

Chapter 3: Community Development

I. Building Permit Fees and Other Inspections and Fees^b

Sec. 100.	\$1 to \$500	\$41.00
Sec. 101.	\$501 to \$2,000	\$41.00 for the first \$500; plus \$3.50 for each additional \$100 or fraction thereof, to and including \$2,000
Sec. 102.	\$2,001 to \$25,000	\$87.00 for the first \$2,000; plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
Sec. 103.	\$25,001 to \$50,000	\$408.00 for the first \$25,000; plus \$11.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
Sec. 104.	\$50,001 to \$100,000	\$665.00 for the first \$50,000; plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
Sec. 105.	\$100,001 and up	\$1,015.00 for the first \$100,000; plus \$7.00 for each additional \$1,000 or fraction thereof

II. Electrical Permit and Related Fees

PERMIT ISSUANCE

Sec. 200.	For issuing each permit	\$50.00
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SYSTEM FEE SCHEDULE

New Residential Buildings

Sec. 201.	For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	\$0.12
Sec. 202.	For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot	\$0.12

^b Valuation determined per Chapter 3, §502 of this fee schedule. Additional fees may apply depending on project.

Sec. 203. For other types of residential occupancies and alterations, additions, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE

Private Swimming Pools

Sec. 204. For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool \$95.00

Sec. 205. For other types of swimming pools, therapeutic whirlpools, spas, hot tubs, and alterations to existing swimming pools \$95.00

Temporary Power Service

Sec. 206. For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances \$40.00

Sec. 207. For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc.

Up to 10 outlets	\$25.00
Up to 40 outlets	\$40.00
Over 40 outlets	\$60.00

UNIT FEE SCHEDULE

Receptacle, Switch and Lighting Outlets^c

Sec. 208. For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters) \$2.15 ea.

Sec. 209. For lighting fixtures, sockets, or other lamp-holding devices \$2.15 ea.

Sec. 210. For pole or platform-mounted lighting fixtures \$20.00 ea.

^c For multi-outlet assemblies, each five feet or fraction thereof may be considered as one outlet.

Sec. 211.	For theatrical-type lighting fixtures or assemblies	\$2.15 ea.
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Residential Appliances^d

Sec. 212.	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating	\$10.00
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Non-Residential Appliances^d

Sec. 213.	For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	\$10.00
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POWER APPARATUS^e

For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):

Sec. 214.	Up to and including 1	\$10.00 ea.
Sec. 215.	Over 1 and not over 10	\$20.00 ea.
Sec. 216.	Over 10 and not over 50	\$30.00 ea.
Sec. 217.	Over 50 and not over 100	\$60.00 ea.
Sec. 218.	Over 100	\$85.00 ea.

^d For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus above.

^e 1. For equipment or appliances having more than one motor, transformer, heater, etc. the sum of the combined ratings may be used.
 2. These fees include all switches, circuit breakers, contractors, thermostats, relays and other directly related control equipment.

SIGNS, OUTLINE LIGHTING AND MARQUEES

Sec. 219.	For signs, outline lighting systems or marquees supplied from one branch circuit	\$50.00 ea.
Sec. 220.	For additional branch circuits within the same sign, outline lighting system or marquee	\$10.00 ea.

SERVICES

Sec. 221.	For services of 600 volts or less and not over 200 amperes in rating	\$95.00 ea.
Sec. 222.	For services of 600 volts or less and over 200 amperes to 1,000 amperes in rating	\$195.00 ea.
Sec. 223.	For services over 600 volts or over 1,000 amperes in rating	\$295.00 ea.

MISCELLANEOUS APPARATUS, CONDUITS AND CONDUCTORS

Sec. 224.	For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	\$50.00 ^f
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OTHER INSPECTIONS AND FEES §231

Solar Electric Systems

Up to 3 kW panel output \$260.00

For each additional 1 kW or fraction; thereof, \$60.00
If any support structures elevating panels above the roof plane, or purpose designated independent array structure, use the building permit fee for valuation

III. Mechanical Permit and Related Fees

PERMIT ISSUANCE

Sec. 300.	For issuing each permit	\$50.00
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^f This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatuses, busways, signs or other equipment.

