

SAN MARCOS

DISCOVER LIFE'S POSSIBILITIES

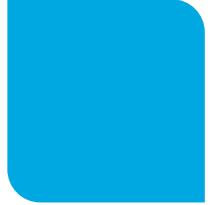
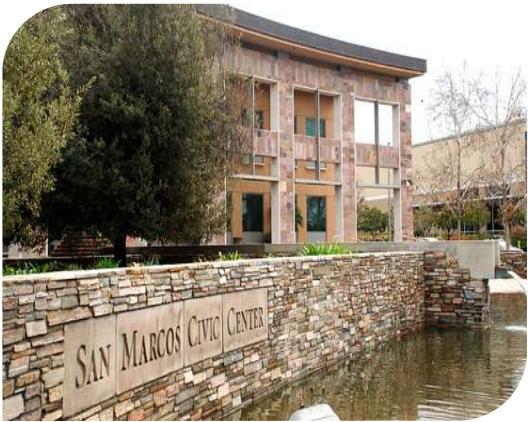


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Executive Summary

The City of San Marcos engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify the full cost of providing City services and the recommended level of recovery as determined through discussion with departmental staff.

A comparative analysis was performed to measure some common fees against those of surrounding jurisdictions. The analysis indicated that current fees are far below the average assessed by other agencies. Furthermore, the fees as recommended by this study would be largely in line or below these averages. All proposed fees are at or less than the City's full cost of providing the service, regardless of the fee charged by surrounding jurisdictions. The sample comparison is included in the appendix of this report.

The recommended fees identified herein are either at or less than full cost recovery. Subsidizing fees for certain services can be a strategic tool to encourage certain types of permits to be sought. For instance, by attaining less than full cost recovery on safety-related building permits, the City can encourage compliance with safety standards without placing an excessive financial burden on residents or businesses. Similarly, ensuring lower fees on other types of permits can be a tool that is supportive of small businesses, stimulating economic growth. By reducing barriers to entry, the City can attract new businesses and foster a more vibrant local economy.

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User Fee Background

Background

As part of a cost recovery strategy, local governments adopt user fees to fund “private benefit” programs and services that provide either a limited or no direct benefit to the community as a whole. Most of these user fee services are paid for with General fund money. Fees that allow higher cost recovery reduce the general tax monies the City must use to subsidize private benefit programs and services. The general tax revenue is then available to provide other community-wide benefits. Unlike most revenue sources, cities have more control over the levels to which they wish to subsidize user fees or alternately to recover costs.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. In this fee study, all proposed fees are equal to or less than the City’s estimated cost of providing the associated service.

California User Fee History

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service. Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Accordingly, cities have few options for generating new revenues. Compounding this limitation, the State of California took a series of actions in the 1990’s and 2000’s that severely reduced local tax revenues. An example is 2004-05 for Educational Revenue Augmentation Funds (“ERA”), which shifts local property tax and vehicle license fee revenues from cities, counties, and special districts to a State-controlled fund.

Other voter initiatives have sought to redefine regulatory fees. In 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person’s activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of this study fell under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty. As such, the “private benefit” programs and services covered in this study are not subject to Proposition 26, and the City may determine as a policy decision the amount of each fee to be assessed, up to 100% recovery of the City’s actual costs of rendering the service or program.

Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefiting a limited number of users that provide either a limited or no direct benefit to the community as a whole. User Fees recover costs associated with the provision of specific services benefiting the private user, thereby reducing the General Fund monies needed to subsidize such private benefit services. The general tax revenue is then available to provide other community-wide benefits.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments, such as financial or human resources support. Central services support cost allocations were incorporated using the indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. Commonly used inflators are the Consumer Price Index (CPI) or Engineering News Record (ENR) as they are widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a city's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.

Study Objective

The City of San Marcos needs a variety of tools to efficiently manage limited resources and adequately respond to increased service demands. These tools provide assurance that the City has the best information and resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. A User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that it provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, for each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following San Marcos departments and fee groups:

- Development Services - Building
- Development Services - Planning
- Development Services - Engineering
- Fire
- Business Licenses

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the allowable amount that may be collected. As a policy decision, the City may decide to subsidize one or more fees, thereby reducing the fee to an amount less than the City’s full cost to provide the associated program or service.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. To ensure adherence with this standard, every component of the fee study process included a thorough review. Budget figures, time estimates, and improvement valuations provided the basis to calculate the full cost of providing each service.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements included in the calculation of fully burdened rates are:

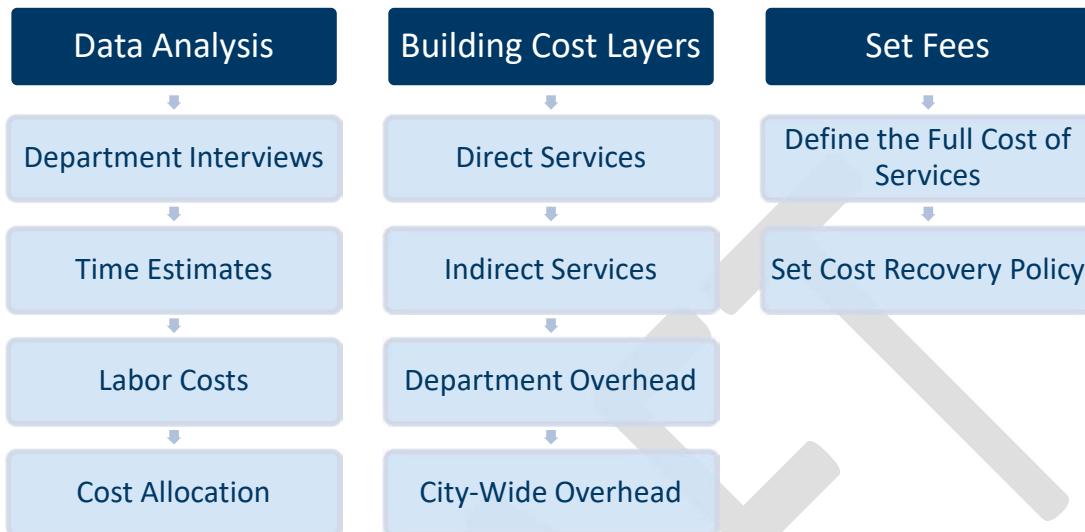
- Salaries & benefits of personnel
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect citywide overhead costs calculated through the Cost Allocation Plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate the cost of the personnel time that is involved in providing each service.

Summary Steps of the Study

The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that combine to constitute the fully burdened cost of a service ([Appendix C](#)). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and central services overhead. Departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, as provided via the City's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



Methodology

The three methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor, material, and 3rd party costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the staff effort required to complete the service. This approach is commonly used for certain User Fees in the Building Division and improvement plan review and inspection fees in the Engineering Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Valuation-based fees can adjust as project sizes scale. Land cost is not included in the valuation.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be in question. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- Internal and external reviews
- Cross-checking
- Select cross-jurisdiction comparisons

Reasons for cost increases/decreases over current fees

Appendix E identifies the difference between the full cost of providing each service as calculated through the study and the current fee schedule. Differences between the two can arise from a number of possible factors including:

- Previous fees may have been intentionally subsidized based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Vehicle and Facility Maintenance support costs
 - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the City as a whole, may affect the costs to provide a given service

City Staff Contributions in Determining Reasonable Costs

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

San Marcos User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in [Appendix E](#). Full cost recovery is determined by summing the estimated amount of time each staff classification spends to render a service. Time estimates for each service rendered were predominantly determined by Willdan and City staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be desirable to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost-of-service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

Summary

If the City's principal goal of this study was to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost-of-service study, and fees can be set at other levels to address impact on demand as well as to address City priorities. For example, by not fully recovering costs for safety-related building permits, the City can promote adherence to safety standards without imposing significant financial strain on residents or businesses. Similarly, reducing fees for other permit types can support small businesses, fostering economic growth. By selectively subsidizing certain types of fees, the City can further its policy objectives while preserving some General Fund monies to be used for the benefit of the community as a whole. Accordingly, City staff have reviewed the full costs and identified the recommended cost recovery fee levels for consideration by City Council. The attached appendices exhibit these unit fees.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix E](#) of this report.

Development Services - Building

The Building Division protects the life, property, and welfare of the community by enforcing laws, codes, and ordinances that regulate all building and parking activities in San Marcos. The division oversees plan checks, new construction and housing inspections, and code enforcement activity in accordance with state law.

Analysis

Willdan individually evaluated the services and programs associated with the Development Services Department. For flat fees and those that do not utilize a programmatic approach or valuation for Building services, we determined the reasonable cost of each fee using the direct cost of staff and a pro-rata share of departmental costs, including indirect costs for City Central Services in a standard cost build-up approach. The analysis found that service fees are currently set below their full costs. Staff is recommending the fees to be adjusted as detailed in [Appendix E](#). As a result, there would be:

- An increase to 93 fees;
- 70 fees would remain as currently set;
- 32 new fees would be added;
- 30 fees, all new residential commercial construction, including tenant improvement would change from a flat charge to a valuation-based fees;
- 10 fees would decrease;
- 1 fee would change to a direct staff cost from an hourly rate fee;
- 1 fee would change to a burdened staff rate from a per SF fee, and;
- 2 fees would change to a flat fee from a direct cost and per amp fee.

For the fees that will convert from flat to valuation based, the valuation would be used as a proxy for measuring the amount of effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that trend. A multiplier was determined that would recover a proportional share of the plan check and inspection cost of providing service for each valuation dollar. The calculation of the multiplier takes the total cost of providing valuation-based services and divides it over the average annual valuation for the past 5 years. A multiple year average is used to reduce swings in annual activity and to recognize that project revenue received for a project may be needed to provide that service over multiple years. The analysis resulted in an average multiplier of .0186 for every project valuation dollar to target full cost recovery. The associated fee is represented in [Appendix D](#) in the Building Permit Fee table.

Development Services - Planning

The Planning Division administers the City's General Plan and various zoning and environmental regulations to protect existing resources and to ensure the orderly development of the community that will maintain a balance between the quality of life, the environment and economic stability of the City.

Analysis

Willdan individually reviewed the services associated with the Planning Division fees with City staff to identify any changes needed to the schedule and to evaluate the cost of each service.

