



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building Department



DATE: February 27, 2012
BOARD MEETING DATE: March 13, 2012
SPECIAL NOTICE/HEARING: 14 Day/Interested
Party Mailing
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Jim Eggemeyer, Community Development Director
SUBJECT: EXECUTIVE SUMMARY: Resolution amending the Planning and Building Department's Service Fee Schedules

RECOMMENDATION:

Adopt a Resolution amending the Planning and Building Department's Service Fee Schedules.

BACKGROUND:

The Planning and Building Department proposes to amend its service fee schedules to increase, add or adjust planning and building fees.

In October 2009, your Board adopted a resolution amending the Department's service fee schedules to add or adjust planning and building fees for services the Department had been providing at no charge to the public or that have not reflected the actual cost of providing the service. Some fees were also reduced to reflect a more accurate fee for the service provided based on staff's actual time. Subsequently, in July 2011, the Department amended its fee schedules to include a five-year information technology surcharge for all planning and building permits to provide the necessary funding for upgrading the Department's permit tracking system.

The Department has not requested any overall general fee increase since FY 2004-05. In FY 2003-04 and FY 2004-05, the Planning and Building Department substantially raised its planning and building permit fees to eliminate the General Fund contribution to the Development Review Services Program (Current Planning and Building Inspection). The Long Range Planning Services Program essentially remained funded by the General Fund.

DISCUSSION:

State law requires that fees not exceed the estimated reasonable cost of providing the service for which the fee is charged. Staff calculations show that the proposed fees

would equal but not exceed the cost of the service the Department provides. Government Code Section 66014 also authorizes local governments to recover from permit applicants the cost of preparing the General Plan and development regulations.

The Department proposes a general fee increase of five percent for all service fees indicated on the Current Planning and Building Inspection fee schedules (see Attachments A and B). Staff has calculated this modest fee increase to assist the Department in maintaining current service levels and Reserves for FY 2012-13. Since late 2008, when the economic conditions began to decline, the Department has spent down its Reserves by 90 percent, eliminated vacant positions, and reorganized the Department to improve efficiencies.

The Department recommends the establishment or amendment of eleven (11) service fees to cover the cost of services that historically the Current Planning Section has provided at no cost to the public or services that have not fully reflected the actual cost of providing the service. The new and amended fees for services include: review and inspection for Williamson Act compliance, Certificate of Compliance Type B – Witt/Abernathy Criteria, Lot Line Adjustments for Urban and Rural properties, Planning review for Cal-Fire Timber Harvesting Permits, Emergency Tree Removal Permits, plan review of minor modifications to approved projects, stormwater operation and maintenance agreements, and three new fees identified in the Department's Business Process Redesign.

The Department is also recommending the establishment or amendment of fourteen (14) service fees to cover the cost of services that the Building Inspection Section provides. New and amended fees for services include filing fee and flat rate permit fee, sewer line replacement permit, gas line and water heater replacement permits, stormwater inspections, housing inspections, geotechnical review fees (existing fees include one new additional service tier), permit extensions, certificate of temporary occupancy, alternate means and methods of construction requests, damage investigation and report services, change of contractor and or owner, and pre-application plan review services.

County Counsel has reviewed and approved the Resolution as to form.

The approval of the Planning and Building Department's service fee amendments contributes to the 2025 Shared Vision outcome of a Livable Community because the service fees fund the services necessary to ensure that growth occurs near transit, promotes affordable, livable connected communities and the adjustments are consistent with State law that requires fees not to exceed the estimated reasonable cost of providing services.

FISCAL IMPACT:

The proposed five percent general fee increase will generate an estimated \$198,000 in FY 2013, in addition to an estimated \$50,000 in new fees being introduced for various services not previously charged for or reevaluated to cost the services more accurately. The projected revenue to be generated will allow the Department to maintain its current level of service and Reserves in Fiscal Year 2013. There is no Net County Cost associated with this action.



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FROM: Jim Eggemeyer, Community Development Director

SUBJECT: Resolution amending the Planning and Building Department's Service Fee Schedules

RECOMMENDATION:

Adopt a Resolution amending the Planning and Building Department's Service Fee Schedules.

BACKGROUND:

The Planning and Building Department proposes to amend its service fee schedules to increase, add or adjust planning and building fees. In addition, the Department proposes to modify the Current Planning Section's fee schedule to make it clearer to the public.

In October 2009, your Board adopted a resolution amending the Department's service fee schedules to add or adjust planning and building fees for services the Department had been providing at no charge to the public or that have not reflected the actual cost of providing the service. Some fees were also reduced to reflect a more accurate fee for the service provided based on staff's actual time. Subsequently, in July 2011, the Department amended its fee schedules to include a five-year information technology surcharge for all planning and building permits to provide the necessary funding for upgrading the Department's permit tracking system.

The Department has not requested any overall general fee increase since FY 2004-05. In FY 2003-04 and FY 2004-05, the Planning and Building Department substantially raised its planning and building permit fees to eliminate the General Fund contribution to the Development Review Services Program (Current Planning and Building Inspection). The Long Range Planning Services Program essentially remained funded by the General Fund. At the time, the justification for this distinction was that these services provide benefits to the general public and all residents of San Mateo County. The processing and issuance of permits, however, were considered cost recovery for services to an individual permit applicant.

DISCUSSION:

1. Authority

County Ordinance 2193, adopted April 10, 1973, authorizes the setting of the Planning fees by resolution of the Board of Supervisors. Ordinance 2512, adopted June 13, 1978, authorizes a similar process for setting Building Inspection fees by resolution. State law requires that fees not exceed the estimated reasonable cost of providing the service for which the fee is charged. Staff calculations show that the proposed fees would equal but not exceed the cost of the service the Department provides. Government Code Section 66014 also authorizes local governments to recover from permit applicants the cost of preparing the General Plan and development regulations.

2. General Fee Increase

The Department proposes a general fee increase of five percent for all service fees indicated on the Current Planning and Building Inspection fee schedules (see Attachments A and B). Staff has calculated this modest fee increase to assist the Department in maintaining current service levels and Reserves for FY 2012-13. Since late 2008, when the economic conditions began to decline, the Department has spent down its Reserves by 90 percent, eliminated vacant positions, and reorganized the Department to improve efficiencies. For the past three fiscal years, staffing levels have been reduced from 55 authorized positions in FY 2009-10 to 49 authorized positions in FY 2011-12.

3. Current Planning Section – Proposed New and Amended Fees

The Department recommends the establishment or amendment of eleven (11) service fees to cover the cost of services that historically the Current Planning Section has provided at no cost to the public or services that have not fully reflected the actual cost of providing the service. The new and amended fees for services include: review and inspection for Williamson Act compliance, Certificate of Compliance Type B – Witt/Abernathy Criteria, Lot Line Adjustments for Urban and Rural properties, Planning review for Cal-Fire Timber Harvesting Permits, Emergency Tree Removal Permits, plan review of minor modifications to approved projects, stormwater operation and maintenance agreements, and three new fees identified in the Department's Business Process Redesign. In addition, the Department is also proposing to modify its Current Planning fee schedule in order to clarify and simplify it. A number of currently scheduled fees would either be eliminated or replaced with a note indicating the Department's services will be charged by a cost recovery method for staff time and materials.

a. Agricultural Preserve and Farmland Security Review and Inspection

The Department proposes a new fee for conducting a site inspection and review service to confirm ongoing agricultural operations and conformance with

local and State Williamson Act requirements. The current fee schedule identifies a number of similar review and inspection services for \$572. The Department has determined these services are similar to other existing permit services and proposes to impose the same fee in the current fee schedule for this review and inspection service. The Department is required to confirm compliance with applicable rules and regulations regarding this State and local program. This service includes a site visit, contract review to determine applicable uses, and verification and documentation of all staff activities for compliance with applicable rules and regulations. The new fee for this service will be \$601, which includes the five percent general fee increase.

b. Certificate of Compliance Type B – Witt/Abernathy Criteria Compliance

The Department's current practice is to review all legal description documents for vacant property to confirm the parcel was created by a valid land division prior to the issuance of development permits (County Zoning Regulations, Chapter 1.5). As a result of two cases from the California Court of Appeal (*Witt Home Ranch, Inc. v. County of Sonoma*, 165 Cal. App. 4th 543 (2008) and *Abernathy Valley, Inc. v. County of Sonoma*, 173 Cal. App. 4th 42 (2009)), the County must review documentary evidence of prior land divisions in considerably more detail than was previously necessary. Upon submittal of the required documentation, staff reviews and confirms all applicable information and determines which type of Certificate of Compliance (either A or B) under the Subdivision Map Act is required before the subject property can be separately developed. Typically, a Type B legalization is more complicated in order to comply with State and local subdivision requirements, and requires a staff report and public hearing. However, the current fee, \$6,796, is too high for most parcel legality confirmations. The new fee for this service would be reduced to \$3,663; the current fee for Planning permits requiring a staff report and public hearing plus the five percent general fee increase.

c. Lot Line Adjustments – Urban and Rural Parcels

The current fee schedule has two fees for lot line adjustments: one for typical lot line adjustments and another fee for lot line adjustments if the area to be transferred does not exceed five percent of the larger parcel. The second fee is rarely used, if at all. Staff has determined an improved metric is whether the parcels are located in either the urban or rural area of the County. Staff is proposing a reduced fee for urban area lot line adjustments to reflect the actual cost of services to the property owners. Urban area lot line adjustments do not require as much time as rural parcels, which tend to have more complex legal descriptions utilizing a "meets and bounds" property description. Urban area properties ordinarily have deeds that refer to numbered lots within a recorded subdivision. Under the Department's proposal, rural lot line adjustments will remain the same fee of \$2,655. Urban lot line adjustments will be reduced to \$1,300 to reflect the actual staff time more typically necessary for such applications (thirteen (13) hours at \$100 – the average planners' salaries and

overhead for application review, review and conformance with applicable zoning and building regulations, decision letter, and document recordation).

