

**PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE**  
**Attachment - A (Reso. 16-0037)**

New Ref #	Category	Description		Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee		Est. Annual Volume
City Clerk									
11-031-1	Initiative Petition Processing	A formal notice of intent to circulate an initiative petition for a municipal measure. [California Election Code Section - 9202(b)]		\$ 200	\$ 200	\$ 200	\$ 200	STATUTE	1
11-031-2	Candidate Processing	Process a candidate for office in the City not to exceed \$25. [California Election Code Section - 10228]		\$ 25	\$ 25	\$ 25	\$ 25	STATUTE	10
11-031-3	Reproduction Service	Making a copy of a City document upon request	Per Copy	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	STATUTE	24
11-031-4			Certified Copy	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	STATUTE	5
11-031-6	Copy Service	Making a copy of an audiotape, CD, DVD, or PDF file.	Tape / CD / DVD / PDF	\$ 7	\$ 7	\$ 7	\$ 7		250
11-031-7			New Electronic File	\$ 7	\$ 7	\$ 7	\$ 7		0
11-031-8	Lobbyist Registration	Process registration for lobbyist.		\$ 13	\$ 13	\$ 14	\$ 14		1
Finance									
12-031-1	Return Check & Insufficient Funds Fee	Re-processing of checks or other payments due to insufficient funds.		\$ 51	\$ 51	\$ 52	\$ 53		180
12-031-2	Film Permits - Application	Review an application for a motion picture or still photography, which encroaches on the public right-of way.	Motion Picture	\$ 466	\$ 473	\$ 479	\$ 489		30
12-031-3			Still Photography	\$ 170	\$ 172	\$ 175	\$ 178		20
12-032-1	Business License Identification Decal	Issue a decal when a business license requires the use of a vehicle on request.		\$ 4	\$ 4	\$ 4	\$ 4		500
12-032-2	License Listing Request	Providing a list of current or new businesses or animal licenses on request.	Existing	\$ 38	\$ 38	\$ 39	\$ 40		12
12-032-3			New	\$ 19	\$ 19	\$ 19	\$ 20		30
Parks & Recreation									
14-01	Banner Installation	Hanging a banner across the public right-of-way at the request of a private party.	Sepulveda Blvd.	\$ 290	\$ 293	\$ 296	\$ 300		0
14-02			All Other	\$ 268	\$ 271	\$ 273	\$ 277		70
14-03	Special Events Permit	Processing a request for a new special event by a private group within the City.		\$ 771	\$ 782	\$ 793	\$ 809		50
Police									
15-1	Amplified Sound Permit	Reviewing a Request to use amplified sound in a non-commercial area.		\$ 217	\$ 221	\$ 226	\$ 227		35
15-2	Bingo Permit	Review an application for a Bingo Permit for a City Organization to be valid for up to one year.		\$ 137	\$ 140	\$ 144	\$ 144		0
15-3	Retail Firearm Permit	Review of a request to sell firearms within the City	New	\$ 963	\$ 978	\$ 994	\$ 1,012		0
15-4			Renewal	\$ 222	\$ 226	\$ 231	\$ 234		1
15-5	Block Party Permit	Review an application for a block party. (policy)		\$ 50	\$ 50	\$ 50	\$ 50	COUNCIL POLICY	65
15-6	Weapons Discharge Permit	Review an application for a weapons discharge permit within the City.		\$ 573	\$ 584	\$ 595	\$ 601		1

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Technical Support Services						
15-041-1	Fingerprint Card / Live Scan	Fingerprint a person on a card or process a live scan fingerprint. This is the City's charge in addition to any DOJ fees.		\$ 19	\$ 19	\$ 19
15-041-2	Digital Reproduction	Providing a Police audio recording upon request.	Audio	\$ 56	\$ 57	\$ 57
15-041-3			Video	\$ 127	\$ 128	\$ 129
15-041-4	Police Record Clearance Letter	Research and prepare clearance letter for individuals requesting the service.		\$ 42	\$ 42	\$ 43
15-041-5	Police Photos - Film & Digital	Providing copies of police photographs on request.	Per Photo / Page	\$ 5.10	\$ 5.15	\$ 5.20
15-041-6		Providing copies of police photographs on a CD upon request.	Per CD	\$ 8	\$ 9	\$ 9
Technical Support Services Cont.,						
15-041-7	Data Research and Release	Research and compilation of data in police records upon request.		\$ 102	\$ 103	\$ 104
15-041-8	Special Business - DOJ Check	Processing an individual who is involved in the operation of certain special businesses, which involves checking that individual against the DOJ's records.		\$ 870	\$ 882	\$ 895
15-041-9	Police Reports	Producing a copy of a police report upon request.		\$ 25	\$ 26	\$ 26
Community Affairs						
15-051-1	Alarm System Permit	Registration of new property alarms within the City.	New	\$ 54	\$ 54	\$ 54
15-051-2		Annual renewal of Alarm System Permits already registered within the City.	Renewal	\$ 25	\$ 25	\$ 25
15-051-3	Alarm School	An as-needed class providing education and information associated with registration of alarm permits within the City.		\$ 62	\$ 63	\$ 63
Jail Operations						
15-071-1	Booking Fee	Process an individual under arrest for booking.		\$ 250	\$ 252	\$ 255
Parking						
15-081-1	Impound Vehicle Release	Collection and release from the Lot of vehicles impounded by the City.	Lot Release	\$ 114	\$ 115	\$ 116
15-081-2		Collection and release in the field of vehicles impounded by the City.	Field Release	\$ 46	\$ 46	\$ 47
15-081-3	Vehicle Inspection / Correction	Inspect and sign-off correction required citations.		\$ 25	\$ 25	\$ 26
15-081-4	Boot Removal	Fee for removal of a parking boot, placed on vehicles due to non-payment of 5 or more city issued parking citations.		\$ 105	\$ 106	\$ 108
15-081-5	Handicap Violation Waiver - Admin Fee	Processing of handicap violation waiver.		\$ 25	\$ 25	\$ 26