The analysis of the Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee was determined the direct cost of staff providing the service plus the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost of each fee against the current fee amount to determine existing recovery rates. The analysis found that most fees are currently set below the full cost of providing services. Staff is recommending the fees to be adjusted as detailed in [**Appendix E**](#). As a result, there would be:

- An increase for 36 fees;
- A decrease for 7 fees;
- 1 new fee would be added, and;
- 14 fees would remain as currently set.

Development Services - Engineering

The Engineering divisions administer and coordinate the Capital Improvement Program, Land Development Engineering, Transportation Engineering, Watershed Management, and Construction Management.

Analysis

Willdan individually reviewed the services and programs associated with the Engineering Division with City staff to identify any changes needed to the schedule and to evaluate the cost of each service.

The analysis of Engineering fees relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using the direct cost of staff involved in providing a service plus the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost of each fee against the current fee amount to determine existing recovery rates. The analysis found that current fee levels include a large degree of General Fund subsidy for most services. Staff is recommending the fees to be adjusted as detailed in **Appendix E**. A significant number of fees are proposed to be deleted. In addition:

- 26 fees would increase;
- 2 fees would decrease;
- 17 new fees would be added;
- 1 fee would change to Hourly Cost from flat fee;
- 1 fee would change to flat fee plus valuation from variable structure;
- 2 fees would change from a flat fee to a variable structure, and;
- 9 fees would remain as currently set.

Fire

The Fire Department provides fire suppression, rescue, emergency medical services, fire prevention and emergency preparedness services to more than 100,000 residents of the 33 square mile San Marcos Fire Protection District (SMFPD). The City of San Marcos comprises 24 square miles of the SMFPD. The Fire Chief exercises operational control over the department under the general direction of the City Manager.

Analysis

Willdan individually reviewed the services and programs associated with the Fire Department with City staff to identify any changes needed to the schedule and to evaluate the cost of each service.

The analysis of Fire Services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are currently set below the full cost of providing services. The suggested fees in **Appendix E** were set to limit any fee increase to 25% or the full cost (whichever is less) based on the full cost calculation. As a result, there would be:

- an increase to 33 fees;
- 14 fees would change to burdened staff rate from flat fee;
- 12 fees would remain as currently set;
- 4 fees would be added;

Business License

The City of San Marcos requires all businesses within city limits to have a valid business license. Doing business in the city, even temporarily, is defined as being located in or entering into the city to conduct business. This includes businesses based in other cities that enter San Marcos as part of their work, such as contractors and delivery companies.

Analysis

Willdan individually reviewed the services and programs associated with Business License with City staff to identify any changes needed to the schedule and to evaluate the cost of each service.

Eight new fees were added by using the standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Staff is recommending the Business License fees to be set as detailed in [**Appendix E**](#).

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Appendix A – Fee Comparisons

This appendix is included in the report for information Purposes Only

Below is a cross-city fee comparison for a selection of fees. Cities included in the comparison were: Carlsbad, Encinitas, Escondido, Oceanside, and Vista. This comparison is not an extensive survey of all fees but is meant to compare a select number of common fees as indicators for a broader comparison with surrounding jurisdictions. Comparisons are often used as a tool to measure a city's fees against others. Because of the variability that exists between cities, not all variables can be accounted for in a comparison, including important considerations that underlie the basis for how each city sets its fees. Below is a sample of some common variables:

- It is often unknown whether a compared city has done a full cost study, or if city fees are based on historical or other subjective factors;
- Facility use fees are more often set based on policy and market forces;
- Subsidy rates of compared cities are often unknown;
- Same-labeled fees of other cities may include different services and therefore differing staff effort;
- A same labeled fee may be providing for a different service altogether;
- There may be additional charges for a listed service that is levied by other departments (the fee seen may not be the full charge for a type of service);
- Facilities are not easily comparable one to another;
- Different policy goals and considerations of a city will usually be unknown and will affect the cost recovery levels set by each city;
- The unit base (per hour, team, etc.) used to charge a fee often differs city to city;
- Even if all variables above are equal, actual cost inputs will differ between cities. For example:
 - Salary and benefits of the employees and positions involved in providing services will vary;
 - Overhead levels will differ;
 - Staff classifications associated with each fee may differ, affecting costs;
 - Service levels will differ, which may yield different cost structures;
 - The efficiency of the employees themselves may differ, causing differences in cost or time estimations.

Dept	Description	City of San Marcos			City of Carlsbad		City of Encinitas		City of Escondido		City of Oceanside		City of Vista	
		Current Fee/Charge	Suggested Fee/Charge	Unit	Current Fee/Charge	Units	Current Fee/Charge	Units	Current Fee/Charge	Units	Current Fee/Charge	Units	Current Fee/Charge	Units
Fire Prevention														
Fire	Sprinklers: Multi-family dwelling – 13R System Plan Review/Inspections/Permit:													
Fire	Full Plan Review with inspection/permit - Dwellings up to three stories in height.	\$250.00	\$250 + plan review at full cost	Per floor under third	\$944.00*	Up to 16 units	\$0.10	Per sq ft Plan Check & Inspection Per sq ft	\$246.00		\$628.00*	Up to 5k sq ft	\$758.00*	Up to 50 sprinklers
Fire	Full Plan Review with inspection/permit - Per floor above the third story.	\$100.00	\$102.00	Per floor above third	NA		\$0.10	Plan Check & Inspection	NA		\$628.00*	Up to 5k sq ft	NA	
Fire	Sprinklers: Commercial -13 System Plan Review/Inspections/Permit:													
Fire	Full Plan Review with inspection/permit- First Floor up to 52,000 sq ft	\$250.00	\$250 + plan review at full cost	Up to 50 sprinklers	\$682.00*	Up to 99 sprinklers	\$0.10	Per sq ft Plan Check & Inspection Per sq ft	\$248.00*	Up to 25k sq ft	\$628.00*	Up to 5k sq ft	\$758.00*	Up to 50 sprinklers
Fire	Per floor above 1st floor	\$100.00	\$102.00	Up to 99 sprinklers per hour	\$682.00* NA	Up to 99 sprinklers	\$0.10 NA	Plan Check & Inspection	\$248.00* NA	Up to 25k sq ft	\$628.00* NA	Up to 5k sq ft	NA	
Fire	Administrative Review – Partial	New	\$102.00											
Fire	Sprinklers: Single Family Dwelling – 13D System Plan Review/Inspections/Permit:													
Fire	Full Plan Review with inspection/permit (Each Dwelling Unit) - Staff	\$135.00	\$125 + plan review at full cost	Each	\$271.00	Each	\$60.00	Tiered by sq ft	\$113.00*	Tiered by sq ft	\$222.00			\$379.00
Fire	Fire Alarm Plan Review and permit Plan Review Residential/Commercial:													
Fire	Alarm Review, with inspection/Permit: up to 3 floors	\$250.00	\$250 + plan review at full cost	Per floor under third	\$1,392.00	Each	\$160.00		\$170.00*	Each (up to 10 devices)	\$722.00*	Up to 5k sq ft Plan check & Review	\$568.00	Up to 25 devices
Fire	Alarm Review and Permit: above 3 stories	\$100.00	\$125.00	Over 3 stories	\$1,392.00	Each	\$160.00		NA		NA		NA	
Fire	Underground Pipe - Fire Sprinkler and/or Private Fire Hydrant													
Fire	Permit review, inspection and processing per building - Staff	\$150.00	\$125 + plan review at full cost	Each building, plus \$50 per additional hydrant	\$831.00	Up to 4 hydrants/risers	NA		NA		NA		\$189.00	Per bldg
Development Services														
Planning	Conditional Use Permit – MAJOR (CUP) (46 hours)	\$3,476.00	\$7,300.00	each	\$5,405.00	each	\$8,121.00		\$6,972.97		\$5,000.00	Deposit	\$3,038.81	Each
Planning	General Plan Amendment (GPA) (12.25 hours)	\$2,500.00	\$6,370.00	each	\$5,145.00	Deposit Minor	\$13,000.00	Deposit	\$5,968.18	+ Deposit	\$10,000.00*	Under 10 ac	\$10,617.25	Each
Planning	Site Development Plan (SDP) Moderate	\$2,470.00	\$17,600.00	each	\$5,385.00	Residential			\$524.97		\$7,000.00*	Under 10 ac	\$3,220.16	Each
Planning	Specific Plan (SP)	\$2,860.00	\$24,500.00	each	\$31,180.00	Up to 260 hrs	\$30,000.00	Deposit	\$5,968.18	+ Deposit	\$10,000.00	Deposit	\$10,838.13	Each
Planning	Tentative Subdivision Map	\$2,690.00	\$14,700.00	each	\$4,586.00	each	\$17,595.00*	Up to 5 lots	\$3,970.97	each	\$8,000.00	Deposit	\$7,292.45*	Up to 15 lots
Building	Carports, Patios, Sheds, Barns, Deck - Permit fee 100 sq ft	\$65.00	\$130.00	Each	\$100.00	each	NA		\$42.60	each	\$323.21	Each permit Each plan	\$407.86	Each
Building	Carports, Patios, Sheds, Barns, Deck - Plan Check Fee	\$60.00	\$250.00	Each	NA		NA			65%	\$138.73	check each check + inspection	N/A	
Building	ADU- City standard up to 1000 SF - Permit fee Single family Residence (valuation) 5,000 sq ft, Type V-Wood Frame	New \$1,224 plan check + permit	\$2,584.00	Each est. based on valuation	\$1,013.00	NA			\$1,131.70		\$2,522.34	each check + inspection	Valuation based	
Building	New commercial building (valuation) 10,000 sq ft Public Building Type III-B	\$11,075.24	est. based on valuation	\$3,188.00	NA				\$3,936.14		\$2290.05+.428 per sq ft	Plan check & Inspection	each	
Building	Commercial TI (valuation) 5,000 sq ft	\$5,750.00	\$12,264.69	valuation	\$1,631.00	NA			\$6,747.54		\$13,305.60	per sq ft	Valuation based	
Building	Single Family Residence - 2,500 VB	\$679.00	\$6,781.22	valuation	\$1,780.00	NA			\$1,612.17		\$2521.05+.056	per sq ft	each	
Building	Business - 6,000 VA	\$3,000.00	\$12,938.95	valuation	\$2,733.00	NA			\$2,196.01		\$3,869.30	per sq ft	\$3,487.12	
Building	F-1 - 12,000 (Factory and Industrial, moderate hazard)								\$3,742.65		\$11,730.85	per sq ft	\$9,227.56	
Building	IIIB	\$4,200.00	\$14,749.04		\$4,430.00	NA			\$4,157.22		\$13,573.60	per sq ft	\$11,323.11	

* Indicates fee in which base level charge was used. For indicated fees, additional charges may apply for additional square footage (sq ft), additional reviews, additional inspections, etc where applicable.

