



# Council Agenda Report

**From:** Warren Frace, Community Development Director

**Subject:** “Time Tracking” Building Permit Fees Based on Standardized Hourly Rate and Inspection Deposits

**Date:** November 21, 2017

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## Facts

1. On August 5, 2014, Council adopted Resolution 14-111, directing staff to implement ‘cost per hour’ billing for plan review and inspection services at an hourly rate. This rate is adjusted annually to track the Consumer Price Index (CPI).
2. On September 20, 2016, Council authorized the execution of contracts for the purchase and installation of a replacement Land Management System (“Building Permit System”) from Accela, Inc. for the Community Development and Public Works Departments.
3. The Accela system is designed to implement ‘cost per hour’ billing, based on a simplified approach to Building Permit fees, including inspection deposits, time tracking, and hourly rates.
4. As of November 2017, implementation of the new Accela System is approximately 75% complete.
5. The effective date of the updated Building Fee Schedule would need to correspond with the ‘go-live’ date of the Accela system, which is targeted for January 22, 2018.
6. On September 7, 2017, the Building Liaison Committee reviewed and discussed the proposed Building Fee Schedule (Attachment 2), based on a simplified approach to Building Permit fees, including inspection deposits, time tracking, and hourly rates.

## Options

1. Approve draft Resolution 17-XXX (Attachment 1) adopting Building Permit Fees based on the standardized hourly rate and inspection deposits (Attachment 2).
2. Amend or modify the Building Permit types that are processed by flat rate fee approach vs. time tracking approach (Attachment 3).
3. Refer back to staff for additional analysis.

\*Options 2 and 3, may delay Accela ‘go-live’ and implementation of ‘cost per hour’ billing.

## Analysis and Conclusions

Building Division Hourly Rate. In 2014, the City Council adopted Resolution 14-111, directing staff to implement ‘cost per hour’ billing for plan review and inspection services, based on an established hourly rate. Council adopted an hourly rate of \$147/hour to cover the cost of the administrative (City) portion of plan review and all inspections required in conjunction with issuance of a building permit. The fee is indexed to CPI and adjusts annually with the Fiscal Year (FY) Comprehensive Fee Schedule. For FY 2018, the rate is \$161/hour.

Simplified Inspection Fees. The existing building permit fees are based on the 2005 Maximus Cost Recovery Fee Study. The most recent annual inflation adjustment to the fees occurred in June 2017 and includes 21 pages of building permit fees (Attachment 4). A shift to ‘cost per hour’ billing presents an

opportunity to re-evaluate and simplify the Building Permit fees. The proposed fee schedule (Attachment 2) is a significant departure from the old “flat fee” approach of calculating inspection fees based on building area, occupancy, and construction type and moves to a more business like “time tracking” approach. The administrative portion of the permit processing fees will be a flat rate depending on the type of permit. Plan check fees will continue to be based on “real-time” plan check hours and/or pass-through of costs for third-party plan review.

**New Approach: Hourly Rate x Inspection Hours = Inspection Fee**

Inspection Deposits. At the time of permit issuance, the Accela system will collect a deposit, which the system will draw down during the inspection process, based on inspection time tracking inputted real time via mobile devices. The system will generate monthly statements for applicants with active permits, with an accounting of inspections for the month and remaining funds on deposit. If a project approaches depletion of the deposit, the system will invoice for additional deposit funds. Projects that reach completion without depleting the deposit will receive a refund at completion. As an alternative, if Development Impact Fees (DIFs) are due upon completion, the remaining inspection deposit could be credited towards DIFs.

For the past two years, staff has applied the inspection deposits and time tracking concept to a limited number of larger projects, using excel spreadsheets and manually generated monthly statements. Overall, the concept of inspection deposits and “time tracking” billing for inspections has been well received by the development community, as there is a direct incentive for builders to be prepared for inspections, thereby minimizing inspection fee costs.

Flat-Rate Permits. The Building Division processes a significant number of smaller permits, including MPE (mechanical, plumbing, and electrical), solar photovoltaic, residential additions and remodels under 500sqft, pools, and patio covers. On small projects, the processing time of the “Time Tracking” approach is not justified. The proposed fee schedule includes Flat-Rate Fees for these types of permits, which are intended to be fiscally neutral, based on staff’s analysis of available processing, plan check, and inspection data.

**Flat Fee Permits**

Mechanical, Plumbing, Electrical (Including EV charging)	Residential Pool/Spa
Residential Solar	Commercial Pool/Spa
Commercial Solar	Retaining Wall
Residential Re-Roof	Signs – Major
Commercial Re-Roof	Signs – Minor
Residential Remodels/Additions (< 500sqft)	Foundation Repair
Patio Cover/Deck/Porch/Carport	Cell Site
Demolition	Commercial Hood

**Time Tracking Permits**

Residential Remodels/Additions (500sqft or more)	Shell Only – Commercial / Industrial <ul style="list-style-type: none"> <li>• &lt; 5,000 sqft</li> <li>• 5,000 sqft or More</li> </ul>
New Residential <ul style="list-style-type: none"> <li>• Single Family Residence</li> <li>• Multifamily Residences</li> </ul>	Tenant improvement (T.I.) – Commercial/Industrial <ul style="list-style-type: none"> <li>• Major</li> <li>• Minor</li> </ul>
New Commercial/Industrial <ul style="list-style-type: none"> <li>• &lt; 5,000 sqft</li> <li>• 5,000 sqft to 10,000 sqft</li> <li>• 10,001 sqft to 50,000 sqft</li> <li>• 50,001 sqft to 100,000 sqft</li> <li>• 100,000 sqft</li> </ul>	New Hotel / Motel <ul style="list-style-type: none"> <li>• Up to 10 Rooms</li> <li>• 11 Rooms or More</li> <li>• Hotel Amenities</li> </ul>

Since November 2016, staff has been working on all aspects of the new Accela software, including analyzing the: types of information that is collected, reports that it generates, migration of data from the old system, and tools and business practices for “Time Tracking” billing.