d. Timber Harvest Permit Reviews from Cal-Fire

The State of California has provided Cal-Fire with the authority to process and issue Timber Harvesting Permits in California. However, San Mateo County is provided the opportunity to review and provide comments to Cal-Fire upon referral to the Planning Department. Previous practice by the Department was to provide this service and not recover any associated staff costs from the property owner or applicant. The Department proposes, when a site visit is required, a new nominal fee of \$400 (four (4) hours at \$100) to recover the cost to visit the site and complete the necessary comments to Cal-Fire. The Department will collect this fee from the property owner, not Cal-Fire.

e. Emergency Tree Removal Permit

Currently, the Department is required to process and issue emergency permits for tree removals. These situations occur on an irregular basis and are acted on in an “over-the-counter” assistance method. The applicant must provide documentation from an arborist indicating that immediate removal is necessary to protect life and property, along with photographs of the subject tree. Upon review and confirmation from the Community Development Director, that an emergency exists, a decision letter is issued at the counter to the applicant approving the emergency removal. These types of letters are not generic, as each circumstance is different. The necessary time to review the circumstance, update the Department’s permit tracking system, and issue an approval letter requires one and one-half hours of staff’s time. The Department has calculated this service to cost \$150 (one and one half hours (1.5) at \$100/hour, the average fully loaded Planning staff member’s hourly rate).

f. Minor Modification of Approved Permit

Another service Planning staff provides at no cost is the review of a permit applicant’s request to make minor modifications to a set of plans previously approved by the Department or a decision-maker after public hearing. Once a Planning permit is approved, there are circumstances where the applicant or property owner finds it necessary to make minor modifications to a project. The Department must review the plans and other project documents to assure that the project still conforms with applicable regulations and other conditions of approval. While the modifications must be minor in nature in order not to trigger a need for renewed public hearings, even minor or technical changes to the approved plans require careful attention by staff to ensure the modifications comply with applicable laws and regulations. At present, the Department is not compensated for these types of reviews. Staff is proposing the same fee (\$400) it charges for a building plan check, as the services are similar. Staff must review the submitted plans, make a determination, confer with a

supervisor, and document the necessary activities in the Department's permit tracking system. The new fee for this service will be \$420, which includes the five percent general fee increase.

g. Appeal Fees

The Department has researched several nearby and similar counties: Marin, Sonoma and Santa Clara. The Department also looked at coastal counties outside the Bay Area that are similar to our own: Monterey and San Luis Obispo. The appeal fees in the counties we researched varied from \$600 in Marin to \$1,318 in Santa Clara, depending on the jurisdiction and type of appeal. Monterey County charges over \$5,400, a figure that includes additional fees for County Counsel, general plan update and other surcharges.

San Mateo County's current fee is \$451 plus Legal Counsel Surcharge of five percent and the Information Technology Surcharge of four percent for a total of \$491.59. The fee falls far short of the actual cost of conducting an appeal hearing – in fact, it barely covers the cost of publishing a notice of the hearing in the newspaper. For the past year, the Department has documented all the permit appeals processed by staff. This has included eight (8) appeals at a cost of more than \$38,000. In other words, while collecting only \$491.59 in appeal fees, the County has spent an average of \$4,470 per appeal. For a number of years, the Department has documented the time associated with processing appeals from lower level decision makers (i.e., Community Development Director and Zoning Hearing Officer) to the Planning Commission and/or the Board of Supervisors utilizing the ATKS time card system to quantify the Department's efforts in connection with permit appeal hearings.

Appeals to the Planning Commission and/or the Board of Supervisors can be very time consuming. However, it has been your Board's decision to keep the fee relatively low in order to allow the public the opportunity to address a higher-level decision-maker(s) on specific concerns they have regarding a project. As indicated above, appeal fees vary widely in other jurisdictions, indicating that other counties are also struggling to balance a desire to maximize public participation in land use issues with the need to ensure that users of the system pay an appropriate share of the costs the permit application system imposes on the general public. At this time, the Department proposes to raise this fee to \$1,000, which is still well below the Department's actual cost of conducting an appeal hearing.

h. Stormwater Operation and Maintenance Agreement Fee

The Department proposes a new fee to cover staff time associated with the implementation of the stormwater facility Operation and Maintenance (O&M) Verification Program (as required by NPDES Municipal Regional Permit Provision C.3.h). The Current Planning Section of the Department has performed these requirements at no cost to the applicant since the requirement

came into effect in October 2009. Required tasks include preparation, review, and execution of O&M agreements between the County and property owners for regulated stormwater treatment facilities and requires approximately three hours of staff time. The Department has calculated this service to cost \$300 (three (3) hours at \$100/hour, the average fully loaded Planning staff member's hourly rate).

i. Business Process Redesign (BPR) Planning Service Fees

The Department was recently the subject of a Business Process Redesign (BPR), in which the County's development permit application procedures were comprehensively analyzed in order to recommend streamlining of permit approvals and cost efficiencies at all stages of the process. Identified in the Department's recent BPR improvements were three (3) additional services staff will be providing in the near future in an effort to improve and streamline the permitting and reviewing process. These services include Technical Advisory Group review fee, Pre-Application Design Review conference, and Pre-Application Non-Design conference

The Technical Advisory Group (TAG review) review fee would be for an optional pre- or post-application meeting with County agencies (Current Planning, Building Inspection, Geotechnical Section, Department of Public Works, Environmental Health, and Cal-Fire) in order to review the plans. This will provide the applicant an opportunity to meet and discuss their proposal and to reduce the number of incomplete initial plan submissions – a substantial benefit to permit applicants. The Department has estimated one to two hours for this type of meeting. The collected fixed fee for this service would be \$400.

The second fee, Pre-Application Design Review conference, is currently a service required by the Zoning Regulations, but no fee is charged for the service. The Department has estimated, on average, one and one half (1.5) hours for plan review, counter assistance, and permit system documentation. The proposed fee for this service is \$150 (1.5 hours at \$100/hour).

The third fee recommended by the BPR is Pre-Application Non-Design Review conference service fee that currently is not collected. This service fee is to cover staff's time to meet with the applicant at the counter, review their application materials and the specific permit process in detail, and permit tracking system documentation. Staff has estimated, on average, one and one half (1.5) hours for this service and a proposed fee of \$150 (1.5 hours at \$100/hour). This service is identical to the Pre-Application Design Review conference indicated above.

4. Long Range Planning Services Program – Proposed General Plan Update Fee Increase

The Long Range Planning Services Program does not have any sources of revenues for any significant cost recovery. The Program, therefore, relies on support from the County's General Fund.

In October 2009, your Board approved a flat fee of \$40 for every planning application to fund the Department's General Plan Update. Simple permits were made exempt from the surcharge. The Long Range Planning Services Program continues to update the County's General Plan in a very specific way, by addressing portions of the General Plan element by element. Recently, the Department submitted an application for a General Plan targeted update to the Land Use, Circulation and Open Space/Conservation elements to the Sustainable Communities Planning Grants and Incentives Program with the State Water Resources Control Board in the amount of \$750,000. In an effort to continue to supplement the Long Range Planning Section's efforts, the Department is proposing to raise this surcharge fee from \$40 to \$50.

5. Building Inspection Section – Proposed New and Amended Fees

The Department is recommending the establishment or amendment of fourteen (14) service fees to cover the cost of services that the Building Inspection Section provides. New and amended fees for services include filing fee and flat rate permit fee, sewer line replacement permit, gas line and water heater replacement permits, stormwater inspections, housing inspections, geotechnical review fees (existing fees include one new additional service tier), permit extensions, certificate of temporary occupancy, alternate means and methods of construction requests, damage investigation and report services, change of contractor and or owner, and pre-application plan review services.

a. Filing Fee and Flat Rate Permit Fee

The Building Inspection Section recently completed a study to compare staff costs with fees collected for various projects and discovered that the Department is not collecting the required staff cost recovery amount for certain projects that have traditionally been assessed by our current filing fee of \$29 and a flat rate permit fee of \$85. As a result of this study, the Department requests that the \$29 filing fee be raised to \$40. Additionally, the Department requests that all \$85 flat rate permit fees be raised to \$100.

b. Sewer Line Replacement Permit

The current permit fee for this service is \$114. Staff has re-calculated the necessary time and cost to process this type of permit, which includes counter staff, administrative staff, building inspection travel time (on average), inspection time (sewer line inspections are normally two inspections), and vehicle

costs for a revised estimated cost of \$328. Staff is proposing a revised filing fee of \$40 and a sewer line permit fee of \$260, for a total \$300.

c. Gas Line and Water Heater Replacement Permits

The current permit fee for these services are \$114 each. Staff has re-calculated the necessary time and cost to process these types of permits, which includes counter staff, administrative staff, building inspection travel time (on average), inspection time (gas line and water heater inspections are normally one inspection, unless they fail the inspection and a re-inspection fee applies), and vehicle costs for a revised estimated cost of \$187 for each type of service (gas line or water heater) requested. Staff is proposing a revised filing fee of \$40 and a gas line or water heater permit fee of \$110, totaling \$150 each.

d. Stormwater Inspection Fee – New Construction/Major Remodels

Building Inspectors are required to conduct site inspections for all new major construction to verify approved stormwater controls are installed correctly, functioning correctly and maintained for the duration of construction as required by Section C.3 of the County's permit with Regional Water Quality Control Board. As of mid-February, Building Inspection has conducted 216 inspections on 41 project sites for compliance and maintenance. This equates to over five inspections per site with 10 weeks remaining in the rainy season (the timeframe required for compliance inspections).

The Department presently collects no fee for this mandated service. The Department has calculated one-half hour inspection time, travel time, permit tracking information update, and vehicle costs for a total expense of \$170 per site visit. Calculated at a minimum of five (5) site visits, the estimated service cost is \$850. The Department proposes a flat fee of \$700 per project site for any project that is subject to these special inspections.