Dept	Description	Current Fee/Charge	Suggested Fee/Charge	Unit	Current Fee/Charge	Units	Current Fee/Charge	Units	Current Fee/Charge	Units	Current Fee/Charge	Units	Current Fee/Charge	Units
Building	A-2 - 11,000 (assembly) IV	\$5,500.00	\$22,559.58		\$4,390.00		NA		\$6,953.80		\$13,439.60		\$17,017.00	
Building	E - 15,000 (educational) IV	\$7,500.00	\$29,185.54		\$4,550.00		NA		\$7,388.80		\$13,975.60		\$22,535.02	
		25% of engineering review earthwork fee calculated at												
Engineering	Grading Inspection - 400 cubic yards	\$190.00	\$385	CY	\$1,699.00	CY	\$4,800.00	By sheets (3)	\$2,250.00	Deposit	\$5,085.00	Valuation	\$3,744.74	By sheets
		25% of engineering review earthwork fee calculated at												
Engineering	Grading Inspection - 15,000 cubic yards	\$639.00	\$638	CY	\$4,948.28	CY	\$19,200.00	By sheets (12)	\$9,504.00	Deposit	\$7,202.00	Valuation	\$22,635.99	By sheets
		25% of engineering review earthwork fee calculated at												
Engineering	Grading Inspection - 151,000 cubic yards	\$1,786.00	\$3,018	CY	\$9,592.30	CY	\$40,000.00	By sheets (25)	\$54,810.00	Deposit	\$11,429.00	Valuation + \$2,500	\$37,725.64	By sheets
Engineering	Construction Improvement - \$54,000	\$1,830.00	\$3,080.00		\$4,143.20		\$5,610.00	By sheets (3)	\$2,250.00	Deposit	\$1,829.00	Deposit + \$5,000	\$3,963.05	By sheets
Engineering	Construction Improvement - \$432,000	\$8,105.00	\$8,105.00		\$10,932.14		\$22,440.00	By sheets (12)	\$9,504.00	Deposit	\$2,271.00	Deposit + \$10,000	\$7,133.09	By sheets
Engineering	Construction Improvement - \$3,045,000	\$47,300.00	\$47,300.00		\$56,993.27		\$46,750.00	By sheets (25)	\$54,810.00	Deposit	\$3,598.00	Deposit	\$14,266.17	By sheets
Business License														
Business License	Business License, 10 employees	\$30 (tax only)	\$30 (tax) + \$154 (fee)	Each	\$25 + percentage of gross receipts (tax)	Each	\$35 (fee)	Each	\$35 (fee) + Percentage of gross receipts (tax)		\$150 (fee)	Each	Percentage of gross receipts	Each
Business License	In-Home Business >5 employees	\$20 (tax only)	\$20 (tax) + \$60 (fee)	Each	\$25 + percentage of gross receipts (tax)	Each	\$35 (fee)	Each	\$35 (fee) + Percentage of gross receipts (tax)		\$50 (fee)	Each	\$173.14 (fee)	Each
Business License	Out of city businesses	\$40 (tax only)	\$40 (tax) + \$16 (fee)	Each	\$25 + percentage of gross receipts (tax)	Each	\$35 (fee)	Each	\$35 (fee) + Percentage of gross receipts (tax)		\$50 (fee)	Each	Percentage of gross receipts	Each
Business License	Business license renewal, 10 employees	\$30 (tax only)	\$30 (tax) + \$16 (fee)	Each	\$25 + percentage of gross receipts (tax)	Each	\$20 (fee)	Each	\$20 (fee) + Percentage of gross receipts (tax)		\$150 (fee) + .50 per \$1000 gross receipts (tax)	Each	Percentage of gross receipts	Each

* Indicates fee in which base level charge was used. For indicated fees, additional charges may apply for additional square footage (sq ft), additional reviews, additional inspections, etc where applicable.

Appendix B – Allowable Recovery Costs

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total cost is realized as staff doesn't just work on services related to User Fees, but also works on an array of other City functions. The amounts listed below will not reconcile to City budgets, as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, passthrough contract costs, and any other costs that is charged directly to the service requestor.

Department	Department		Central	
	Total Personnel Costs	Operations & Administration	Departmental Overhead %	Services Overhead %
Development Services/Administration	1,198,055	296,414	25%	72%
Development Services/Building	855,582	636,047	74%	72%
Development Services/Engineering	2,124,690	261,327	12%	72%
Development Services/Planning	1,283,357	201,553	16%	72%
Development Services/Watershed Program Management	413,009	510,393	124%	72%
Development Services	5,874,693	1,905,734	32%	72%
Parks and Recreation	3,225,815	878,422	27%	66%
Fire	17,201,769	2,812,635	16%	39%
Public Works/Parks and Landscape	1,559,476	1,568,746	101%	56%
Administration	7,940,019	2,662,101	34%	0%
City Clerk	694,768	470,722	68%	0%

Appendix C – Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in **Appendix E**. The FBHRs were used to determine the full cost of providing each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts. For positions in central service departments, such as the City Clerk and Finance, only the salary and benefit rates are shown since the overhead of central service departments is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in **Appendix B**) will be applied to that central service positions' salary and benefit rate for full cost recovery. Blended rates are an average of the fully burdened hourly rate of positions in each listed Department or Division. They can be used in cases where a service or process may be provided by different positions or a combination of variable positions. For any user fee service request that is outside the scope of the fees detailed in **Appendix E**, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

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City of San Marcos - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Blended Rates		
100: DEVELOPMENT SERVICES		\$268.05
100: FIRE		\$193.94
100: PUBLIC WORKS		\$281.93
100: ADMINISTRATION	Admin - City Manager	\$379.55
100: CITY CLERK	Clerk - City Clerk	\$271.27
100: DEVELOPMENT SERVICES	DS - Assistant Engineer	\$213.60
100: DEVELOPMENT SERVICES	DS - Assistant Planner	\$190.10
100: DEVELOPMENT SERVICES	DS - Associate Civil Engineer	\$287.88
100: DEVELOPMENT SERVICES	DS - Associate Planner	\$213.60
100: DEVELOPMENT SERVICES	DS - Building Official	\$348.34
100: DEVELOPMENT SERVICES	DS - Code Compliance Officer	\$190.10
100: DEVELOPMENT SERVICES	DS - Code Compliance Supervisor	\$213.60
100: DEVELOPMENT SERVICES	DS - Construction Manager	\$316.67
100: DEVELOPMENT SERVICES	DS - Development Services Director / City Engineer	\$481.60
100: DEVELOPMENT SERVICES	DS - Engineering Inspector	\$201.51
100: DEVELOPMENT SERVICES	DS - Engineering Technician I	\$179.34
100: DEVELOPMENT SERVICES	DS - Management Analyst	\$213.60
100: DEVELOPMENT SERVICES	DS - Office Specialist	\$134.01
100: DEVELOPMENT SERVICES	DS - Permit Technician	\$169.19
100: DEVELOPMENT SERVICES	DS - Planning Director	\$393.13
100: DEVELOPMENT SERVICES	DS - Principal Civil Engineer	\$348.34
100: DEVELOPMENT SERVICES	DS - Principal Planner	\$316.67
100: DEVELOPMENT SERVICES	DS - Program Manager	\$287.88
100: DEVELOPMENT SERVICES	DS - Senior Building Inspector	\$228.55
100: DEVELOPMENT SERVICES	DS - Senior Management Analyst	\$244.55
100: DEVELOPMENT SERVICES	DS - Senior Planner	\$264.11
100: DEVELOPMENT SERVICES	DS - Senior Civil Engineer	\$316.67
100: DEVELOPMENT SERVICES	DS - Senior Office Specialist	\$159.61
100: DEVELOPMENT SERVICES	DS - Watershed Program Manager	\$485.99
100: DEVELOPMENT SERVICES	DS - Watershed Program Technician	\$302.75
100: FINANCE	Fin - Business License Officer	\$131.40
100: FINANCE	Fin - Office Specialist	\$92.63

City of San Marcos - User Fee Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
100: FIRE	Fire - Deputy Fire Marshal	\$204.65
100: FIRE	Fire - Emergency Manager	\$204.65
100: FIRE	Fire - Emergency Medical Technician	\$106.75
100: FIRE	Fire - Ems Coordinator	\$187.75
100: FIRE	Fire - Fire Battalion Chief	\$254.99
100: FIRE	Fire - Fire Captain	\$200.82
100: FIRE	Fire - Fire Chief	\$352.53
100: FIRE	Fire - Fire DIVision Chief	\$287.77
100: FIRE	Fire - Fire Engineer	\$173.80
100: FIRE	Fire - Fire Inspector	\$143.25
100: FIRE	Fire - Fire Marshal	\$254.99
100: FIRE	Fire - Fire Prevention Technician	\$107.04
100: FIRE	Fire - Firefighter/Paramedic	\$161.03
100: FIRE	Fire - Office Specialist	\$95.27
100: FIRE	Fire - Senior Management Analyst	\$173.84
100: PUBLIC WORKS	PW - Facilities Maintenance Worker I	\$207.21
100: PUBLIC WORKS	PW - Landscape Inspection Supervisor	\$314.51
100: PUBLIC WORKS	PW - Landscape Inspector	\$246.80
100: PUBLIC WORKS	PW - Park Maintenance Supervisor	\$314.51
100: PUBLIC WORKS	PW - Park Maintenance Worker I	\$207.21
100: PUBLIC WORKS	PW - Park Maintenance Worker II	\$232.83
100: PUBLIC WORKS	PW - Parks Maintenance Lead Worker	\$252.97
100: PUBLIC WORKS	PW - Public Works Manager	\$479.36
100: PUBLIC WORKS	PW - Senior Office Specialist	\$219.65
100: PUBLIC WORKS	PW - Street Maintenance Lead Worker	\$246.80
100: PUBLIC WORKS	PW - Street Maintenance Supervisor	\$314.51

Appendix D – Building Permit Fee Table

Building Permit Table
Current (All New Construction)

Minimum Value	Maximum Value	Suggested Base Rate	Suggested Plus \$\$	For every
1	9,000	264.72		
9,001	50,000	292.10	26.80	1,000
50,001	100,000	1,390.97	18.55	1,000
100,001	250,000	2,318.28	15.46	1,000
250,001	500,000	4,636.56	12.98	1,000
500,001	1,000,000	7,882.15	8.35	1,000
1,000,001	+	12,055.05	6.38	1,000

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Appendix E – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and/or suggested fee is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

The full cost amount includes staff time for all applicable fees. In some instances, consultants may be used to provide the services covered in the study in lieu of City Staff. In such cases, the City can charge the full consultant cost plus an overhead cost for administration, coordination, and review of the consultant work products, currently set to not exceed 25% of consultant costs for administrative review by City Staff.

