

**CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 177**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, REPEALING  
ORDINANCES NO. 52 AND NO. 53 AND ADOPTING A NEW PLANNING &  
BUILDING SERVICES AND PUBLIC WORKS FEE SCHEDULE**

WHEREAS, the City of Liberty Lake ("City") incorporated on August 31, 2001; and

WHEREAS, the City adopted the January 2001 Spokane County Zoning and Land Use Fee Schedule, effective on August 31, 2001 through Ordinance No. 52, as the Interim Zoning and Land Use Fee Schedule for the City; and

WHEREAS, the City adopted the November 2000 Spokane County Building Permit Fee Schedule, effective on August 31, 2001 through Ordinance No. 53, as the Interim Building Permit Fee Schedule for the City; and

WHEREAS, Ordinances No. 52 and No. 53 stated that after the date of incorporation, the City intends to develop its own Zoning and Land Use and Building Permit Fee Schedules; and

WHEREAS, the City adopted its own comprehensive land use plan pursuant to RCW 36.70A in September 2003; and

WHEREAS, the City adopted a Development Code to implement the Comprehensive Plan in December 2005 and several fees were not included in the pre-incorporation fee schedule or the fee descriptions did not match the City Development Code; and

WHEREAS, the zoning, land use and building permit fees in the pre-incorporation fee schedules had never been updated with the exception of the building valuation data which has been updated once a year since 2006 based on the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council; and

WHEREAS, the goal of the 2009 Planning & Building Services Fee Schedule Update is to primarily provide transparency in fees and secondarily, provide for additional cost recovery; and

WHEREAS, the City Public Works Department currently has no fee schedule except permit fees that were previously administered under the City Building and Planning Department; and

WHEREAS, the City currently utilizes a City surcharge that was a carryover from Spokane County when the City's current pre-incorporation fee schedule was adopted and the City would like to remove the current surcharge added to all permits and re-allocate it into the various review functions (*i.e.* planning review, engineering review, and residential plan review); and

WHEREAS, the City has reviewed other jurisdictions for the 2009 Planning & Building Services Fee Schedule Update and the fees are generally consistent with those charged by neighboring jurisdictions; and

WHEREAS, the City is desirous of making the new fee schedule as accessible as possible for constituents,

NOW THEREFORE the City Council of the City of Liberty Lake, Washington do ordain as follows:

Section 1. Interim Fee Schedules Repealed. The Liberty Lake City Council hereby repeals the following Ordinances:

City Ordinance No. 52 – "An Ordinance of the City of Liberty Lake, Washington, adopting by reference the Spokane County 2001 Zoning and Land Use Fee Schedule as the Interim 2001 Zoning and Land Use Fee Schedule of the City."

City Ordinance No. 53 – "An Ordinance of the City of Liberty Lake, Washington, adopting by reference the Spokane County Building Permit Fee Schedule as the Interim Building Permit Fee Schedule of the City."

Section 2. 2009 Planning & Building Services and Public Works Fee Schedule. Pursuant to RCW 35A.11.020 and 35A.21.160, the City adopts the 2009 Planning & Building Services and Public Works Fee Schedule, as identified in the attached hereto Exhibit "A". Pursuant to City Ordinance No. 29 and this Ordinance, future updates to the fee schedules shall be permitted by City Resolution except for such administrative modifications as set forth in Exhibit A.

Section 3. Severability.

If any section, sentence, clause or phrase of this Ordinance and the attachments hereto shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Administration and Enforcement.

- A. Administration. The Community Development Director shall be responsible for the administration of this Ordinance.
- B. Enforcement. Projects that are subject to the provisions of this Ordinance and do not comply with the standards of this Ordinance shall be subject to the enforcement provisions of the Liberty Lake Municipal Code and Development Code.

Section 5. Effective Date.

This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 19<sup>th</sup> day of May, 2009.

Wendy VanOrman  
Mayor, Wendy Van Orman

ATTEST:

Ann Swenson  
Deputy City Clerk, Ann Swenson

Approved As To Form:

Sean Boutz  
City Attorney, Sean Boutz

Date of Publication: 5-28-09

Effective Date: 6-2-09

**CERTIFICATION**

I, the undersigned Deputy City Clerk of the City of Liberty Lake, of Spokane County, Washington, HEREBY CERTIFY that the foregoing Ordinance is a full, true and correct copy of Ordinance No. 177 duly adopted at a regular meeting of the City Council of said City, duly and regularly held at the regular meeting placed thereof on May 19, 2009 of which meeting all members of said City Council had due notice and at which a majority thereof were present; and that at said meeting said Ordinance was adopted by the following vote: 4-3.

