

## RESOLUTION 1270

### A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, ESTABLISHING FEES FOR POLICE SERVICES, LAND USE APPLICATIONS AND PERMITS, BUILDING PERMIT FEES, ENGINEERING FEES, COPY SERVICE FEES, AND PUBLIC RECORDS REQUEST FEES; AND REPEALING RESOLUTION 1256.

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**WHEREAS**, the City of Gig Harbor has established police services, land use, engineering, building permit, other development review fees, and copy service fees by Resolution; and

**WHEREAS**, the Gig Harbor City Council has requested that all departments evaluate fees on an annual basis and, as necessary, propose adjustments to the fee schedule; and

**WHEREAS**, the last update to the Fee Schedule was approved on July 25, 2022 in Resolution 1256; and

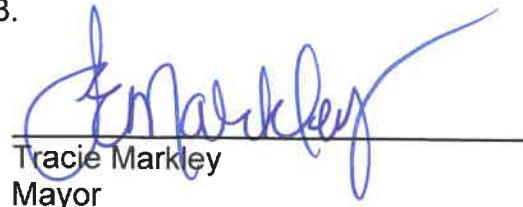
**WHEREAS**, the revised fee schedule adds a fee for a new land-use permit type known as Short-term Rental Permit and corrects an error related to additional submittal review fees for land-use permits; and

**WHEREAS**, the proposed fee schedule adjustments are deemed necessary to maintain fair and equitable service and application fees;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Gig Harbor:

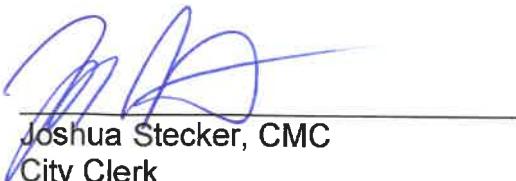
**Section 1.** The City Council hereby repeals Resolution 1256 and adopts the Administration, Police, Land Use, Engineering, Building, and Public Records Fee Schedule attached as Exhibit A.

**ADOPTED** by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 27<sup>th</sup> day of February, 2023.



Tracie Markley  
Mayor

Attest:



Joshua Stecker, CMC  
City Clerk

## EXHIBIT A

### CITY OF GIG HARBOR FEE SCHEDULE

#### A. ADMINISTRATION

##### **1) PUBLIC RECORDS REQUEST FEE SCHEDULE**

a)	Inspection of records at Civic Center	No fee
b)	8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W Copies No charge for first 50 pages	\$0.15 per page
c)	Scanned copies No charge for first 50 pages	\$0.10 per page
d)	Scanned documents: greater than 11" x 17"	\$0.50 per page
e)	Electronic Files or attachments to an email If the number of files is 80 or less, the fee will be waived. 84 files = \$1.05	\$0.05 per every 4
f)	Records transmitted in electronic format	\$0.10 per gigabyte
g)	Digital Storage Media Device (CD/DVD, flash drive)	actual cost
h)	Outside Vendor	actual cost
i)	Envelope / Postage	actual cost
j)	Customized Service Charge *	actual cost
k)	Police body camera or dash camera video redactions (redacting, altering, distorting, pixelating, suppressing, or Otherwise obscuring) per RCW 42.56.240(14) **	\$60.25 per staff hour

In the event a request is estimated to exceed \$25, the City may require a deposit in an amount not to exceed 10% of the estimated cost prior to the duplication of record(s).

\* When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes. The agency may charge actual cost.

\*\* Unless otherwise exempted from such fee by applicable RCW.

##### **2) DOG LICENSE FEES**

Dog license are issued and current for one year from date of original licensing.

a)	Senior Citizens	\$5.00
b)	Altered Dogs	\$7.00
c)	Unaltered Dogs	\$17.00
d)	Dangerous Dogs	\$100.00

##### **3) CIVIC CENTER ROOM RENTAL**

The city is pleased to share its facilities with the public. Rental rates are per day unless otherwise noted.

**Weekdays:**

a) City Council Chambers	\$ 150.00
b) Lobby Area	\$ 75.00
c) Community Room A	\$ 75.00
d) Community Room B	\$ 75.00

**Weekends:**

a) City Council Chambers	\$ 75.00
b) Lobby Area	\$ 50.00
c) Community Room A	\$ 50.00
d) Community Room B	\$ 50.00

**Custodial charges:** Custodial charges will be required for weekend, holiday and after-hours building use or if the City Administrator or designee has determined the need. Cost for custodial services will be calculated at the time of the rental with a minimum charge of 2 hours including ½ hour before, duration of the event, and the ½ hour after (total 3 hours).

**4) PARK RENTALS**

a) Reservations at the Crescent Creek Park Shelter can be made for the following time blocks:

(8 am – 12 pm) (1 pm – 5 pm) (6 pm – 9 pm)

Fees for reservations at the shelter are:

\$50 for parties of under 30 people

Refer to the Special Events fees for parties of 30 people or more

b) The Pavilion at Skansie Brothers Park falls under the Special Events regulations

**5) SPECIAL EVENTS**

Special Events held on public land.

a) City Sponsored Event	\$ 0.00
b) City Co-Sponsored Event	\$ 50.00
c) Not for Profit Sponsored Event	\$ 150.00
d) Profit/Commercial Event	\$ 500.00

An Electrical Inspection Fee may apply to a Special Event Permit (if required by Labor & Industries) \$ 100.00

**6) BUSINESS LICENSE**

Business Licenses are processed through Business License Services a Division of the Washington state Department of Revenue.

a) Annual Business License Fee

(for those who meet the \$2000 threshold) \$ 40.00

The Washington State Fee is \$19.00 plus \$5.00 per Trade Name.