Est. Annual Volume
200
40
40
20
30
4
2
0
0
250
2200
2
0
518
0
120
80
0

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New Ref #	Category	Description		Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee
Animal Services							
15-091-1	Animal Relinquishment	Pick up of dead animals for relinquishment on request.	Dead	\$ 103	\$ 104	\$ 105	\$ 107
15-091-2		Pick up of live animals for relinquishment on request.	Live Animal	\$ 206	\$ 208	\$ 210	\$ 213
15-091-4	Animal Pickup	Picking up an animal upon request that has been trapped.		\$ 38	\$ 38	\$ 38	\$ 39
15-091-5	Animal Quarantine Inspection	Inspection of a home and re-checks when an animal is required to be quarantined.		\$ 258	\$ 260	\$ 263	\$ 267
15-091-6	Dog Licenses	Control and licensing of animals within the City Limits. - 50% discount for seniors 60+ with income under \$12,000. - No Charge for handicapped, disabled or seeing eye dogs. - Late Penalty of 20% per month not to exceed 100%.	Spayed / Neutered	\$ 20	\$ 20	\$ 20	\$ 20
15-091-7			All Others	\$ 50	\$ 50	\$ 51	\$ 52
15-091-8			Duplicate Tag	\$ 4	\$ 4	\$ 4	\$ 4
Fire							
16-1	Fire Code Annual Permit	Review, issue and inspect a reoccurring annual Fire Department permit under Section 105 of the Uniform Fire Code.		\$ 214	\$ 217	\$ 219	\$ 223
16-2	Fire Code Permit	Issue a fire code permit for a facility or event involving a minor review and inspection under Section 105 of the Uniform Fire Code.	Minor	\$ 267	\$ 271	\$ 274	\$ 279
16-3		Review, issue and inspect a Fire Department permit for a major event.	Major Event	\$ 455	\$ 461	\$ 467	\$ 476
16-4	Fire Inspection - Special	Provide a special fire inspection of a facility or event. **Per hour		\$ 214	\$ 217	\$ 219	\$ 223
16-5	Annual Fire Code Permit Soundstage	Issue a fire code permit for a soundstage involving a major review and inspection. **Per year		\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667
16-6	Fire Code Permit Re-Inspection	Issuing a fire code permit, which requires a re-inspection. **Per hour		\$ 214	\$ 217	\$ 219	\$ 223
16-7	High Rise Structure - Annual Inspection	Annual review of a high-rise structure to ensure that it complies with code requirements.		\$ 748	\$ 758	\$ 768	\$ 782
16-8	Annual Business Fire Inspection	Providing an annual fire and life safety inspection of a business with the City. **No Charge for first two inspections	0-2,000 SF	\$ 265	\$ 268	\$ 271	\$ 276
16-9			2,000-10,000 SF	\$ 387	\$ 392	\$ 397	\$ 404
16-10			10,000+ SF	\$ 794	\$ 804	\$ 814	\$ 828
16-11			Complex Building	ACTUAL COST			
16-12	State Mandated Fire Inspection	Providing an annual fire and life safety inspection of day care or public institutions as listed in the State Fire Code.	Day Care 1-8 Children	\$ 214	\$ 217	\$ 219	\$ 223
16-13			Day Care 9+ Children	\$ 214	\$ 217	\$ 219	\$ 223
16-14			Other	\$ 214	\$ 217	\$ 219	\$ 223

AGREEMENT

Est. Annual Volume
2
2
75
1
2650
200
75
50
220
6
20
15
10
0
1040
105
55
0
20
10
20