All services and fees analyzed as part of this study fall under one or multiple categories one through five of the exemptions defined in Proposition 26. As such a cost analysis was performed to calculate the estimated reasonable full cost of each service, and suggested fees are recommended at or below those amounts. Estimated reasonable full costs were calculated based on City expenditures and time estimates.

To provide a thorough list of all fees and services, the schedule of fees also includes items that were not part of the scope of this study. Examples of such items often are utility rates, taxes, in-lieu fees, and developer impact fees.

[Fee schedule on separate PDF attachment]

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Administrative Fees		
City Attorney Review	150.00	hr
Fee for Conducting Unpermitted Work	100% of permit	Each
Research Time by Written Request	Based on Cost	Hourly
Segregation of Assessment District (CFD) plus \$15 per lot	800.00	lot
Special Services provided by Department Staff	Hourly staff rate	hour
Refund of Fees	Fee less City expenses and Costs	total
Building Division Fees		
Antennas		
Antennas Plan Check Fee (Staff)	100.00	each
Antennas Plan Check Fee (third party)	Direct cost	each
Antennas Permit Fee	150.00	each
Automatic Teller Machine		
Automatic Teller Machine Plan Check Fee (Staff)	175.00	each
Automatic Teller Machine Plan Check Fee (third party)	Direct cost	each
Automatic Teller Machine Permit Fee	150.00	each
Awning and Canopies		
Awning and Canopies - Residential		
Awning and Canopies - Residential Plan Check Fee (Staff)	0.00	each
Awning and Canopies - Residential Plan Check Fee (third party)	Direct cost	each
Awning and Canopies - Residential Permit Fee	50.00	each
Awning and Canopies - Commercial		
Awning and Canopies - Commercial Plan Check Fee (Staff)	65.00	each
Awning and Canopies - Commercial Plan Check Fee (third party)	Direct cost	each
Awning and Canopies - Commercial Permit Fee	100.00	each
Balcony		
Balcony Plan Check Fee (Staff)	50.00	each
Balcony Plan Check Fee (third party)	Direct cost	each
Balcony Permit Fee	75.00	each
Close or Open Wall		
Close or Open Wall Plan Check Fee (Staff)	50.00	each
Close or Open Wall Plan Check Fee (third party)	Direct cost	each
Close or Open Wall Permit Fee	75.00	each
Fireplaces		
Fireplaces Plan Check Fee (Staff)	30.00	each
Fireplaces Plan Check Fee (third party)	Direct cost	each
Fireplaces Permit Fee	50.00	each
Flagpoles		
Flagpoles over 35 feet Plan Check Fee (Staff)	65.00	each
Flagpoles over 35 feet Plan Check Fee (third party)	Direct cost	each
Flagpoles over 35 feet Permit Fee	65.00	each
Greenhouses		
Greenhouses Plan Check Fee (Staff)	0.08	SF
Greenhouses Plan Check Fee (third party)	Direct cost	SF
Greenhouses Permit Fee	0.06	SF
Paint Spray Booth		
Paint Spray Booth Plan Check Fee (Staff)	9.00	each
Paint Spray Booth Plan Check Fee (third party)	Direct cost	each
Paint Spray Booth Permit Fee	40.00	each
Propane Tank		
Propane Tank Plan Check Fee (Staff)	30.00	each
Propane Tank Plan Check Fee (third party)	Direct cost	each

Full Cost	Suggested Fee	Unit	Fee Δ
\$255.00	City Attorney burdened rate	hr	NA
NA	100% of permit	Each	NA
NA	Based on Cost	Hourly	NA
\$800.11	\$800.11	lot	\$0
NA	Hourly staff rate	hour	NA
NA	Fee less City expenses and Costs	total	NA
\$1,309.51	\$390.00	each	\$290
NA	Direct Staff Cost	each	NA
\$439.38	\$130.00	each	-\$20
\$295.50	\$150.00	each	-\$25
NA	Direct Staff Cost	each	NA
\$174.66	\$85.00	each	-\$65
\$484.21	\$145.00	each	\$145
NA	Direct Staff Cost	each	NA
\$264.72	\$75.00	each	\$25
\$718.50	\$350.00	each	\$285
NA	Direct Staff Cost	each	NA
\$439.38	\$220.00	each	\$120
\$295.50	\$150.00	each	\$100
NA	Direct Staff Cost	each	NA
\$354.79	\$175.00	each	\$100
\$739.20	\$365.00	each	\$315
NA	Direct Staff Cost	each	NA
\$307.02	\$155.00	each	\$80
\$611.70	\$185.00	each	\$155
NA	Direct Staff Cost	each	NA
\$354.79	\$105.00	each	\$55
\$295.50	\$220.00	each	\$155
NA	Direct Staff Cost	each	NA
\$264.72	\$200.00	each	\$135
NA	Valuation Based	SF	NA
NA	Direct Staff Cost	SF	NA
NA	Valuation Based	SF	NA
\$1,478.39	\$735.00	each	\$726
NA	Direct Staff Cost	each	NA
\$439.38	\$220.00	each	\$180
\$739.20	\$220.00	each	\$190
NA	Direct Staff Cost	each	NA

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit	
Permit Fee	40.00	each	
Relocate Building			
Relocate Building Plan Check Fee (Staff)	Same as new building	each	
Relocate Building Plan Check Fee (third party)	Direct cost	each	
Relocate Building Permit Fee	Same as new building	each	
Re-roofing			
Re-roofing - Residential overlay			
Re-roofing - Residential overlay Plan Check Fee (Staff)	0.00	each	
Re-roofing - Residential overlay Plan Check Fee (third party)	Direct cost	each	
Re-roofing - Residential overlay Permit Fee	75.00	each	
Re-roofing - Residential overlay with Sheathing			
Re-roofing - Residential overlay with Sheathing Plan Check Fee (Staff)	25.00	each	
Re-roofing - Residential overlay with Sheathing Plan Check Fee (third party)	Direct cost	each	
Re-roofing - Residential overlay with Sheathing Permit Fee	100.00	each	
Re-Roofing - Commercial overlay to 150 squares			
Re-Roofing - Commercial overlay to 150 squares Plan Check Fee (Staff)	0.00	each	
Re-Roofing - Commercial overlay to 150 squares Plan Check Fee (third party)	Direct cost	each	
Re-Roofing - Commercial overlay to 150 squares Permit Fee	150.00	each	
Re-Roofing - Commercial overlay over 150 squares			
Re-Roofing - Commercial overlay over 150 squares Plan Check Fee (Staff)	0.00	each	
Re-Roofing - Commercial overlay over 150 squares Plan Check Fee (third party)	Direct cost	each	
Re-Roofing - Commercial overlay over 150 squares Permit Fee	200.00	each	
Residing			
Residing Plan Check Fee (Staff)	0.00	each	
Residing Plan Check Fee (third party)	Direct cost	each	
Residing Permit Fee	80.00	each	
Re-stucco			
Re-stucco Plan Check Fee (Staff)	0.00	each	
Re-stucco Plan Check Fee (third party)	Direct cost	each	
Re-stucco Permit Fee	80.00	each	
Signs			
Signs - Reface or Repaint			
Signs - Reface or Repaint Plan Check Fee (Staff)	30.00	each	
Signs - Reface or Repaint Plan Check Fee (third party)	Direct cost	each	
Signs - Reface or Repaint Permit Fee	30.00	each	
Signs - Non-illuminated			
Signs - Non-illuminated Plan Check Fee (Staff)	30.00	each	
Signs - Non-illuminated Plan Check Fee (third party)	Direct cost	each	
Signs - Non-illuminated Permit Fee	30.00	each	
Signs - Illuminated			
Signs - Illuminated Plan Check Fee (Staff)	30.00	each	
Signs - Illuminated Plan Check Fee (third party)	Direct cost	each	
Signs - Illuminated Permit Fee	35.00	each	
Signs - Monument and Pole			
Signs - Monument and Pole Plan Check Fee (Staff)	60.00	each	
Signs - Monument and Pole Plan Check Fee (third party)	Direct cost	each	
Signs - Monument and Pole Permit Fee	50.00	each	

Full Cost	Suggested Fee	Unit	Fee Δ
\$264.72	\$80.00	each	\$40
NA	Same as new building	each	NA
NA	Direct Staff Cost	each	NA
NA	Same as new building	each	NA
\$84.59	\$42.00	each	\$42
NA	Direct Staff Cost	each	NA
\$174.66	\$50.00	each	-\$25
\$84.59	\$40.00	each	\$15
NA	Direct Staff Cost	each	NA
\$264.72	\$132.00	each	\$32
\$84.59	\$40.00	each	\$40
NA	Direct Staff Cost	each	NA
\$180.13	\$130.00	each	-\$20
\$84.59	\$84.00	each	\$84
NA	Direct Staff Cost	each	NA
\$397.08	\$395.00	each	\$195
\$84.59	\$25.00	each	\$25
\$0.00	\$1,300.00	each	NA
\$264.72	\$80.00	each	\$0
\$84.59	\$25.00	each	\$25
NA	Direct Staff Cost	each	NA
\$264.72	\$80.00	each	\$0
\$295.50	\$150.00	each	\$120
NA	Direct Staff Cost	each	NA
\$174.66	\$85.00	each	\$55
\$295.50	\$150.00	each	\$120
NA	Direct Staff Cost	each	NA
\$174.66	\$85.00	each	\$55
\$295.50	\$150.00	each	\$120
NA	Direct Staff Cost	each	NA
\$174.66	\$85.00	each	\$50
\$295.50	\$150.00	each	\$90
NA	Direct Staff Cost	each	NA
\$264.72	\$130.00	each	\$80