Cabaret License are processed through the City. Cabaret is defined as a

place that serving the public that incudes various forms of live entertainment.

a) Annual Cabaret License \$ 25.00

Peddlers Licenses are processed through the City of Gig Harbor and are good for ninety days. Licenses can be reapplied for multiple times.

a) 90 Day Peddler License \$ 50.00

Adult Entertainment Business License

a) Original license \$ 500.00

b) Renewal \$ 100.00

c) Adult Entertainer / Manager yearly \$ 100.00

## **7) FINGERPRINTING AND WEAPON PERMITS**

The Police Department processes fingerprints and Concealed Pistol License.

a) Fingerprinting

1) Each Card \$ 15.00

b) Concealed Pistol License – Fees are set according to RCW: 9.41.070

1) New \$ 49.25

2) Renewal \$ 32.00

3) Late Renewal \$ 42.00

4) Replacement of Lost Permit \$ 10.00

## **B. LAND USE PERMIT APPLICATION FEES**

When a development proposal involves two or more permits listed in 3 through 14 below being consolidated and processed concurrently, the highest cost land use permit shall be charged the full fee and all other land use permits charged 50% of the applicable fee. Specified engineering fees, building/fire fees, third party review fees and the fees listed in 1 and 2, and 15 through 26 below are not subject to the 50% reduction. The fees below are paid at submittal of application and include public notice fees; see section "G" for required deposits and fees incurred during the review process.

### **1) Amendment to Comprehensive Plan**

a) Map Amendment \$4,129.00  
b) Urban Growth Area Adjustment \$4,129.00  
c) Text Amendment \$4,129.00

### **2) Amendments to Municipal Code**

a) Zoning District Boundary \$4,020.00  
b) Text \$4,108.00  
c) Height Restriction Area Amendment \$4,020.00

### **3) Conditional Use Permit**

a) Single-family / Accessory Dwelling Unit \$1,082.00  
b) Nonresidential/Multiple-family in existing building \$1,706.00

c) New Nonresidential / Multiple-family Dev. \$4,051.00  
 \*Above fees include \$130.00 for Building/Fire review

**4) Variance/Interpretation**

a) Single-family Variance	\$1,056.00
b) Non-Single-family Variance	\$1,560.00
c) Administrative Variance	\$ 645.00
d) Interpretation	\$ 676.00

\*Above variance fees include \$98.00 for Building/Fire review

**5) Site Plan Review and Landscape Plans**

**a) Major Site Plan Review**

New use or building – Combined Total	\$5,297.00
Planning	\$3,937.00
Building/Fire	\$ 260.00
Engineering	\$1,100.00
Existing/approved site plan modifications/expansions – Combined Total	
\$3,337.00	
Planning	\$ 2,507.00
Building/Fire	\$ 130.00
Engineering	\$ 700.00
Modification of conditions of approval – Combined Total	\$2,057.00
Planning	\$ 1,477.00
Building/Fire	\$ 130.00
Engineering	\$ 450.00
Regional stormwater ponds – Combined Total	\$1,927.00
Planning	\$ 1,477.00
Engineering	\$ 450.00

**b) Minor Site Plan Review**

Change in use	\$ 115.00
Changes to GFA/impervious surface – Combined Total	\$ 1,178.00
Planning	\$ 630.00
Building/Fire	\$ 98.00
Engineering	\$ 450.00
Changes to landscaping/common areas/vegetation	\$ 630.00
retention areas/parking lot layout with no impervious surface change	
Demolition	\$ 115.00
Changes to stormwater facilities – Combined Total	\$ 1,080.00
Planning	\$ 630.00
Engineering	\$ 450.00
Changes to Conditions of Approval	\$ 630.00
Rapid Charging Stations	\$ 115.00
c) Alternative Landscape Plan	\$ 630.00

<b>6) Planned Residential District (PRD)</b> (Exclusive of Subdivision fees)	
a) Preliminary PRD – Combined Total	\$ 4,415.00
Planning	\$ 3,765.00
Building/Fire	\$ 325.00
Engineering	\$ 325.00
b) Final PRD	\$ 1,280.00
c) Major PRD Amendment – Combined Total	\$ 2,130.00
Planning	\$ 1,300.00
Engineering	\$ 700.00
Building/Fire	\$ 130.00
d) Minor PRD Amendment – Combined Total	\$ 1,078.00
Planning	\$ 630.00
Building/Fire	\$ 98.00
Engineering	\$ 350.00
<b>7) Planned Unit Development (PUD)</b> (Exclusive of subdivision fees)	
a) Preliminary PUD – Combined Total	\$ 4,415.00
Planning	\$ 3,765.00
Building/Fire	\$ 325.00
Engineering	\$ 325.00
b) Final PUD	\$ 1,280.00
c) Major PUD Amendment – Combined Total	\$ 2,130.00
Planning	\$ 1,300.00
Building/Fire	\$ 130.00
Engineering	\$ 700.00
e) Minor PUD Amendment – Combined Total	\$ 1,078.00
Planning	\$ 630.00
Building/Fire	\$ 98.00
Engineering	\$ 350.00
<b>8) Performance Based Height Exception</b>	\$ 1,658.00
Planning	\$ 1,560.00
Building/Fire	\$ 98.00
<b>9) Transfer of Density Credit Request</b>	\$ 630.00
<b>10) Subdivisions</b>	
a) Preliminary Plat – Combined Total	\$ 6,425.00 + \$ 55.00/lot
Planning	\$ 4,025.00 + \$ 55.00/lot
Engineering	\$ 2,075.00
Building/Fire	\$ 325.00
b) Minor Preliminary Plat Revisions – Combined Total	\$ 1,807.00
Planning	\$ 1,259.00

Building/Fire	\$ 98.00
Engineering	\$ 450.00
c) Final Plat – Combined Total	\$3,789.00 + \$ 55.00/lot
Planning	\$ 2,164.00 + \$ 55.00/per lot
Engineering	\$ 1,625.00
d) Plat Alterations/Vacations – Combined Total	\$ 2,358.00
Planning	\$ 1,560.00
Building/Fire	\$ 98.00
Engineering	\$ 700.00