**Fiscal Impact**

None. The proposed schedule of “Time Tracking” building permit fees and deposits is an alternative way to recover the City’s costs for Development Services.

**Recommendation**

Approve Resolution 17-XXX adopting updated Building Permit Fees based on a Standardized Hourly Rate and Inspection Deposits.

**Attachments**

1. Draft Resolution 17-XXX Adopting Updated Building Permit Fees based on a Standardized Hourly Rate and Inspection Deposits
2. Proposed Building Fee Schedule
3. Draft Flat Rate & Time Tracking Permit Types
4. Existing Building Permit Fees Based on the 2005 Maximus Fee Study

**COMMUNITY DEVELOPMENT – BUILDING DIVISION  
BUILDING PERMIT – PLAN CHECK – FLAT FEES – INSPECTION DEPOSITS**

Standard Hourly Rate	\$161	
Mechanical, Plumbing, Electrical (MPE) Permits		
1 Item (i.e. Mech, Plumb, Elec, EV ONLY)	\$282 Flat Building Fee	
2 Items (i.e. Mech + Plumb)	\$362 Flat Building Fee	
Solar – Residential <sup>1</sup>	\$483 Flat Building Fee	
Solar – Residential + Electrical Panel	\$564 Flat Building Fee	
Solar – Commercial/Industrial <sup>2</sup>	Plan Check + Estimated Number of Inspections + \$483 Permit Processing	
Residential Remodels / Additions		
Re-Roof	\$161 Flat Building Fee	
< 500 sqft	\$1,449 Flat Building Fee	
Patio Cover / Deck / Porch / Carport	\$805 Flat Building Fee	
Other		
Pool / Spa – Residential	\$1,288 Flat Building Fee	
Pool / Spa – Commercial	Plan Check + Estimated Number of Inspections + \$483 Permit Processing	
Demolition	\$403 Flat Building Fee	
Retaining Wall	Plan Check + Estimated Number of Inspections + \$161 Permit Processing	
Signs – Major	Plan Check + Estimated Number of Inspections + \$644 Permit Processing	
Signs – Minor	\$322 Flat Building Fee	
Foundation Repair	\$644 Flat Building Fee	
Commercial Re-Roof	\$644 Flat Building Fee	
Cell Site	\$1,288 Flat Building Fee	
Commercial Hood	\$805 Flat Building Fee	
<b>Inspection Deposits &amp; Permit Processing Fees</b>		
	Inspection Deposit	Permit Processing/Submittal Fee
Residential Addition/ Remodel - 500 sqft or More	Estimated Number of Inspections	\$644
Residential – New		
Single Family Residence / Detached Dwelling	\$2,415	\$2,415
Two Units or More	\$3,220 + \$805 for Each Additional Unit	\$3,220 + \$805 for Each Additional Unit
Commercial / Industrial – New		
< 5,000 sqft	\$2,737	\$2,737
5,000 sqft to 10,000 sqft	\$4,025	\$4,025
10,001 sqft to 50,000 sqft	\$5,635	\$5,635
50,001 sqft to 100,000 sqft	\$8,855	\$8,855
> 100,000 sqft	\$8,855 + \$2,415 for Each Additional 25,000 sqft	\$8,855 + \$2,415 for Each Additional 25,000 sqft
Commercial / Industrial – Shell Only		
< 5,000 sqft	\$1,288	\$1,288
5,000 sqft or More	\$1,288 + \$322 for Each Additional 5,000 sqft	\$1,288 + \$322 for Each Additional 5,000 sqft
Commercial / Industrial – Tenant Improvement		
Major	\$1,932	\$1,932
Minor	\$966	\$966
Hotel / Motel		
Up to 10 Rooms	\$4,830	\$4,830
11 Rooms or More	\$4,991 + \$161 for Each Additional Room	\$4,991 + \$161 for Each Additional Room
Hotel Amenities	Estimated Number of Inspections	Estimated Number of Processing Hrs

<sup>1</sup> Per SB 1222, Residential solar permits cannot exceed \$500 (+ \$15 per kW above 15)

<sup>2</sup> Per SB 1222, Commercial solar permits cannot exceed \$1,000 (+ \$7 per kW between 51 & 250, \$5 per kW above 250)