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New Ref #	Category	Description		Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	
16-15	Residential Fire Sprinkler	Review a plan and inspect a residential fire sprinkler system for conformity with fire code requirements.	Plan Check	\$ 158	\$ 159	\$ 161	\$ 164	
16-16			Inspection	\$ 211	\$ 214	\$ 216	\$ 220	
16-17	Commercial Fire Sprinkler	Review a plan and inspect a commercial fire sprinkler system for conformity with fire code requirements.	Plan Check	\$ 277	\$ 280	\$ 283	\$ 288	
			Inspection:					
16-18			1-50 heads	\$ 264	\$ 268	\$ 271	\$ 276	
16-19			51-100 heads	\$ 478	\$ 484	\$ 491	\$ 499	
16-20			101+ heads	\$ 692	\$ 701	\$ 710	\$ 723	
16-21	Fire Alarm System	Review a plan and inspect a fire alarm system for conformity with fire code requirements.	Plan Check	\$ 211	\$ 214	\$ 216	\$ 220	
			Inspection:					
16-22			0-2,000 SF	\$ 211	\$ 214	\$ 216	\$ 220	
16-23			2,000-10,000 SF	\$ 318	\$ 322	\$ 326	\$ 332	
16-24			10,000+ SF	\$ 532	\$ 538	\$ 545	\$ 555	
16-25	Fire Protection System	Review a plan and inspect a fire protection system for conformity with fire code requirements.	Plan Check	\$ 264	\$ 268	\$ 271	\$ 276	
16-26				Inspection	\$ 425	\$ 430	\$ 436	\$ 443
16-27	Solar System	Review a plan and inspect a solar power system for conformity with fire code requirements. (policy)	Plan Check	\$ 50	\$ 50	\$ 50	\$ 50	
16-28				Inspection	\$ 50	\$ 50	\$ 50	\$ 50
Planning								
17-020-1	Use Permit	Use Permits:						
		Review an application for use permit for conformity with code requirements.	Use Permit	\$ 6,137	\$ 6,207	\$ 6,287	\$ 6,396	
17-020-2		Review an application for a master use permit for conformity with code requirements.	Master	\$ 9,468	\$ 9,578	\$ 9,703	\$ 9,875	
		Master Use Permits:						
17-020-3			Review an application to amend a master use permit for conformity with code requirements	Amendment	\$ 4,915	\$ 4,972	\$ 5,037	\$ 5,126
17-020-4		Review an application for a conversion to a master use permit from a use permit for conformity with code requirements.	Conversion	\$ 4,512	\$ 4,564	\$ 4,623	\$ 4,704	
17-020-5	Planned Development	Review an application for a Commercial Planned Development for conformity with code requirements.	Commercial	\$ 8,957	\$ 9,061	\$ 9,179	\$ 9,342	
17-020-6		Review an application for a Residential Planned Development for conformity with code requirements.	Residential	\$ 5,988	\$ 6,058	\$ 6,136	\$ 6,244	
17-020-7		Review an application for a Sr. Citizen Residential Planned Development for conformity with code requirements.	Sr. Citizen Residential	\$ 5,988	\$ 6,058	\$ 6,136	\$ 6,244	

COUNCIL  
POLICY  
COUNCIL  
POLICY

Est. Annual Volume
150
150
50
12
25
13
50
44
4
2
10
10
0
0
4
0
0
0
0
0

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New Ref #	Category	Description		Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee
Planning Cont.,							
17-020-8	Coastal Development Permit	Review an application for a coastal development that involves a public hearing in an appealable area or an administrative permit, or a request to transfer an ownership of a coastal development permit.	Administrative	\$ 1,274	\$ 1,287	\$ 1,303	\$ 1,324
17-020-9			Hearing	\$ 4,673	\$ 4,727	\$ 4,787	\$ 4,871
17-020-10			Hearing w / another discretionary application	\$ 2,061	\$ 2,083	\$ 2,108	\$ 2,142
17-020-11			Transfer	\$ 159	\$ 160	\$ 162	\$ 165
17-020-12	Variance	Review an application for a variance from the terms of the Zoning Code.		\$ 5,934	\$ 6,001	\$ 6,078	\$ 6,184
17-020-13	Minor Exception	Review a proposed minor exception from the terms of the Zoning Code.	Without Notice	\$ 1,418	\$ 1,434	\$ 1,452	\$ 1,477
17-020-14			W / Notice or 3,000+ sq. ft.	\$ 1,908	\$ 1,929	\$ 1,952	\$ 1,985
17-020-15	Sign Exception	Review a proposed sign exception from the terms of the Zoning Code.		\$ 3,917	\$ 3,962	\$ 4,012	\$ 4,082
17-020-16	Environmental Assessment Neg Dec	Reviewing circumstances and preparing an initial study and declaring whether or not a proposed project will have an adverse impact on the environment in accordance with CEQA requirements (Same as Negative Declaration Review).		\$ 3,006	\$ 3,040	\$ 3,079	\$ 3,133
17-020-17	Tentative Parcel Map Review	Reviewing a tentative parcel (4 or fewer lots / units) map to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Administrative	\$ 1,276	\$ 1,291	\$ 1,309	\$ 1,333
17-020-18			Hearing	\$ 3,470	\$ 3,511	\$ 3,557	\$ 3,622
17-020-19			Hearing w / another discretionary application	\$ 1,343	\$ 1,359	\$ 1,377	\$ 1,402
17-020-20	Tentative Tract Map Review	Reviewing a tentative tract map (more than 4 lots or units) to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Administrative	\$ 3,960	\$ 4,007	\$ 4,060	\$ 4,134
17-020-21			Hearing w / another discretionary application	\$ 1,278	\$ 1,294	\$ 1,313	\$ 1,338
17-020-22	Lot Line Adjustment	Reviewing the proposed change to the property boundary into fewer lots and issuing a certificate of compliance.		\$ 1,106	\$ 1,119	\$ 1,133	\$ 1,153
17-020-23	Certificate of Compliance	Review of records in order to determine compliance with the Subdivision Map Act.		\$ 1,586	\$ 1,604	\$ 1,625	\$ 1,653
17-020-24	Development Permit Amendment	Review an application for amending a Use Permit, Variance, Development Agreement, Residential, Commercial, or Senior Citizen Residential Planned Development.		\$ 4,747	\$ 4,801	\$ 4,864	\$ 4,949
17-020-25	Telecomm. Antenna Permit	Review an application for a Telecommunications Antenna Permit in order to ensure that it conforms to code requirements.	New	\$ 2,635	\$ 2,665	\$ 2,699	\$ 2,746
17-020-26			New in Public R-O-W	\$ 2,987	\$ 3,022	\$ 3,063	\$ 3,118
17-020-27			Amendment	\$ 1,125	\$ 1,138	\$ 1,152	\$ 1,172
17-020-28			Amendment in Public R-O-W	\$ 1,301	\$ 1,317	\$ 1,334	\$ 1,358
17-020-29	Small Day Care Center Permit	Review of a small day care center to ensure that it complies with code requirements.		\$ 316	\$ 320	\$ 323	\$ 329
17-020-30	Large Family Day Care Home Permit	Review an application for a permit for a large family day care home to ensure that it complies with code requirements, as well as inspecting the site.		\$ 1,176	\$ 1,189	\$ 1,204	\$ 1,225