#### **11) Short Subdivisions and Boundary Line Adjustments**

a) Preliminary Short Plat Approval – Combined Total	\$ 2,287.00
Planning	\$ 1,477.00
Engineering	\$ 550.00
Building/Fire	\$ 260.00
b) Final Short Plat Approval – Combined Total	\$ 830.00
Planning	\$ 630.00
Engineering	\$ 200.00
c) Boundary Line Adjustment – Combined Total	\$ 853.00
Planning	\$ 630.00
Engineering	\$ 125.00
Building/Fire	\$ 98.00

#### **12) Binding Site Plans**

a) Binding Site Plans – Combined Total	\$ 3,779.00
Planning	\$ 2,106.00
Engineering	\$ 1,575.00
Building/Fire	\$ 98.00
b) Amendment/Modification/Vacation – Combined Total	\$ 866.00
Planning	\$ 801.00
Building/Fire	\$ 65.00

#### **13) Shoreline Management Permits**

a) Substantial Development (based upon actual costs or fair market value, whichever is higher)	
< \$10,000	\$ 1,560.00
> \$10,000 < \$100,000	\$ 2,793.00
> \$100,000 < \$500,000	\$ 4,020.00
> \$500,000 < \$1,000,000	\$ 6,511.00
> \$1,000,000	\$ 9,626.00
b) Variance	\$ 4,020.00
c) Conditional Use	\$ 4,020.00
d) Revision	\$ 1,519.00
e) Request for Exemption	\$ 661.00

<b>14) Communications Facilities Application Review</b>		
a) General Application Review – Combined Total		\$ 955.00
Planning	\$ 890.00	
Building/Fire	\$ 65.00	
b) Special Exception		\$ 630.00
c) Conditional Use		\$ 4,020.00
<b>15) Wetlands/Critical Areas Analysis</b>		
a) City staff review:		
Steep Slopes/Erosion Hazard/Landslide Hazard		\$ 630.00
Critical Habitat/Streams		\$ 630.00
Aquifer Recharge Hydrogeologic Report		\$ 630.00
Critical Areas Preliminary Site Investigation		\$ 630.00
Critical Areas Report/Mitigation Review		\$ 630.00
Reasonable Use Permit		\$ 1,904.00
Variance		\$ 1,904.00
Flood Plain Development		
i) Flood Hazard Permit		\$ 115.00
ii) Elevation Certificate Review		\$ 515.00
b) Third Party review:		
Critical areas analysis report		Actual Cost
Critical areas mitigation/monitoring report		Actual Cost
Special flood hazard area habitat assessment		Actual Cost
<b>16) Design Review</b>		
a) Administrative Approval/DRB Recommendation/Exceptions:		
Nonresidential and Multifamily		
Up to 10,000 sq. ft. gross floor area (GFA)		\$ 104.00/each
1,000 sq. ft.		
10,001-20,000 sq. ft. GFA		\$ 136.00/each 1,000 sq. ft.
>20,000 sq. ft. GFA		\$ 162.00/each 1,000 sq. ft.
Subdivision		\$ 744.00
Site plans with no buildings/GFA		\$ 744.00
Single-family/duplex dwelling		\$ 172.00
b) Administrative Review of Alternative Designs:		
Single-family/duplex dwelling		\$ 515.00 for first 2 alternatives requested + \$ 162.00 for each additional.
Tenant Improvement		\$ 822.00 for first 2 alternatives requested + \$ 401.00 for each additional.
c) Amendments to existing or approved plans/buildings (Fees below are cumulative based on the type of revisions)		
Minor Adjustment to Hearing Examiner Decisions		\$ 822.00

Revisions to parking, landscaping, site amenities	\$ 401.00*
Revisions to existing or approved building	25% of fees required by 16a above based on the GFA of the building being revised with a minimum of \$401.00 for each building revised.
Revisions to single-family/duplex dwelling	\$ 84.00
Revisions to subdivision	\$ 401.00

\* Fee for revisions to parking, landscaping, site amenities not collected if design review permit is processed concurrently with minor site plan review.

#### 17) Sign Permits

a) All signs less than 25 sq. ft.	\$ 52.00
b) Change of Sign, all sizes	\$ 52.00
c) Request for Variance	\$ 1,560.00
d) Projecting	\$ 84.00
e) Wall Sign, non-illuminated:	
25-50 sq. ft.	\$ 84.00
51-99 sq. ft.	\$ 115.00
>100 sq. ft.	\$ 136.00
f) Wall Sign, illuminated:	
25-50 sq. ft.	\$ 104.00
51-99 sq. ft.	\$ 125.00
>100 sq. ft.	\$ 151.00
g) Ground Sign, non-illuminated:	
25-50 sq. ft.	\$ 125.00
51-100 sq. ft.	\$ 151.00
h) Ground Sign, illuminated:	
25-50 sq. ft.	\$ 151.00
51-100 sq. ft.	\$ 177.00
i) Master Sign Plan Review and any revisions (per Building)	
1 - 5 Tenants	\$ 125.00
6 - 12 Tenants	\$ 188.00
13+ Tenants	\$ 250.00

#### 18) Development Agreements

a) Development Agreements – Combined Total	\$ 3,986.00 + City Attorney fees
Planning	\$ 2,996.00 + City Attorney fees
Engineering	\$ 990.00
b) Development Agreements which include deviations from development standards other than extending the approval duration or phasing of projects	

Combined Total	\$ 8,994.00+ City Attorney fees
Planning	\$ 6,864.00+ City Attorney fees
Engineering	\$ 2,000.00
Building/Fire	\$ 130.00

**19) Special Use Permit**

a) General	\$ 128.00
Planning	\$ 63.00
Building/Fire	\$ 65.00
b) Food Truck	\$ 136.00
Food Truck – Annual Renewal	75% of Initial Cost

