



City of Pleasant Hill
Master Fee Schedule

Adopted by Resolution No. _____

Effective August 19, 2017

TABLE OF CONTENTS

<u>Department</u>	<u>Page</u>
Citywide Fees	1
Planning Division	2
Code Enforcement	7
Building Division	8
Engineering Division	13
Police Services	17
City Clerk/City Manager	19
Finance	20

Citywide Fees

Service/Application	Revenue Code	Legal Authority	Fee
Appeals			
		PHMC 18.130	
Appeal to City Council	01-4190		\$362
Appeal/Referral to any City Board or Commission	01-4190		\$310
Calls for Review	01-4190		\$0
Appeal of staff determination to City Manager	01-4190		\$0
Photocopies/Scanning			
		GC § 6253	
Paper Copies*	01-4990		\$.10 per page
Oversized Copies	01-4990		Actual cost
Maps*	01-4060		Actual cost
Document Scanning	01-4990		\$.08 per page
Documents saved to CD	01-4990		Actual cost (plus scanning fee, if applicable)
Duplication of Public Meeting Recordings			
Audiotape	01-4190		Actual cost
Videotape	01-4190		Actual cost
DVD/CD*	01-4190		Actual cost of DVD/CD/Flash drive
Notary Fee*			
	01-4190	GC § 8211	\$10
Automation Fee Surcharge (Accela)			
	01-4102	GC § 66014	7% of all permit fees

* Not subject to annual CPI adjustment

Planning Division

Authority for all Planning Division Fees: GC § 66014 and PHMC 18.75 plus authority cited

Note: A deposit for fees collected on an hourly basis may be collected at the outset of a project based on a reasonable estimate of the fees to be incurred

Service/Application	Revenue Code	Legal Authority	Fee
Use Permit		PHMC 18.95	
Minor For Outdoor Displays (with Planning Commission Hearing) For Outdoor Seating >12 For Reconstruction of a Legal Non-Conforming Use	01-4010		\$750
Minor For Live Entertainment – Type B For Propane Tanks – Up to 1,000 gallons For Outdoor Displays (with Zoning Administrator Hearing)	01-4010		\$450
Minor (all other)	01-4010	PHMC 18.95	\$149 per hour
Major	01-4010		\$149 per hour
Temporary	01-4010	PHMC 18.100	\$149
Adult Use	01-4010	PHMC 18.70	\$149 per hour
Variances		PHMC 18.110	
Minor	01-4010		\$854
Major	01-4010		\$1,472
Creek Setback Exception	01-4010	PHMC 18.50.150	\$854
Subdivisions – Tentative Tract Maps		PHMC 17.020.070 & 17.025; GC § 66451.2	
Minor	01-4020		\$149 per hour
Major	01-4020		\$149 per hour

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
Lot Line Adjustment	01-4140	PHMC 17.020.070 & 17.05.050	\$149 per hour
Rezoning	01-4010	PHMC 18.125	\$149 per hour
General Plan Amendment	01-4010	GC § 65358	\$149 per hour
Architectural Review			
Master Sign Program & Program Amendments	01-4010	PHMC 18.105	\$149 per hour
Single Family Residential (use hourly rate for projects with multiple residences)	01-4010	PHMC 18.115	\$1,064
Non Single Family Residential	01-4010	PHMC 18.115	\$149 per hour
Study Session - Single Family Residential	01-4010		\$298
Study Session - Non Single Family Residential	01-4010		\$149 per hour
Sign Permits		PHMC 18.105	
Temporary Sign Permit*	01-4010		\$0
Sign Permit with approved Master Sign Program or other Sign Permit approved by Zoning Administrator	01-4010		\$149
Sign Permit (no Master Sign Program)	01-4010	PHMC 18.105	\$624
Development Plans	01-4010	PHMC 18.90	\$149 per hour
Planned Unit Development		PHMC 18.30	
Plan	01-4010		\$149 per hour
Amendment	01-4010		\$149 per hour
Zoning Permits		PHMC 18.85	
Over the Counter*	01-4125		\$0
Fences/Walls	01-4125		\$0