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Solar		
Residential Solar System on Roof Plan Check Fee (Staff)	40.00	each
Residential Solar System on Roof Plan Check Fee (third party)	Direct cost	each
Residential Solar System on Roof Permit Fee	65.00	each
Carport w/ Solar		
Carport with Solar Plan Check Fee- Staff	New	Each
Carport with Solar Plan Check Fee- Third Party	New	Each
Carport with Solar Permit Fee	New	Each
Commercial Solar System On Roof Plan Check Fee- Staff	New	Each
Commercial Solar System On Roof Plan Check Fee- Third Party	New	Each
Commercial Solar System On Roof Permit Fee	New	Each
Special Pile Foundation		
Special Pile Foundation Plan Check Fee (Staff)	75.00	each
Special Pile Foundation Plan Check Fee (third party)	Direct cost	each
Special Pile Foundation Permit Fee	100.00	each
Storage Racks		
Storage Racks Plan Check Fee (Staff)	50.00	each
Storage Racks Plan Check Fee (third party)	Direct cost	each
Storage Racks Permit Fee	65.00	each
Underground Fuel Tanks		
Underground Fuel Tanks Plan Check Fee (Staff)	60.00	each
Underground Fuel Tanks Plan Check Fee (third party)	Direct cost	each
Underground Fuel Tanks Permit Fee	160.00	each
Apartments, Condominiums, Duplex, Townhouse		
Apartments, Condominiums, Duplex, Townhouse Plan Check Fee (Staff)	90.00	per unit
Apartments, Condominiums, Duplex, Townhouse Plan Check Fee (third party)	Direct cost	per unit
Apartments, Condominiums, Duplex, Townhouse Permit Fee	180.00	per unit
Care for the Elderly		
Care for the Elderly Plan Check Fee (Staff)	90.00	per unit
Care for the Elderly Plan Check Fee (third party)	Direct cost	per unit
Care for the Elderly Permit Fee	220.00	per unit
Carports, Patios, Sheds, Barns, Deck		
Carports, Patios, Sheds, Barns, Deck Plan Check Fee (Staff)	60.00	each
Carports, Patios, Sheds, Barns, Deck Plan Check Fee (third party)	Direct cost	each
Carports, Patios, Sheds, Barns, Deck Permit Fee	65.00	each
Commercial and Industrial		
Commercial and Industrial Plan Check Fee (Staff)	1,310.00	each
Commercial and Industrial - Plan Check Fee (third party)	Direct cost	each
Commercial and Industrial - Permit Fee	0.00	sf
Accessory Dwelling Units (ADU)		
Accessory Dwelling Units (ADU) Plan Check Fee (Staff)	270.00	per unit
Accessory Dwelling Units (ADU) Plan Check Fee (third party)	Direct cost	per unit
Accessory Dwelling Units (ADU) Permit Fee	540.00	each

Full Cost	Suggested Fee	Unit	Fee Δ
\$188.71	\$55.00	each	\$15
NA	Direct Staff Cost	each	NA
\$264.72	\$65.00	each	\$0
\$1,896.32	\$950.00	Each	NA
NA	Direct Staff Cost	each	NA
\$884.23	\$440.00	each	NA
\$800.41	\$600.00	Each	NA
NA	Direct Staff Cost	each	NA
\$349.32	\$260.00	each	NA
\$672.92	\$470.00	each	\$395
NA	Direct Staff Cost	each	NA
\$307.02	\$215.00	each	\$115
\$632.40	\$190.00	each	\$140
NA	Direct Staff Cost	each	NA
\$307.02	\$90.00	each	\$25
\$1,162.19	\$1,100.00	each	\$1,040
NA	Direct Staff Cost	each	NA
\$487.15	\$450.00	each	\$290
NA	Valuation Based	per unit	NA
NA	Direct Staff Cost	per unit	NA
NA	Valuation Based	per unit	NA
NA	Valuation Based	per unit	NA
NA	Direct Staff Cost	per unit	NA
NA	Valuation Based	per unit	NA
\$845.99	\$250.00	each	\$190
NA	Direct Staff Cost	each	NA
\$444.85	\$130.00	each	\$65
NA	Valuation Based	each	NA
NA	Direct Staff Cost	each	NA
NA	Valuation Based	sf	NA
NA	Valuation Based	per unit	NA
NA	Direct Staff Cost	per unit	NA
NA	Valuation Based	each	NA

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
(ADU) Accessory dwelling unit- City standard		
ADU- City Standard up to 500 SF		
ADU- up to 500 SF Plan check fee (Staff)	NEW	Each
ADU- up to 500 SF Permit fee	NEW	Each
ADU- City Standard up to 749 SF		
ADU- up to 749 SF Plan check fee (Staff)	NEW	Each
ADU- up to 749 SF permit fee	NEW	Each
ADU- City standard up to 1000 SF		
ADU- up to 1000 SF plan check fee (Staff)	NEW	Each
ADU- up to 1000 SF permit fee	NEW	Each
Hospital and Medical Offices		
Hospital and Medical Offices Plan Check Fee (Staff)	0.08	SF
Hospital and Medical Offices Plan Check Fee (third party)	Direct cost	each
Hospital and Medical Offices Permit Fee	0.20	SF
Hotels and Motels		
Hotels and Motels Plan Check Fee (Staff)	0.06	SF
Hotels and Motels Plan Check Fee (third party)	Direct cost	each
Hotels and Motels Permit Fee	0.05	SF
Mall and Factory Outlet		
Mall and Factory Outlet Plan Check Fee (Staff)	0.05	SF
Mall and Factory Outlet Plan Check Fee (third party)	Direct cost	each
Mall and Factory Outlet Permit Fee	0.08	SF
Manufactured Home on Residential Lot		
Manufactured Home on Residential Lot Plan Check Fee (Staff)	90.00	each
Manufactured Home on Residential Lot Plan Check Fee (third party)	Direct cost	each
Manufactured Home on Residential Lot Permit Fee	550.00	each
Mobile Homes		
Mobile Home Permit Issuance	20.00	each
Mobile Homes Alter, Repair, or Add gas Line outside	77.00	each
Mobile Homes Awning-Patio	50.00	each
Mobile Homes Cabana (Room Addition)	115.00	each
Mobile Homes Carport	50.00	each
Mobile Homes Carport Alteration	50.00	each
Mobile Homes Earthquake Bracing System	203.00	each
Mobile Homes Retrofit Permanent Foundation	New	each
Mobile Homes Enclose Awning	50.00	each
Mobile Homes Porch or Deck	50.00	each
Mobile Homes Ramp, Stairs	50.00	each
Mobile Homes Alter Electrical Outside	35.00	each
Mobile Homes replace Piers, Pads or Jacks	120.00	each
Mobile Homes Service Upgrade-Electrical	35.00	each
New Mobile Homes Set-Down	120.00	each
Mobile Homes Sewer Line	77.00	each
Mobile Homes Water Line; New, Alter or Repair Outside	77.00	each
Mobile Homes Gas Line; New, Alter or Repair Outside	77.00	each

Full Cost	Suggested Fee	Unit	Fee Δ
\$1,166.08	\$1,166.08	Each	NA
\$2,584.24	\$2,584.24	Each	NA
\$1,166.08	\$1,166.08	Each	NA
\$2,584.24	\$2,584.24	Each	NA
\$1,166.08	\$1,166.08	Each	NA
\$2,584.24	\$2,584.24	Each	NA
NA	Valuation Based	SF	NA
NA	Direct Staff Cost	each	NA
NA	Valuation Based	SF	NA
NA	Valuation Based	SF	NA
NA	Direct Staff Cost	each	NA
NA	Valuation Based	SF	NA
NA	Valuation Based	each	NA
NA	Direct Staff Cost	each	NA
NA	Valuation Based	SF	NA
NA	Valuation Based	each	NA
\$174.66	\$77.00	each	\$57
\$174.66	\$77.00	each	\$0
\$363.36	\$110.00	each	\$60
\$822.26	\$250.00	each	\$135
\$363.36	\$110.00	each	\$60
\$174.66	\$50.00	each	\$0
\$363.36	\$203.00	each	\$0
\$363.36	\$203.00	each	NA
\$543.49	\$160.00	each	\$110
\$453.43	\$130.00	each	\$80
\$453.43	\$130.00	each	\$80
\$174.66	\$50.00	each	\$15
\$363.36	\$110.00	each	-\$10
\$174.66	\$50.00	each	\$15
\$543.49	\$160.00	each	\$40
\$174.66	\$50.00	each	-\$27
\$174.66	\$50.00	each	-\$27
\$174.66	\$50.00	each	-\$27

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit	
Residential Additions, Garages, Workshops, Pool House			
Residential Additions, Garages, Workshops, Pool House			
Residential Additions, Garages, Workshops, Pool House - Plan Check Fee (Staff)	75.00	each	
Residential Additions, Garages, Workshops, Pool House - Plan Check Fee (third party)	Direct cost	each	
Residential Additions, Garages, Workshops, Pool House - Permit Fee	100.00	each	
Single Family Dwelling (Custom and Model Homes)			
Single Family Dwelling (Custom and Model Homes)			
Single Family Dwelling (Custom and Model Homes)- Plan Check Fee (Staff)	545.00	each	
Single Family Dwelling (Custom and Model Homes)- Plan Check Fee (third party)	Direct cost	each	
Single Family Dwelling (Custom and Model Homes)- Permit Fee	679.00	each	
Single Family Dwelling (Repetitive Tract Homes)			
Single Family Dwelling (Repetitive Tract Homes)			
Single Family Dwelling (Repetitive Tract Homes)-Plan Check Fee (Staff)	90.00	each	
Single Family Dwelling (Repetitive Tract Homes)-Plan Check Fee (third party)	Direct cost	each	
Single Family Dwelling (Repetitive Tract Homes) Permit Fee	613.00	each	
Tenant Improvements			
Tenant Improvements			
Tenant Improvements -Plan Check Fee (Staff)	0.10	SF	
Tenant Improvements - Plan Check Fee (third party)	Direct cost	each	
Tenant Improvements - Permit Fee	0.15	SF	
Electrical Code Fees			
Electrical - Permit Issuance	25.00	each	
Electrical - Alteration or Addition of Circuits	9.00	each	
Electrical - Plan Review of Electrical Drawings and Load Calculations	75.00	per hour	
Electrical - New Service Single Phase	0.15 per amp	amp	
Electrical - New Service Three Phase	0.00	Each	
Electrical - Temporary Power	35.00	each	
Energy Stoarge System (ESS)	New	Each	
Electrical Vehicle Charging Station (EVCS)	New	Each	
Subpanel	New	Up to 100 amp	
Electrical Code- Plan Review of Electrical Drawings (Third Party)	Direct Costs	each	
Plumbing Code Fees			
Plumbing - Permit Issuance	25.00	each	
Plumbing - Each Plumbing Fixture	10.00	each	
Plumbing - Each Sewer	20.00	each	
Plumbing - Industrial Waste Interceptor	40.00	each	
Plumbing - Lawn Irrigation System	15.00	per vacuum breaker	
Plumbing - New Water Heater or Replacement	10.00	each	
Plumbing - New or Repair Water System	40.00	each	
Plumbing - New or Repair Drain Waste & Vent System	40.00	each	
Plumbing - New or Repair Gas System	40.00	each	
Water Softener	New	Each	
Whole House Repipe	New	Each	
Plumbing - Plan Review of Plumbing Drawings (Staff)	75.00	per hour	