**20) Temporary Use Permit**

Planning	\$ 63.00
Building/Fire	\$ 65.00

**21) Land Clearing Permit** \$ 312.00

**22) Nonconforming Use and Structure Review**

a) Nonconforming use review	\$ 801.00
b) Changes from one nonconforming use to another	\$1,560.00
c) Nonconforming structure review	\$ 801.00

**23) Historic Preservation**

a) Local Register Nomination/Removal	\$ 125.00
b) Certificate of Appropriateness/Waiver	\$ 125.00
c) Special Property Tax Valuation	\$ 125.00

**24) Appeals/Reconsideration**

a) To the Hearing Examiner:	
Reconsideration	\$ 188.00
Administrative Variance	\$ 312.00
Administrative Decision	\$ 312.00
Notice of Violation	\$ 312.00

Note: Appellants who substantially prevail on appeal or reconsideration as determined by the planning director will be refunded the above appeal fee and will not be billed hearing examiner fees. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No hearing examiner deposit is required for appeals or reconsideration.

b) To the Building Code Advisory Board:	\$ 572.00
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**25) Danger/Hazard Tree Removal Review** \$ 250.00

**26) Short-term Rental Permit** \$ 650.00

**C. ENVIRONMENTAL REVIEW (SEPA)**

<b>1) Checklist</b>	\$ 510.00
<b>2) Environmental Impact Statement</b>	
a) Prepared by Staff	Actual Cost
b) Prepared by Consultant	Actual Cost
<b>3) Appeals of Decisions</b>	
a) Administrator's Final Determination (DNS or EIS)	\$ 312.00
Note: Appellants who substantially prevail on appeal or reconsideration as determined by the planning director will be refunded the above appeal fee and will not be billed hearing examiner fees. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No hearing examiner deposit is required for appeals or reconsideration.	

**D. ANNEXATION PETITION**

<b>1) Notice of Intent to Commence Annexation</b>	\$ 520.00
<b>2) Annexation Petition (once accepted by Council)</b>	
a) Less than 10 acres	\$ 1,503.00
b) 10 - 50 acres	\$ 2,512.00
c) 50 - 100 acres	\$ 3,656.00
d) 100 + acres	\$ 5,944.00
*Above fees include \$195.00 for Building/Fire and \$500 for Public Works review	
<b>3) Enumeration</b>	Actual cost with deposit

**E. REQUESTS FOR INFORMATION**

<b>1) Land-use information, verbal (up to 15-minutes). Information exchange not requiring code interpretation, research or written/official response. (e.g. What is my zone? What are the requirements for tree retention?).</b>	
No Charge	
<b>2) Land-use information, verbal (more than 15-minutes).</b>	\$ 130.00/hour
<b>3) Land-use information, written response requested related to active permit.</b>	
No Charge	
<b>4) Land-use information, written response requested not related to active permit (e.g. zoning verification letter)</b>	\$ 130.00/hour

**F. PREAPPLICATION REVIEW**

Staff Pre-Application Conference \$ 635.00

(includes a written summary of the meeting)	
Planning	\$ 375.00
Building/Fire	\$ 130.00
Public Works	\$ 130.00
DRB Pre-Application Meeting	
First meeting is free	
Subsequent pre-application meetings	\$ 645.00 each

#### **G. INVOICED FEES AND DEPOSITS:**

- 1) Additional Submittal Review Fees:** The costs above in section "A" include the review of the initial application and two revisions (three submittals total) plus the preparation of staff reports and administrative decisions. If a project requires staff review of more than three submittals, the applicant will be charged a rate of \$104.00 per hour (minimum of eight hours) for the time the project planner spends reviewing each submittal thereafter. The applicant shall pay \$800.00-\$832.00 prior to staff commencing review of each additional submittal.
- 2) Recording Fees:** For those applications which require recording of the final document, the applicant shall bear the costs of all recording.
- 3) Hearing Examiner Fees:** For those applications which require a public hearing, an appeal hearing, or a reconsideration decision, the applicant/appellant shall bear all the costs of the hearing examiner. The applicant shall deposit \$1,000.00 at time of application to cover hearing examiner costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. In the case of appeals or reconsiderations, appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No deposit is required for appeals or reconsideration.
- 4) Development Agreement Attorney Deposit:** For those applications for a development agreement, the applicant shall bear all the costs of the city attorney for review of the development agreement. The applicant shall deposit \$2,000.00 at time of application to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 5) Critical Area Review Deposit:** For those applications which require third-party consultant review of critical area reports, delineations and mitigation, the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated review prior to the consultant starting review of the project.
- 6) Annexation Enumeration Deposit:** An applicant shall pay for the actual cost of annexation enumeration if approved. Prior to adoption of an ordinance annexing property, the applicant shall deposit an amount determined by the Planning Director, based on the size and expected population, to be used for enumeration by the city.

Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. If the annexation petition is denied, the deposit will be refunded.

**7) Franchise Agreement / Master Use Permit Review Fees and Attorney Deposit:** For those applications for a franchise agreement / master use permit, the applicant shall pay the City's review fee of \$2,080 and bear all the costs of the city attorney for review of the agreement. At the time of application, the applicant shall pay the fee and deposit \$5,000 to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.

**8) Cellular Facility Lease Agreement Siting Fee and Attorney Deposit:** For those looking to site a cellular facility, the applicant shall pay the City's review fee of \$1,040 and bear all the costs of the city attorney to prepare a lease agreement. At the time of cellular facility application, the applicant shall pay the fee and deposit \$5,000 to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.

**9) Technical Feasibility Review of Wireless Communication Facilities:** For those applications looking to place wireless communications in the City, the applicant shall bear all costs for a third-party review to verify technical feasibility of the proposed wireless communication facilities. At the time of application, the applicant shall pay a deposit of \$3,000 to cover the third-party review. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.

**10) Wireless Technical Review Deposit:** For those applications which require third-party consultant review of technical reports, data, or emissions for proposed wireless services, the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated cost of review prior to the consultant starting review of the project.