UNIT FEE SCHEDULE

Sec. 301.	For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h	\$50.00
Sec. 302.	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h	\$50.00
Sec. 303.	For the installation or relocation of each floor furnace, including vent	\$50.00
Sec. 304.	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	\$50.00
Sec. 305.	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$50.00
Sec. 306.	For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code	\$50.00
Sec. 307.	For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h	\$50.00
Sec. 308.	For the installation or relocation or each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$50.00
Sec. 309.	For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	\$50.00

Sec. 310.	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$50.00
Sec. 311	For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$95.00
Sec. 312	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	\$50.00 ⁹
Sec. 313	For each air-handling unit over 10,000 cfm	\$50.00
Sec. 314	For each evaporative cooler other than type	\$50.00
Sec. 315	For each ventilation fan connected to a single duct	\$50.00
Sec. 316	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$50.00
Sec. 317	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$50.00
Sec. 318.	For the installation or relocation of each domestic-type incinerator	\$20.00
Sec. 319.	For the installation or relocation of each commercial or industrial-type incinerator	\$85.00
Sec. 320.	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code or fee schedule	\$50.00

IV. Plumbing Permit and Related Fees

PERMIT ISSUANCE

Sec. 400.	For issuing each permit	\$50.00
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⁹ This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is a required elsewhere in the Code or fee schedule

UNIT FEE SCHEDULE (In addition to permit issuance fees above)

Sec. 401.	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$50.00
Sec. 402.	For each building sewer	\$50.00
Sec. 403.	Rainwater systems - per drain (inside building)	\$50.00
Sec. 404.	For each water heater (including solar powered) and/or vent	\$20.00
Sec. 405.	For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$95.00
Sec. 406.	For installation, alteration, or repair of water piping and/or water treating equipment	\$50.00
Sec. 407.	For repair or alteration or drainage or vent piping, each fixture	\$20.00
Sec. 408.	For each lawn sprinkler system or any one meter, including backflow protection devices therefore	\$20.00
Sec. 409.	For atmospheric-type vacuum breakers, not included above: 1 to 5 Over 5, each	\$50.00 \$5.00
Sec. 410.	For each backflow protective device other than atmospheric-type vacuum breakers: 2 inches and smaller Over 2 inches	\$50.00 \$50.00
Sec. 411	For each gas piping system of one to four outlets	\$50.00
Sec. 412	For each gas piping system of five or more outlets, per outlet in excess of 4	\$10.00

V. Other Inspections and Fees

Sec. 413	Inspections outside of normal business hours (Minimum charge - two hours)	\$125.00/hr
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Sec. 414	Re-inspection fee assessed under provisions of §305(g) of the UBC	\$95.00 ea.
Sec. 415	Inspections for which no fee is specifically indicated (Minimum charge one-half hr)	\$125.00/hr
Sec. 416	Additional plan review required by changes, additions, or revisions to approved plans (Minimum charge one-half hr)	\$125.00/hr
Sec. 417	Investigative fee (shall be the same as permit fee), paid in addition to the permit fee	See §106.4.4 of CPC
Sec. 418.	Projects without a fee set	1.5% of valuation or contract amount

VI. Miscellaneous Fees and Provisions Related to Building, Electrical, Mechanical and Plumbing Regulations

Sec. 500	BUILDING PERMIT FEE, Moved Buildings	A fee of \$845.00 shall be paid with the application for permit to move any structure where such permit is required by city ordinance. Said fee shall apply to the moving permit only, and is in addition to or separate from all other permit fees required.
Sec. 501	TECHNOLOGY FEE	9% of the building, mechanical, electrical, and plumbing permit fee
Sec. 502	ESTABLISHMENT OF VALUATION	<p>Building valuation estimates are intended to comply with §107.22001 California Building Code (CBC). Valuation shall be determined based on the cost per square foot of construction, as established annually by the Community Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.</p> <p>Valuation may also be determined by a valid contract that is complete for all work necessary to construct or remodel the building including customary overhead and profit margins.</p> <p>See Appendix 2 for Building Valuation Table</p>
Sec. 503	STRONG MOTION (SEISMIC INSTRUMENTATION) FEE	The minimum plan check fee for strong motion (seismic instrumentation), as required for residential construction, shall be \$0.15 per \$1,000 of the valuation of the construction per §502, above, in increments of fifty cents (\$0.50).