If any additional inspection or re-inspection is required, the one-hour rate for special inspections of \$151 for additional stormwater-related inspections will be assessed.

e. Housing Inspection Fee

Due to changes in the Building Inspection Section's procedures for housing inspections and information provided to the customer, the Department is proposing to reduce single-family residential inspections from \$752 to \$350; duplex residential inspections from \$1,712 to \$600; and any additional units beyond two (2) at \$600 plus \$200 for each additional unit. The current fees for a triplex and fourplex are \$2,397 and \$3,091, respectively. Larger units than four are charged a flat fee of \$3,091 plus \$200 for each additional unit.

f. Geotechnical Review Fees

One additional service fee tier is proposed by staff for these services. Currently, there are two tiers; this proposal would increase the service tiers to three (3). The current tiers are \$653 and \$2,789. One additional tier would be \$250 for project review when staff has determined no site specific soils report is required to be submitted for the project. This additional tier has been calculated based on the average staff time required to complete the service provided, which includes plan review and project file documentation.

g. Permit Extension Fees

Periodically, staff is required to review permit applications to determine project status. Each individual case must be reviewed and if it is determined that a permit has expired (by time limitations), correspondence must be generated. The permit then must be tracked and monitored carefully by staff. In addition to the time spent, staff must store plans and documents over extended periods of time in order for the project to be completed. Additionally, this requires that building inspectors must work with projects under different applicable building code requirements, possibly referring to outdated code information to verify compliance with regulations in effect at the time of application. Staff has calculated, on average, approximately eight (8) hours to complete the tasks necessary to provide a permit extension for a major project and two and one-half (2.5) hours for a minor project permit extension. The proposed permit extension fees would be \$800 for major projects (new single-family residences, major remodels of 50 percent and greater valuation, and commercial projects over 3,000 sq. ft.) for a one-year extension and \$250 for all other minor projects (additions and remodels (less than 50 percent valuation), pools, retaining walls, etc.) for a one 180-day extension.

h. Certificate of Temporary Occupancy Fee

This service requires two additional field inspections by a building inspector and the applicant must meet with building counter staff on three occasions to process the necessary documents for a certificate of temporary occupancy. Staff has calculated, on average, four and one half (4.5) hours to provide an applicant a certificate of temporary occupancy. The proposed service fee would be \$450 (4.5 hours at \$100/hour).

i. Alternate Means and Methods of Construction Fee

Occasionally a project that does not strictly comply with the International Building Code may nevertheless be reviewed and approved as an “alternative means and methods of construction” that fully ensures the structure’s safety by a method other than the one provided by the Code. When an applicant’s plans propose to comply with Code requirements by alternative means and methods, senior staff must research the proposed methods in great detail to ensure that

the applicant's request does not endanger life or property and is in conformance with the specific intent of the building code(s). Staff has calculated senior staff costs are \$148.60/per hour and that typical requests require approximately three (3) hours, total \$446, to research the specific code, review the applicant's request, determine if the alternate means and methods comply with applicable codes, and provide documentation to the project file and permit tracking system. The proposed service fee would be \$400 per alternate submitted.

j. Damage Investigation and Report Due to Fire, Wind, Flood, Vehicle, Etc.

Building inspectors are required to make one field inspection and provide a report detailing the specific damage incurred and the means required to repair such damage(s). Staff has calculated a one-hour site visit, administrative staff assistance, building inspection travel time (on average), vehicle costs, and project documentation for an estimated cost of \$281.26. The proposed service fee would be \$200 plus \$40 filing fee.

k. Change of Contractor/Owner Fee

This service fee requires counter staff time to remove the former party from our records, to research (State Contractor's License information) and input the new party's information into our permitting system, and reprint and reproduce the permit with the updated information. Staff has calculated this service requires approximately 30 minutes of staff's time. The proposed service fee would be \$50.

l. Pre-Application Plan Review

On occasion, potential applicants, architects, designers, and contractors request staff time to review and comment on projects before they are formally submitted to the Department. As identified in the Current Planning Section's fee service schedule, the first 30 minutes are at no cost. Building Inspection is proposing the first 30 minutes for free and then a flat fee of \$150 for this service. Staff has estimated, on average, two (2) hours of plan checking review, counter assistance, documentation, and coordination. The first 30 minutes are no charge; the remaining hour and one half equates to \$150.

6. Public Notification

The Planning and Building Department posted a public notice in the Development Review Center lobby, reception area, counter areas, and posting on the Department's website, along with a summary document identifying the proposed general increase, new, and amended planning and building fees. Public notification was also published in the San Mateo Times and Half Moon Bay Review fourteen (14) days in advance of the public hearing as required by State law and mailed to interested parties.

7. Effective Date for New and Amended Fee Schedules

Section 66016, et. seq., of the California Government Code requires that all local agencies hold a public hearing to consider any proposed new fees. In addition, any action adopting a fee or charge shall be effective no sooner than 60 days following the final action. The effective date for the proposed fee schedule increases or modifications would therefore be Monday, May 14, 2012.

County Counsel has reviewed and approved the Resolution as to form.

The approval of the Planning and Building Department's service fee amendments contributes to the 2025 Shared Vision outcome of a Livable Community because the service fees fund the services necessary to ensure that growth occurs near transit, promotes affordable, livable connected communities and the adjustments are consistent with State law that requires fees not to exceed the estimated reasonable cost of providing services.

FISCAL IMPACT:

The proposed five percent general fee increase will generate an estimated \$198,000 in FY 2013, in addition to an estimated \$50,000 in new fees being introduced for various services not previously charged for or reevaluated to cost the services more accurately. The projected revenue to be generated will allow the Department to maintain its current level of service and Reserves in Fiscal Year 2013. There is no Net County Cost associated with this action.

ATTACHMENTS:

- A. Proposed Planning Service Fee Schedule
- B. Proposed Building Inspection Service Fee Schedule

County of San Mateo
Planning and Building Department

Planning Service Fee Schedule

*Established by Board of Supervisors Resolution Number _____ (Adopted _____)
Effective _____*

Permit/Service Type		Fee	See Note(s)
1.	Appeal of Any Permit	1,000	N
2.	Agricultural Preserve and Farmland Security		
	a. New Contract	4,883	
	b. Non-Renewal	420	
	c. Cancellation or Amendment	4,883	P
	d. Review/Inspection	601	
3.	Archaeological/Historical Research (Sonoma State Referral)	105	
4.	Architectural Review in State Scenic Highway Corridor		
	a. Exemption	601	
	b. Any New Use	3,663	
	c. Addition to an Existing Use	1,871	
5.	Building Permit Plan Reviews		
	a. Minor Type (Counter Review Only)	0	
	b. Plan Review and One Resubmittal	420	
	c. Additional Resubmittal(s) (each)	105	
	d. Plan Revision (each)	158	
6.	Coastal Development Permit		
	a. Exemption	301	
	b. Administrative Level	1,871	
	c. Public Hearing	3,663	
	d. Biological Report Review	301	
	e. With a Lot Line Adjustment	1,871	
7.	Confined Animal Permit		
	a. Certificate of Exemption	301	
	b. Initial Permit		
	– No Hearing Required	945	
	– Hearing Required	1,890	
	c. Permit Self-Renewal (6 years)	0	
	d. Permit Review (3 years)	473	
8.	Density Analysis		
	a. PAD, RM, TPZ Districts		
	– Less Than 40 Acres	843	
	– 40 to 200 Acres	1,696	
	– 201 Acres or More	3,252	
	b. S-11, RH, S-104 Districts	473	
9.	Design Review (DR District)		
	a. Exemption (Counter Review Only)	0	
	b. Exemption (Administrative)	473	
	c. Pre-Application Design Review Meeting with Staff	150	

Permit/Service Type		Fee	See Note(s)
	d. Design Review Committee		
	– New Use	3,663	
	– Major Revision	1,575	
	– Addition to Existing Use	1,871	
10.	Environmental Review		
	a. Categorical Exemption	301	
	b. Initial Study and Negative Declaration	2,431	
	c. Environmental Impact Report		
	– Staff Processing Fee	6,072	
	– Preparation	Cost plus 10%	
	d. Mitigation Monitoring and Reporting (required by Public Resources Code Section 28781.6)	Cost plus 10%	
11.	Exceptions		
	a. Fence Height	704	
	b. Off-Street Parking	1,871	
	c. Home Improvement	2,780	
	– With Public Hearing, add	1,791	
12.	Extension of Any Permit	925	
13.	General Plan Amendment	16,326	
14.	General Plan Conformity	3,663	
15.	Geotechnical Review		D
	a. Basic Referral Fee (Review/Comments; no report)	250	
	b. Letter Report Review	653	
	c. Full Report Review	2,789	
	d. Review by Geologist (When Required)	987	
16.	Grading Permits		
	a. Exemption	601	
	b. Administrative	1,871	
	c. Public Hearing	3,663	
	d. Land Clearing (in State/County Scenic Corridor)	3,663	
	e. Land Clearing (Other)	1,871	
	f. Top Soil	3,663	
17.	Land Division		
	a. Certificate of Compliance – Type A (Administrative)	1,782	
	b. Certificate of Compliance – Type B (Public Hearing)	6,796	
	c. Certificate of Compliance – Type B (To confirm legality of lot division pursuant to Witt/Abernathy court cases)	3,663	K
	d. Lot Line Adjustment (Rural zoning)	2,788	
	e. Lot Line Adjustment (Urban zoning)	1,300	
	f. Major Subdivision		
	– First 5 Lots or Units	16,326	
	– Each Additional Lot or Unit	301	
	g. Minor Subdivision	10,890	
	h. Merger (by request of property owner)	420	
	i. Unmerger (Government Code Section 66451.30)	2,788	
18.	Landscape Plan Review	T & M	R
19.	Large Family Day Care Facility Permits	585	
	With Administrative Coastal Development Permit, add	585	
20.	Major Development Pre-Application Procedure	1,611	