Miscellaneous Fees <sup>3</sup>		
Board of Appeals Hearing	Per Hour	\$161
Research	Per ½ Hour	\$81
Service Required in Excess of Standard	Per Hour	\$161
Special Submittal or Addendum	Per Hour	\$161
Supplemental Plan Check Fee	Per Hour	\$161
Supplemental Inspection Fee	Per Hour	\$161
Emergency (Non-scheduled) Call-Out Fee	4 Hour Minimum	\$644
After Hours (Scheduled) Call-Out Fee	2 Hour Minimum	\$322
Application/Permit Extension	Per ½ Hour	\$81
Duplication of Plans	Per ½ Hour + Costs	\$81
Request to Work Outside Normal Hours of Construction	1 Hour Minimum	\$161
Reactivation of Dormant Permit	4 Hour Minimum	\$644
Code Modifications / Interpretations	1 Hour Minimum	\$161
Change of Design Professional / Contractor	Per ½ Hour	\$81
Work Without a Permit	2 Hour Minimum	\$322
General Plan Maintenance Fee	3% of Permit Issuance Fee	Formula Fee
AB717 Fee (Education)	1% of Building Fees	Formula Fee
Permit Automation	5% of Building Fees	Formula Fee
Nexus Study Fee	0.2% of Building Fees	Formula Fee
SB1473 (State Fee)	Percentage of Valuation	Formula Fee
Strong Motion Instrumentation Program (SMIP)	Valuation Calculation	Formula Fee
Electronic Archiving		
Size A & B	Per Page	\$3.00
Size C	Per Page	\$3.50
Size D & E	Per Page	\$8.75
*All fees and deposits to adjust annually by the CPI during the Comprehensive Fee Schedule update in June for the following fiscal year.		

<sup>3</sup> These are the existing miscellaneous fees in the current user fee schedule.  
 Agenda Item No. 11



# Attachment 2 Existing Building Permit Fees

<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
A-1	2,000	\$ 3,048	\$ 3,173
	10,000	\$ 3,300	\$ 3,436
	20,000	\$ 3,827	\$ 3,984
	40,000	\$ 4,206	\$ 4,378
	100,000	\$ 4,879	\$ 5,079
	200,000	\$ 5,916	\$ 6,159
A-2	1,000	\$ 2,718	\$ 2,829
	5,000	\$ 2,944	\$ 3,065
	10,000	\$ 3,415	\$ 3,555
	20,000	\$ 3,757	\$ 3,911
	50,000	\$ 4,360	\$ 4,539
	100,000	\$ 5,271	\$ 5,488
A-2.1	1,000	\$ 2,698	\$ 2,808
	5,000	\$ 2,922	\$ 3,041
	10,000	\$ 3,390	\$ 3,529
	20,000	\$ 3,726	\$ 3,879
	50,000	\$ 4,325	\$ 4,502
	100,000	\$ 5,229	\$ 5,444



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
A-3	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656
A-4	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656
B	1,000	\$ 2,678	\$ 2,788
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,365	\$ 3,503
	20,000	\$ 3,698	\$ 3,850
	50,000	\$ 4,290	\$ 4,466
	100,000	\$ 5,187	\$ 5,400



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
E-1	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656
E-2	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656
E-3	1,000	\$ 2,678	\$ 2,788
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,365	\$ 3,503
	20,000	\$ 3,698	\$ 3,850
	50,000	\$ 4,290	\$ 4,466
	100,000	\$ 5,187	\$ 5,400





<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
F-1	2,000	\$ 2,942	\$ 3,063
	10,000	\$ 3,188	\$ 3,319
	20,000	\$ 3,698	\$ 3,850
	40,000	\$ 4,066	\$ 4,232
	100,000	\$ 4,724	\$ 4,918
	200,000	\$ 5,720	\$ 5,955
F-2	1,000	\$ 2,658	\$ 2,767
	5,000	\$ 2,877	\$ 2,996
	10,000	\$ 3,338	\$ 3,475
	20,000	\$ 3,670	\$ 3,821
	50,000	\$ 4,255	\$ 4,429
	100,000	\$ 5,159	\$ 5,371
H-1	1,000	\$ 2,658	\$ 2,767
	5,000	\$ 2,877	\$ 2,996
	10,000	\$ 3,338	\$ 3,475
	20,000	\$ 3,670	\$ 3,821
	50,000	\$ 4,255	\$ 4,429
	100,000	\$ 5,159	\$ 5,371



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
H-2	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656
H-3	1,000	\$ 2,658	\$ 2,767
	5,000	\$ 2,877	\$ 2,996
	10,000	\$ 3,338	\$ 3,475
	20,000	\$ 3,670	\$ 3,821
	50,000	\$ 4,255	\$ 4,429
	100,000	\$ 5,159	\$ 5,371
H-4	1,000	\$ 2,658	\$ 2,767
	5,000	\$ 2,877	\$ 2,996
	10,000	\$ 3,338	\$ 3,475
	20,000	\$ 3,670	\$ 3,821
	50,000	\$ 4,255	\$ 4,429
	100,000	\$ 5,159	\$ 5,371