**11) On-call Arborist Review Deposit:** For those applications which require third-party consultant review of arborist reports – including, but not limited to, tree removal, hazardous tree determination, and landscape/replanting and mitigation plans – the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated review prior to the consultant starting review of the project.

#### **H. COPY SERVICES/ADDRESS LABELS**

1)	Zoning Map/Comprehensive Plan Land Use Map (24" x 36")	\$ 6.80
2)	Zoning Code	\$ 35.00
3)	Comprehensive Plan	\$ 15.00
4)	Shoreline Master Program	\$ 39.00
5)	Critical Areas Map (24"x 36")	\$ 6.80
6)	Visually Sensitive Area (24"x 36")	\$ 6.80

7)	Design Manual (GHMC 17.99)	\$ 10.00
8)	Full Size Bond Reproduction (By Outside Service) service+\$ 5.00	Charge by outside
9)	Full Size Bond Reproduction (In House)	\$ 6.80 per page
10)	8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W Copies No charge for first 50 pages	\$ 0.15 per page
11)	8-1/2" x 11", 8-1/2" x 14 & 11" x 17" Color Copies No charge for first 50 pages	\$ 0.20 per page
13)	Scanned documents for electronic records request 8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W No charge for first 50 pages	\$ 0.05 per page
14)	Scanned documents 8-1/2 x 11", 8-1/2" x 14" & 11" x 17" Color No charge for first 50 pages	\$ 0.10 per page
15)	Scanned documents All sizes greater than 11" x 17"	\$ 0.50 per page
16)	Copy of existing CD or burning documents to CD	\$ 1.00 per CD
17)	Address labels of property owners within 300 feet of project – included in permit fees	

## I. FEE REIMBURSEMENTS

Application fees may be reimbursed at the following rate (percent of total fee):

Request to withdraw application prior to any public notice issued 100%

Request to withdraw application after any public notice issued. 85%

Request to withdraw application after 1<sup>st</sup> comprehensive review 50%  
of project

Request to withdraw application after 2<sup>nd</sup> comprehensive review of 35%  
project, issuance of staff report, or SEPA threshold determination

Request to withdraw application after 3<sup>rd</sup> comprehensive review of 0%  
project, or following a public hearing, or issuance of administrative decision

Traffic report preparation fees, if addressed in a Hearing Examiner appeal, may be  
reimbursed to the extent directed by the Examiner in the Examiner's final decision.

**J. UTILITY EXTENSION REQUEST** \$ 583.00

## K. ENGINEERING FEES

### 1) Traffic Report Preparation

Traffic Report Preparation Fees shall be charged as follows based on the number of PM  
Peak Hour Trips:

<u>Tier</u>	<u>PM Peak Hour Trips</u>	<u>Traffic Report Preparation Fee</u>
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I	>2 up to 50	\$ 2,000	
II	51 - 150	\$ 3,300	
III	151 - 300	\$ 6,600	
IV	301 - 750	\$ 10,000	
V	>750	\$ 10,000	plus \$28 per trip over 750

## 2) Engineering Permit Fees: (For Civil Permits, see items 3 and 5)

Public Works Variance	\$ 2,098.00
Engineering	\$ 2,000.00
Building/Fire Review	\$ 98.00
Actual or Projected Sewer Use Review	\$ 2,000.00
Sewer Exception Review	\$ 2,000.00
Building Review-Single Family Residence (SFR)	\$ 98.00
Building Review-Tenant Improvement w/Change in use	\$ 180.00
Encroachment (Administrative and Inspection)	\$ 250.00
Encroachment (Temporary)	\$ 50.00
Right of way / Vacation	\$ 2,098.00
Engineering	\$ 2,000.00
Building/Fire	\$ 98.00
Water CRC (Non-SFR)	\$ 90.00
Sewer CRC (Non-SFR)	\$ 90.00
Small Wireless Facility Permit	\$ 135.00 per antenna
Transportation CRC (Non-SFR)	\$ 90.00
Utility Comprehensive Plan Amendment	\$ 2,000.00 (plus consultant fees)
Utility Comprehensive Plan Technical Amendment	\$ 1,000.00 (plus consultant fees)
Utility System Consistency Review	\$ 2,000.00 (plus consultant fees)
Planning - \$900.00	
Engineering - \$1,100.00	
Banner installation/removal fee	\$ 100.00
(in addition to Encroachment (Temporary) fee)	
Fire Hydrant Indemnification Processing Fee	\$ 1,428.00
Engineering	\$ 1,330.00
Building/Fire Review	\$ 98.00

## 3) Civil Permit Review Fees:

Water: linear feet	\$ 165.00 for 1st 150 linear feet (lf) + \$0.30/lf
Sewer: linear feet	\$ 165.00 for 1st 150 linear feet (lf) + \$0.30/lf
Street or street w/curb, gutter and sidewalk	\$ 165.00 for 1st 150 linear feet (lf) + \$0.40/lf
Curb, gutter and sidewalk only	\$ 165.00 for 1st 150 linear feet (lf) + \$0.40/lf
Storm: Number of catch basins	\$ 120.00 for 1st + \$16.28 for each additional
Storm: Retention and detention facilities	\$ 165.00 for each facility
Lighting (per luminare)	\$ 135.00 plus \$10.85 per luminare

Signals	\$ 555.00 per intersection
Encroachment Permit	\$ 75.00
Civil Permit Review – Building/Fire	\$ 325.00

Grading Plan Review Fees	
0 to 50 Cu. Yds	\$ 130.00
51 to 100 Cu. Yds.	\$ 240.00
101 to 1000 Cu Yds.	\$ 510.00
1,001 to 10,000 Cu. Yds.	\$ 760.00
10,001 to 100,000 Cu. Yds.	\$1,000.00
100,001 Cu. Yds. or more	\$1,240.00

**4) Additional Resubmittal Review Fees:** The fees above for Engineering Plan Review include the initial review of the plans and two revisions (three submittals total). If a project requires staff review of more than three submittals, the applicant will be charged a rate of \$100.00 per hour (minimum of four hours) for the time the staff reviewer spends reviewing each submittal thereafter, and the minimum fee is due prior to start of review of the fourth submittal. Fees above the minimum resubmittal fee shall be billed to the applicant.