Permit/Service Type		Fee	See Note(s)
21.	Minor Modification of Approved Permit	420	
22.	Natural Resource Permits		
	Drilling Permit, Surface Mining Permit, Surface Mining Reclamation Plan, Timber Harvesting Permit (CDF referral, site visit and comments)	T & M w/Dep.	R
23.	Planned Agricultural Permit	3,663	
	Farm Labor Housing	0	
24.	Pre-Application Non-Design Review Conference with Staff	150	
25.	Public Noticing	143	Q
26.	Research		
	First 1/2 Hour	0	
	Per Hour Over 0.5 Hours	105	
27.	Resource Management District (RM, RM-CZ)		
	Minor Development Review (RMD Permit)	601	
28.	Rezoning	16,326	
29.	Specific Plan		
	BART Station Area Specific Plan (per gross square feet of development) County to obtain reimbursement in accordance with Government Code Section 65453	0.089	
30.	Second Units		
	a. Second Unit Plan Check Review	474	
	b. Parking Exception (New 2nd Unit)	1,971	
	c. Use Permit Exception	4,914	
31.	Stormwater Pollution Prevention Program		E
	a. Basic Fee for Public Works Review	258	
	b. Each Additional Service (Review/Site Inspection)	100	
	c. Operation and Maintenance (O&M) Verification Program		
	– Execution of Agreement by Planning	300	
	– Agreement Review by DPW	100	
	– Annual Report Review by DPW	100	
	– Inspection by DPW	100	
	– Inspection by Planning	105	
	d. Construction Site Inspection and Control Program		
	– Stormwater Regulated Site Review by Planning	105	
	– Erosion Control Plan Review by Planning	105	
32.	Street Name Change	T & M	R
33.	Technical Advisory Group Review with Staff	400	
34.	Text (Zoning) Amendment	16,326	
35.	Timber Harvest Permit (Cal-Fire Referral Review)	400	
36.	Timberland Preserve Zone (TPZ, TPZ-CZ)		
	a. Minor Development (TPZ) Permit	922	
	b. Other TPZ-Mandated Plan Reviews/Permits, including Timber Management Plan Review	T & M	R

Permit/Service Type			Fee	See Note(s)
37.	Tree Permits			
	a.	Significant Trees		
		– Emergency Tree Removal	150	
		– Removal 1st 3 Trees	162 ea.	
		– 4th through 6th Trees	93 ea.	
		– Tree Beyond 6 th	63 ea.	
	b.	Trimming (RH/DR District only)	1/2 of above	
	c.	Heritage Trees		
		– Removal, per tree	451	
		– Trimming	240	
38.	Use Permit – Standard			
	a.	Initial	4,883	
	b.	Renewal/Amendment	3,663	
	c.	Administrative Inspection	601	
	d.	Farm Labor Housing	0	
	e.	4-H Projects		F
	Use Permits – Special			
	f.	Kennel/Cattery Permit		
		– Initial	3,663	
		– Renewal/Amendment	601	
		– Inspection	601	
39.	Variance			
	a.	Administrative	1,871	
	b.	With Public Hearing, add	1,791	
40.	Surcharges			O
	a.	General Plan Update	50	I
	b.	Legal Counsel	5%	
	c.	Information Technology	4%	
	d.	Credit Card Processing Fee	3%	
41.	Other Department Review Fees			O
	a.	County Fire Authority Review (CDF)	173	G
		– Land Division Review (First 4 Lots)	199	
		– Each Additional 4 Lots	199	
	b.	Department of Public Works		J
		– Review Fee	400	
		– Each Additional Service (Review/Site Inspections)	100	

NOTES TO FEE SCHEDULE:

- A. When a violation of the Zoning Ordinance or Subdivision Ordinance (or any other ordinance or law establishing the requirements for the permits or approvals referenced in this schedule) includes or results from the failure to obtain a required permit, the fee for obtaining the permit required to correct the violation shall be double the fee amount shown, except for grading and tree cutting or trimming violation, for which the fee shall be ten times the amount shown.
- B. Notwithstanding the fee schedule listed above, total costs of all fees for permits, excluding a Variance Permit fee, and/or Certificate of Compliance to legalize a parcel, required to: (1) construct a new single-family residence or additions/remodels to same, or a second dwelling unit (new or legalized) on an existing legal parcel; or (2) establish a kennel or cattery (new or legalized) on an existing legal parcel; or (3) construct a

project or operate a use in the Princeton area, shall not exceed \$5,895 provided that all permits are applied for and processed concurrently.

- C. The Community Development Director is authorized to adjust fees in unusual circumstances when the regular fees listed above would clearly be excessive for a minor project requiring limited service. In such cases, the Community Development Director is authorized to reduce the fees to reflect actual staff costs. In other cases, when County costs for reviewing a major project will clearly exceed revenues from the regular fees, the Community Development Director is authorized to increase the fees to reflect actual staff costs. Any adjustment in fees shall be documented by the Community Development Director in writing.
- D. Basic fee covers the average County cost to review a geotechnical report (4 hours). Smaller projects which require less review time will be refunded the difference in cost, and larger projects which require more review will be charged for additional time on a case-by-case basis. Review by the County Geologist, where required, will be calculated and charged on an hourly basis.
- E. Basic fee includes one-time Public Works review of applicant's proposed Stormwater Best Management Practices, as well as two site inspections. County Public Works staff time beyond these services will be charged \$100.00 for each additional review or site inspection. County Planning staff time beyond listed services will be charged \$105.00 for each additional review or site inspection.
- F. Use Permit and related fees are waived for 4-H or similar projects authorized under Section 6500(c)13 of the Zoning Code. Written certification from the County Agricultural Extension Office is required, stating that the application involves an official 4-H project.
- G. San Mateo County Fire Authority Review fee for the following Planning permits: Agricultural Preserve Contracts, Grading and Land Clearing Permits, Fence Height Exceptions, Off-Street Parking Exceptions, Certificates of Compliance (Type B), Lot Line Adjustments, Major Development Pre-Application Projects, Street Naming, Use Permits, and Confined Animal Permits.
- H. All planning and building fees are waived for new affordable housing projects, as mandated by Board of Supervisors Resolution No. 62405.
- I. General Plan Update Surcharge applicable for all Planning Permits except Tree Removal Permits and Permit Exemptions less than \$500.
- J. Department of Public Works Review Fee includes one review of applicant's proposed project and two site inspections. County staff time beyond these services will be charged \$100.00 for each additional review or site inspection.
- K. For Certificate of Compliance (Type B) applications that are required due to the Witt/Abernathy court case, the Type B fee shall be in addition to those fees for other required applications (i.e., CDP, DR by Committee, LLA, etc.).
- L. Environmental Health fees shall not be charged for subdivisions or LLAs when the subject site is served by both a public sanitary sewer and water system. Such fees shall also not be applied when Environmental Health otherwise would have no referral input or relevance to the subject PLN case.
- M. Should the applicant for any Planning application that has been deemed Incomplete for more than one year request that application processing proceed, they shall be subject to all any updated or new application fees, unless determined otherwise by the Community Development Director.

- N. Total Appeal fees shall always include the Public Noticing fee, 4% and 5% Surcharges and GP Update surcharge fee.
- O. Surcharges, either by percentages or set fees, shall be calculated based on the subtotal amount of all Planning application permits. Departmental review fees shall then be added to that amount.
- P. Williamson Act contract amendments are required when either the owner's agricultural qualification changes or a lot line adjustment, subdivision or overlaying easement of some type is proposed. In such cases, application fees for other permits shall also apply. Cancellation of contracts is rarely a feasible option and shall always be reviewed by the Community Development Director prior to any such submittal.
- Q. Public Noticing fees shall be added to any permit application that involves or requires notification of surrounding property owners.
- R. The Community Development Director shall have the discretion to assess such fees on a Time and Materials (T & M) basis, which shall be comprised of all hourly time (down to 1/4-hour increments) incurred by all Planning and Building staff engaged with the subject application. Additionally, the Director may require that a deposit amount be paid upon application submittal, against which hourly time spent shall be tracked.

DJH:fc – DJHW0113(REV)_WFA.DOCX
(3/5/12)

COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT

BUILDING INSPECTION SERVICE FEE SCHEDULE

As Established by Board of Supervisors Resolution No. TBD

Adopted _____, 2012

Effective _____, 2012

A. SQUARE FOOTAGE SCHEDULE – NEW CONSTRUCTION AND ADDITIONS						
Permit fee rates in dollars per square foot of applicable area. Used for new construction and additions. For alterations, repairs, interior changes, use Section B, Valuation Schedule below.						
Occupancy		Type of Construction	Building Only	Plumbing	Mechanical	Electrical
"A"	Assembly Buildings, Theaters, Stadiums, Reviewing Stands, Amusement Park Structures	I and II	1.86	.42	.42	.43
		IIN to V-IHR	1.74	.38	.42	.42
		VN	1.44	.38	.33	.42
"B & S & M"	Gas Stations, Storage Garages, Open Garages, Wholesale/Retail Stores, Churches, Office Buildings, Bars/Restaurants, Printing Plants, Police, Fire Stations, Factories, Workshops, Storage, Sales, Paint Stores, Ice Plants, Power Plants, Pumping Plants, Cold Storage, Creameries	I and II	1.77	.50	.42	.43
		IIN to V-IHR	1.78	.38	.42	.42
		VN	1.44	.38	.50	.50
"E"	Educational Buildings, Day Care (more than 6 children--less than 6 use "R")	I and II	2.25	.42	.43	.47
		IIN to V-IHR	2.02	.42	.42	.43
		VN	1.86	.39	.38	.47
"H"	Storage (Hazardous, Explosive, Highly Flammable, Class I, II, III Liquids), Dry Cleaning Plants, Paint Shops, Spray Painting Rooms, Woodworking/Planing Mills, Box Factories, Buffing and Tire Plants, Shop Factories, Warehouse (loose combustible fibers or dust is manufactured), Refinishing Rooms, Repair Garages, Educational Purposes, Vocational Shops, Laboratories (1-Hour Separated)	I and II	2.25	.42	.43	.47
		IIN to V-IHR	2.02	.42	.42	.43
		VN	1.86	.42	.38	.47