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
Accessory Structures (if no Building Permit required)	01-4125		\$52
Change of Use	01-4125		\$52
Plan Check – Residential	01-4125		\$149 (collected with building permit fees) \$149 per hour after first two hours of staff time
Plan Check- Commercial	01-4125		\$299 (collected with building permit fees) \$149 per hour after first two hours of staff time
Zoning Information Letter (Residential)	01-4125		\$149
Zoning Information/Determination on Letter (Non-Residential)	01-4125		\$447
Zoning/Land Use Consultation or Pre-Application Review	01-4125		\$149 per hour (after 1 hour of staff time)
Large Family Daycare	01-4125		\$299
Wireless Telecommunication Projects 6409(a) Eligible Facilities Modification	01-4125		\$750
Home Occupation Permits		PHMC 18.20	
Over the counter	01-4010		\$84
Public hearing required	01-4010		\$299
Reasonable Accommodation Request			
Over the Counter	01-4010		\$149
Public hearing required	01-4010		\$299
Minor Exceptions			
No public hearing	01-4010		\$450
Public hearing required	01-4010		\$854
Special Events Parades, Motion Pictures, Entertainment, etc.			\$149(\$149 per hour after 1 hour of staff time applicable as

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
			determined by the Special Event Committee)
Block Party			\$115
Exempt Events			\$0
Tree Removal Permits	01-4010	PHMC 18.50.110	\$ 72 (\$149 per hour if more than five trees)
Annexations	01-4010	GC § 66014	\$149 per hour
Extensions of Approved Permit			
Use Permit	01-4010	PHMC 18.95	\$264
Variance	01-4010	PHMC 18.110	\$264
Architectural Review	01-4010	PHMC 18.115	\$264
Tentative Tract Map	01-4020	PHMC 17.25.080	\$540
Planned Unit Dev.	01-4010	PHMC 18.30	\$540
Rezoning	01-4010	PHMC 18.125	\$540
Development Plan			\$264
Sign Permit			\$74
Expedited Application Process at Applicant's Request	01-4010	GC § 66014; GC § 66451.1	Actual cost + 10%
Environmental Review		GC § 66014	
Negative Declaration	01-4010		\$149 per hour
Environmental Impact Report	01-4010		Actual cost + 10%
Consultant Services			Actual Cost + 10%
Fish & Wildlife Fees*	01-4010	Pub. Res. § 21089	
EIR*	01-4010		\$3,078.25
Negative or Mitigated Negative Declaration*	01-4010		\$2,216.25
Categorical Exemption Finding*	01-4010		\$50

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
Inclusionary Housing Note: 18.20.060 (G)2.d. fee adjusted (up to 3 years in a row) by City Manager based on the percentage change in building Valuation Data published by International Code Council (not CPI).	01-4010	PHMC 18.20.060(G)	\$271,350 Per affordable housing unit not constructed
Shopping Cart Plan Review	01-4010	PHMC 7.35.060 (D)	\$149 per hour

* Not subject to annual CPI adjustment

Code Enforcement

Service/Application	Revenue Code	Legal Authority	Fee
Public Nuisance Abatement		PHMC 7.05, 7.10, 7.30	
Actual Costs/ Expenses of Abatement including but not limited to the following:			
Notice to Abate	01-4129		\$95
Re-inspection	01-4129		\$95 per inspection
Administrative Hearing	01-4129		\$0
Preparation of Abatement Warrant	01-4129		\$378
Abatement	01-4129		Actual cost + 30%
Cost of imposing lien	01-4129		\$82 + County charge (if any)
Additional staff administrative time not covered above	01-4129		\$95/hour + actual costs for Code Enforcement \$82/hour + actual costs for Finance employees
Non Nuisance Abatement Re-inspection			\$95 per inspection
Vehicle Abatement		PHMC 7.15	
Actual administrative abatement costs and expenses including but not limited to :			\$95/hour + actual costs
1 st inspection	29-3640		No charge
2 nd inspection	29-3640		\$95
Cost of Removal	29-3640		Actual cost + 30%
Confiscated Signs	01-4129	PHMC 18.60.120	\$42 per sign

* Not subject to annual CPI adjustment

Building Fees

Service/Application	Revenue Code	Legal Authority	Fee
Building Permit Fee (based upon project value)	01-3250	GC § 66014 PHMC 14.05.030 H&S § 17951 CBC § 108.4	
\$1-500			\$69
\$510-2,000			\$69 for the first \$500 plus \$4 for each additional \$100, or a fraction thereof, to and including \$2,000
\$2,001-\$25,000			\$96 for the first \$2,000 plus \$17 for each additional \$1,000, or a fraction thereof, to and including \$25,000
\$25,001-\$50,000			\$541 for the first \$25,000 plus \$12 for each additional \$1,000, or a fraction thereof, to and including \$50,000