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
H-5	10,000	\$ 4,123	\$ 4,292
	50,000	\$ 4,472	\$ 4,656
	100,000	\$ 5,187	\$ 5,400
	200,000	\$ 5,720	\$ 5,955
	500,000	\$ 6,659	\$ 6,932
	1,000,000	\$ 7,991	\$ 8,319
H-6	100	\$ 2,016	\$ 2,099
	500	\$ 2,187	\$ 2,277
	1,000	\$ 2,539	\$ 2,643
	2,000	\$ 2,794	\$ 2,909
	5,000	\$ 3,245	\$ 3,379
	10,000	\$ 3,935	\$ 4,097
H-7	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
I-1.1	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656
I-1.2	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656
I-2	1,000	\$ 2,570	\$ 2,675
	5,000	\$ 2,788	\$ 2,902
	10,000	\$ 3,236	\$ 3,368
	20,000	\$ 3,561	\$ 3,707
	50,000	\$ 4,136	\$ 4,305
	100,000	\$ 5,019	\$ 5,225



COMMUNITY DEVELOPMENT - BUILDING DIVISION			
BUILDING PERMIT- PLAN CHECK - INSPECTION FEES			
Occupancy Classification	SF Standard	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
M	2,000	\$ 2,882	\$ 3,000
	10,000	\$ 3,122	\$ 3,250
	20,000	\$ 3,623	\$ 3,771
	40,000	\$ 3,981	\$ 4,145
	100,000	\$ 4,626	\$ 4,816
	200,000	\$ 5,580	\$ 5,809
R-1	1,000	\$ 2,678	\$ 2,788
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,365	\$ 3,503
	20,000	\$ 3,698	\$ 3,850
	50,000	\$ 4,290	\$ 4,466
	100,000	\$ 5,187	\$ 5,400
R-3 <sup>1</sup>	500	\$ 2,616	\$ 2,723
	1,500	\$ 2,874	\$ 2,992
	3,000	\$ 3,261	\$ 3,395
	4,000	\$ 3,441	\$ 3,582
	5,000	\$ 3,879	\$ 4,038
	10,000	\$ 5,298	\$ 5,515



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
R-3 <sup>2</sup>	500	\$ 2,538	\$ 2,643
	1,500	\$ 2,797	\$ 2,911
	3,000	\$ 3,183	\$ 3,314
	4,000	\$ 3,363	\$ 3,502
	5,000	\$ 3,802	\$ 3,958
	10,000	\$ 5,194	\$ 5,407
R-2.1	1,000	\$ 2,997	\$ 3,120
	5,000	\$ 3,254	\$ 3,387
	10,000	\$ 3,777	\$ 3,932
	20,000	\$ 4,158	\$ 4,329
	50,000	\$ 4,830	\$ 5,028
	100,000	\$ 5,860	\$ 6,101
R-2.2	250	\$ 2,409	\$ 2,508
	1,250	\$ 2,610	\$ 2,717
	2,500	\$ 3,028	\$ 3,153
	5,000	\$ 3,331	\$ 3,468
	12,500	\$ 3,866	\$ 4,024
	25,000	\$ 4,682	\$ 4,875



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
R-2.1.1	100	\$ 2,108	\$ 2,194
	500	\$ 2,278	\$ 2,371
	1,000	\$ 2,642	\$ 2,750
	2,000	\$ 2,901	\$ 3,020
	5,000	\$ 3,362	\$ 3,500
	10,000	\$ 4,061	\$ 4,228
R-2.2.1	600	\$ 2,792	\$ 2,907
	3,000	\$ 3,031	\$ 3,156
	6,000	\$ 3,519	\$ 3,663
	12,000	\$ 3,874	\$ 4,033
	30,000	\$ 4,500	\$ 4,685
	60,000	\$ 5,459	\$ 5,683
S-1	200	\$ 2,188	\$ 2,278
	1,000	\$ 2,367	\$ 2,464
	2,000	\$ 2,745	\$ 2,858
	4,000	\$ 3,016	\$ 3,140
	10,000	\$ 3,498	\$ 3,641
	20,000	\$ 4,228	\$ 4,402



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
S-2	2,000	\$ 2,902	\$ 3,021
	10,000	\$ 3,143	\$ 3,272
	20,000	\$ 3,648	\$ 3,797
	40,000	\$ 4,009	\$ 4,174
	100,000	\$ 4,654	\$ 4,845
	200,000	\$ 5,636	\$ 5,867
S-3	200	\$ 2,188	\$ 2,278
	1,000	\$ 2,367	\$ 2,464
	2,000	\$ 2,745	\$ 2,858
	4,000	\$ 3,016	\$ 3,140
	10,000	\$ 3,498	\$ 3,641
	20,000	\$ 4,228	\$ 4,402
S-5	500	\$ 2,309	\$ 2,403
	2,500	\$ 2,500	\$ 2,602
	5,000	\$ 2,900	\$ 3,019
	10,000	\$ 3,188	\$ 3,319
	25,000	\$ 3,698	\$ 3,849
	50,000	\$ 4,472	\$ 4,656





<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
U-1	250	\$ 2,188	\$ 2,278
	1,250	\$ 2,367	\$ 2,464
	2,500	\$ 2,745	\$ 2,858
	5,000	\$ 3,016	\$ 3,140
	12,500	\$ 3,498	\$ 3,641
	25,000	\$ 4,227	\$ 4,400
U-2	1,000	\$ 1,548	\$ 1,612
	5,000	\$ 1,658	\$ 1,727
	10,000	\$ 1,921	\$ 1,999
	20,000	\$ 2,100	\$ 2,186
	50,000	\$ 2,418	\$ 2,518
	100,000	\$ 2,902	\$ 3,021
T.I. <sup>3</sup>	200	\$ 1,797	\$ 1,871
	1,000	\$ 1,935	\$ 2,014
	2,000	\$ 2,243	\$ 2,335
	4,000	\$ 2,458	\$ 2,559
	10,000	\$ 2,843	\$ 2,960
	20,000	\$ 3,421	\$ 3,561