Occupancy		Type of Construction	Building Only	Plumbing	Mechanical	Electrical
"I"	Hospitals, Sanitariums, Nursing Homes (non-ambulatory patients--more than 5 persons), Nursing Homes (ambulatory patients), Homes for Children (6 years and over--more than 5 persons), Mental Hospitals, Mental Sanitariums, Jails, Prisons/ Reformatories	I and II IIN to V-IHR VN	2.25	.42	.43	.49
			2.02	.42	.42	.43
			1.86	.42	.38	.49
"U"	Private Garages/Carports, Patio Covers, Greenhouses, Water Tanks, Storage Sheds, Corrals, Barns, Towers, Fences Over 6 Feet High	I and II IIN to V-IHR VN	1.28	.39	.38	.38
			1.01	.33	.38	.40
			.84	.33	.33	.38
"R"	Hotels, Apartment Houses, Dwellings, Duplexes, Lodging Houses, Motels	I and II IIN to V-IHR VN	1.86	.42	.42	.43
			1.74	.38	.40	.40
			1.51	.38	.40	.40
	Swimming Pools (including utilities)		1.20			
	Decks		.58			
B. VALUATION SCHEDULE – ALTERATIONS, REPAIRS, INTERIOR CHANGES AND COMMERCIAL GREENHOUSES						
Permit fee rates based on project valuation. Used for alterations, repairs, and interior changes. For new construction and additions, use Section A, Square Footage Schedule, above.						
<u>Minimum Fee</u> (includes first \$799 of valuation):						\$100.00
<u>\$800 – \$1,999:</u>						
Valuation At Or Above \$	Permit Fee \$	Valuation At Or Above \$	Permit Fee \$			
800	105	1,400	180			
900	116	1,500	190			
1,000	127	1,600	206			
1,100	135	1,700	214			
1,200	151	1,800	221			
1,300	170	1,900	236			

<u>\$2,000 – \$100,000:</u>							
Valuation At Or Above \$	Permit Fee \$	Valuation At Or Above (In \$1,000) \$	Permit Fee \$	Valuation At Or Above (In \$1,000) \$	Permit Fee \$	Valuation At Or Above (In \$1,000) \$	Permit Fee \$
		26	1,398	51	2,317	76	2,898
2,000	249	27	1,430	52	2,332	77	2,923
3,000	288	28	1,472	53	2,348	78	2,955
4,000	334	29	1,506	54	2,366	79	2,970
5,000	388	30	1,541	55	2,382	80	2,995
6,000	441	31	1,577	56	2,413	81	3,018
7,000	491	32	1,615	57	2,444	82	3,048
8,000	516	33	1,651	58	2,462	83	3,068
9,000	588	34	1,684	59	2,487	84	3,094
10,000	629	35	1,727	60	2,517	85	3,109
11,000	681	36	1,757	61	2,536	86	3,148
12,000	729	37	1,795	62	2,557	87	3,165
13,000	775	38	1,831	63	2,584	88	3,191
14,000	829	39	1,874	64	2,610	89	3,209
15,000	879	40	1,905	65	2,629	90	3,245
16,000	926	41	1,944	66	2,658	91	3,268
17,000	972	42	1,976	67	2,683	92	3,288
18,000	1,025	43	2,017	68	2,704	93	3,306
19,000	1,060	44	2,049	69	2,726	94	3,344
20,000	1,120	45	2,086	70	2,756	95	3,359
21,000	1,162	46	2,123	71	2,777	96	3,381
22,000	1,216	47	2,133	72	2,802	97	3,405
23,000	1,262	48	2,191	73	2,827	98	3,443
24,000	1,310	49	2,231	74	2,855	99	3,459
25,000	1,359	50	2,265	75	2,874	100	3,589
<u>\$100,000 to \$499,000:</u> \$3,589 for the first \$100,000 plus \$18.71 for each additional \$1,000 or fraction thereof and including \$499,000.							
<u>\$500,000 and Up:</u> \$11,073 for the first \$500,000 plus \$18.71 for each additional \$1,000 or fraction thereof.							

		FEES
C.	ADDITIONAL PROVISIONS	
	1. Application filing fee (see Section E also) applies to each filing of a permit application, whether for one or several permits, and is applied in addition to permit or plan checking fees:	\$40.00
	2. Minimum permit fee for building permits and other permits unless otherwise indicated in miscellaneous fees:	\$100.00
	3. Plan checking fees:	65% of permit fees
	Minimum plan checking fee:	\$200.00
	Minimum EZ plan checking fee:	\$100.00
	4. PENALTY FOR BUILDING WITHOUT A PERMIT:	<i>Ten (10) times the permit fee to a maximum of \$3,000 plus the permit fee. Each permit is charged 10 times the fee plus permit fee (i.e., building, electrical, plumbing, heating).</i>
	The minimum fee required when a Stop Work Notice has been issued is:	\$150.00
	5. All permits required to complete a project shall be issued under a single permit.	
	6. Permits shall expire by time limitation as set forth in the County Ordinance Code.	
D.	HOUSING INSPECTION SCHEDULE	
	Single-Family Residence	\$350.00
	Duplex	\$600.00
	Each Additional Unit	\$200.00
E.	MISCELLANEOUS FEE SCHEDULE	
	ELECTRICAL	
	1. For the installation, alteration or replacement of each electrical circuit (includes all necessary outlets, switches, receptacles and lighting fixtures):	
	First four circuits	\$100.00
	Each additional	\$25.00 per circuit
	2. For the installation, alteration, relocation or repair of each electrical service including one meter:	
	First 300 ampere capacity	\$120.00
	Above 300 ampere capacity	\$265.00
	Each additional meter	\$10.00

		FEES
3.	For the installation, relocation, or replacement of each motor (not an integral part of an electrical appliance, fan, heating appliance, or cooling appliance), generator, heater, electrical furnace, welding machine, transformer and rectifier (includes all necessary circuits, outlets, fixtures, switches and controls):	\$100.00
4.	For the installation, relocation, or replacement of each fixed or stationary electrical appliance (includes all necessary circuit outlets, switches, receptacles and fixtures):	\$100.00
5.	For each electrical appliance which requires plumbing installation such as garbage disposals, dishwashers (includes all necessary circuits, outlets, switches, receptacles, fixtures, water piping, and waste and vent piping):	\$100.00
6.	For the installation, relocation or replacement of Photovoltaic Solar Panels:	\$360.00
7.	For the installation, relocation or replacement of Electric Vehicle Chargers:	\$100.00
8.	For the installation, relocation, replacement or repair of an electrical outlet, receptacle, switch or fixture on existing circuits:	\$2.50 each
PLUMBING		
9.	For the <u>repair/replacement</u> of each:	
	Drainage or vent piping system	\$100.00
	Gas piping system	\$110.00
	Refrigerant piping system	\$100.00
	Ventilating duct system	\$100.00
	Water heater	\$110.00
	Sewer line	\$260.00
	Fire sprinkler system	\$265.00
10.	For each installation or alteration of each <u>water piping system, duct system, or refrigerant piping system</u> , or portion thereof, where fixtures or appliances are not installed:	\$100.00
11.	For each lawn sprinkler or irrigation sprinkling system on central valve:	\$100.00
12.	For the installation, relocation, or replacement of each plumbing fixture or trap (includes all necessary water, drainage and vent piping):	\$100.00
13.	For the installation, relocation or replacement of Solar Hot Water Systems:	\$150.00

		FEES
	MECHANICAL	
14.	For the installation, relocation, or replacement of each heating, cooling or refrigeration appliance (includes all necessary electrical circuits, outlets, fixtures, switches, receptacles, gas piping, vents and water piping):	\$170.00
15.	For the installation, relocation, or replacement of each heating, cooling or refrigeration appliance not connected to a duct system (includes all necessary electrical circuits, outlets, fixtures, switches, receptacles, gas piping and vents):	\$100.00
16.	For the installation, relocation, or replacement of each boiler (includes all necessary electrical circuits, outlets, fixtures, switches, receptacles, gas piping and vents):	\$235.00
17.	For the installation, relocation, or replacement of other fuel burning appliances not listed in this schedule (includes all necessary gas piping and vents, electrical circuits, outlets, switches, receptacles and fixtures):	\$170.00
18.	For the installation, relocation or replacement of fans or air handling units connected to a duct system (includes all necessary electrical circuits, outlets, switches, receptacles and fixtures):	\$215.00
19.	For the installation, relocation or replacement of each heating or cooling coils or element in a duct system (includes all necessary electrical circuits, outlets, switches, receptacles, fixtures and piping for the heating or cooling media):	\$145.00
20.	For the installation, relocation, repair, or replacement of each radiant heating panel, radiator or convector (includes all necessary piping):	
	1 to 3	\$100.00
	Each additional	\$12.00
21.	For the installation, relocation, or replacement of each commercial range hood and/or exhaust duct (includes all necessary duct work, electrical circuits, outlets, switches, receptacles and fixtures):	\$210.00
22.	For the installation or replacement of each masonry or concrete chimney:	\$210.00
23.	For the installation, relocation or replacement of each factory-built fireplace (includes vent but not a masonry or concrete chimney):	\$135.00
24.	For the installation, relocation, or replacement of a fire alarm system (does not apply to individual detectors not part of a system):	
	1 to 3 detectors	\$210.00
	Over 3 detectors	\$295.00
25.	For the installation of an individual fire alarm detector system (including smoke detector(s)):	
	1 to 3 detectors	\$100.00
	Each additional detector	\$25.00

		FEES
	OTHER	
26.	Permit Application Filing Fee:	\$40.00
27.	Appeal to Board of Building Permit Appeals:	\$565.00
28.	Reroofing Permit (per 1,000 sq. ft. or fraction thereof):	\$100.00
29.	Stucco and Siding Permits:	\$300.00
	Replacement windows/doors:	
	1 to 5	\$300.00
	6 to 11	\$400.00
	12 up	\$500.00
30.	Demolition Permit:	
	Minor	\$100.00
	Major	\$280.00
31.	Special Inspection Charge Applies to:	\$151.00
	Pre-Application Site Inspections	
	Occupancy Change Inspections	
	House Moving Inspections	
	Reinspections	
	One-Hour Inspection Rate	
32.	Energy Code Compliance Plan Check and Inspection:	\$150.00
33.	Geotechnical Section Plan Review:	
	No Report Submitted/Required	\$250.00
	Letter Report Submitted/Required	\$653.00
	Standard Report Submitted/Required	\$2,789.00
	Review by Geologist (basic fee): (see Note # 1, below)	\$987.00
34.	FEMA Special Hazards Zone Plan Check Fee:	\$205.00
35.	Plan Revisions:	
	Minimum Plan Check Fee	\$200.00
	Minimum EZ Plan Check Fee	\$100.00
36.	Property Addressing Service (applies to each assignment or change of each street address):	
	Minimum Fee (non-refundable)	\$50.00
	Staff Labor	\$102.00/hour
37.	Microfilming (processing plans):	\$5.25/sheet

