI). Adjustments may be rounded to the nearest dollar where appropriate and become effective no earlier than April 1 of each year and appropriate notice shall be provided to

the public 60 days prior to the adjustment effective date. Consumer Price Index adjustments shall be based on the All Urban Consumers, San Francisco-Oakland-Hayward area and shall use the percent change of that index from January through December of the year prior to the effective date, or on a substantively similar formula.

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