Full Cost	Suggested Fee	Unit	Fee Δ
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	each	NA
NA	Valuation Based	SF	NA
NA	Valuation Based	each	NA
NA	Valuation Based	SF	NA
\$174.66	\$50.00	each	\$25
\$174.66	\$50.00	each	\$41
\$462.01	\$75.00	per hour	\$0
\$180.13	\$150.00	flat fee	NA
\$360.26	\$250.00	flat fee	\$250
\$174.66	\$50.00	each	\$15
\$363.36	\$50.00	Each	NA
\$363.36	\$50.00	Each	NA
\$363.36	\$50.00	Up to 100 amp	NA
Varies	Direct Costs	each	NA
\$84.59	\$25.00	each	\$0
\$174.66	\$50.00	each	\$40
\$174.66	\$50.00	each	\$30
\$216.96	\$110.00	each	\$70
\$174.66	\$50.00	per vacuum breaker	\$35
\$174.66	\$50.00	each	\$40
\$174.66	\$50.00	each	\$10
\$174.66	\$50.00	each	\$10
\$264.72	\$80.00	each	\$40
\$174.66	\$150.00	Each	NA
\$264.72	\$130.00	Each	NA
\$405.66	\$120.00	flat	\$45

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit	
Plumbing - Plan Review of Plumbing Drawings (third party)	Direct cost	each	
Mechanical Code Fees			
Mechanical Code- Permit Issuance	25.00	each	
Mechanical - Air Handler or Makeup Air System	30.00	each	
Mechanical - Appliance or Heating Equipment Not Listed	30.00	each	
Mechanical - Chemical Exhaust Hood	30.00	each	
Mechanical - Evaporative Cooler	30.00	each	
Mechanical - Exhaust Hood, Fan	15.00	each	
Mechanical - Extended Ductwork each unit	5.00	each	
Mechanical - Install Boiler or compressor	40.00	each	
Mechanical - New or Replacement Forced Air Unit	30.00	each	
Mechanical - New or Replacement Heat Pump	30.00	each	
Mechanical - Plan Review of Mechanical Drawings (Staff)	75.00	per hour	
Mechanice Code: Mini-Split	New	Each	
Mechanical - Plan Review of Mechanical Drawings (Third party)	Direct Cost	per hour	
Demolition Permit			
Demolition Permit Plan Check Fee	NEW	each	
Demolition Permit Permit Fee	25.00	each	
Building Code			
Building Code- Certificate of Occupancy	40.00	Each	
Building Code- Permit Issuance	25.00	Each	
Other Services			
Additional Inspection	75.00	per hour	
Assignment of Addresses	10.00	each	
Business License Inspection: Certificate of Occupancy	New	Each	
Code Compliance	100.00	each	
Duplicate Permit Card	10.00	each	
Fire Mitigation Fee	0.03	SF	
Fences over 7 Ft (Staff Review)	New	Each	
Fences over 7 Ft (Third Party)	Direct cost	Each	
Health and Safety Inspection Fee	60.00	Per hour	
Overtime Inspection	125.00	per hour	
Record Management Each Permit	12.00	per permit	
Re-Inspection Fee per Unit	60.00	Per Unit	
Window/Door Replacement Retrofit	New	Each	
Window/Door Replcement New Construction	New	Each	
Strong Motion Instrument Tax (Plan Check Fee)			
Strong Motion Instrument Tax (Plan Check Fee) - Residential (3 stories or less)	\$0.10 per \$1,000 valuation	valuation	
Strong Motion Instrument Tax (Plan Check Fee) - Nonresidential	\$0.21 per \$1,000 valuation	valuation	
Above ground Pools & Spas			
Above ground Pools/ Spas Plan check fee (Staff)	125.00	Each	
Above ground Pools/ Spas Plan check fee (Third party)	direct cost	Each	
Above ground Pools/ Spas Permit fee	225.00	Each	

Full Cost	Suggested Fee	Unit	Fee Δ
\$405.66	Direct Staff Cost	each	NA
\$84.59	\$25.00	each	\$0
\$174.66	\$50.00	each	\$20
\$174.66	\$50.00	each	\$20
\$174.66	\$130.00	each	\$100
\$174.66	\$50.00	each	\$20
\$174.66	\$50.00	each	\$35
\$174.66	\$50.00	each	\$45
\$174.66	\$50.00	each	\$10
\$174.66	\$50.00	each	\$20
\$174.66	\$50.00	each	\$20
\$363.36	\$0.25	sq ft	-\$75
\$174.66	\$50.00	Each	NA
\$363.36	Direct Staff Cost	per hour	NA
\$174.66	\$174.00	each	NA
\$84.59	\$85.00	each	\$60
\$90.06	\$40.00	per hour	\$0
\$84.59	\$50.00	each	\$25
\$180.13	\$180.00	per hour	\$105
\$174.17	\$170.00	each	\$160
\$724.17	\$724.00	Each	NA
\$280.13	\$100.00	each	\$0
\$42.30	\$40.00	each	\$30
\$161.69	At burdened staff rate	Each	NA
\$264.72	\$130.00	Each	NA
NA	Direct Staff Cost	Each	NA
\$899.32	\$75.00	Per hour	\$15
NA	Direct Staff Cost	per hour	NA
\$12.00	\$12.00	per permit	\$0
\$132.36	\$130.00	Per Unit	\$70
\$174.66	\$50.00	Each	NA
\$264.72	\$130.00	Each	NA
NA	\$0.10 per \$1,000 valuation	valuation	NA
NA	\$0.21 per \$1,000 valuation	valuation	NA
\$380.10	\$190.00	Each	\$65
NA	Direct Cost	Each	NA
\$624.98	\$624.00	Each	\$399

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
In Ground Pools/ Spas	Replacement fee	
In Ground Pools/ Spas Plan check fee (Staff)	125.00	Each
In Ground Pools/ Spas Plan Check fee (Third party)	Direct cost	Each
In Ground Pools/ Spas Permit fee	225.00	Each
Retaining Walls up to 100 Feet		
Retaining Walls up to 100 Feet Plan Review (Staff)	50.00	Each
Retaining Walls up to 100 Feet Plan Review (Third Party)	direct cost	Each
Retaining Walls up to 100 Feet Permit Fee	95.00	Each
Retaining Walls up to 200 Feet		
Retaining Walls up to 200 Feet Plan Review (Staff)	50.00	Each
Retaining Walls up to 200 Feet Plan Review (Third Party)	direct cost	Each
Retaining Walls up to 200 Feet Permit Fee	95.00	Each
Telecom Facility (per each location)		
New Macro Wireless Facility Plan Check Fee- Staff	NEW	Each
New Macro Wireless Facility Plan Check Fee- Third Party	direct cost	Each
New Macro Wireless Facility Permit Fee	NEW	Each
Alteration of a Cell Site Plan Check Fee- Staff	NEW	Each
Alteration of a Cell Site Plan Check Fee- Third Party	Direct costs	Each
Alteration of a Cell Site Permit Fee	NEW	Each
New Small Cell Site Plan Check Fee- Staff	NEW	Each
New Small Cell Site Plan Check Fee- Third Party	Direct Costs	Each
New Small Cell Site Permit Fee	NEW	Each
Decommission of A Cell Site Plan Check Fee- Staff	NEW	Each
Decommission of A Cell Site Plan Check Fee- Third Party	direct cost	Each
Decommission of A Cell Site Permit Fee	NEW	Each
Special Events- Does not include fees related to events with Parks and Recreation facility impacts		
Application Fee	100.00	Each
Event Fee	\$200 - \$250	Each
Expedite Fee	150.00	Each
Insurance Fee	Depends on event	Each
Event Deposit	\$500 - \$5000	Each
ROW Permit	\$200 for permit+ additional costs	Each

Full Cost	Suggested Fee	Unit	Fee Δ
\$287.88	\$190.00	Each	\$65
NA	Direct Cost	Each	NA
\$624.98	\$624.00	Each	\$399
\$856.69	\$430.00	Each	\$380
NA	Direct Cost	Each	NA
\$402.55	\$200.00	Each	\$105
\$856.69	\$640.00	Each	\$590
NA	Direct Cost	Each	NA
\$492.62	\$370.00	Each	\$275
\$2,978.02	\$2,975.00	Each	NA
NA	Direct Cost	Each	NA
\$709.57	\$700.00	Each	NA
\$1,361.05	\$1,350.00	Each	NA
NA	Direct Cost	Each	NA
\$349.32	\$345.00	Each	NA
\$763.46	\$370.00	Each	NA
\$0.00	Direct Cost	Each	NA
\$529.45	\$0.00	Each	NA
\$897.53	\$640.00	Each	NA
NA	Direct Cost	Each	NA
\$349.32	\$370.00	Each	NA
\$140.54	\$140.00	Each	\$40
\$936.92	\$450.00	Each	\$200
\$187.38	\$150.00	Each	\$0
Varies	Direct Cost	Each	NA
Varies	Direct Cost, Refundable	Each	NA
\$575.76	\$400.00	Each	\$200

Building Permit Table
Current (All New Construction)

Minimum Value	Maximum Value	Suggested Base Rate	Suggested Plus \$\$	For every
1	9,000	264.72		
9,001	50,000	292.10	26.80	1,000
50,001	100,000	1,390.97	18.55	1,000
100,001	250,000	2,318.28	15.46	1,000
250,001	500,000	4,636.56	12.98	1,000
500,001	1,000,000	7,882.15	8.35	1,000
1,000,001	+	12,055.05	6.38	1,000