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
\$50,001-\$100,000			\$901 for the first \$50,000 plus \$9 for each additional \$1,000, or a fraction thereof, to and including \$100,000
\$100,001-\$500,000			\$1,372 for the first \$100,000 plus \$4 for each additional \$1,000, or a fraction thereof, to and including \$500,000
\$500,001-\$1,000,000			\$4,454 for the first \$500,000 plus \$6.0 for each additional \$1,000, or a fraction thereof, to and including \$1,000,000
\$1,000,001 and up			\$7,749 for the first \$1,000,000 plus \$5 for each additional \$1,000, or a fraction thereof
Building Plan Check Fee	01-3250	GC § 66014	80% of Building Permit Fee
Pre-plan review for projects valued over \$1,000,000			\$111 per hour

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Service/Application	Revenue Code	Legal Authority	Fee
Electrical Permits	01-3270	GC § 66014 PHMC 14.20.020 H&S 17951	16% of Building Permit Fee
Temporary power service			\$69
Minimum electrical permit (upgrade to existing system)			\$69
Mechanical Permits	01-3280	GC § 66014 PHMC 14.10.020 H&S 17951	12% of Building Permit Fee
Minimum mechanical permit (upgrade to existing system)			\$69
Plumbing Permit	01-3260	GC § 66014 PHMC 14.25.020 H&S 17951	14% of Building Permit Fee
Minimum plumbing permit (upgrade to existing system)			\$69
Re-Roofs	01-3250	GC § 66014	
Residential			\$95
Commercial (based upon project value)			See building permit fee
Photovoltaic System (Solar Panels)*			
Residential			\$235
Commercial			\$470
Title 24 Energy Inspections	01-3255	GC § 66014 CFR Title 24	
Underfloor Insulation			\$62
Wall and/or Attic Insulation			\$62
Plan Check for Title 24 Requirements			\$113 per hour

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
Strong Motion Instrumentation Tax (SMI) (State of CA fee forwarded quarterly) *	01-2160	PRC § 2705	
Residential			
1 st \$3,850 in valuation			\$0.50 (minimum)
Every \$1,000 in valuation or portion thereof			\$0.13
Strong Motion Instrumentation Tax (Continued)			
Commercial			
1 st \$1,786 in valuation			\$0.50 (minimum)
Every \$1,000 in valuation or portion thereof			\$0.28
Building Standards Administration Special Revolving Fund (Green Building Fee)*		SB 1473	
\$1-\$25,000			\$1
\$25,001-\$50,000			\$2
\$50,001-\$75,000			\$3
\$75,001-\$100,000			\$4
Every \$25,000 or fraction thereof above \$100,000			Add \$1
Building Re-inspections	01-3240	GC § 66014; CBC § 108.8	\$113 per hour
Reinstatement of Expired Permit	01-3250	GC § 66014 CBC § 106.4.4	50% of original permit fee
30 Day Lock (City safety inspection before PG&E can turn on utilities)	01-3240	GC § 66014	\$69

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Service/Application	Revenue Code	Legal Authority	Fee
House Moving or Oversized Load	01-3390	PHMC 14.45	
Initial inspection fee		PHMC 14.45.030	\$113 per hour
Permit Fee		PHMC 14.45.040	\$726
Other		PHMC 14.45.090	Hourly rate for city personnel
General Plan Update Fee	01-4010	GC § 66014	0.0022 of Construction Valuation
Consultant Services	01-4190		Actual Cost + 10%

* Not subject to annual CPI adjustment

Engineering Services

Authority for all Engineering Services Fees: GC § 66014 plus authority cited.

Note: A deposit for fees collected on an hourly basis may be collected at the outset of a project based on a reasonable estimate of the fees to be incurred

Service/Application	Revenue Code	Legal Authority	Fee
Encroachment Permit Processing fee		PHMC 11.05.050 & PW Standards (Res. 87-00)	
Residential			
Sidewalk Repair by homeowner	01-3320		\$0
Curb and gutter repair by homeowner	01-3320		\$119 fee + \$119 per hour inspection (typically 2 hrs)
Curb drain installation	01-3320		\$119 fee + \$119 per hour inspection (typically ½ hr)
Driveway installation	01-3320		\$119 fee + \$119 per hour inspection (typically 3 hrs)
Fence in right-of-way (revocable)	01-3320		\$119 fee + \$119 per hour inspection (typically 1 hr)
Container in right-of-way (temporary)	01-3320		\$119 fee + \$119 per hour inspection (typically ½ hr)
Sewer lateral repair	01-3320		\$119 fee + \$119 per hour inspection (typically 2 ½ hrs)
Swimming pools (right-of-way inspection)	01-3320		\$119 per hour inspection (typically 2 hrs)
Commercial / Utilities			
Water District repair single service or hydrant	01-3320		\$119 fee + \$119 per hour inspection
Sewer District	01-3320		\$119 fee + \$119 per hour inspection
Banner	01-3320		\$119 fee