Est. Annual Volume
29
3
6
0
2
5
25
0
2
5
2
5
0
0
2
0
2
6
0
2
0
1
0

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New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	
Planning Cont.,							
17-020-31	Group Entertainment Permit	Review an initial application for Class I (on-going) permit or a Class II (one-occasion) which allows for entertainment either incidental with the business being conducted or for which admission is being charged.					
17-020-32		Class I	\$ 582	\$ 589	\$ 597	\$ 607	
		Class II	\$ 635	\$ 643	\$ 652	\$ 662	
17-020-33		Review an application for renewing an ongoing Class I Group Entertainment Permit.					
		Renewal	\$ 406	\$ 412	\$ 418	\$ 424	
17-020-34	Alcohol License Public Determination	Review of a public determination of convenience and necessity of a proposed alcohol license	\$ 1,753	\$ 1,773	\$ 1,796	\$ 1,828	
17-020-35	Alcohol / Live Music	Add-on to specific development permits regarding alcohol and live music.	\$ 104	\$ 107	\$ 110	\$ 110	
17-020-36	Bodywork (Massage)	Review an application for an owner of bodywork (massage) business for compliance with City codes and standards.	Application - Owner	\$ 384	\$ 388	\$ 393	\$ 399
17-020-37		Review an application to change a business location for a bodywork operation.	Business Location Change	\$ 334	\$ 338	\$ 341	\$ 346
17-020-38		Review documentation of a bodywork (massage) application which is associated with another special type of business and meets certain criteria.	Exemption	\$ 334	\$ 338	\$ 341	\$ 346
17-020-39	Sign Permit	Review an application for a permanent sign for conformity with code requirements.	Single Tenant	\$ 313	\$ 317	\$ 320	\$ 325
17-020-40			Multi Tenant	\$ 471	\$ 476	\$ 481	\$ 489
17-020-41			Face Change	\$ 124	\$ 125	\$ 127	\$ 129
17-020-42		Review an application for a temporary sign for conformity with code requirements. **Performance Bond also required.	Temporary	\$ 219	\$ 221	\$ 223	\$ 227
17-020-43	Sign Program	Administrative review of an application for a sign program for conformity with code requirements.	\$ 768	\$ 775	\$ 785	\$ 797	
17-020-44	Temporary Use Permit	Review an application for an administrative permit for a temporary use permit.	\$ 756	\$ 765	\$ 775	\$ 787	
17-020-45	Home Occupation Permit	Review an application for a home occupation business use for conformity with zoning regulations.	\$ 63	\$ 64	\$ 64	\$ 65	
17-020-46	Tree Trimming Permit	Processing an applications for a R-O-W permit to trim trees.	\$ 63	\$ 64	\$ 64	\$ 65	
17-020-47	Cultural Landmark Designation	Review an application for cultural landmark designation for a specific building or parcel at the request of the property owner.	\$ 2,556	\$ 2,584	\$ 2,616	\$ 2,661	