		The minimum plan check fee for strong motion (seismic instrumentation), if required for commercial construction, shall be \$0.25 per \$1,000 of the valuation of the construction.
Sec. 504	CITY ART FUND FEE	5% of the residential building, mechanical, electrical, and plumbing permit fee, and 7% of the commercial (nonresidential) building, mechanical, electrical, and plumbing permit fee.
Sec. 505.	DEMOLITION PERMIT FEE	<p>\$280.00 per residential building, carport, garage, and similar accessory building, limited as follows:</p> <ol style="list-style-type: none"> 1. Up to 4 dwelling units per building, maximum of 2 stories, 4,000 square feet total building area for all floors. 2. Carports & garages; maximum 6,000 square foot footprint, maximum 1 story. 3. Accessory buildings; maximum 6,000 square foot footprint, maximum 1 story. <p>\$280.00 per small commercial building and minor accessory structure limited as follows:</p> <ol style="list-style-type: none"> 1. Maximum 4,000 square foot footprint area 2. Maximum of 2 stories <p>Projects with buildings larger than described above, fee is 10% of inspection fee plus 10% of plan check fee as it a new structure of the same size.</p>
Sec. 506	CONSTRUCTION & DEMOLITION DEPOSIT AND ADMINISTRATIVE FEE	
	Deposit	\$50 per estimated ton of generated construction and demolition debris. Minimum deposit of \$1,000 and Maximum deposit of \$50,000.
	Administrative Fee	\$125/hr with a minimum of 1-hour fee shall be charged again the deposit.
Sec. 507	GENERAL PLAN MAINTENANCE	10% of the building permit fee for new construction.
Sec. 508.	GREEN BUILDINGS	10% refund of plan review and construction inspection fees for projects certified as LEED Silver or higher (or a nationally recognized equivalent) upon completion of the project.

	GREEN BUILDINGS SURCHARGE	\$1 per \$25,000 in valuation, with minimum \$1 per Building Permit application.
Sec. 509.	DOCUMENT IMAGING FEE	3.25% of the building, mechanical, electrical, mechanical, and plumbing permit fee. (Formerly referred to as Microfilm Fee)
Sec. 510.	COMPLIANCE PLAN Deposit and Administrative Fee [Per Time Limit Ordinance]	
	Deposit	2% of remaining estimated value to completion as determined by the building official. Minimum deposit of \$500 and Maximum deposit of \$250,000.
	Administrative Fee	\$125/hr with a minimum of 1-hour fee shall be charged again the deposit.
Sec. 511	Residential Design Review	\$187.50

Independent Inspections

Applications submitted to Community Development requesting inspection for the purposes of determining compliance with city codes and ordinances shall be accompanied by a non-refundable fee for such service computed in accordance with the following schedule:

Sec. 531.	Detached single family dwellings	\$95.00 each
Sec. 532.	Duplexes and multi-family dwellings units	\$95.00 plus \$20.00 for each additional unit
Sec. 533.	A Excess Housekeeping Unit @ inspections	\$95.00 for the first unit and \$20.00 for each additional unit

Said fees do not include any permit fees required as a result of permit issuance.

Sec. 534.	PRE-SITE INSPECTIONS	Applications for building permits subject to pre-site inspection shall be accompanied by a non-refundable fee of \$95.00
Sec. 535.	PLAN CHECK (PLAN REVIEW)	A plan review fee, when required by §107.3 of the CBC, shall be paid at the time of plans or specifications submission. In addition to the required permit fee, in an amount equal to seventy-five percent (75%) of the building permit fee. An additional 20% shall be charged for residences of three or more units and all other non-residential buildings.

Plan Check fees for production construction will be 50% the normal plan check fees after the first constructed building (model) of each type or design. No other changes can be made to the original planned construction or design of the building, or the full plan check fee will apply.

An hourly fee may be charged for plan check services, at the discretion of the Community Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.

Sec. 536. FEE REFUNDS

The City Manager, or designee, may authorize the refunding of any fee paid hereunder, which was erroneously paid or collected.

The City Manager, or designee, may authorize the refunding of not more than 80% of the permit fee when no work has been done under a permit issued in accordance with the applicable code. Where refunds are allowable under this paragraph, the City Manager, or designee, may refund less than 80% of the amount paid if substantial staff time has been spent on processing the permit.

The City Manager, or designee, may authorize the refunding of not more than 80% of the plan check fees paid when an application for a permit for which a plan review fee is paid is withdrawn or cancelled before any plan review effort has been expended. The building official shall not authorize the refunding of any fee paid except upon written authorization filed by the original permittee not later than 180 days after the date of fee payment.

The City Manager, or designee, may waive permit fees for affordable housing rehabilitation achieved through San Mateo County or Redevelopment Agency programs or through non-profit agencies

VII. Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects^h

A. APPLICATION FEE

Pre-Application Consultation (Initial consultation not exceeding 1 hr, no cost)	Actual Cost of Staff Time and Consultant Time – Deposit may be required
General Plan Amendment	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Zoning Change or Code Amendment	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Planned Development (PD)	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Planned Development Permit (PDP)	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Development Agreement	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Planned Unit Permit (PUP)	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Variance	\$1,975.00
Variance with Other Application	\$1,045.00
Parking Exception	Residential \$1,180.00 Commercial \$1,395.00

^h All Negative Declarations and EIRs requiring filing with San Mateo County shall pay the processing fee imposed by the County.