		FEES
	38. Research (for general public/site):	
	Minimum Fee (non-refundable)	\$60.00
	Microfiche/Photocopy	\$0.25/sheet
	Staff Labor	\$102.00/hour
	39. Credit Card Processing Fee:	3%
	40. Legal Counsel Surcharge:	5%
	41. Building Permit Extension for:	
	New SFD, 50% addition/remodel, Commercial over 3,000 sq. ft. for one (1) year maximum	\$800.00
	All other permits for 180 days maximum	\$250.00
	42. Certificate of Temporary Occupancy:	\$450.00
	43. Change of Contractor/Owner:	\$50.00
	44. Damage investigation and report due to fire, wind, flood, vehicle, etc.:	\$200.00
	45. Pre-submittal (draft) plan review (see Note # 2, below):	\$150.00/hour
	46. Alternate Means and Methods of Construction:	\$400.00/alternate submitted
	47. Mandatory Stormwater Regulated Sites:	
	Site inspection fee per project	\$700.00
	Additional site inspection or reinspection fee	\$151.00
	48. Department of Public Works Stormwater Pollution Prevention Review Fee:	\$258.00
	(Basic fee includes one-time Public Works review of applicant's proposed stormwater best management practices, as well as two (2) site inspections. County staff time beyond these services will be charged \$100.00 for each additional service.)	
	Additional Reviews or Site Inspections:	\$100.00 each
	49. Department of Public Works Plan Review Fee:	\$400.00
	(Basic fee includes one-time Public Works review of applicant's proposed project as well as two (2) site inspections. County staff time beyond these services will be charged \$100.00 for each additional service.)	
	Additional Reviews or Site Inspections:	\$100.00 each

Notes:

1. Basic fee covers the average County cost to review a geotechnical report (4 hours). Smaller projects which require less review time will be refunded the difference in cost, and larger projects which require more review will be charged for additional time on a case-by-case basis.
2. First 1/2 hour of staff time is at no charge to applicant.

RESOLUTION NO. _____

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

* * * * *

**RESOLUTION AMENDING THE
PLANNING AND BUILDING DEPARTMENT'S SERVICE FEE SCHEDULES**

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 of fees for Planning permits and services by resolution; and

WHEREAS, County Ordinance No. 2512, adopted June 13, 1978, authorizes the setting of fees for Building Inspection permits and services by resolution; and

WHEREAS, this Board has reviewed the fees shown in Attachments A and B, incorporated herein by reference, as well as the basis of their calculation and the justification for them as set forth in the staff report presented in this matter.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors hereby finds that the Planning Service Fee Schedule and Building Inspection Service Fee Schedule as shown in Attachments A and B to this Resolution reflect fees that are reasonably calculated and otherwise in full compliance with all requirements for the imposition of service fees under State law, and amends the County's Planning Service Fee and Building Inspection Service Fee Schedules to

conform to Attachments A and B hereto, and directs the Community Development Director or designee to collect the fees shown thereon at the time of application for the listed permits or services and to deposit them in the County treasury, effective May 14, 2012.

* * * * *

County of San Mateo
Planning and Building Department

Planning Service Fee Schedule

*Established by Board of Supervisors Resolution Number _____ (Adopted _____)
Effective _____*

Permit/Service Type		Fee	See Note(s)
1.	Appeal of Any Permit	1,000	N
2.	Agricultural Preserve and Farmland Security		
	a. New Contract	4,883	
	b. Non-Renewal	420	
	c. Cancellation or Amendment	4,883	P
	d. Review/Inspection	601	
3.	Archaeological/Historical Research (Sonoma State Referral)	105	
4.	Architectural Review in State Scenic Highway Corridor		
	a. Exemption	601	
	b. Any New Use	3,663	
	c. Addition to an Existing Use	1,871	
5.	Building Permit Plan Reviews		
	a. Minor Type (Counter Review Only)	0	
	b. Plan Review and One Resubmittal	420	
	c. Additional Resubmittal(s) (each)	105	
	d. Plan Revision (each)	158	
6.	Coastal Development Permit		
	a. Exemption	301	
	b. Administrative Level	1,871	
	c. Public Hearing	3,663	
	d. Biological Report Review	301	
	e. With a Lot Line Adjustment	1,871	
7.	Confined Animal Permit		
	a. Certificate of Exemption	301	
	b. Initial Permit		
	– No Hearing Required	945	
	– Hearing Required	1,890	
	c. Permit Self-Renewal (6 years)	0	
	d. Permit Review (3 years)	473	
8.	Density Analysis		
	a. PAD, RM, TPZ Districts		
	– Less Than 40 Acres	843	
	– 40 to 200 Acres	1,696	
	– 201 Acres or More	3,252	
	b. S-11, RH, S-104 Districts	473	
9.	Design Review (DR District)		
	a. Exemption (Counter Review Only)	0	
	b. Exemption (Administrative)	473	
	c. Pre-Application Design Review Meeting with Staff	150	

Permit/Service Type		Fee	See Note(s)
	d. Design Review Committee		
	– New Use	3,663	
	– Major Revision	1,575	
	– Addition to Existing Use	1,871	
10.	Environmental Review		
	a. Categorical Exemption	301	
	b. Initial Study and Negative Declaration	2,431	
	c. Environmental Impact Report		
	– Staff Processing Fee	6,072	
	– Preparation	Cost plus 10%	
	d. Mitigation Monitoring and Reporting (required by Public Resources Code Section 28781.6)	Cost plus 10%	
11.	Exceptions		
	a. Fence Height	704	
	b. Off-Street Parking	1,871	
	c. Home Improvement	2,780	
	– With Public Hearing, add	1,791	
12.	Extension of Any Permit	925	
13.	General Plan Amendment	16,326	
14.	General Plan Conformity	3,663	
15.	Geotechnical Review		D
	a. Basic Referral Fee (Review/Comments; no report)	250	
	b. Letter Report Review	653	
	c. Full Report Review	2,789	
	d. Review by Geologist (When Required)	987	
16.	Grading Permits		
	a. Exemption	601	
	b. Administrative	1,871	
	c. Public Hearing	3,663	
	d. Land Clearing (in State/County Scenic Corridor)	3,663	
	e. Land Clearing (Other)	1,871	
	f. Top Soil	3,663	
17.	Land Division		
	a. Certificate of Compliance – Type A (Administrative)	1,782	
	b. Certificate of Compliance – Type B (Public Hearing)	6,796	
	c. Certificate of Compliance – Type B (To confirm legality of lot division pursuant to Witt/Abernathy court cases)	3,663	K
	d. Lot Line Adjustment (Rural zoning)	2,788	
	e. Lot Line Adjustment (Urban zoning)	1,300	
	f. Major Subdivision		
	– First 5 Lots or Units	16,326	
	– Each Additional Lot or Unit	301	
	g. Minor Subdivision	10,890	
	h. Merger (by request of property owner)	420	
	i. Unmerger (Government Code Section 66451.30)	2,788	
18.	Landscape Plan Review	T & M	R
19.	Large Family Day Care Facility Permits	585	
	With Administrative Coastal Development Permit, add	585	
20.	Major Development Pre-Application Procedure	1,611	

Permit/Service Type		Fee	See Note(s)
21.	Minor Modification of Approved Permit	420	
22.	Natural Resource Permits		
	Drilling Permit, Surface Mining Permit, Surface Mining Reclamation Plan, Timber Harvesting Permit (CDF referral, site visit and comments)	T & M w/Dep.	R
23.	Planned Agricultural Permit	3,663	
	Farm Labor Housing	0	
24.	Pre-Application Non-Design Review Conference with Staff	150	
25.	Public Noticing	143	Q
26.	Research		
	First 1/2 Hour	0	
	Per Hour Over 0.5 Hours	105	
27.	Resource Management District (RM, RM-CZ)		
	Minor Development Review (RMD Permit)	601	
28.	Rezoning	16,326	
29.	Specific Plan		
	BART Station Area Specific Plan (per gross square feet of development) County to obtain reimbursement in accordance with Government Code Section 65453	0.089	
30.	Second Units		
	a. Second Unit Plan Check Review	474	
	b. Parking Exception (New 2nd Unit)	1,971	
	c. Use Permit Exception	4,914	
31.	Stormwater Pollution Prevention Program		E
	a. Basic Fee for Public Works Review	258	
	b. Each Additional Service (Review/Site Inspection)	100	
	c. Operation and Maintenance (O&M) Verification Program		
	– Execution of Agreement by Planning	300	
	– Agreement Review by DPW	100	
	– Annual Report Review by DPW	100	
	– Inspection by DPW	100	
	– Inspection by Planning	105	
	d. Construction Site Inspection and Control Program		
	– Stormwater Regulated Site Review by Planning	105	
	– Erosion Control Plan Review by Planning	105	
32.	Street Name Change	T & M	R
33.	Technical Advisory Group Review with Staff	400	
34.	Text (Zoning) Amendment	16,326	
35.	Timber Harvest Permit (Cal-Fire Referral Review)	400	
36.	Timberland Preserve Zone (TPZ, TPZ-CZ)		
	a. Minor Development (TPZ) Permit	922	
	b. Other TPZ-Mandated Plan Reviews/Permits, including Timber Management Plan Review	T & M	R