AYES, and in favor thereof, Council Member(s): Olander, Jenkins, Romney, Owens

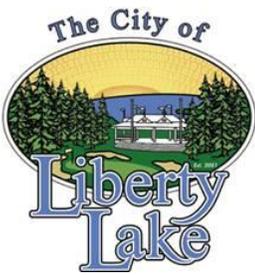
NAYS, Council Member(s): Schuler, Crump, and Langford

ABSENT, Council Member(s):

ASTAINED, Council Member(s):

CITY OF LIBERTY LAKE

  
\_\_\_\_\_  
DEPUTY CITY CLERK



# PLANNING & BUILDING SERVICES AND PUBLIC WORKS FEE SCHEDULE

4/25/11

## **BUILDING PERMIT FEES**

Building permit fees are based on the valuation of the project. The valuation is determined by using data taken from the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. This Fee Schedule includes the most recent valuation data and is updated administratively as the data changes twice each year.

In addition to the building permit fee, applicants are responsible for the SBCC fee, plan review fees, plumbing permit fees, mechanical permit fees, grading permit fees, City Engineer review fees, Planning review fees, and other fees established by the current adopted fee schedule, as applicable.

The majority of projects within the City of Liberty Lake also participate in the Harvard Road Mitigation Plan, in lieu of a transportation impact study. The fees charged in conjunction with this mitigation plan are applied towards City transportation improvements and are based on the types of land uses associated with the project. Please contact Planning & Building Services for more information on adopted mitigation fees.

### **Single Family Residential Valuation**

**On residential type structures and additions, the valuation is based on the following:**

	<i>Value per sq. ft.</i>
Main Floor	
new	\$101.90
additions	\$101.90
Second Floor	
new	\$101.90
additions	\$101.90
Basement	
finished	\$39.68
partial	\$19.84
unfinished	\$15.00
Private Garages, Storage Buildings, & Barns	\$39.50 or Contract Value Per Ft.
Open Carports	\$17.25
Decks *	
covered	\$25.02
uncovered	\$19.47

\* Decks and patios may be disregarded in computing the valuation of a new house unless they are covered structures or more than 30 inches above ground level.

All valuations should be "rounded up" to the nearest \$1,000 for fee calculation purposes. Valuations are calculated at time of application and shall be based on City Staff figures.

Fees for repair, alteration, remodel, or foundation work are based on the total value of work to be performed as submitted by the applicant.

## Commercial Valuation (February 2011)

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156.05
A-1 Assembly, theaters, without stage	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138.12
A-2 Assembly, nightclubs	163.22	156.56	154.17	148.00	138.96	135.24	142.52	126.06	121.36
A-2 Assembly, restaurants, bars, banquet halls	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120.36
A-3 Assembly, churches	195.10	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140.02
A-3 Assembly, general, community halls, libraries, museums	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108.71
A-4 Assembly, arenas	192.16	184.99	178.74	171.06	158.31	154.36	164.32	143.04	137.12
B Business	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
E Educational	176.97	170.85	165.64	158.05	146.37	138.98	152.61	127.91	123.09
F-1 Factory and industrial, moderate hazard	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.48
F-2 Factory and industrial, low hazard	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.48
H-1 High Hazard, explosives	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	N.P.
H234 High Hazard	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.53
H-5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
I-1 Institutional, supervised environment	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
I-2 Institutional, hospitals	277.07	271.09	265.80	258.28	243.90	N.P.	252.23	227.88	N.P.
I-2 Institutional, nursing homes	193.00	187.02	181.74	174.22	160.98	N.P.	168.16	144.96	N.P.
I-3 Institutional, restrained	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133.13
I-4 Institutional, day care facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
M Mercantile	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	80.36
R-1 Residential, hotels	166.21	160.43	155.99	149.29	137.39	133.80	145.70	123.43	119.10
R-2 Residential, multiple family	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	92.94
R-4 Residential, care/assisted living facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
S-1 Storage, moderate hazard	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	51.53
S-2 Storage, low hazard	89.74	85.15	80.53	76.33	68.49	64.31	72.66	55.22	50.53
U Utility, miscellaneous	71.03	67.02	62.71	59.30	52.86	49.43	56.33	41.00	39.06

All valuations should be "rounded up" to the nearest \$1,000 for fee calculation purposes. Valuations are calculated at time of application and shall be based on City Staff figures.