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Service/Application	Revenue Code	Legal Authority	Fee
Sidewalk repair	01-3320		\$119 fee+ \$119 per hour inspection
News Racks	01-3320	PHMC 7.40.040	\$119 per hour (maximum 3 hrs.)
Others			
State Road Closure Fee	01-3320		\$119 fee + \$119 per hour inspection
Contractor working for City			\$0
Encroachment Permit Extension	01-3290	PHMC 15.10.080	\$119
Subdivisions		PHMC 17 & PW Standards (Res. 87-00)	
Final/Parcel Map Review	01-4140	PHMC 17.20.070 & 17.30.060	\$149 per hour
GIS Basemap Revision Fee*	01-4520	Contra Costa County Reso. 2007/12	\$115 per parcel
Certificate of Compliance	01-4140	PHMC 17.70.040	\$149 per hour
Subdivision Agreement Extension	01-3290	PHMC 17.20.070	\$272
Improvement Plans (Subdivisions, Redevelopment & Building Permits)		PHMC 17.35.050 & 17.20.070 & PW Standards (Res. 87-00)	
Plan Review & Amendments	1-4140		\$149 per hour
Inspection	01-4140		\$119 per hour
Inspection (overtime)	01-4140		\$179 per hour

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Service/Application	Revenue Code	Legal Authority	Fee
Grading, Site Development, and Drainage Permit		PHMC 15.10.080 & PW Standards (Res. 87-00)	
Plan Review & Amendments	01-3290		\$149 per hour
3rd Party Peer Review	01-3290		Actual cost + 10%
Geologically Active Sites	01-3290		15% surcharge
Inspection	01-3290		\$119per hour
Inspection (overtime)	01-3290		\$179 per hour
Inspection (3rd Party Peer Review of Problem Areas)	01-3290		Actual cost + 10%
Grading Permit Extension	01-3290	PHMC 15.10.080	\$119
Floodplain Development Permit		PHMC 15.15.120	
Plan Review & Amendments	01-3290		\$149 per hour (typically 1 hr)
Inspection	01-3290		\$119 per hour (typically 1 hr)
Other			
Traffic Mitigation Fee*	06-4530	PHMC 5.55.050	
Single-family residential**			\$3,245 per unit
Multi-family residential**			\$2,602 per unit
Commercial**			\$8.391 per sf
Office**			\$7.133 per sf
Industrial**			\$2.631 per sf
**Note: For Other uses, Traffic Mitigation Fee is \$271 per-trip as estimated by Engineering Dept. See Municipal Code Section 5.55			
Engineering review Planning and Building Permits	01-4140		\$149 per hour
Grading / Improvement Permit Transfer Fee	01-3290		\$306
Abandonments / Sale of Excess Property	01-4510	Street & Highway Code § 8356	\$149 per hour
Easement Dedication (utility)	01-4140		\$149 per hour
Flood Zone Information			\$0
Written Report	01-4060		\$ 84

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Service/Application	Revenue Code	Legal Authority	Current Fee
Survey, if authorized	01-4060		Actual Cost + 10%
Letter of Map Revision Amendment	01-4060		\$ 149 per hour
Segregation of Assessments	01-4140		Actual Cost + \$149 per hour
Real Estate Disclosure Letter	01-4190		\$ 135
Consultant Services	01-4190		Actual Cost + 10%
Postage	01-4190		Actual Cost
Compost bin *	23-4070		Resident \$75 Nonresident \$100
Stormwater Facilities Inspection	01-4140	PHMC 15.05.080 (B)	\$149 per hour
Stormwater Quality & Erosion Control Inspection	01-4140		\$119 per hour (min. ½ hour per day)
Administrative Services			\$ 119 per hour
Other Permits			
Transportation* (House moving or oversize load)	01-4190	Vehicle Code § 35795(b)	\$18
Annual or Repetitive Permit	01-4190	Vehicle Code § 35795(b)	\$126