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
<b>SHELL BUILDINGS</b>			
	1,000	\$ 2,089	\$ 2,175
	5,000	\$ 2,249	\$ 2,342
	10,000	\$ 2,607	\$ 2,714
	20,000	\$ 2,856	\$ 2,973
	50,000	\$ 3,306	\$ 3,441
	100,000	\$ 3,972	\$ 4,135
A	1,000	\$ 2,220	\$ 2,311
	5,000	\$ 2,394	\$ 2,492
	10,000	\$ 2,775	\$ 2,889
	20,000	\$ 3,044	\$ 3,169
	50,000	\$ 3,521	\$ 3,666
	100,000	\$ 4,246	\$ 4,421
B	2,000	\$ 2,429	\$ 2,529
	10,000	\$ 2,621	\$ 2,728
	20,000	\$ 3,039	\$ 3,164
	40,000	\$ 3,334	\$ 3,471
	100,000	\$ 3,867	\$ 4,026
	200,000	\$ 4,651	\$ 4,842



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
<b>Occupancy Classification</b>	<b>SF Standard</b>	<b>Adopted Fee FY 2016-17</b>	<b>Proposed Fee FY 2017-18</b>
F	1,000	\$ 2,164	\$ 2,253
	5,000	\$ 2,332	\$ 2,427
	10,000	\$ 2,703	\$ 2,814
	20,000	\$ 2,963	\$ 3,085
	50,000	\$ 3,430	\$ 3,570
	100,000	\$ 4,129	\$ 4,298
M	1,000	\$ 2,220	\$ 2,311
	5,000	\$ 2,394	\$ 2,492
	10,000	\$ 2,775	\$ 2,889
	20,000	\$ 3,044	\$ 3,169
	50,000	\$ 3,521	\$ 3,666
	100,000	\$ 4,246	\$ 4,421

- <sup>1</sup> Custom or Model Home
- <sup>2</sup> Home, based off of model/stock plan
- <sup>3</sup> Commercial/Industrial Tenant Improvement



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
Work Item	Unit	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
Standard Hourly Rate		\$ 155	\$ 161
<b>MISCELLANEOUS ITEMS</b>			
Antenna		\$ -	\$ -
Cellular / Mobile Phone, free-standing	each	\$ 773	\$ 805
Cellular / Mobile Phone, attached to building	each	\$ 773	\$ 805
Appeal of Abatement Notice	per hour	\$ 155	\$ 161
Awning / Canopy (supported by building)	each	\$ 387	\$ 403
Carport	each	\$ 387	\$ 403
Commercial Coach (per unit) - SALES TRAILER	each unit	\$ 387	\$ 403
Covered Porch	each	\$ 387	\$ 403
Deck (wood)	each	\$ 387	\$ 403
Demolition - Residential / Private Garages	each	\$ 309	\$ 322
Demolition - Commercial / Industrial	each	\$ 387	\$ 403
Fireplace	each	\$ 387	\$ 403
Masonry	each	\$ 387	\$ 403
Pre-Fabricated / Metal	each	\$ 387	\$ 403
Flag Pole	each	\$ 309	\$ 322
Foundation Replacement	each	\$ 696	\$ 725



<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
Work Item	Unit	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
Garage	up to 1,000 s.f.	\$ 928	\$ 966
Garage > 1,001 s.f.	> 1,001 s.f.	\$ 1,083	\$ 1,127
Grading- Residential / Commercial Stand Alone - Issuance	each	\$ 77	\$ 81
Grading - Residential Stand Alone Inspection		\$ -	\$ -
Grading INSP <50 CY	each	\$ 77	\$ 81
Grading INSP 51 - 500 CY	each	\$ 116	\$ 121
Grading INSP 501 - 1,000 CY	each	\$ 155	\$ 161
Grading INSP 1,001 - 5,000 CY	each	\$ 232	\$ 242
Grading INSP 5,000 - 10,000 CY	each	\$ 309	\$ 322
Grading INSP 10,000 CY+ (ea add'l 5,000 CY), FLAT	each	\$ 155	\$ 161
Landscape Water Meter - Permit Issuance	each	\$ 155	\$ 161
Landscape Electrical Meter	each	\$ 232	\$ 242
Lighting pole	each	\$ 309	\$ 322
Patio Cover, Garden Structures, Storage Sheds, Shade Structures	each	\$ 309	\$ 322
Enclosed porch / patio	each	\$ 464	\$ 483
Photovoltaic System	each	\$ 309	\$ 322
Relocated Building (within 25 miles of city offices)	each	\$ 387	\$ 403