Fire Suppression & Alarm Systems - to calculate the valuation of Fire Suppression & Alarm Systems for the purposes of determining permit fees, the bid amount is used, at the discretion of City Staff.

Retaining Walls (over 4' tall or impounding) - calculated at \$8.25 / sq. ft.

## Permit & Plan Review Fees

Total Valuation	Building Code & Fire Protection Review (\$35.00 minimum)	City Engineer Review * (% of Building & Fire Code Review Fee for specific projects)	Planning Review * (% of Building & Fire Code Review Fee for specific projects)	Commercial Plan Review (% of Building & Fire Code Review Fee)	Residential Plan Review (% of Building & Fire Code Review Fee)
\$1 - \$500	\$24.00	25%	15%	65%	25%
\$501 - \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000	25%	15%	65%	25%

\$2,001 - \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000	25%	15%	65%	25%
\$40,000 - \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000	25%	15%	65%	25%
\$100,001 - \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000	25%	15%	65%	25%
\$500,001 - \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	25%	15%	65%	25%
\$1,000,001 - \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000	25%	15%	65%	25%
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof	25%	15%	65%	25%

\* City Engineer Review Fees Not Applicable for: Typical Single Family Residential Building Permits & Basement Finishes, Typical Residential Accessory Structure Permits, Fire Suppression & Alarm Permits, Swimming Pool Permits, Tenant Improvement / Interior Remodel Permits, and Other Permits, as determined by City Staff which do not require City Engineer review of civil plans.

\* Planning Review Fees Not Applicable for: Typical Single Family Residential Building Permits & Basement Finishes, Typical Residential Accessory Structure Permits, Fire Suppression & Alarm Permits, Swimming Pool Permits, and Other Permits, as determined by City Staff which do not require planning review of zoning or design.

Projects containing multiple buildings with the same plan set (i.e. multi-family apartment complexes) will be charged a single plan review fee per building type and \$150 for each subsequent identical set, at the discretion of City Staff.

Commercial Plan Review, City Engineer Review, and Planning Review - When City review has been conducted and a building permit has not been issued due to a project being cancelled, withdrawn, or expired, the City reserves the right to invoice applicants for the above fees and excessive staff time, as applicable.

Additional charges that may be assessed on permits:

SBCC surcharge	\$4.50
Harvard road mitigation fee (single family residential example *)	\$416.63 (2002)
Environmental Review Fee / SEPA Checklist (specific projects)	\$200.00
Critical materials review (specific commercial projects)	\$75.00
Investigation fee (additional charge assessed on projects when work is started without a permit)	100% of permit fee
Fast track fee (additional charge assessed on projects for early footing and foundation approval)	25% of permit fee 100% of plan review fee
Excessive Staff Time	\$50.00 / hour
Legal Notice, Postage, and Hearing Examiner Fees, when applicable	Invoiced to Applicant
Minimum Permit Fee	\$35.00
Processing Fee, if applicable	\$25.00

\* check w/ Planning & Building Services Staff for current mitigation fee charges (if applicable) for all other uses

#### Other Permit, Inspection, & Review Fees

Additional Plan Review	\$50.00 / hour
Blasting Permit	\$50.00
Change of Use / Certificate of Occupancy Modification	\$50.00
Demolition Permit	\$25.00 (per 1,000 sq. ft.) + SEPA, if applicable
Fences (over 6' tall)	\$25.00 (per 100 linear feet)
Fire Protection System Verification	\$25.00
Fire Suppression System (Type I Hood Installation)	\$35.00
Grading Permits (amount of cut or fill)	Permit Fee + SEPA, if applicable
50 Cu. Yd. or less	\$25.00
51 – 100	\$25.00
101 – 1,000	\$25 for the first 100 cu. yd.; plus \$10 for each additional 100 cu. yd.
1,001 – 10,000	\$125 for the first 1000 cu. yd.; plus \$10 for each additional 1000 cu. yd.
10,001 – 100,000	\$225 for the first 10,000 cu. yd.; plus \$35 for each additional 10,000 cu. yd.