**5) Civil Permit Inspection Fees:**

Water: linear feet \$1.63/lf	\$ 300.00 for 1st 150 linear feet (lf) +
Sewer: linear feet \$1.63/lf	\$ 300.00 for 1st 150 linear feet (lf) +
Sewer: residential step system	\$ 210.00 for each residence
Street \$1.20/lf	\$ 300.00 for 1st 150 linear feet (lf) +
Curb, gutter and sidewalk only \$1.20/lf	\$ 300.00 for 1st 150 linear feet (lf) +
Storm	\$ 145.00 per retention area + \$0.60/lf pipe
Lighting (per luminare)	\$ 145.00 + \$16.48 per luminare
Signals	\$1,140.00 per intersection
Grease interceptor permit	\$ 500.00

Grading Inspection Fees	
0 to 50 Cu. Yds. or less	\$201.00
51 to 100 Cu. Yds. or less	\$371.00
101 to 1000 Cu. Yds.	\$1,155.00
1,001 to 10,000 Cu. Yds.	\$1,938.00
10,001 to 100,000 Cu. Yds.	\$3,237.00
100,001 Cu. Yds or more	\$9,162.00

**6) Water service special charges:** The City shall impose special service charges for meter installations and street crossings as described in GHMC Section 13.04.070 Special Charges.

## **L. BUILDING PERMIT FEES**

**Table 1-1**  
**Building Permit Fees**

<b>Total Valuation</b>	<b>Fee</b>
\$1.00 to \$500.00	\$34.00
\$501.00 to \$2,000.00	\$34.00 for the first \$500.00 plus \$5.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00
\$2,001 to \$25,000	\$96.00 for the first \$2,000.00 plus \$21.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$535.00 for the first \$25,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$880.00 for the first \$50,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,358.00 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,420.00 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,666.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof
Demolition Permit	\$119.00
Residential Reroof, SFR or Duplex	\$150.00
<b>Building Permit Plan Review Fees</b>	
Building permit plan review fees	The fee for review of building plans will equal 65% of the permit fee in addition to the permit fee.
<b>Base Plan Fees</b>	
Base Plan Application Filing Fee.	\$55.00
New Base Plan Review Fee.	150% of plan review fee calculated under T. 1-1 for new construction.
Establish base plan from plan previously approved by the City.	100% of plan review fee calculated under T 1-1 for new construction.
Subsequent plan review fee for use of established base plan.	25% of the plan review fee calculated under T 1-1 for new construction.

**Table 1-2**  
**Square Foot Construction Costs<sup>a,b,c</sup>**

Group (2018 IBC/IRC)		Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	244.2 1	236.1 8	230.5 5	221.0 1	207.8 2	201.8 2	214.0 2	189.8 3	182.7 1
	Theaters, without stage	223.4 5	215.4 2	209.8 9	200.2 5	187.3 1	181.3 2	193.2 6	169.3 3	162.2 1
A-2	Assembly, nightclubs	190.0 8	184.7 3	180.3 4	172.9 9	163.3 3	158.8 2	166.9 9	147.8 3	142.9 2
	Restaurants, bars, banq. halls	189.0 8	183.7 3	178.3 4	171.9 9	161.3 3	157.8 2	165.9 9	145.8 3	141.9 2
A-3	Assembly, churches	224.4 7	216.4 4	210.8 2	201.2 7	189.7 3	183.7 3	194.2 8	171.7 4	164.6 2
A-3	General, comm. halls, libraries museums	188.7 7	180.7 4	174.1 1	165.5 7	151.5 9	146.6 3	158.5 8	133.6 4	127.5 2
A-4	Assembly, arenas	222.4 5	214.4 2	207.8 0	199.2 5	185.3 1	180.3 2	192.2 6	167.3 3	161.2 1
B	Business	195.8 8	188.7 6	182.9 0	173.9 8	159.0 8	153.1 3	167.3 1	139.7 6	133.6 7
E	Educational	207.4 4	200.3 2	195.1 1	186.2 2	173.6 2	164.8 5	179.8 3	151.6 3	147.3 0
F-1	Factory/Industrial, mod. Hazard	115.3 0	109.9 9	103.8 7	99.84	89.72	85.56	95.69	73.79	69.57

Group (2018 IBC/IRC)		Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
F-2	Factory/Industrial, low hazard	114.30	108.99	103.87	98.84	89.72	84.56	94.69	73.79	68.57
H-1	High hazard, explosives	107.85	102.54	97.43	92.40	83.50	78.33	88.25	67.57	N.P.
H-2-4	High hazard	107.85	102.54	97.43	92.40	83.50	78.33	88.25	67.57	62.34
H-5	HPM	195.88	188.76	182.90	173.98	159.08	153.13	167.31	139.76	133.67
I-1	Institutional, supervised	194.98	188.36	182.90	175.20	161.40	157.01	175.29	144.58	140.08
I-2	Institutional, hospital	327.69	320.57	314.72	305.80	289.87	N.P.	299.12	270.56	N.P.
I-2	Institutional, nursing homes	227.45	220.33	214.47	205.56	191.65	N.P.	198.88	172.34	N.P.
I-3	Institutional, restrained	222.66	215.54	209.69	200.77	187.11	180.16	194.09	167.80	159.71
I-4	Institutional, day care	194.98	188.36	182.90	175.20	161.40	157.01	175.29	144.58	140.08
M	Mercantile	141.54	136.19	130.80	124.45	114.24	110.73	118.45	98.74	94.83
R-1	Residential, hotels	196.81	190.20	184.74	177.03	162.97	158.58	177.13	146.15	141.65