Est. Annual Volume
0
0
6
0
3
0
0
2
64
26
15
25
2
5
85
5
10

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Planning Cont.,									
17-020-48	Appeals	Process an appeal to the Planning Commission of an administrative decision.	Appeal to PC - Admin	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	1
17-020-49		Appeal an administrative decision to the City Council.	Appeal to CC - Admin	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	0
17-020-50		Appeal of a Park & Public Improvement Commission decision to the City Council.	Appeal to CC - PPIC (Traffic)	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	2
17-020-51			Appeal to CC - PPIC (Encroachment)	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	0
17-020-52		Process an appeal to the City Council of a Planning Commission decision.	Appeal to CC - PC	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	0
17-020-53	Public Hearing Notice	Sending public hearing notices to surrounding neighbors of a proposed development, as required under the terms of the Zoning Code.		\$ 69	\$ 70	\$ 70	\$ 72		28
17-020-54	Continuance	Review of a request by the applicant to continue the review of a development application to a future meeting prior to the meeting.	Standard	\$ 442	\$ 447	\$ 453	\$ 460		4
17-020-55			Extra Meeting	\$ 2,773	\$ 2,805	\$ 2,842	\$ 2,892		0
17-020-56	Time Extension Plan Review	Review administratively a request for an extension of time to complete a planning entitlement.	Administrative	\$ 313	\$ 317	\$ 321	\$ 327		2
17-020-57		Review an application for a time extension for completing a planning entitlement based upon the discretion of the Planning Commission.	Discretionary	\$ 2,239	\$ 2,265	\$ 2,294	\$ 2,334		0
17-020-58	Encroachment Permit	Review a permit for a right-of-way (permanent) encroachment.	R-O-W Development	\$ 1,554	\$ 1,573	\$ 1,594	\$ 1,624		35
17-020-59		Review a permit for transfer, revision, or minor permanent encroachment.	Transfer / Revision / Minor	\$ 728	\$ 736	\$ 745	\$ 758		30
17-020-60	City Fence Agreement	Review of a proposed non-standard fence which abuts the public right-of-way		\$ 304	\$ 308	\$ 312	\$ 319		3
17-020-61	Tree Permit - Private Property	Remove, replace, or protect a tree on private property under the terms of the Tree Ordinance.	Dead / Dying Tree	\$ 308	\$ 311	\$ 315	\$ 320		9
17-020-62			Removal / Replacement	\$ 261	\$ 264	\$ 267	\$ 271		9
17-020-63			Protection	\$ 344	\$ 346	\$ 349	\$ 352		12
17-020-66	New / Change Building Address Process	Processing a request to number or re-number a building lot.	Minor	\$ 328	\$ 331	\$ 335	\$ 339		15
17-020-67			Major	\$ 867	\$ 876	\$ 886	\$ 899		15
17-020-68	Planning Extra Plan Check	An hourly fee for plan checks over the standard number of plan checks within the Planning Dept.		\$ 145	\$ 147	\$ 149	\$ 151		0
17-020-69	Document Recording	Recording of documents with the County, per page.		\$ 9	\$ 9	\$ 9	\$ 9		0
17-020-70	Zoning Business Review	Review of a new business for conformance with Zoning Codes.		\$ 66	\$ 66	\$ 67	\$ 68		85
17-020-71	Outdoor Display Permit	Review an application to issue a permit for an outdoor display of merchandise in order to ensure conformity with code requirements.		\$ 154	\$ 156	\$ 158	\$ 160		10
17-020-72	Temporary Encroachment Permit	Review an application to issue a permit for a sidewalk dining permit in order to ensure conformity with code requirements.		\$ 272	\$ 275	\$ 278	\$ 283		2
17-020-73	Zoning Report	Providing written report on the zoning regulations for a particular property.		\$ 516	\$ 521	\$ 527	\$ 535		5



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Planning Cont.,							
17-020-74	Zoning Code Interpretation	Reviewing a request for an interpretation of the Municipal Code regarding zoning and issuing a Report on it.		\$ 444	\$ 449	\$ 455	\$ 463
17-020-75	Final Parcel Map Review	Reviewing final parcel map to determine extent to which it complies with appropriate code requirements. **Map Copy Deposit of \$500		\$ 513	\$ 520	\$ 528	\$ 539
Building							
17-030-17	Plan Check / Inspection - Landscape & Irrigation	Review an application for landscape and irrigation to conform to code requirements.	SFR 0 - 7,500 Sq. Ft.	\$ 572	\$ 578	\$ 585	\$ 595
17-030-18			MFR / Comm. / SFR > 7,500 Sq. Ft.	\$ 1,079	\$ 1,091	\$ 1,104	\$ 1,122
17-030-19	Building Extra Plan Check	Plan Checks over the standard number of plan checks within the Bldg Dept.	Processing Fee	\$ 51	\$ 51	\$ 52	\$ 53
17-030-20			Hourly Rate	\$ 142	\$ 144	\$ 146	\$ 149
17-030-21	Re-inspection / Extra Inspection	Request for a reinspection or extra inspection over the standard number of inspections of a building site. (1 hr minimum)	Processing Fee	\$ 34	\$ 34	\$ 34	\$ 35
17-030-22			Hourly Rate	\$ 120	\$ 121	\$ 123	\$ 125
17-030-23	Bldg After Hours Inspection	Inspection requested after hours or on a weekend. (4 hr min.)	Base Fee	\$ 513	\$ 519	\$ 525	\$ 535
17-030-24			Each Addl. Hour	\$ 120	\$ 121	\$ 123	\$ 125
17-030-25	Special Request Inspection	Special investigations during normal working hours for extraordinary site review or for which a permit is not needed.	Processing Fee	\$ 34	\$ 34	\$ 34	\$ 35
17-030-26							
			Hourly Rate	\$ 114	\$ 115	\$ 117	\$ 119
17-030-27	Construction Operation After Hours	Reviewing an application for construction operation for work done after hours.		\$ 179	\$ 181	\$ 183	\$ 186
17-030-28	Building Demolition	Plan review and inspection of a building demolition to ensure compliance with City Codes.	Base Fee (0-4 corners)	\$ 523	\$ 529	\$ 535	\$ 544
17-030-29			Ea. Addl. Corner (per corner)	\$ 65	\$ 66	\$ 66	\$ 67
17-030-30	Moving a Building	Review an application for moving a building within the City.		\$ 3,204	\$ 3,245	\$ 3,290	\$ 3,353
17-030-31	Sewer Cap	Inspecting the capping of a sewer line to ensure compliance with City Codes.		\$ 40	\$ 40	\$ 41	\$ 42
17-030-32	Water Service Determination	Processing a water service determination request.		\$ 101	\$ 102	\$ 103	\$ 105
17-030-33	Construction Site Sign Production	Processing and production of contractor information signs for construction sites.	Base Fee	\$ 25	\$ 26	\$ 26	\$ 26
17-030-34			Per Sign	\$ 30	\$ 30	\$ 30	\$ 30
17-030-35	Deputy Inspector Certification	Reviewing a request for a deputy inspector certification.		\$ 34	\$ 34	\$ 34	\$ 35
17-030-36	Building Permit Transfer	Transfer the ownership of a building permit.		\$ 51	\$ 51	\$ 52	\$ 53
17-030-37	Restamping of Approved Plans	Restamping of plans which were approved and stamped, but which were lost by the owner.		\$ 152	\$ 153	\$ 155	\$ 158