### COMMUNITY DEVELOPMENT - BUILDING DIVISION

#### BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

Work Item	Unit	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
Remodel - Residential		\$ -	\$ -
Up to 600 s.f.	up to 600 s.f.	\$ 464	\$ 483
601 s.f. to 900 s.f.	601 - 900 s.f.	\$ 618	\$ 644
901 s.f. to 1,200 s.f.	901 - 1,200 s.f.	\$ 696	\$ 725
Over 1,200 s.f.	>1,200 s.f.	\$ 851	\$ 886
Tenant Improv. - Commercial / Industrial (In-house)		\$ -	\$ -
Up to 250 s.f.	Up to 250 s.f.	\$ 618	\$ 644
251 to 500 s.f.	251 to 500 s.f.	\$ 657	\$ 684
501 s.f. to 1,000 s.f.	501 s.f. to 1,000 s.f.	\$ 773	\$ 805
1,000 to 1,500 s.f.	1,000 to 1,500 s.f.	\$ 851	\$ 886
1,500 to 2,000 s.f.	1,500 to 2,000 s.f.	\$ 1,005	\$ 1,047
>2,000 s.f. (ea add'l 500 s.f.)	>2,000 s.f. (ea add'l 500 s.f.)	\$ 155	\$ 161
Roof Replacement	up to 2,000 s.f.	\$ 387	\$ 403
Additional roof replacement	> 2,001 s.f.	\$ 464	\$ 483
Room Addition		\$ -	\$ -
Up to 300 s.f.	< 300 s.f.	\$ 541	\$ 564
301 s.f. to 600 s.f.	301 - 600 s.f.	\$ 580	\$ 604
601 s.f. to 900 s.f.	601 - 900 s.f.	\$ 657	\$ 684
901 s.f. to 1,200 s.f.	901 - 1,200 s.f.	\$ 773	\$ 805
Over 1,200 s.f.	>1,200 s.f.	\$ 851	\$ 886



### COMMUNITY DEVELOPMENT - BUILDING DIVISION

#### BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

Work Item	Unit	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
Sign - minor (attached / non-electric)	each	\$ 155	\$ 162
Sign - major (electric / free standing structures)	each	\$ 464	\$ 483
Storage Rack	per project	\$ 387	\$ 403
Swimming Pool / Spa - Residential	each	\$ 618	\$ 644
Commercial Pool	each	\$ 773	\$ 805
Temporary Utility Connection or Occupancy	each	\$ 232	\$ 242
Well Abandonment - Permit Issuance	each	\$ 77	\$ 81
<b>OTHER MISCELLANEOUS FEES</b>			
Board of Appeals Hearing	per hour	\$ 155	\$ 161
Research	per 1/2 hour	\$ 77	\$ 81
Service Required in Excess of Standard	per hour	\$ 155	\$ 161
Special Submittal or Addendum	per hour	\$ 155	\$ 161
Supplemental Plan Check Fee	per hour	\$ 155	\$ 161
Supplemental Inspection Fee	per hour	\$ 155	\$ 161
Emergency (Non-scheduled) Call-Out Fee	4 hour min	\$ 618	\$ 644
After Hours (Scheduled) Call-Out Fee	2 hour min	\$ 309	\$ 322
Each Additional Hour	per hour	\$ 155	\$ 161
Application/Permit Extension	per 1/2 hour	\$ 78	\$ 81
Duplication of Plans	per 1/2 + costs	\$ 78	\$ 81



## COMMUNITY DEVELOPMENT - BUILDING DIVISION

### BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

Work Item	Unit	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
Request to work outside normal hours of construction	1 hour min	\$ 155	\$ 161
Reactivation of Dormant Permit	4 hour min	\$ 620	\$ 644
Code Modifications / Interpretations	1 hour min	\$ 155	\$ 161
Change of Design Professional / Contractor	per 1/2 hour	\$ 78	\$ 81
Work without a Permit	2 hour min	\$ 310	\$ 322
General Plan Maintenance Fee	3% of permit issuance fee	-	formula fee
<b>ADMINISTRATIVE AND MISCELLANEOUS FEES</b>			
Travel and Documentation (standard)	each	\$ 155	\$ 161
Travel and Documentation (each additional trip)	each	\$ 64	\$ 67
Permit Issuance	each	\$ 64	\$ 67
<b>MECHANICAL PERMIT FEES</b>			
Stand Alone Mechanical Plan Check (hourly rate)		\$ -	\$ -
A/C (Residential) - each		\$ 77	\$ 81
Furnaces (F.A.U., Floor)		\$ 77	\$ 81
Heater (Wall)		\$ 77	\$ 81
Appliance Vent / Chimney (Only)		\$ 77	\$ 81
Refrigeration Compressor		\$ 77	\$ 81
Fan Coil Unit		\$ 77	\$ 81
Heat Pump (Package Unit)		\$ 77	\$ 81