Group (2018 IBC/IRC)		Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
R-2	Residential, multi-family	165.0 5	158.4 4	152.9 8	145.2 7	132.0 0	127.6 1	145.3 7	115.1 8	110.6 5
R-3	Residential, 1/2 family	154.0 4	149.8 5	145.9 8	142.3 2	137.1 1	133.5 0	139.9 3	128.2 9	120.7 5
R-4	Residential, care/asst. living	194.9 8	188.3 6	182.9 0	175.2 0	161.4 0	157.0 1	175.2 9	144.5 8	140.0 8
S-1	Storage, moderate hazard	106.8 5	101.5 4	95.43	91.40	81.50	77.33	87.25	65.57	61.34
S-2	Storage, low hazard	105.8 5	100.5 4	95.43	90.40	81.50	76.33	86.25	65.57	60.34
U	Utility, miscellaneous	83.66	79.00	74.06	70.37	63.47	59.32	67.24	50.19	47.80

- a. Private garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = \$22.45 per sq. ft.
- c. N.P. = not permitted

**Table 1-3**  
**Plumbing Permit Fees**

**Permit Issuance**

1.	For issuing each permit	\$28.00
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**Unit Fee Schedule (in addition to items 1 above)**

1.	For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$10.00
2.	For each building sewer and each trailer park sewer	\$21.00
3.	Rainwater Systems - per drain (inside building)	\$10.00
4.	For each private sewage disposal system	\$55.00
5.	For each water heater and/or vent	\$10.00
6.	For each gas-piping system of one to five outlets	\$ 8.00
7.	For each additional gas-piping system outlet (per outlet)	\$ 3.00
8.	For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$21.00
9.	For each installation, alteration, or repair of water piping and/or water treating equipment, each	\$10.00
10.	For each repair or alteration of drainage or vent piping, each fixture	\$10.00
11.	For each private landscape irrigation system on any one meter including backflow protection devices therefore.	\$10.00
12.	For each atmospheric-type vacuum breakers not included in item 11: \$ 2.00	
13.	For each backflow protective device other than atmospheric-type vacuum breakers:	\$20.00
14.	For each gray water system	\$55.00
15.	For initial installation and testing for a reclaimed water system (excluding initial test)	\$42.00
16.	For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$69.00
17.	For each additional medical gas inlet(s)/outlet(s)	\$ 8.00

**Plan Review Fee**

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all plumbing permits. **Exception:** No plan review fee will be charged for plumbing permits related to residential construction regulated under the International Residential Code.

**Table 1-4**  
**Mechanical and Fuel Gas Permit Fees**

**Permit Issuance**

1. For issuing each permit \$ 34.00

**Unit Fee Schedule (in addition to issuance fee above)**

2. HVAC units including furnace, RTU, heat pump & split	\$ 22.00
3. Each appliance vent or diffuser or return without appliance	\$ 11.00
4. Repair of each appliance & refrigeration unit	\$ 19.00
5. Each boiler / compressor	\$ 22.00
6. Each air handler	\$ 16.00
7. Each VAV box	\$ 16.00
8. Each evaporative cooler other than portable type	\$ 16.00
9. Each ventilation fan connected to a single duct	\$ 11.00
10. Each ventilation system not part of a system under permit	\$ 16.00
11. Each commercial hood served by mech. exhaust system including the ductwork	\$ 16.00
12. Each piece of equipment regulated by the mechanical code but not listed in this table (fireplace inserts)	\$ 16.00
13. Each fuel gas piping system of one to five outlets	\$ 8.00
14. Each additional fuel gas outlet	\$ 3.00
15. Propane tank installation	\$ 66.00

**Plan Review Fee**

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all mechanical permits. **Exception:** No plan review fee will be charged for mechanical permits related to residential construction regulated under the International Residential Code.

**Table 1-5**  
**Fire System Permit Fees**

<b>Type of Fire Protection System</b>	<b>Fees</b> (includes plan review, testing, and inspection)
<b>Fire Alarm Systems</b>	
New Com./Multi. Fam.	\$472.00 plus \$2.00 per device
Tenant Improvement	\$354.00 plus \$2.00 per device
Residential (1-2 fam. dwellings)	\$190.00 plus \$2.00 per device
Sprinkler supervision/notification only	\$201.00 plus \$2.00 per device
Relocation or addition of up to 5 devices	\$75.00 plus \$2.00 per device
System upgrade/panel replacement	One half the above listed fees for new work.
AES Radio retrofit	\$100.00
<b>Fire Sprinkler Systems</b>	
<b>NFPA 13, 13 R Systems</b>	
1. Each new riser up to 99 heads	\$207.00+4.00/head
2. Each wet riser over 99 heads	\$578.00
3. Each dry riser over 99 heads	\$718.00
4. Each new deluge or pre-action system	\$718.00
5. Each new combination sprinkler/standpipe system including a single riser	\$931.00
6. Sprinkler underground	\$225.00
7. Revision to existing system	\$75.00+3.00/head
8. For each electronic permit for installation/relocation of not more than 10 heads and not involving installation/modification of branch or main piping.	\$75.00
9. High piled stock or rack system Add to riser fee	\$371.00
<b>NFPA 13D systems</b>	
1. Per dwelling unit fee	\$298.00
<b>Standpipe Systems</b>	
1. Each new Class 1 system	
Dry system	\$286.00
Wet system	\$409.00
2. Each new Class 2 system	\$495.00
3. Each new Class 3 system	\$495.00
<b>Fire Pumps</b>	\$898.00
<b>Type I Hood Suppression Systems</b>	
1. Pre-engineered	\$234.00
2. Custom engineered	\$409.00