Est. Annual Volume
2
10
10
15
0
0
0
0
0
0
0
0
5
50
5
0
50
30
100
0
15
10
5



**PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE**  
**Attachment - A (Reso. 16-0037)**

New Ref #	Category	Description		Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee
Building Cont.,							
17-030-38	Residential Bldg Records Report	Provide a building records report on an address.	Per Application	\$ 297	\$ 301	\$ 304	\$ 309
17-030-39			Duplicate	\$ 51	\$ 51	\$ 52	\$ 53
17-030-40	Temporary Certificate of Occupancy	Review and approve a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.	Certificate - Residential	\$ 729	\$ 738	\$ 748	\$ 761
17-030-41			Certificate - Commercial	\$ 1,689	\$ 1,709	\$ 1,730	\$ 1,760
17-030-42			Extension	\$ 227	\$ 230	\$ 233	\$ 237
17-030-43	Board of Building Appeals	Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.		\$ 465	\$ 471	\$ 479	\$ 488
17-030-47	Garage Sale Permit	Review an application for a garage and yard sale permit. The municipal code allows 3 permits per household per year.		\$ 8	\$ 8	\$ 8	\$ 8
17-030-48	Comm Dev Refund Processing	Processing a refund of a Community Development fee due to the actions of the applicant.		\$ 88	\$ 89	\$ 90	\$ 92
17-030-49	Comm. Dev. Record Retention	Retaining a permanent copy on microfiche of records in Community Development.	Base Fee	\$ 34	\$ 34	\$ 34	\$ 35
17-030-50			Per Sheet Smaller than 11x17	\$ 2.00	\$ 2	\$ 2	\$ 2
17-030-51			Per Sheet Larger than 11x17	\$ 3.00	\$ 3	\$ 3	\$ 3
17-030-52			CD	\$ 51	\$ 51	\$ 52	\$ 53
17-030-54			Data Extraction:	\$ 65	\$ 66	\$ 66	\$ 67
Traffic Engineering							
17-050-1	Parking / Traffic Review	Review of parking / traffic conditions for development permits, including environmental assessment and amendment to development permits.	Development Permits	\$ 1,101	\$ 1,114	\$ 1,129	\$ 1,149
17-050-2			Env. Assessment / Amendment to Dev. Permits	\$ 680	\$ 689	\$ 698	\$ 711
17-050-3	Parking - Temporary for Construction	Temporary parking per vehicle for construction purposes (monthly) or moving vans and may be issued in advance up to 3 months and renewed thereafter.		\$ 78	\$ 78	\$ 79	\$ 80
17-050-4	Parking - Temporary Construction Loading Zone	Temporary parking for construction purposes, where no parking spaces are available.		\$ 337	\$ 339	\$ 342	\$ 346
17-050-5	Parking Request	Administrative Review of a parking-related issue, such as a request for a red zone or disabled parking space.		\$ 100	\$ 100	\$ 100	\$ 100
17-050-6	Traffic Request	Administrative Review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.		\$ 100	\$ 100	\$ 100	\$ 100
17-050-7	Stop Sign Request (2nd Request)	Processing a request to install a stop sign following initial denial / approval.		\$ 500	\$ 500	\$ 500	\$ 500
17-050-8	Appeal to PPIC	Appeal an administrative decision to the Parking & Public Improvement Commission.	Traffic	\$ 500	\$ 500	\$ 500	\$ 500
17-050-9			Encroachment	\$ 500	\$ 500	\$ 500	\$ 500