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Police Services

DOJ = CA Department of Justice

Service/Application	Revenue Code	Legal Authority	Fee
Bicycle Licenses		PHMC 10.30.010	
Original License	01-3220		\$3 or current DOJ fee*
Transfer of Ownership	01-3220		\$1 or current DOJ fee*
Alarm Permits	01-4110	PHMC 9.20.110	
User Permit Fee			\$67
User Permit Renewal Fee			\$35
False Alarm Response Fee			\$131
Concealed Weapons Permits		Penal Code § 26190	
Application	01-3390		\$154 + DOJ fee
Fingerprints	01-3390		See Fingerprints
Renewal	01-3390		\$40 + DOJ fee
Fingerprints		PHMC 2.50.040	
Resident	01-4110		\$32 + DOJ fee if applicable
Non-resident	01-4110		\$43 + DOJ fee if applicable
DUI Cost Recovery		Govt. Code § 53156	
Accident	01-4190		\$427
Vehicle Impound Release	01-3390	Vehicle Code § 22850.5	\$143
Massage Permits			
Massage establishment permit application fee	01-3390	Ord. 885 § 1, 2015 Resolution 7-15	\$246
Massage establishment permit renewal fee	01-3390	Ord. 885 § 1, 2015 Resolution 7-15	\$110

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Service/Application	Revenue Code	Legal Authority	Fee
Fingerprints	01-3390		See Fingerprints
Taxi Cab Permits			
Carrier permit	01-3390	PHMC 6.10.210	
Application	01-3390		\$354
Renewal (annual on anniversary date)	01-3390		\$143 for first taxi/ \$44 for each additional taxi
Late payment penalty	01-3390		20% of fee per month up to 100%
Driver Permit		PHMC 6.10.220	
Application	01-3390		\$40
Renewal (annual on anniversary date)	01-3390		\$32
Late payment penalty for renewals	01-3390		20% of fee per month up to 100%
Call box stand or open stand application	01-3390		\$713
Application to City Council for rate change	01-3390		\$354
Towing Services Permits		PHMC 6.35.040	
Owner/operator application processing	01-4110		\$379
Visa letters			
Resident	01-4110		\$32
Non-resident	01-4110		\$43
Weapons Dealers		Penal Code § 26850	
Application*	01-3390		\$109
Fingerprints	01-3390		See Fingerprints
Renewal (annual)	01-3390		\$42
Tobacco Retailer's License	01-3390	PHMC 9.45.270	\$78/hour (\$618 max)

* Not subject to annual CPI adjustment

City Clerk/City Manager

Service/Application	Revenue Code	Legal Authority	Fee
Annual Subscriptions (City Council, Redevelopment Agency, Planning Commission, Architectural Review Commission)		GC § 6253	
Agendas	01-4190		\$68 per year
Minutes	01-4190		\$68 per year
Copies of Municipal Code or Municipal Code Supplements	01-4190		Actual cost
Minute Orders			
First Page	01-4190		\$3
Each additional page	01-4190		\$2
Document Certification	01-4190		\$0.35 per page
Permits			
Bingo	01-3390	PHMC 6.40.040	Actual cost

* Not subject to annual CPI adjustment

Finance

Service/Application	Revenue Code	Legal Authority	Fee
Accounting Services			
Payroll Services	01-4100		2% of gross payroll
Service Charge on Refunds of Business License	01-4100	PHMC 5.05.220	\$31
Special Payrolls	01-4100		\$84
Copies of Business License List			
Comprehensive In-City List	01-4190		\$42
New Businesses Last 1-12 Months	01-4190		\$11
Copies of Printed Records			
Annual Budget- Line Item Detail	01-4190		\$42
Annual Financial Report	01-4190		Actual Costs
Permits			
Controlled Sales Permit	01-3390	PHMC 6.05.040	\$248
Peddlers Permit	01-3390	PHMC 6.15.060	\$84
Duplicate Business License	01-3150	PHMC 5.05.120	\$18
Finance Charge on Delinquent Invoice*	01-4100		1% per month
Returned Check Charges			
1 st Occurrence*	01-3430	Civil Code § 1719	\$32
Each additional occurrence	01-3430		\$47

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
Community Room – use of this room is limited to non-profit groups and government agencies only.		Resolution #33-05	
Refundable security deposit	01-3521		\$139

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