Use Permit	Residential	\$1,610.00
	Non-Residential	\$2,145.00
Use Permit (Drinking Place)	Bar	\$2,115.00
	In Conjunction with Restaurant	\$1,040.00
Use Permit with Parking Exception	Residential	\$2,295.00
	Non-Residential	\$2,440.00
Use Permit (Residential) with Minor Modification		\$2,055.00
Use Permit (Residential) with Parking Exception & Minor Modification Permit		\$2,445.00
Second Dwelling Unit Permit Application		\$925.00
ABC Application Review		\$1,015.00
Temporary Use Permit	Seasonal Sales	\$280.00
	Parking Lot/Site Event	\$790.00
	Other	\$450.00
Special Event Permit, Dancing, etc		\$350.00
Filming Permit		\$200 plus Actual Cost of Any Staff Time
Architectural Review Permit – New Construction		\$1,600.00 plus Consultant Cost
Architectural Review Permit – Existing Structure		\$1,105.00 plus Consultant Cost
Miscellaneous Required Review		\$370.00
Administrative Review – Buildable Lot Determination		\$480.00
Administrative Review – Wireless Facility		\$1,320.00
Rebuild Letter		\$105.00
Zoning Conformance Letter		\$400.00
Minor Modification		\$925.00
Minor Modification with other Application		\$445.00
Sign Deviation		\$730.00

Sign Permit Review	\$205.00
Final Tract map	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Tentative Tract or Parcel Map	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Final Parcel Map	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Lot Line Adjustment	\$1,050.00 +Cost of Contract Engineer
Improvement Plan	0.1% of Estimated Cost of Construction
Modifications to Maps	Same charge as tentative tract and final tract map fee (as applicable)
Appeal to Planning Commission	\$510.00
Appeal to City Council	\$790.00
B. ENVIRONMENT DETERMINATION	
Negative Declaration	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Environmental Impact Report (EIR)	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Filing with San Mateo County for Negative	Actual Cost as Established by San Mateo County
Declaration or EIR Fish and Game Fee Waived	<i>De Minimus</i> findings ⁱ

ⁱ Exemptions from the Fish and Game fees are allowed for projects determined through Findings of *De Minimus* Impact to have no potential for causing adverse impacts on fish and wildlife. The Planner working on the development application will notify the applicant whether the project has been determined to be exempt from AB3158 Fish and Game fees based on the Initial Study prepared for your application.

C. OTHER PLANNING RELATED TAXES & FEES

Condominium Project - Tax	\$1,000.00 per unit Per §3.16.160 of the Code of Ordinances
Single-Family Residential - Tax (for-sale units only)	\$1,000.00 per unit Per §3.16.160 of the Code of Ordinances
Park In-Lieu Fees	See §12.44.140 of the Ordinance For Fee Structure
Below Market Rate (BMR) Program Fees	See §12.230.060 of the Ordinance For Fee Structure

D. OTHER DEPARTMENT FEES

Performance Review for Alcoholic Beverage Sales	Actual Cost of Staff Time
Alcohol Beverage Control License Mailing List no fee per AB624, January 1, 2002	No Cost
Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code	
First Violation	\$100.00
Second Violation of same provision	\$200.00 within 12 mo.
Third Violation of same provision	\$500.00 within 12 mo.
Late Payment Fee	10% of unpaid balance
Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code	
First Violation	\$100.00
Second Violation of same provision	\$500.00 within 12 mo.
Third Violation of same provision	\$1,000.00 within 12 mo.
Late Payment Fee	10% of unpaid balance
Administrative Fees for enforcement of Title 5 (Nuisances), Chapter 5.24 and 5.26 of Municipal Code	
Maintenance of Distressed Vacant Properties	\$150 per vacant Property Maintenance Plan Review
Foreclosed and Abandoned Properties	\$150 per registration

VIII. Development in the Glenview Fire Area

Residents applying for planning and building related permits and fees to rebuild or remodel homes directly impacted by the Glenview fire may be exempted from building permits, electrical permits, mechanical permits, plumbing permits, inspection fees and planning fees, if all of the following criteria are met:

1. Property located on Glenview Drive, Claremont Drive, Earl Avenue, Vermont Way, Fairmont Drive, Estates Drive, Concord Way, Plymouth Way, and Moore, Crosby, Daley Courts;
2. Applicant is the owner on record on September 9, 2010;
3. Rebuilding and repairs of damage resulted from the fire.