Permit/Service Type			Fee	See Note(s)
37.	Tree Permits			
	a.	Significant Trees		
		– Emergency Tree Removal	150	
		– Removal 1st 3 Trees	162 ea.	
		– 4th through 6th Trees	93 ea.	
		– Tree Beyond 6 th	63 ea.	
	b.	Trimming (RH/DR District only)	1/2 of above	
	c.	Heritage Trees		
		– Removal, per tree	451	
		– Trimming	240	
38.	Use Permit – Standard			
	a.	Initial	4,883	
	b.	Renewal/Amendment	3,663	
	c.	Administrative Inspection	601	
	d.	Farm Labor Housing	0	
	e.	4-H Projects		F
	Use Permits – Special			
	f.	Kennel/Cattery Permit		
		– Initial	3,663	
		– Renewal/Amendment	601	
		– Inspection	601	
39.	Variance			
	a.	Administrative	1,871	
	b.	With Public Hearing, add	1,791	
40.	Surcharges			O
	a.	General Plan Update	50	I
	b.	Legal Counsel	5%	
	c.	Information Technology	4%	
	d.	Credit Card Processing Fee	3%	
41.	Other Department Review Fees			O
	a.	County Fire Authority Review (CDF)	173	G
		– Land Division Review (First 4 Lots)	199	
		– Each Additional 4 Lots	199	
	b.	Department of Public Works		J
		– Review Fee	400	
		– Each Additional Service (Review/Site Inspections)	100	

NOTES TO FEE SCHEDULE:

- A. When a violation of the Zoning Ordinance or Subdivision Ordinance (or any other ordinance or law establishing the requirements for the permits or approvals referenced in this schedule) includes or results from the failure to obtain a required permit, the fee for obtaining the permit required to correct the violation shall be double the fee amount shown, except for grading and tree cutting or trimming violation, for which the fee shall be ten times the amount shown.
- B. Notwithstanding the fee schedule listed above, total costs of all fees for permits, excluding a Variance Permit fee, and/or Certificate of Compliance to legalize a parcel, required to: (1) construct a new single-family residence or additions/remodels to same, or a second dwelling unit (new or legalized) on an existing legal parcel; or (2) establish a kennel or cattery (new or legalized) on an existing legal parcel; or (3) construct a

project or operate a use in the Princeton area, shall not exceed \$5,895 provided that all permits are applied for and processed concurrently.

- C. The Community Development Director is authorized to adjust fees in unusual circumstances when the regular fees listed above would clearly be excessive for a minor project requiring limited service. In such cases, the Community Development Director is authorized to reduce the fees to reflect actual staff costs. In other cases, when County costs for reviewing a major project will clearly exceed revenues from the regular fees, the Community Development Director is authorized to increase the fees to reflect actual staff costs. Any adjustment in fees shall be documented by the Community Development Director in writing.
- D. Basic fee covers the average County cost to review a geotechnical report (4 hours). Smaller projects which require less review time will be refunded the difference in cost, and larger projects which require more review will be charged for additional time on a case-by-case basis. Review by the County Geologist, where required, will be calculated and charged on an hourly basis.
- E. Basic fee includes one-time Public Works review of applicant's proposed Stormwater Best Management Practices, as well as two site inspections. County Public Works staff time beyond these services will be charged \$100.00 for each additional review or site inspection. County Planning staff time beyond listed services will be charged \$105.00 for each additional review or site inspection.
- F. Use Permit and related fees are waived for 4-H or similar projects authorized under Section 6500(c)13 of the Zoning Code. Written certification from the County Agricultural Extension Office is required, stating that the application involves an official 4-H project.
- G. San Mateo County Fire Authority Review fee for the following Planning permits: Agricultural Preserve Contracts, Grading and Land Clearing Permits, Fence Height Exceptions, Off-Street Parking Exceptions, Certificates of Compliance (Type B), Lot Line Adjustments, Major Development Pre-Application Projects, Street Naming, Use Permits, and Confined Animal Permits.
- H. All planning and building fees are waived for new affordable housing projects, as mandated by Board of Supervisors Resolution No. 62405.
- I. General Plan Update Surcharge applicable for all Planning Permits except Tree Removal Permits and Permit Exemptions less than \$500.
- J. Department of Public Works Review Fee includes one review of applicant's proposed project and two site inspections. County staff time beyond these services will be charged \$100.00 for each additional review or site inspection.
- K. For Certificate of Compliance (Type B) applications that are required due to the Witt/Abernathy court case, the Type B fee shall be in addition to those fees for other required applications (i.e., CDP, DR by Committee, LLA, etc.).
- L. Environmental Health fees shall not be charged for subdivisions or LLAs when the subject site is served by both a public sanitary sewer and water system. Such fees shall also not be applied when Environmental Health otherwise would have no referral input or relevance to the subject PLN case.
- M. Should the applicant for any Planning application that has been deemed Incomplete for more than one year request that application processing proceed, they shall be subject to all any updated or new application fees, unless determined otherwise by the Community Development Director.

- N. Total Appeal fees shall always include the Public Noticing fee, 4% and 5% Surcharges and GP Update surcharge fee.
- O. Surcharges, either by percentages or set fees, shall be calculated based on the subtotal amount of all Planning application permits. Departmental review fees shall then be added to that amount.
- P. Williamson Act contract amendments are required when either the owner's agricultural qualification changes or a lot line adjustment, subdivision or overlaying easement of some type is proposed. In such cases, application fees for other permits shall also apply. Cancellation of contracts is rarely a feasible option and shall always be reviewed by the Community Development Director prior to any such submittal.
- Q. Public Noticing fees shall be added to any permit application that involves or requires notification of surrounding property owners.
- R. The Community Development Director shall have the discretion to assess such fees on a Time and Materials (T & M) basis, which shall be comprised of all hourly time (down to 1/4-hour increments) incurred by all Planning and Building staff engaged with the subject application. Additionally, the Director may require that a deposit amount be paid upon application submittal, against which hourly time spent shall be tracked.

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(3/5/12)

COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT

BUILDING INSPECTION SERVICE FEE SCHEDULE

As Established by Board of Supervisors Resolution No. TBD

Adopted _____, 2012

Effective _____, 2012

A. SQUARE FOOTAGE SCHEDULE – NEW CONSTRUCTION AND ADDITIONS						
Permit fee rates in dollars per square foot of applicable area. Used for new construction and additions. For alterations, repairs, interior changes, use Section B, Valuation Schedule below.						
Occupancy		Type of Construction	Building Only	Plumbing	Mechanical	Electrical
“A”	Assembly Buildings, Theaters, Stadiums, Reviewing Stands, Amusement Park Structures	I and II	1.86	.42	.42	.43
		IIN to V-IHR	1.74	.38	.42	.42
		VN	1.44	.38	.33	.42
“B & S & M”	Gas Stations, Storage Garages, Open Garages, Wholesale/Retail Stores, Churches, Office Buildings, Bars/Restaurants, Printing Plants, Police, Fire Stations, Factories, Workshops, Storage, Sales, Paint Stores, Ice Plants, Power Plants, Pumping Plants, Cold Storage, Creameries	I and II	1.77	.50	.42	.43
		IIN to V-IHR	1.78	.38	.42	.42
		VN	1.44	.38	.50	.50
“E”	Educational Buildings, Day Care (more than 6 children--less than 6 use “R”)	I and II	2.25	.42	.43	.47
		IIN to V-IHR	2.02	.42	.42	.43
		VN	1.86	.39	.38	.47
“H”	Storage (Hazardous, Explosive, Highly Flammable, Class I, II, III Liquids), Dry Cleaning Plants, Paint Shops, Spray Painting Rooms, Woodworking/Planing Mills, Box Factories, Buffing and Tire Plants, Shop Factories, Warehouse (loose combustible fibers or dust is manufactured), Refinishing Rooms, Repair Garages, Educational Purposes, Vocational Shops, Laboratories (1-Hour Separated)	I and II	2.25	.42	.43	.47
		IIN to V-IHR	2.02	.42	.42	.43
		VN	1.86	.42	.38	.47

Occupancy		Type of Construction	Building Only	Plumbing	Mechanical	Electrical
"I"	Hospitals, Sanitariums, Nursing Homes (non-ambulatory patients--more than 5 persons), Nursing Homes (ambulatory patients), Homes for Children (6 years and over--more than 5 persons), Mental Hospitals, Mental Sanitariums, Jails, Prisons/ Reformatories	I and II IIN to V-IHR VN	2.25	.42	.43	.49
			2.02	.42	.42	.43
			1.86	.42	.38	.49
"U"	Private Garages/Carports, Patio Covers, Greenhouses, Water Tanks, Storage Sheds, Corrals, Barns, Towers, Fences Over 6 Feet High	I and II IIN to V-IHR VN	1.28	.39	.38	.38
			1.01	.33	.38	.40
			.84	.33	.33	.38
"R"	Hotels, Apartment Houses, Dwellings, Duplexes, Lodging Houses, Motels	I and II IIN to V-IHR VN	1.86	.42	.42	.43
			1.74	.38	.40	.40
			1.51	.38	.40	.40
	Swimming Pools (including utilities)		1.20			
	Decks		.58			
B. VALUATION SCHEDULE – ALTERATIONS, REPAIRS, INTERIOR CHANGES AND COMMERCIAL GREENHOUSES						
Permit fee rates based on project valuation. Used for alterations, repairs, and interior changes. For new construction and additions, use Section A, Square Footage Schedule, above.						
<u>Minimum Fee</u> (includes first \$799 of valuation):						\$100.00
<u>\$800 – \$1,999:</u>						
Valuation At Or Above \$	Permit Fee \$	Valuation At Or Above \$	Permit Fee \$			
800	105	1,400	180			
900	116	1,500	190			
1,000	127	1,600	206			
1,100	135	1,700	214			
1,200	151	1,800	221			
1,300	170	1,900	236			

<u>\$2,000 – \$100,000:</u>							
Valuation At Or Above \$	Permit Fee \$	Valuation At Or Above (In \$1,000) \$	Permit Fee \$	Valuation At Or Above (In \$1,000) \$	Permit Fee \$	Valuation At Or Above (In \$1,000) \$	Permit Fee \$
		26	1,398	51	2,317	76	2,898
2,000	249	27	1,430	52	2,332	77	2,923
3,000	288	28	1,472	53	2,348	78	2,955
4,000	334	29	1,506	54	2,366	79	2,970
5,000	388	30	1,541	55	2,382	80	2,995
6,000	441	31	1,577	56	2,413	81	3,018
7,000	491	32	1,615	57	2,444	82	3,048
8,000	516	33	1,651	58	2,462	83	3,068
9,000	588	34	1,684	59	2,487	84	3,094
10,000	629	35	1,727	60	2,517	85	3,109
11,000	681	36	1,757	61	2,536	86	3,148
12,000	729	37	1,795	62	2,557	87	3,165
13,000	775	38	1,831	63	2,584	88	3,191
14,000	829	39	1,874	64	2,610	89	3,209
15,000	879	40	1,905	65	2,629	90	3,245
16,000	926	41	1,944	66	2,658	91	3,268
17,000	972	42	1,976	67	2,683	92	3,288
18,000	1,025	43	2,017	68	2,704	93	3,306
19,000	1,060	44	2,049	69	2,726	94	3,344
20,000	1,120	45	2,086	70	2,756	95	3,359
21,000	1,162	46	2,123	71	2,777	96	3,381
22,000	1,216	47	2,133	72	2,802	97	3,405
23,000	1,262	48	2,191	73	2,827	98	3,443
24,000	1,310	49	2,231	74	2,855	99	3,459
25,000	1,359	50	2,265	75	2,874	100	3,589
<u>\$100,000 to \$499,000:</u> \$3,589 for the first \$100,000 plus \$18.71 for each additional \$1,000 or fraction thereof and including \$499,000.							
<u>\$500,000 and Up:</u> \$11,073 for the first \$500,000 plus \$18.71 for each additional \$1,000 or fraction thereof.							