<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION</b>			
<b>BUILDING PERMIT- PLAN CHECK - INSPECTION FEES</b>			
Work Item	Unit	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
Heater (Unit, Radiant, etc.)		\$ 77	\$ 81
Air Handler w/ducts		\$ 77	\$ 81
Vent Fan (Single Duct) - each		\$ 77	\$ 81
Vent System		\$ 77	\$ 81
Exhaust Hood and Duct (Residential)		\$ 77	\$ 81
Exhaust Hood - Type I (Commercial Grease Hood)		\$ 155	\$ 161
Exhaust Hood - Type II (Commercial Steam Hood)		\$ 155	\$ 161
Walk-in Box / Refrigerator Coil		\$ 155	\$ 161
Gas System (First Outlet)		\$ 77	\$ 81
Gas Outlets (Each Additional)		\$ 77	\$ 81
Other Mechanical Inspections (per hour)		\$ 155	\$ 161
<b>PLUMBING / GAS PERMIT FEES</b>			
Stand Alone Plumbing Plan Check (hourly rate)		\$ 155	\$ 161
Fixtures (each)		\$ 77	\$ 81
Gas System (First Outlet)		\$ 77	\$ 81
Gas Outlets (Each Additional)		\$ 26	\$ 27
Building Sewer		\$ 77	\$ 81
Grease Trap		\$ 77	\$ 81
Ejector Pump		\$ 77	\$ 81
Roof Drain - Rainwater System		\$ 77	\$ 81



## COMMUNITY DEVELOPMENT - BUILDING DIVISION

### BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

Work Item	Unit	Adopted Fee FY 2016-17	Proposed Fee FY 2017-18
Water Heater (each)		\$ 77	\$ 81
Water Pipe Replacement		\$ 77	\$ 81
Drain-Vent Alterations		\$ 77	\$ 81
Drinking Fountain		\$ 77	\$ 81
Solar Water System Fixtures (solar panels, tanks, water treatment equipment)		\$ 155	\$ 161
Swimming Pool Piping and Gas		\$ 77	\$ 81
Water Softener (each)		\$ 77	\$ 81
Other Plumbing and Gas Inspections (per hour)		\$ 155	\$ 161
<b>ELECTRICAL PERMIT FEES</b>			
Stand Alone Electrical Plan Check (hourly rate)		\$ 155	\$ 161
First 10 Outlets / Switches / Lights		\$ 39	\$ 41
11 - 50 Outlets / Switches / Lights		\$ 77	\$ 80
51 - 100 Outlets / Switches / Lights		\$ 116	\$ 121
101 + Outlets / Switches / Lights (each 100)		\$ 39	\$ 41
New Service or Replace Existing Service		\$ -	\$ -
Up to 200 amp circuits (each)		\$ 77	\$ 81
400 and over amp (each)		\$ 155	\$ 161
Temporary Power		\$ 77	\$ 81
Generator Installation (per kW)		\$ 155	\$ 161
Other Electrical Inspection (per hour)		\$ 155	\$ 161

# Attachment 3

## RESOLUTION No. 17-XXX

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES ADOPTING TIME TRACKING BUILDING PERMIT FEES BASED ON A STANDARDIZED COST RECOVERY HOURLY RATE AND INSPECTION DEPOSITS

#### City of Paso Robles Building Fee Update

WHEREAS, State law governing municipal planning and finance in California recognizes the validity of, and authorizes, the imposition by cities of fees for services; and

WHEREAS, the City prepared a Cost of Service Study with the assistance of Maximus, Inc. in 2005 to ensure that the City's fees for services are reasonable and equitable and do not exceed the reasonable cost of providing the services; and

WHEREAS, the City Council adopted a comprehensive fee schedule for City services based upon the 2005 Cost of Service Study (Resolution No. 05-192); and

WHEREAS, on August 5, 2014, Council adopted Resolution 14-111, directing staff to implement 'cost per hour' billing for plan review and inspection services at an hourly rate. This rate is adjusted annually to track the Consumer Price Index (CPI); and

WHEREAS, on September 20, 2016, Council authorized the execution of contracts for the purchase and installation of a replacement Land Management System ("Building Permit System") from Accela, Inc. for the Community Development and Public Works Departments.; and

WHEREAS, the Accela system is designed to implement 'cost per hour' billing, based on a simplified approach to Building Permit fees, including inspection deposits, time tracking, and hourly rates; and

WHEREAS, as of November 2017, implementation of the new Accela System is approximately 75% complete; and

WHEREAS, the effective date of the updated Building Fee Schedule needs to correspond with the 'go-live' date of the Accela system, which is targeted for January 22, 2018; and

WHEREAS, on September 7, 2017, The Building Liaison Committee reviewed and discussed the proposed Building Fee Schedule (Attachment 2), based on a simplified approach to Building Permit fees, including inspection deposits, time tracking, and hourly rates; and

WHEREAS, the City has prepared a Comprehensive Fee Schedule for City Services FY 2017-18, which reflects the Consumer Price Index ("CPI") adjustments to fees authorized by Resolution No. 05-192, as well as certain fees based on the updated analysis of the cost of providing certain specific services; and

WHEREAS, the proposed cost recovery fees meet the requirements that the fees be reasonable and equitable and, to the extent required by law, that they do not exceed the cost of providing the services; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. Fee Adoption. The City Council hereby adopts Building Permit Fees based on a Standardized Hourly Rate and Inspection Deposits as shown on Exhibit A.

Section 3. Effective Date. The update fees shall become effective on the date the new Land Management System permit system go on-line, but no sooner than January 22, 2017.