100,001 – 200,000	\$525 for the first 100,000 cu. yd.; plus \$25 for each additional 10,000 cu. yd.
200,001 +	\$625 for the first 200,000 cu. yd.; plus \$25 for each additional 10,000 cu. yd.
Grading Permits (amount of cut or fill)	Plan Review Fee
50 Cu. Yd. or less	\$0
51 – 100	\$20.00
101 – 1,000	\$25.00
1,001 – 10,000	\$35.00
10,001 – 100,000	\$35 for the first 10,000 cu. yd.; plus \$15 for each additional 10,000 cu. yd.
100,001 – 200,000	\$175 for the first 100,000 cu. yd.; plus \$10 for each additional 10,000 cu. yd.
200,001 +	\$275 for the first 200,000 cu. yd.; plus \$5 for each additional 10,000 cu. yd.
Inspections Outside Normal Working Hours	\$75.00 / hour
Manufactured / Mobile Homes	\$50.00 (per section) + \$50 Planning Review Fee
Mechanical Permits	Each Unit
A/C & Heat Pump (up to 3 tons)	\$20.00
A/C & Heat Pump (3 - 15 tons)	\$25.00
A/C & Heat Pump (15 - 30 tons)	\$30.00
A/C & Heat Pump (30 - 50 tons)	\$35.00
A/C & Heat Pump (> 50 tons)	\$60.00
Air Handler < 10,000 cfm	\$12.00
Air Handler > 10,000 cfm	\$15.00
Boiler - Electric Boiler Installation (< 250 kw)	\$50.00
Boiler - Low Pressure Steam & Hot Water Installation (< 500,000 btu)	\$100.00
Boiler - Low Pressure Steam & Hot Water Installation (500,000 - 2,000,000 btu)	\$200.00
Boiler - Low Pressure Steam & Hot Water Installation (> 2,000,000 btu)	\$200 for the first 2,000,000 btu; plus \$20 for each additional million btu
Boiler - Power Boiler Installation (< 2,000,000 btu)	\$200 for the first 2,000,000 btu; plus \$20 for each additional million btu Maximum Fee = \$1,000
Boiler - Unfired Pressure Vessel Installation	\$50.00 + \$10 / additional pressure vessel

Boiler - Additional Pressure Vessels	\$10.00 / vessel (inspected at the same time)
Boiler Repair	\$50.00 / hour (50% less if inspected by insurance company)
Clothes Dryer	\$12.00
Duct Work System	\$12.00
Evaporative Coolers	\$12.00
Gas Log	\$12.00
Gas & Hydronic Piping	\$12.00 + \$1.00 per outlet
Gas Water Heater	\$12.00
Heating Equipment < 100,000 btu	\$15.00
Heating Equipment >100,000 btu	\$20.00
Hydrostatic Pressure Test	\$35.00
Miscellaneous	\$12.00
Propane Tanks	\$35.00
Range	\$12.00
Refrigeration Equipment (1 – 100,000 btu)	\$15.00
Refrigeration (101,000 – 500,000 btu)	\$25.00
Refrigeration (501,000 – 1,000,000 btu)	\$35.00
Refrigeration (1,000,000 – 1,750,000 btu)	\$45.00
Refrigeration (> 1,750,000 btu)	\$65.00
Type I Hood	\$60.00
Type II Hood	\$12.00
Ventilating Fans	\$12.00
Unlisted Gas Appliance < 400,000 btu	\$75.00
Unlisted Gas Appliance > 400,000 btu	\$125.00
Used Gas Appliance < 400,000 btu	\$75.00
Used Gas Appliance > 400,000 btu	\$125.00
Woodstove / Insert & Pellet Stove / Insert	\$25.00
Plumbing Permits	Each Unit
Bathtub	\$6.00
Clothes Washer	\$6.00
Dishwasher	\$6.00
Drain	\$6.00

Drinking Fountain	\$6.00
Electric Water Heater	\$6.00
Floor Sink	\$6.00
Garbage Disposal	\$6.00
Hydronic Piping	\$12.00 + \$1.00 per outlet
Lawn Sprinkler / Back Flow Preventer	\$6.00
Miscellaneous	\$6.00
Sewage Ejector	\$6.00
Sink	\$6.00
Shower	\$6.00
Toilet / Urinal	\$6.00
Water Softener	\$6.00
Public Assembly Permit	\$50.00
Public Works Review	
Additional Plan Review	\$50.00 / hour
Approach Permit	\$50.00
Design Deviation Review	\$250.00
Grading	See Grading Permit Above
Inspections Outside Normal Working Hours	\$75.00 / hour
Re-Inspections	\$50.00
Re-Location of Building	See Re-Location of Building Fee Below
Right of Way Permit	\$50.00
Special Inspections	\$50.00 / hour
Street Vacation Request Review	\$400.00
Traffic Impact Analysis Review	\$50.00 / hour
Traffic Control Plan Review	\$50.00 / hour
Work Beyond Approved Scope	\$50.00 / hour
Re-Inspections	\$50.00
Re-Location of Building	\$200.00 + \$50 Planning Review Fee & SEPA, if applicable
Safety Inspections	\$50.00
Sign Permits (wall signs)	\$75.00
Sign Permits (monument & freestanding signs)	\$115.00