**Fixed Pipe Fire Suppression**

1. Pre-engineered	\$248.00
2. Custom engineered	\$569.00

**Table 1-6**  
**Additional Services**

1. Inspections outside of normal business hours	\$ 75.00/hr <sup>1</sup>
2. Reinspection fee Reinspection fees double accumulatively when work requiring reinspection is not corrected prior to request for reinspection. (2 <sup>nd</sup> reinspection = \$150.00; 3 <sup>rd</sup> reinspection = 300.00 etc.)	\$ 75.00/hr
3. Expired permit renewal within 1 year of expiration	One-half (50%) of the original permit fee.
4. Inspections for which no fee is specifically indicated	\$ 75.00/hr
5. Fire Code Operational Permit Inspection	\$ 75.00/hr
6. Additional plan review required by changes, additions or revisions to approved plans (per hour - minimum charge one-half hour)	\$ 75.00/hr
7. Temporary Certificate of Occupancy	\$ 236.00
8. Certificate of Occupancy for change in use	\$ 75.00/hr
9. Adult Family Home licensing inspection	\$ 75.00/hr
10. Investigation fee for work without a permit in fee.	100% of the permit fee addition to the permit
11. Expedited plan review by third party contract	Actual Cost but not less than 65% of the permit fee.
12. Incident management and investigation	\$ 75.00/hr <sup>1</sup>
13. Fire flow test	\$130.00
14. Appeal of director's decision to BCAB	\$130.00
15. Street name or street name change	\$ 50.00

<sup>1</sup> A two hour minimum fee will be charged for all additional services involving employee overtime.

**Table 1-7**  
**Fire Code Operational and Construction Permit Fees**

<b>Operation</b>	<b>Fee</b>
Aerosol Products	\$ 66.00
Amusement Buildings	\$ 66.00
Aviation Facilities	\$130.00
Carnivals and fairs	\$ 66.00
Battery systems	\$130.00
Cellulose nitrate film	\$ 66.00
Combustible dust producing operations	\$ 66.00
Combustible fibers	\$ 66.00
Compressed gases	\$ 66.00
Exception: Vehicles using CG as a fuel for propulsion	
See IFC T. 105.6.9 for permit amounts	
Covered mall buildings - Required for:	\$ 66.00
placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall; display of liquid or gas fired equipment in the mall; use of open flame or flame producing equipment in the mall.	
Cryogenic fluids	\$ 66.00
Exception: Vehicles using cryogenic fluids as a fuel for propulsion or for refrigerating the lading.	
See IFC Table. 105.6.10 for permit amounts	
Dry cleaning plants	\$ 66.00
Exhibits and trade shows	\$ 66.00
Explosives	\$198.00
Fire hydrants and valves	\$ 66.00
Exception: Authorized employees of the water company or fire department.	
Flammable and combustible liquids	\$132.00
In accordance with IFC 105.6.16	
Floor finishing	\$ 66.00
In excess of 350 sq. ft. using Class I or Class II liquids	
Fruit and crop ripening	\$ 66.00
Using ethylene gas	
Fumigation and thermal insecticidal fogging	\$ 66.00
Hazardous materials	\$ 66.00
See IFC T. 105.6.20 for permit amounts	
HPM facilities	\$132.00
High piled storage	\$132.00
In excess of 500 sq. ft.	

**Table 1-7**  
**Fire Code Operational and Construction Permit Fees - cont.**

Hot work operations	\$ 66.00
In accordance with IFC 105.6.23	
Industrial ovens	\$ 66.00
Lumber yards and woodworking plants	\$ 66.00
Liquid or gas fueled vehicles or equipment	\$ 66.00
In assembly buildings	
LP Gas	\$132.00
Exception: 500 gal or less water capacity container serving group R-3 dwelling	
Magnesium working	\$ 66.00
Miscellaneous combustible storage	\$ 66.00
In accordance with IFC 105.6.29	
Open burning	\$ 66.00
Exception: Recreational fires	
Open flames and torches	\$ 66.00
Open flames and candles	\$ 66.00
Organic coatings	\$ 66.00
Places of assembly	\$ 66.00
Private fire hydrants	\$ 66.00
Pyrotechnic special effects material	\$ 66.00
Pyroxylin plastics	\$ 66.00
Refrigeration equipment	\$ 66.00
Regulated under IFC Ch. 6	
Repair garages and motor fuel dispensing facilities	\$ 66.00
Rooftop heliports	\$ 66.00
Spraying or dipping	\$ 66.00
Using materials regulated under IFC Chapter 24	
Storage of scrap tires and tire byproducts	\$ 66.00
Temporary membrane structures, tents and canopies	\$ 66.00
Except as provided in IFC 105.6.43	
Tire re-building plants	\$ 66.00
Waste handling	\$ 66.00
Wood products	\$ 66.00

**Required Construction Permits**

Automatic fire extinguishing systems	Ref. Table 1-5
Battery systems	\$132.00
Compressed gases except as provided under IFC 105.7.23	Ref. Table 1-3
Cryogenic fluids	\$132.00
Emergency responder radio coverage system	Ref. Table 1-1
Fire alarm and detection systems and related equipment	Ref. Table 1-5
Fire pumps and related equipment	Ref. Table 1-5
Flammable and combustible liquids - in accordance with IFC 105.7.58	\$132.00

Hazardous materials	\$132.00
Industrial ovens regulated under IFC Chapter 30	\$132.00
LP Gas - installation or modification of LP gas system	Ref. Table 1-4
Private fire hydrants - installation or modification of private fire hydrants	Ref. Table 1-5
Solar photovoltaic power systems	Ref. Table 1-1
Spraying or dipping - installation or modification of a spray room, dip tank, or booth	\$132.00
Standpipe system	Ref. Table 1-4
Temporary membrane structures tents and canopies	Included in Op. Permit Fee
Except as provided under IFC 105.7.16	

Any required Fire Code Construction Permit for which a fee is not specifically delineated shall utilize Table 1-1 to calculate the required fee.