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this 21<sup>st</sup> day of November, 2017, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Steve Martin, Mayor

ATTEST:

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Kristen Buxkemper, Deputy City Clerk

Exhibit A – Amended Fee Schedule

**COMMUNITY DEVELOPMENT – BUILDING DIVISION  
BUILDING PERMIT – PLAN CHECK – FLAT FEES – INSPECTION DEPOSITS**

Standard Hourly Rate	\$161	
Mechanical, Plumbing, Electrical (MPE) Permits		
1 Item (i.e. Mech, Plumb, Elec, EV ONLY)	\$282 Flat Building Fee	
2 Items (i.e. Mech + Plumb)	\$362 Flat Building Fee	
Solar – Residential <sup>1</sup>	\$483 Flat Building Fee	
Solar – Residential + Electrical Panel	\$564 Flat Building Fee	
Solar – Commercial/Industrial <sup>2</sup>	Plan Check + Estimated Number of Inspections + \$483 Permit Processing	
Residential Remodels / Additions		
Re-Roof	\$161 Flat Building Fee	
< 500 sqft	\$1,449 Flat Building Fee	
Patio Cover / Deck / Porch / Carport	\$805 Flat Building Fee	
Other		
Pool / Spa – Residential	\$1,288 Flat Building Fee	
Pool / Spa – Commercial	Plan Check + Estimated Number of Inspections + \$483 Permit Processing	
Demolition	\$403 Flat Building Fee	
Retaining Wall	Plan Check + Estimated Number of Inspections + \$161 Permit Processing	
Signs – Major	Plan Check + Estimated Number of Inspections + \$644 Permit Processing	
Signs – Minor	\$322 Flat Building Fee	
Foundation Repair	\$644 Flat Building Fee	
Commercial Re-Roof	\$644 Flat Building Fee	
Cell Site	\$1,288 Flat Building Fee	
Commercial Hood	\$805 Flat Building Fee	
<b>Inspection Deposits &amp; Permit Processing Fees</b>		
	Inspection Deposit	Permit Processing/Submittal Fee
Residential Addition/ Remodel - 500 sqft or More	Estimated Number of Inspections	\$644
Residential – New		
Single Family Residence / Detached Dwelling	\$2,415	\$2,415
Two Units or More	\$3,220 + \$805 for Each Additional Unit	\$3,220 + \$805 for Each Additional Unit
Commercial / Industrial – New		
< 5,000 sqft	\$2,737	\$2,737
5,000 sqft to 10,000 sqft	\$4,025	\$4,025
10,001 sqft to 50,000 sqft	\$5,635	\$5,635
50,001 sqft to 100,000 sqft	\$8,855	\$8,855
> 100,000 sqft	\$8,855 + \$2,415 for Each Additional 25,000 sqft	\$8,855 + \$2,415 for Each Additional 25,000 sqft
Commercial / Industrial – Shell Only		
< 5,000 sqft	\$1,288	\$1,288
5,000 sqft or More	\$1,288 + \$322 for Each Additional 5,000 sqft	\$1,288 + \$322 for Each Additional 5,000 sqft
Commercial / Industrial – Tenant Improvement		
Major	\$1,932	\$1,932
Minor	\$966	\$966
Hotel / Motel		
Up to 10 Rooms	\$4,830	\$4,830
11 Rooms or More	\$4,991 + \$161 for Each Additional Room	\$4,991 + \$161 for Each Additional Room
Hotel Amenities	Estimated Number of Inspections	Estimated Number of Processing Hrs

<sup>1</sup> Per SB 1222, Residential solar permits cannot exceed \$500 (+ \$15 per kW above 15)

<sup>2</sup> Per SB 1222, Commercial solar permits cannot exceed \$1,000 (+ \$7 per kW between 51 & 250, \$5 per kW above 250)

Miscellaneous Fees <sup>3</sup>		
Board of Appeals Hearing	Per Hour	\$161
Research	Per ½ Hour	\$81
Service Required in Excess of Standard	Per Hour	\$161
Special Submittal or Addendum	Per Hour	\$161
Supplemental Plan Check Fee	Per Hour	\$161
Supplemental Inspection Fee	Per Hour	\$161
Emergency (Non-scheduled) Call-Out Fee	4 Hour Minimum	\$644
After Hours (Scheduled) Call-Out Fee	2 Hour Minimum	\$322
Application/Permit Extension	Per ½ Hour	\$81
Duplication of Plans	Per ½ Hour + Costs	\$81
Request to Work Outside Normal Hours of Construction	1 Hour Minimum	\$161
Reactivation of Dormant Permit	4 Hour Minimum	\$644
Code Modifications / Interpretations	1 Hour Minimum	\$161
Change of Design Professional / Contractor	Per ½ Hour	\$81
Work Without a Permit	2 Hour Minimum	\$322
General Plan Maintenance Fee	3% of Permit Issuance Fee	Formula Fee
AB717 Fee (Education)	1% of Building Fees	Formula Fee
Permit Automation	5% of Building Fees	Formula Fee
Nexus Study Fee	0.2% of Building Fees	Formula Fee
SB1473 (State Fee)	Percentage of Valuation	Formula Fee
Strong Motion Instrumentation Program (SMIP)	Valuation Calculation	Formula Fee
Electronic Archiving		
Size A & B	Per Page	\$3.00
Size C	Per Page	\$3.50
Size D & E	Per Page	\$8.75
*All fees and deposits to adjust annually by the CPI during the Comprehensive Fee Schedule update in June for the following fiscal year.		

<sup>3</sup> These are the existing miscellaneous fees in the current user fee schedule.  
 Agenda Item No. 11