COUNCIL  
POLICY

COUNCIL  
POLICY

COUNCIL  
POLICY

COUNCIL  
POLICY

Est. Annual Volume
450
40
30
10
2
0
0
50
0
0
0
0
0
20
10
6
10
12
12
2
2
0

**PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE**  
**Attachment - A (Reso. 16-0037)**

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	
Public Works							
18-011-1	Barricade Rental	Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for block parties. This permit includes two 8' Street Closure Barricades.	Block Party Package	\$ 25	\$ 25	\$ 26	\$ 26
18-011-2		Assist residents with the daily rental of delineators, 18 inch cones and temporary no parking cardboard signs for moving purposes.	Moving Package - Standard	\$ 30	\$ 30	\$ 30	\$ 30
18-011-3		*Includes the price of the delineators and signs.	Moving Package - Deluxe	\$ 45	\$ 45	\$ 45	\$ 45
Civil Engineering							
18-021-1	Final Tract Map Review	Reviewing the final tract map to determine extent to which it complies with appropriate code requirements. **Map Copy Deposit of \$500	Application	\$ 710	\$ 720	\$ 732	\$ 748
18-021-2	New / Relocate Utility Pole	Review a request for a new or relocated utility pole.	Standard	\$ 1,993	\$ 2,019	\$ 2,050	\$ 2,091
18-021-3		Review a request for a new or relocated utility pole requiring PPIC review.	PPIC Review	\$ 2,487	\$ 2,521	\$ 2,560	\$ 2,614
18-021-4	Right-Of-Way Permits	Excavation Permit: Inspection of any utility-based excavation in the public right-of-way.					
			Non-Utility	\$ 221	\$ 223	\$ 226	\$ 231
18-021-5		Inspection of any utility-based excavation in the public right-of-way.	Utility 0-25 l.f.	\$ 376	\$ 381	\$ 386	\$ 393
18-021-6			Utility 26-100l.f.	\$ 481	\$ 487	\$ 494	\$ 503
18-021-7		**Performance bond also required.	Per l.f. over 25	\$ 1.85	\$ 1.88	\$ 1.90	\$ 2
18-021-8			Utility - 100+l.f.	\$ 620	\$ 628	\$ 637	\$ 650
18-021-9			Per l.f. over 100	\$ 1.85	\$ 1.88	\$ 1.90	\$ 1.94
18-021-10	Right-Of-Way Permits	Temporary Encroachment: Review a permit for a temporary encroachment into the public right-of-way.					
			Permit	\$ 239	\$ 241	\$ 244	\$ 247
18-021-11		Review a permit for a temporary encroachment into the public right-of-way including a lane closure.	If lane closure required	\$ 886	\$ 898	\$ 912	\$ 931
18-021-12	Traffic Control Plan	Review of traffic control plans relating to excavation or temporary encroachment permits.	Plan Review	\$ 580	\$ 588	\$ 598	\$ 612
18-021-13		*Per Day	Inspection*	\$ 209	\$ 212	\$ 216	\$ 220
18-021-14	Sandblasting Permit	Review a permit for sandblasting in order to ensure conformity with code requirements. Inspect site if deemed necessary.		\$ 108	\$ 110	\$ 111	\$ 113
18-021-15	Wide / Oversize Vehicle Review	To review the plans for moving a wide / oversize vehicle through the city. **Set by State Law.		\$ 16	\$ 16	\$ 16	\$ 16

Est. Annual Volume
25
12
13
3
10
0
47
50
25
0
4
0
91
10
0
0
9
0

**PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE**  
**Attachment - A (Reso. 16-0037)**

New Ref #	Category	Description		Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee
Civil Engineering Cont.,							
18-021-16	Vehicle Sidewalk or Walk Street	Issue a permit to a resident to operate a vehicle on the sidewalk or walk street. **Performance bond also required.		\$ 326	\$ 330	\$ 334	\$ 340
18-021-17	Blueprint / Map Reproduction	Provide a copy of a blueprint or a map. Including research and retrieval of documents.	Up to 24 x 36	\$ 5	\$ 5	\$ 5	\$ 5
18-021-18			Over 24 x 36	\$ 21	\$ 21	\$ 21	\$ 21
18-021-19	GIS Printout	Processing a request for a copy of a GIS printout. *Material costs not included.		\$ 58	\$ 58	\$ 58	\$ 58
Maintenance							
18-032-1	Tree Removal Permit	**Per tree deposit of \$150		\$ 201	\$ 203	\$ 206	\$ 210
18-032-2	News Rack Permit	Issue and review a permit for a news rack.	New Location	\$ 160	\$ 162	\$ 165	\$ 169
18-032-3			Renewal	\$ 45	\$ 46	\$ 47	\$ 48
Utilities							
18-1	Commercial SUSMP Review	Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.		\$ 736	\$ 747	\$ 759	\$ 776
18-2	Temporary Water Meter Rental	Install or move a temporary 3" fire hydrant meter at a construction site.	Installation	\$ 93	\$ 94	\$ 95	\$ 97
18-3			Move	\$ 74	\$ 75	\$ 76	\$ 77
18-4	Water Meter Test	Field or bench calibration of a water meter upon a request by a resident or business.	5/8", 3/4", or 1" meter	\$ 242	\$ 244	\$ 247	\$ 250
18-5			1.5"+ meter	\$ 316	\$ 319	\$ 322	\$ 327
18-6	Water Service Turn-On	Turning on water service after water service has been turned off to a residence or business for contractor to work on water system or for non-payment of water bill. **\$15 collection for payment in the field. ***5% Penalty on unpaid water bills (per Reso. 5726).	Monday - Thursday 8 am - 4:30 pm	\$ 46	\$ 46	\$ 47	\$ 47
18-7			Afterhours, weekends, or holidays	\$ 211	\$ 213	\$ 215	\$ 218
18-8	Water Meter Installation	Installation of new water meter upon request	3/4' - 1" meter	\$ 68	\$ 69	\$ 70	\$ 71
18-9		**Material costs not included	1" - 1.5" meter	\$ 118	\$ 119	\$ 120	\$ 122
18-10			2"+ meter	ACTUAL COST			
18-11	F.O.G. & Clean Bay Restaurant Inspections	Annual inspection of kitchen equipment/fixtures and Best Management Practices for compliance with stormwater and wastewater regulation compliance.	Initial Inspection	\$ 197	\$ 198	\$ 199	\$ 200
18-12			Follow-up Inspection	\$ 108	\$ 108	\$ 108	\$ 109
18-13	Clean Bay Restaurant Inspection for Stormwater Permit Compliance	Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance. **Plus additional County Fees		\$ 202	\$ 202	\$ 203	\$ 204
18-14	Waste Management Plan	Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.		\$ 246	\$ 247	\$ 249	\$ 252