Special Inspections	\$50.00 / hour
Stationary Pump, Dispenser, Piping, Installation, Alteration, or Repair	\$75.00
Storage Tank Installation (above ground < 500 gallons) *	\$75.00
Storage Tank Installation (above ground > 500 gallons) *	\$415.00
Storage Tank Installation (underground) *	\$415.00 + SEPA, if applicable
Storage Tank Removal or Abandonment	\$225
Storage Tank Removal or Abandonment (home heating oil <1,100 gallons)	\$75.00
Storage Tank Repair, Alteration, or Temp. Out of Service	\$75.00
Swimming Pools	Based on valuation & fee chart above
Temporary Structures	\$150
Timber Harvest Permits	\$600.00 + SEPA

\* Non-hazardous (i.e. water tanks) are exempt from the Storage Tank Installation fees, as determined by City Staff

## ZONING, LAND USE, & SUBDIVISION FEES

This fee schedule is adopted for the purpose of defraying the costs to The City of Liberty Lake regarding the below-listed zoning, land use, and subdivision actions. These are reflective of costs incurred by the City for the processing, reviewing, determining, holding of public hearings, notifying, and appealing of the listed actions. Legal notices, public notice postage, contract services reviews, and Hearing Examiner charges are added to the following fees, as applicable. All applications, except those initiated by the City Council or a Subcommittee of the City Council, the Planning Commission, or Planning & Building Services, shall be accompanied by the required fee.

<b>Environmental Policy</b>	
SEPA Environmental Checklist Review	\$200.00
SEPA - DS / EIS / Addenda	Applicant will be responsible for preparation or will be invoiced for contract services cost (\$2,450 Deposit)
SEPA - Public Notices	Applicant will be invoiced for cost
SEPA - Reproducing Environmental Document	Applicant will be invoiced for cost
<b>Land Division &amp; Boundary Line Adjustments</b>	
Alteration / Change of Condition / Major Modification	75% of land division application fee
Alteration / Minor Modification	25% of land division application fee
Preliminary Binding Site Plan (BSP)	\$3,500 for 1st acre + \$30 per acre for each additional acre
Final Binding Site Plan (BSP) / BSP Amendments (ROS)	\$2,500 + \$25 per lot
Boundary Line Adjustment (BLA)	\$250 per parcel line modified
Boundary Line Adjustment (Parcel Aggregation )	\$250 total
Preliminary Plat (P)	\$4,000 for 1st acre + \$30 per acre for each additional acre
Final Plat (P)	\$2,500 + \$25 per lot
Preliminary Short Plat (SP)	\$3,000 for 1st acre + \$30 per acre for each additional acre
Final Short Plat (SP)	\$1,800 + \$25 per lot
<b>Miscellaneous</b>	
Administrative Interpretation	\$500
City Engineer Review	25% of application fee, as applicable
Excessive Staff Time & Actions Not Listed	\$75.00 / hour
Hearing Examiner Public Hearing Fee	Applicant will be invoiced for cost
Major Modification	75% of application fee
Minor Modification	25% of application fee

Street Name / Address Change (after recording)	\$500
Professional Contract Services (i.e. surveyor review)	Applicant will be invoiced for cost
Public Notice (Legal Notices & Notice Postage)	Applicant will be invoiced for cost
Modification Review of Previously Approved Site Plans (not in conjunction with building permit applications)	\$50 / hour (1/2 hour minimum)
Time Extension Review	\$500
Vacation of Approved Preliminary Plat or Short Plat	\$500
Zoning Verification Letter	\$200
<b>Shoreline Management</b>	
Shoreline Management App. (< \$10,000 project value)	\$1,000
Shoreline Management App. (\$10,001 - \$50,000)	\$1,400
Shoreline Management App. (\$50,001 - \$250,000)	\$2,700
Shoreline Management App. (\$250,001 - \$1,000,000)	\$5,400
Shoreline Management App. (> \$1,000,000 project value)	\$6,700 + 10% of value > \$1,000,000
Additional Fee for Variance Request	\$2,100
Additional Fee for Conditional Use Permit Request	\$1,800
Permit Amendment	80% of original application fee
<b>Zoning &amp; Amendments</b>	
Accessory Dwelling Unit (ADU)	Based on valuation & fee chart above w/ Planning Review Fee
Conditional Use Permit (CU) & Major Modifications to an Existing Conditional Use Permit	\$2,500
Comprehensive Plan Amendment (CA)	\$5,000 + SEPA
Home Occupation Permit (H)	\$75.00
Preliminary Planned Unit Development (PUD) Overlay	25% of land division application fee
Final Planned Unit Development (PUD) Overlay	25% of land division application fee
Specific Area Plan Overlay (< 100 acres)	\$4,500 + SEPA
Specific Area Plan Overlay (> 100 acres)	\$9,500 + SEPA
Special Use Permits (SU)	\$2,500
Temporary Use Permits (T)	\$450
Variance Request (Class A)	\$250
Variance Request (Class B)	\$2,500