Planning

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Administrative Review of Consultant Work	0.00	each
Ambient Air Balloon Permit (AAB)	75.00	each
Ambient Air Balloon Permit (AAB) - Refundable Deposit	200.00	each
Ambient Air Balloon Permit (AAB) - Nonrefundable Deposit	50.00	each
Appeal		
Appeal - Planning Commission – Citizen	20.00	each
Appeal - Planning Commission – Other	1,155.00	each
Appeal - City Council – Citizen	20.00	each
Appeal - City Council – Other	1,155.00	each
Boundary Adjustment (BA)	750.00	each
Conditional Use Permit – MAJOR (CUP)	3,476.00	each
Conditional Use Permit – NON-PROFIT	1,000.00	each
Directors Permit (DP)		
Directors Permit (DP) - New	525.00	each
Directors Permit (DP) - Administrative Renewal	525.00	each
Entertainment Establishment License		
Entertainment Establishment License - New	98.00	each
Entertainment Establishment License - Renewal (Class I)	64.00	each
Entertainment Establishment License - Renewal (Class III)	88.00	each
Entertainment Establishment License - Manager Registration	30.00	each
Environmental Exemption	200.00	each
Environmental Initial Assessment	3,720.00	each
Environmental Monitoring Fee	Cost plus 25%	each
Environmental Third-Party Review	Cost plus 25%	each
General Plan Amendment (GPA)	2,500.00	each
General Plan Amendment - Economic/Fiscal Analysis	Cost plus 25%	each
Information Meeting	Free	each
Information Meeting after initial meeting	Hourly staff rate*	per hour
Landscape Permit		

Full Cost	Suggested Fee	Fee Δ
NA	25% of consultant review fee	NA
\$169.19	\$50.00	-\$25
NA	\$200.00	\$0
NA	\$50.00	\$0
\$3,913.41	\$100.00	\$80
\$3,913.41	\$2,000.00	\$845
\$3,913.41	\$100.00	\$80
\$3,913.41	\$2,000.00	\$845
\$2,112.31	\$1,500.00	\$750
\$17,144.82	\$7,300.00	\$3,824
\$5,723.15	\$1,050.00	\$50
\$4,344.04	\$1,300.00	\$775
\$854.39	\$250.00	-\$275
\$828.47	\$250.00	\$152
\$828.47	\$250.00	\$186
\$828.47	\$250.00	\$162
\$536.11	\$250.00	\$220
\$427.19	\$130.00	-\$70
\$854.39	\$850.00	-\$2,870
Variable	Cost plus 25%	\$0
Variable	Cost plus 25%	\$0
\$6,373.69	\$6,370.00	\$3,870
\$854.39	Cost plus 25%	\$0
\$427.19	Free	\$0
\$213.60	Hourly staff rate*	\$0

Planning

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Landscape Permit- Plan review fee	2% of landscape estimate	each
Landscape Permit- Landscape inspection fee	2.5% of landscape estimate	each
Land Use Information (includes zoning history)	Hourly staff rate	per hour
Multi-Family Site Development Plan (MFSDP)	3,430.00	each
Parking Lot Sales	50.00	each
Prezone (PZ)	1,500.00	each
Public Dance License	93.00	each
Public Notice Package (500 footers)	175.00	each
Rezone (Zone Change)	872.00	each
Ridgeline Fee	3,476.00	each
Seasonal Lots	100.00	each
Seasonal Lots - Clean-up Deposit	1,000.00	each
Sign Program	268.00	each
Site Development Plan (SDP)	2,470.00	each
Site Development Plan Revision	500.00	each
Specific Plan (SP)	2,860.00	each
Substantial Conformance Review	500.00	each
Temporary Sign Permit	-0-	each
Tentative Parcel Map (TPM)	2,090.00	each
Tentative Parcel Map (1 year extension)	500.00	each
Tentative Parcel Map Revision	500.00	each
Tentative Subdivision Map	2,690.00	each
Tentative Subdivision Map - Per lot charge	50.00	each lot
Tentative Subdivision Map (1 year extension)	1,000.00	each
Tentative Subdivision Map Revision	500.00	each
Variance – Single Family (V)	200.00	each
Variance – Other	564.00	each
Wire Telecommunication Facility Administrative Permit	2,470.00	each
Zoning Conformance Request Letter	75.50	each
Mitigated Negative Declaration (MND)	2,548.00	each
Environmental Impact Report (EIR)	3,539.25	each

Full Cost	Suggested Fee	Fee Δ
NA	2% of landscape estimate	\$0
NA	2.5% of landscape estimate	\$0
NA	Hourly staff rate	\$0
\$18,672.07	\$18,500.00	\$15,070
\$169.19	\$50.00	\$0
\$1,180.31	\$1,180.00	-\$320
\$338.38	\$100.00	\$7
\$536.11	\$260.00	\$85
\$1,180.31	\$1,180.00	\$308
\$6,569.65	\$6,550.00	\$3,074
\$338.38	\$100.00	\$0
NA	\$1,000.00	\$0
\$1,808.36	\$1,800.00	\$1,532
\$17,611.54	\$17,600.00	\$15,130
\$3,267.30	\$3,250.00	\$2,750
\$24,636.86	\$24,500.00	\$21,640
\$1,414.53	\$700.00	\$200
\$169.19	\$20.00	\$20
\$18,237.08	\$9,100.00	\$7,010
\$1,469.79	\$1,450.00	\$950
\$1,558.47	\$1,550.00	\$1,050
\$21,038.40	\$14,700.00	\$12,010
\$264.11	\$100.00	\$50
\$12,345.42	\$3,600.00	\$2,600
\$5,965.00	\$3,600.00	\$3,100
\$913.05	\$270.00	\$70
\$6,989.39	\$4,980.00	\$4,416
\$5,083.73	\$5,080.00	\$2,610
\$437.24	\$130.00	\$55
\$1,708.78	\$1,500.00	-\$1,048
\$3,417.55	\$2,985 plus administrative costs	-\$554

Planning

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Environmental Document pursuant to a Certified Regulatory Program (CRP)	1,203.25	each
Post-entitlement review or inspections (planning)	New	each
Planning efforts in Building and Engineering Services	Hourly staff rates	each

Full Cost	Suggested Fee	Fee Δ
\$2,349.57	\$2,100 plus administrative costs	\$897
\$3,561.08	\$1,000.00	NA
\$854.39	Burdened staff rate	\$0

Engineering

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Administrative Review of Consultant Work	New	Each
Hourly Staff Rate	New	per hour
Additional review (Hourly)	New	per hour
City Attorney cost	150.00	hr
Technical Review Administrative fee (for Third-Party Consultant Reviews)	New	Each
Variable Project Size Fee	Variable	each
Additional Plancheck Cycle (beyond 3 Planchecks)	New	each
Recorded Document Processing	350.00	each
Street Name Change	400.00	each
Fee for Conducting Unpermitted Work	New	Each instance
Minor Subdivision - Parcel Map (up to 3-plan checks for Air space or Physical Lots)	\$750 + \$40 per lot	each
Major Subdivision Final Map (up to 3-plan checks for Air Space or Physical Lots)	\$800 + \$40 per lot	each
Certificate of Compliance: in Lieu of Parcel Map	New	each
Certificate of Compliance: Lot Line Adjustment	New	each
Certificate of Compliance: Establishing Lot Legality	650.00	each
Certification of Correction	250.00	each
Lot Consolidation	750.00	per lot
Reversion to Acreage	500.00	each
Street or Easement Vacation or Quitclaim (Summary)	1,557.00	each
Street Vacation (General)	1,557.00	each
Condemnation Staff Support	New	
Construction Plan Review and Inspection Fees		
Priority Development Project SWQMP Review	New	each
Storm Water Pollution Prevention Plan Review	New	each

Full Cost	Suggested Fee	Fee Δ
NA	25% of consultant review fee	NA
NA	At burdened staff rate	NA
NA	At burdened staff rate	NA
\$255.00	City Attorney burdened rate	NA
NA	At consultant review cost + 25% administrative review fee	NA
NA	Variable	\$0
NA	33% of Map or Construction Plan Review Fee, Per plancheck cycle	NA
\$2,034.98	\$430 * plus City Attorney Review	\$80
\$1,151.52	\$1,150.00	\$750
NA	100% Plan Review and/or Permit Fee	NA
\$9,989.07	\$5,000.00	variable
\$17,100.67	\$12000 + 100 per lot	variable
\$9,989.07	\$5,000.00	NA
\$2,945.29	\$2,945.00	NA
\$1,503.91	\$760.00	\$110
\$1,156.48	\$575.00	\$325
\$2,884.84	\$1,670.00	\$920
NA	Charge as parcel map or subdivision map, based on number of lots to be reverted	NA
\$3,730.97	\$3,700.00	\$2,143
\$4,971.73	\$4,970.00	\$3,413
NA	At burdened staff rate	NA
\$3,081.99	\$2,700.00	NA
\$1,470.54	\$1,400.00	NA

Engineering

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Engineering Plan Review Part A: Earthwork Quantity (includes Cut/Fill and Remedial Quantity) *Construction Plans are assessed on the total of the grading yardage (Part A) plus the improvement valuation (Part B)		
Grading Review: Up to 10,000 cubic yards (staff)	750 + \$100 per 1000 cy	by yardage
Grading Review: 10,001 cubic yards or more (staff)	3500 + \$40/\$10,000 cy	by yardage
Grading Review: (Third Party)	Direct Costs	each
Administrative Review of Consultant Grading Review	0.00	each
Grading Inspection Fee		
Grading Inspection - Staff	Variable	by yardage
Grading Inspection: (Third Party)	Direct Costs	by yardage
Administrative Review of Consultant Grading Inspection	0.00	by yardage
Engineering Plan Review Part B: Improvement Review Fees * Construction Plans are assessed on the total of the grading yardage (Part A) plus the improvement valuation (Part B)		
-Improvement Agreement Extension	Hourly staff rate	per hour
Improvement Valuation		
Improvement Staff Review- Flat Fee + Valuation	\$1000 + 2.5% - \$16.625 + 1.5%	valuation category
Improvement Review: (Third Party)	Direct Costs	Each
Administrative Review of Consultant Improvement Review	0.00	each
Improvement Inspection (staff)	2.5% of Engineer's Estimate (which must include 15% contingency)	each
Improvement Inspection: (Third Party)	Direct Costs	Each
Administrative Review of Consultant Improvement Inspection	0.00	Each