Est. Annual Volume
0
100
0
0
0
0
0
10
65
5
10
5
0
0
490
30
100
0
0
130
1
177
325

**PROPOSED SCALED PLAN CHECK & BUILDING PERMIT W/INSPECTION**  
Attachment - A (Reso. 16-0037)

Category	Plan Check				Building Permit w/Inspection				Est. Annual Volume
Project Valuation Sliding Scale	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	FY15-16 Estimate
<b>Project Valuation - \$1.00 to \$500.00</b>	\$ 67.80	\$ 70.56	\$ 71.54	\$ 72.88	\$ 52.99	\$ 54.45	\$ 55.10	\$ 56.02	38
<b>Project Valuation - \$500.00 to \$2,000</b>									
First \$500	\$ 67.80	\$ 70.56	\$ 71.54	\$ 72.88	\$ 52.99	\$ 54.45	\$ 55.10	\$ 56.02	151
Each Additional \$100 or fraction thereof	\$ 9.04	\$ 9.41	\$ 9.54	\$ 9.72	\$ 10.60	\$ 10.89	\$ 11.02	\$ 11.20	
<b>Project Valuation - \$2,001 to \$25,000</b>									
First \$2,000	\$ 203.39	\$ 211.69	\$ 214.61	\$ 218.64	\$ 211.94	\$ 217.81	\$ 220.38	\$ 224.09	850
Each Additional \$1,000 or fraction thereof	\$ 20.63	\$ 18.41	\$ 18.66	\$ 19.01	\$ 21.89	\$ 22.49	\$ 22.76	\$ 23.14	
<b>Project Valuation - \$25,001 to \$50,000</b>									
First \$25,000	\$ 677.95	\$ 635.08	\$ 643.83	\$ 655.93	\$ 715.31	\$ 735.09	\$ 743.79	\$ 756.29	159
Each Additional \$1,000 or fraction thereof	\$ 32.54	\$ 31.05	\$ 31.48	\$ 32.07	\$ 21.19	\$ 22.87	\$ 23.14	\$ 23.53	
<b>Project Valuation \$50,001 to \$100,000</b>									
First \$50,000	\$ 1,491.50	\$ 1,411.28	\$ 1,430.73	\$ 1,457.63	\$ 1,245.16	\$ 1,306.83	\$ 1,322.30	\$ 1,344.51	84
Each Additional \$1,000 or fraction thereof	\$ 8.14	\$ 9.88	\$ 10.02	\$ 10.20	\$ 21.72	\$ 19.60	\$ 19.83	\$ 20.17	
<b>Project Valuation \$100,001 to \$500,000</b>									
First \$100,000	\$ 1,898.27	\$ 1,905.23	\$ 1,931.49	\$ 1,967.80	\$ 2,331.36	\$ 2,286.96	\$ 2,314.02	\$ 2,352.90	96
Each Additional \$1,000 or fraction thereof	\$ 1.36	\$ 7.23	\$ 7.33	\$ 7.47	\$ 8.48	\$ 8.17	\$ 8.26	\$ 8.40	
<b>Project Valuation \$500,001 to \$1,500,000</b>									
First \$500,000	\$ 2,440.63	\$ 4,798.35	\$ 4,864.50	\$ 4,955.94	\$ 5,722.44	\$ 5,554.04	\$ 5,619.77	\$ 5,714.19	78
Each Additional \$1,000 or fraction thereof	\$ 0.88	\$ 6.92	\$ 7.01	\$ 7.14	\$ 7.42	\$ 8.06	\$ 8.15	\$ 8.29	
<b>Project Valuation - \$1,500,001 to \$3,500,000</b>									
First \$1,500,000	\$ 3,321.97	\$ 11,713.61	\$ 11,875.09	\$ 12,098.32	\$ 13,140.42	\$ 13,612.84	\$ 13,773.96	\$ 14,005.36	4
Each Additional \$1,000 or fraction thereof	\$ 0.44	\$ 5.57	\$ 5.65	\$ 5.76	\$ 3.71	\$ 8.44	\$ 8.54	\$ 8.68	
<b>Project Valuation - \$3,500,001 to \$7,500,000</b>									
First \$3,500,000	\$ 4,203.31	\$ 22,862.71	\$ 23,177.89	\$ 23,613.59	\$ 20,558.40	\$ 30,492.76	\$ 30,853.66	\$ 31,372.00	2
Each Additional \$1,000 or fraction thereof	\$ 0.44	\$ 3.56	\$ 3.61	\$ 3.68	\$ 5.00	\$ 3.59	\$ 3.64	\$ 3.70	
<b>Project Valuation - \$7,500,000 and Over</b>									
First \$7,500,000	\$ 5,965.98	\$ 37,116.62	\$ 37,628.31	\$ 38,335.64	\$ 40,558.40	\$ 44,867.92	\$ 45,398.96	\$ 46,161.65	2
Each Additional \$1,000 or fraction thereof	\$ 0.44	\$ 2.35	\$ 2.38	\$ 2.43	\$ 5.00	\$ 2.37	\$ 2.40	\$ 2.44	