		FEES
C.	ADDITIONAL PROVISIONS	
	1. Application filing fee (see Section E also) applies to each filing of a permit application, whether for one or several permits, and is applied in addition to permit or plan checking fees:	\$40.00
	2. Minimum permit fee for building permits and other permits unless otherwise indicated in miscellaneous fees:	\$100.00
	3. Plan checking fees:	65% of permit fees
	Minimum plan checking fee:	\$200.00
	Minimum EZ plan checking fee:	\$100.00
	4. PENALTY FOR BUILDING WITHOUT A PERMIT:	<i>Ten (10) times the permit fee to a maximum of \$3,000 plus the permit fee. Each permit is charged 10 times the fee plus permit fee (i.e., building, electrical, plumbing, heating).</i>
	The minimum fee required when a Stop Work Notice has been issued is:	\$150.00
	5. All permits required to complete a project shall be issued under a single permit.	
	6. Permits shall expire by time limitation as set forth in the County Ordinance Code.	
D.	HOUSING INSPECTION SCHEDULE	
	Single-Family Residence	\$350.00
	Duplex	\$600.00
	Each Additional Unit	\$200.00
E.	MISCELLANEOUS FEE SCHEDULE	
	ELECTRICAL	
	1. For the installation, alteration or replacement of each electrical circuit (includes all necessary outlets, switches, receptacles and lighting fixtures):	
	First four circuits	\$100.00
	Each additional	\$25.00 per circuit
	2. For the installation, alteration, relocation or repair of each electrical service including one meter:	
	First 300 ampere capacity	\$120.00
	Above 300 ampere capacity	\$265.00
	Each additional meter	\$10.00

		FEES
3.	For the installation, relocation, or replacement of each motor (not an integral part of an electrical appliance, fan, heating appliance, or cooling appliance), generator, heater, electrical furnace, welding machine, transformer and rectifier (includes all necessary circuits, outlets, fixtures, switches and controls):	\$100.00
4.	For the installation, relocation, or replacement of each fixed or stationary electrical appliance (includes all necessary circuit outlets, switches, receptacles and fixtures):	\$100.00
5.	For each electrical appliance which requires plumbing installation such as garbage disposals, dishwashers (includes all necessary circuits, outlets, switches, receptacles, fixtures, water piping, and waste and vent piping):	\$100.00
6.	For the installation, relocation or replacement of Photovoltaic Solar Panels:	\$360.00
7.	For the installation, relocation or replacement of Electric Vehicle Chargers:	\$100.00
8.	For the installation, relocation, replacement or repair of an electrical outlet, receptacle, switch or fixture on existing circuits:	\$2.50 each
PLUMBING		
9.	For the <u>repair/replacement</u> of each:	
	Drainage or vent piping system	\$100.00
	Gas piping system	\$110.00
	Refrigerant piping system	\$100.00
	Ventilating duct system	\$100.00
	Water heater	\$110.00
	Sewer line	\$260.00
	Fire sprinkler system	\$265.00
10.	For each installation or alteration of each <u>water piping system, duct system, or refrigerant piping system</u> , or portion thereof, where fixtures or appliances are not installed:	\$100.00
11.	For each lawn sprinkler or irrigation sprinkling system on central valve:	\$100.00
12.	For the installation, relocation, or replacement of each plumbing fixture or trap (includes all necessary water, drainage and vent piping):	\$100.00
13.	For the installation, relocation or replacement of Solar Hot Water Systems:	\$150.00

		FEES
	MECHANICAL	
14.	For the installation, relocation, or replacement of each heating, cooling or refrigeration appliance (includes all necessary electrical circuits, outlets, fixtures, switches, receptacles, gas piping, vents and water piping):	\$170.00
15.	For the installation, relocation, or replacement of each heating, cooling or refrigeration appliance not connected to a duct system (includes all necessary electrical circuits, outlets, fixtures, switches, receptacles, gas piping and vents):	\$100.00
16.	For the installation, relocation, or replacement of each boiler (includes all necessary electrical circuits, outlets, fixtures, switches, receptacles, gas piping and vents):	\$235.00
17.	For the installation, relocation, or replacement of other fuel burning appliances not listed in this schedule (includes all necessary gas piping and vents, electrical circuits, outlets, switches, receptacles and fixtures):	\$170.00
18.	For the installation, relocation or replacement of fans or air handling units connected to a duct system (includes all necessary electrical circuits, outlets, switches, receptacles and fixtures):	\$215.00
19.	For the installation, relocation or replacement of each heating or cooling coils or element in a duct system (includes all necessary electrical circuits, outlets, switches, receptacles, fixtures and piping for the heating or cooling media):	\$145.00
20.	For the installation, relocation, repair, or replacement of each radiant heating panel, radiator or convector (includes all necessary piping):	
	1 to 3	\$100.00
	Each additional	\$12.00
21.	For the installation, relocation, or replacement of each commercial range hood and/or exhaust duct (includes all necessary duct work, electrical circuits, outlets, switches, receptacles and fixtures):	\$210.00
22.	For the installation or replacement of each masonry or concrete chimney:	\$210.00
23.	For the installation, relocation or replacement of each factory-built fireplace (includes vent but not a masonry or concrete chimney):	\$135.00
24.	For the installation, relocation, or replacement of a fire alarm system (does not apply to individual detectors not part of a system):	
	1 to 3 detectors	\$210.00
	Over 3 detectors	\$295.00
25.	For the installation of an individual fire alarm detector system (including smoke detector(s)):	
	1 to 3 detectors	\$100.00
	Each additional detector	\$25.00

		FEES
	OTHER	
26.	Permit Application Filing Fee:	\$40.00
27.	Appeal to Board of Building Permit Appeals:	\$565.00
28.	Reroofing Permit (per 1,000 sq. ft. or fraction thereof):	\$100.00
29.	Stucco and Siding Permits:	\$300.00
	Replacement windows/doors:	
	1 to 5	\$300.00
	6 to 11	\$400.00
	12 up	\$500.00
30.	Demolition Permit:	
	Minor	\$100.00
	Major	\$280.00
31.	Special Inspection Charge Applies to:	\$151.00
	Pre-Application Site Inspections	
	Occupancy Change Inspections	
	House Moving Inspections	
	Reinspections	
	One-Hour Inspection Rate	
32.	Energy Code Compliance Plan Check and Inspection:	\$150.00
33.	Geotechnical Section Plan Review:	
	No Report Submitted/Required	\$250.00
	Letter Report Submitted/Required	\$653.00
	Standard Report Submitted/Required	\$2,789.00
	Review by Geologist (basic fee): (see Note # 1, below)	\$987.00
34.	FEMA Special Hazards Zone Plan Check Fee:	\$205.00
35.	Plan Revisions:	
	Minimum Plan Check Fee	\$200.00
	Minimum EZ Plan Check Fee	\$100.00
36.	Property Addressing Service (applies to each assignment or change of each street address):	
	Minimum Fee (non-refundable)	\$50.00
	Staff Labor	\$102.00/hour
37.	Microfilming (processing plans):	\$5.25/sheet

		FEES
	38. Research (for general public/site):	
	Minimum Fee (non-refundable)	\$60.00
	Microfiche/Photocopy	\$0.25/sheet
	Staff Labor	\$102.00/hour
	39. Credit Card Processing Fee:	3%
	40. Legal Counsel Surcharge:	5%
	41. Building Permit Extension for:	
	New SFD, 50% addition/remodel, Commercial over 3,000 sq. ft. for one (1) year maximum	\$800.00
	All other permits for 180 days maximum	\$250.00
	42. Certificate of Temporary Occupancy:	\$450.00
	43. Change of Contractor/Owner:	\$50.00
	44. Damage investigation and report due to fire, wind, flood, vehicle, etc.:	\$200.00
	45. Pre-submittal (draft) plan review (see Note # 2, below):	\$150.00/hour
	46. Alternate Means and Methods of Construction:	\$400.00/alternate submitted
	47. Mandatory Stormwater Regulated Sites:	
	Site inspection fee per project	\$700.00
	Additional site inspection or reinspection fee	\$151.00
	48. Department of Public Works Stormwater Pollution Prevention Review Fee:	\$258.00
	(Basic fee includes one-time Public Works review of applicant's proposed stormwater best management practices, as well as two (2) site inspections. County staff time beyond these services will be charged \$100.00 for each additional service.)	
	Additional Reviews or Site Inspections:	\$100.00 each
	49. Department of Public Works Plan Review Fee:	\$400.00
	(Basic fee includes one-time Public Works review of applicant's proposed project as well as two (2) site inspections. County staff time beyond these services will be charged \$100.00 for each additional service.)	
	Additional Reviews or Site Inspections:	\$100.00 each

Notes:

1. Basic fee covers the average County cost to review a geotechnical report (4 hours). Smaller projects which require less review time will be refunded the difference in cost, and larger projects which require more review will be charged for additional time on a case-by-case basis.
2. First 1/2 hour of staff time is at no charge to applicant.