Full Cost	Suggested Fee	Fee Δ
\$3,068.69	\$1500 flat + \$.10/cubic yard	\$750
\$8,773.35	\$1500 flat + \$.07/cubic yard	-\$2,000
NA	Direct Costs	\$0
NA	25% of consultant review fee	NA
\$7,145.15	45% of Engineering Review Part A: Earthwork Fee	variable
NA	Direct Costs	\$0
NA	25% of consultant review fee	NA
\$1,682.48	\$1,500.00	NA
\$6,996.42	\$4700 + 1.5% of total valuation, including contingency	variable
NA	Direct Costs	\$0
NA	25% of consultant review fee	NA
NA	2.5% of Engineer's Estimate (which must include 15% contingency)	\$0
NA	Direct Costs	\$0
NA	25% of consultant review fee	NA

Engineering

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
Construction Change MINOR- Base Fee	250.00	flat fee
Construction Change MINOR- Per Sheet	100.00	per sheet
Construction Change MAJOR- Base Fee	500.00	flat fee
Construction Change MAJOR- Per Sheet	100.00	per sheet
As-Built Drawing Review	100.00	per sheet
Right-of-Way Permit		
Right-of-Way Permit - Utility Annual Permit	Cost recovery per separate agreement	each
Right-of-Way Permit - Utility Franchisee (Minor: Up to 5 hours of inspection)	50.00	each
Right-of-Way Permit - Utility Franchisee (Major: Over 5 hours of inspection)	50.00	each
Right-of-Way Permit - Utility Franchisee (Inspection by consultant)	Direct Costs	each
Right-of-Way Permit - Utility Franchisee Administrative Review of Consultant Inspection	0.00	each
Right-of-Way Permit - Standard	200.00	each
Encroachment Agreement Processing (Resident) *plus right-of-way permit costs	200.00	each
Encroachment Agreement Processing (Utility or Franchisee) *plus right-of-way permit costs	200.00	each
Temporary Encroachment Permit (<10 Days)	New	each
New Dining Encroachment	New	Annual
Dining Encroachment Annual Renewal	New	Annual
Sidewalk Vendor	New	each

Full Cost	Suggested Fee	Fee Δ
\$837.23	\$415.00	\$165
\$504.51	\$250.00	\$150
\$2,321.25	\$1,600.00	\$1,100
\$786.45	\$550.00	\$450
\$283.11	\$140.00	\$40
NA	Cost recovery per separate agreement	\$0
\$1,310.80	\$1,310.00	\$1,260
\$1,815.57	\$1810 + 2.5% of estimate for inspected work	\$1,760
NA	Direct Costs	\$0
NA	25% of consultant review fee	NA
\$1,198.96	\$750.00	\$550
\$595.88	\$250 * plus City Attorney Review	\$50
\$595.88	\$595 * plus City Attorney Review	\$395
\$397.98	\$290.00	NA
\$1,012.73	\$1,010.00	NA
\$407.92	\$405.00	NA
\$1,012.73	\$700.00	NA

Engineering

Note: All third party/consulted work is charged at the full service cost

Description	Current Fee/Charge	Unit
OVERSIZED LOAD PERMIT/TRANSPORTATION PERMIT (SINGLE TRIP)	15.00	per trip
OVERSIZED LOAD PERMIT/TRANSPORTATION PERMIT (ANNUAL)	100.00	each
Watershed Fees		
Stormwater Emergency Response Fee	New	
Commercial & Industrial Watershed Inspection Fee	New	

Full Cost	Suggested Fee	Fee Δ
NA	\$15.00	\$0
NA	\$90.00	-\$10
NA	At burdened staff + consultant/contractor costs	NA
\$575.63	\$400.00	NA

Fire

Description	Current Fee/Charge	Unit
Fire Sprinklers: Single Family Dwelling – 13D System:		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	35.00	each
Inspection/Permit:	100.00	each
Fire Sprinklers: Multi-family dwelling – 13R System:		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	50.00	each
Inspections/Permit:		
Dwellings up to three stories in height.	200.00	each
Per floor above third	100.00	each
Fire Sprinklers – Residential - 13 System		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	50.00	each
Inspections/Permit:		
Dwellings up to three stories in height.	200.00	each category
Per floor above 3rd floor	100.00	each category
Fire Sprinklers – Commercial 13 System		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	50.00	each
Inspections/Permit:		
1st Floor up to 52,000 ft	200.00	each category
Per floor above 1st floor	100.00	each category
Fire Sprinklers – Commercial Tenant Improvements 13 System:		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	20.00	each
Inspections/Permit:		
<20 sprinkler heads	50.00	each category
>20 sprinkler heads	100.00	each category
Fire Alarm Residential/Commercial		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	50.00	each
Inspection/Permit:		
Inspection and Permit: Residential up to 3 floors	200.00	each category
Inspection and Permit: Residential add per each floor above 3	100.00	each category

Full Cost	Suggested Fee	Fee Δ
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$409.29	\$125.00	\$25
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$613.94	\$250.00	\$50
\$102.32	\$102.00	\$2
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$613.94	\$250.00	\$50
\$204.65	\$125.00	\$25
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$409.29	\$250.00	\$50
\$204.65	\$125.00	\$25
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$409.29	\$62.00	\$12
\$613.94	\$125.00	\$25
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$613.94	\$250.00	\$50
\$204.65	\$125.00	\$25

Fire

Description	Current Fee/Charge	Unit
Inspection and Permit: Commercial 1st floor up to 52,000 sq ft	200.00	each category
Inspection and Permit: commercial add per floor above 1	100.00	each category
Residential/Commercial over 100 alarm devices	250.00	each category
Fire Alarms– Tenant Improvements		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	20.00	each
<u>Inspections/Permit:</u>		
<20 Fire Alarms Devices	50.00	each category
>20 Fire Alarms Devices	100.00	each category
Over 100 alarm devices	250.00	each category
Fire Standpipe Systems:		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	50.00	each
<u>Underground standpipe systems inspection/permit</u>		
Standalone system inspection/permit	200.00	each
Standpipes per floor above the third floor	100.00	each
Underground Pipe – Fire Sprinkler and/or Private Fire Hydrant		
Plan Review (3rd party)	Direct Cost	each
Plan Review (Staff)	50.00	each
Inspection and permit processing, per building	100.00	each
Per additional hydrant	50.00	each
Kitchen Fire Suppression System		
<u>Plan Review: Kitchen Suppression</u>		
Full Plan Review - Single Hood System- In-House	50.00	each
Full Plan Review - Single Hood System- (3rd party review)	Direct Cost	each
Full Plan Review - More than one hood system (in-house)	50.00	each
Inspection and Permit	50.00	per hour
Full Plan Review - More than one hood system (3rd party review)	Direct costs + 1 hour staff administrative review	per hour
<u>Other Fixed Suppression Systems</u>		
CO2 / Inergen / Spray Booth	New	each
Review of Fire Protection Plan: New Developments and revised FPP's	0.00	each
Review of Hazardous Material Technical Report	0.00	each

Full Cost	Suggested Fee	Fee Δ
\$613.94	\$250.00	\$50
\$204.65	\$125.00	\$25
\$1,023.23	\$312.00	\$62
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$409.29	\$62.00	\$12
\$613.94	\$125.00	\$25
\$1,023.23	\$312.00	\$62
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$613.94	\$250.00	\$50
\$204.65	\$125.00	\$25
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$818.58	\$125.00	\$25
\$204.65	\$62.00	\$12
\$613.94	\$62.00	\$12
Varies	Direct Cost	\$0
Varies	Staff Rate	NA
\$818.58	\$62.00	\$12
Varies	Staff Rate	NA
Varies	Direct Cost	\$0
\$613.94	\$613.00	NA
\$613.94	Staff Rate	NA
\$613.94	Staff Rate	NA

Fire

Description	Current Fee/Charge	Unit
Aboveground Tank review & Inspection	0.00	each
Proposed Annual Inspections:		
State Licensed Facility-Fire Clearance Insp	50.00	each
New Business Inspections	0.00	each
Blasting Permit		
Blasting Permit Plan Check (Staff)	20.00	each
Blasting Permit Plan Check (Third Party)	Direct Costs	each
Blasting Permit Permit Fee	20.00	each
Other Fees		
Fire Inspector - Hourly Rate	0.00	per hour
Fire Tech - Hourly Rate	0.00	per hour
Deputy Fire Marshal - Hourly Rate	0.00	per hour
Fire Marshal - Hourly Rate	0.00	per hour
Review of Plans not otherwise specified	0.00	per hour
Basic Life Support for private events	135.00	per hour
Advanced Life Support for private events	160.00	per hour
Engine Standby	New	per hour
Administrative Review (Partial)	New	per hour
Administrative Review (Full)	New	per hour

Full Cost	Suggested Fee	Fee Δ
\$613.94	\$307.00	\$307
\$143.25	\$62.00	\$12
\$286.49	\$72.00	\$72
\$143.25	Staff Rate	NA
NA	Direct Cost	\$0
\$71.62	Staff Rate	NA
\$143.25	\$143.25	\$143
\$107.04	\$107.04	\$107
\$204.65	\$204.65	\$205
\$254.99	\$254.99	\$255
\$193.94	\$193.94	\$194
\$213.50	\$168.00	\$33
\$267.78	\$200.00	\$40
\$535.65	\$535.00	NA
\$102.32	\$102.00	NA
Staff Rate	Staff Rate	NA

Business License

Description	Current Fee/Charge	Unit
In City Business License Issuance/Administrative (includes change in Business License owner/address/etc)	New	Each
In City - Home Based Business License Issuance/Administrative (includes change in Business License owner/address/etc)	New	Each
Out of City Business License Issuance/Administrative (includes change in Business License owner/address/etc)	New	Each
Business License Renewal - Automatic (Email)	New	Each
Business License Renewal - Manul (No Email)	New	Each
Delinquent Business Licenses	New	Each
Business License Appeal Hearings	New	Each
Business License non-compliance (Delinquent/ No Business License)	New	Each
Code Inspections	New	Each

Operational Cost	Suggested Fee	Fee Δ
\$791.96	\$154.00	NA
\$609.73	\$60.00	NA
\$32.85	\$16.00	NA
\$10.95	\$6.00	NA
\$23.16	\$16.00	NA
\$65.70	\$45.00	NA
\$2,489.10	\$1,528.00	NA
\$679.83	\$476.00	NA



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