Urban Growth Area (UGA) Boundary Extension Request	\$4,500 + Land Quantity Analysis Prep. & SEPA
Development Code Text Amendment / Zoning Matrix Amendment, or Other Code Amendment (ZTA)	\$2,500 + SEPA
Zoning Map Amendment (ZMA - Legislative Review)	\$5,000 + SEPA
Rezone (ZC - Quasi-Judicial Review)	\$6,500 + SEPA
<b>Appeals</b>	
Appeal Fee	\$950
Motion for Hearing Examiner Reconsideration	Applicant will be invoiced for cost
Transcript / Record Preparation Fee	Applicant will be invoiced for cost (Deposit Required)

## **FEE ADMINISTRATION**

### A. General Administration of Fee Schedule.

1. All of the required fees will be paid at the time of application or when the applicant requests information or service for which a fee is charged above and is rendered without an application being filed, provided that for hourly fees the applicant will be billed and the fees paid before the decision is made and findings signed. For building permits, permit fees will be due at time of permit issuance.
2. Commercial Plan Review, City Engineer Review, and Planning Review - When City review has been conducted and a building permit has not been issued due to a project being cancelled, withdrawn, or expired, the City reserves the right to invoice applicants for the above fees and excessive staff time, as applicable.
3. Each action for which there is a listed fee above will constitute a separate action, and the fee will be computed as determined above (i.e. each variance request is a separate action). Projects containing multiple buildings with the same plan set will only be charged a single commercial or residential plan review fee per building type, at the discretion of City Staff.
4. Measurement of acreage will be rounded to the nearest full acre except for areas less than one acre, which will be computed as one acre.
5. Hourly wages will be rounded to the nearest ½ hour as noted except for hours less than ½ hour, which will be computed as ½ hour.
6. The value of projects and / or construction shall be determined by using data taken from the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. This Fee Schedule includes the most recent valuation data and is updated administratively as the data changes twice each year. If no building permit was required or the building permit was issued more than one year ago, the value shall be determined by the Building Valuation Data Sheet, per County Assessor records, awarded construction bid, estimated construction cost, or other comparable means, as determined by City Staff.

B. Refund policy.

1. An 80% refund of fees will be provided if the Planning & Building Services Manager and/or City Engineer, in consultation with the Community Development Director, or his/her designee, determines that, although the application may have been accepted, no processing by the City has occurred.
2. A 50% refund of fees will be provided if the Planning & Building Services Manager and/or City Engineer, in consultation with the Community Development Director, or his/her designee, determines that the request is made prior to any mailing of notice or if any processing by the City has occurred.
3. No refund of fees will be provided after an administrative decision / interpretation is rendered or after the mailing of notice unless the application is withdrawn at the City's request.
4. Full refund of fees, may be authorized if the City has inappropriately told an applicant that a permit / action is required and later it is determined by the City that the permit / application was not necessary / required.

C. Automatic Modification of Fee Schedule

The Planning & Building Services and Public Works Fee Schedule shall be automatically administratively modified twice a year to remain current with the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. Additionally, the fee schedule will be reviewed for a yearly cost of living adjustment.

D. Waiver of Fees.

The Planning & Building Services Manager and/or City Engineer, in consultation with the Community Development Director, or his/her designee, may waive all or a portion of the fees established herein for special individual circumstances where there is extreme economic hardship, issues of fundamental fairness, or where application of the fee schedule is otherwise unreasonable or impractical. Requests for the waiver of fees shall be made in writing to the Manager, stating a reason for the waiver. The decision shall be indicated by letter stating the basis for approval or denial of the waiver and the decision is final and binding.