



**City of Pleasant Hill**  
**Master Fee Schedule**

Adopted by Resolution No. \_\_\_\_

Effective August 31, 2020

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## Citywide Fees

Service/Application	Revenue Code	Legal Authority	Fee
<b>Appeals</b>			
		PHMC 18.130	
Appeal to City Council	01-4190		\$392
Appeal/Referral to any City Board or Commission	01-4190		\$336
Calls for Review	01-4190		\$0
Appeal of staff determination to City Manager	01-4190		\$0
<b>Photocopies/Scanning</b>			
		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)
<b>Duplication of Public Meeting Recordings</b>			
Audiotape	01-4190		Actual cost
Videotape	01-4190		Actual cost
DVD/CD*	01-4190		Actual cost of DVD/CD/Flash drive
<b>Notary Fee*</b>			
	01-4190	GC § 8211	\$15
<b>Automation Fee Surcharge (Accela)</b>			
	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
<b>Use Permit</b>		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		\$813
Minor For Live Entertainment – Type B For Propane Tanks – Up to 1,000 gallons For Outdoor Displays (with Zoning Administrator Hearing)	01-4010		\$487
Minor (all other)	01-4010	PHMC 18.95	\$161 per hour
Major	01-4010		\$161 per hour
Temporary	01-4010	PHMC 18.100	\$161
Adult Use	01-4010	PHMC 18.70	\$161 per hour
<b>Variances</b>		PHMC 18.110	
Minor	01-4010		\$926
Major	01-4010		\$161 per hour
<b>Creek Setback Exception</b>	01-4010	PHMC 18.50.150	\$926
<b>Subdivisions – Tentative Tract Maps</b>		PHMC 17.020.070 & 17.025; GC § 66451.2	
Minor	01-4020		\$161 per hour
Major	01-4020		\$161 per hour

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
<b>Lot Line Adjustment</b>	01-4140	PHMC 17.020.070 & 17.05.050	\$161 per hour
<b>Rezoning</b>	01-4010	PHMC 18.125	\$161 per hour
<b>General Plan Amendment</b>	01-4010	GC § 65358	\$161 per hour
<b>Architectural Review</b>			
Master Sign Program & Program Amendments	01-4010	PHMC 18.105	\$161 per hour
Single Family Residential (use hourly rate for projects with multiple residences)	01-4010	PHMC 18.115	\$1,154
Non Single Family Residential	01-4010	PHMC 18.115	\$161 per hour
Study Session - Single Family Residential	01-4010		\$324
Study Session - Non Single Family Residential	01-4010		\$161 per hour
<b>Sign Permits</b>		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		\$161
Sign Permit (no Master Sign Program)	01-4010	PHMC 18.105	\$676
<b>Development Plans</b>	01-4010	PHMC 18.90	\$161 per hour
<b>Planned Unit Development</b>		PHMC 18.30	
Plan	01-4010		\$161 per hour
Amendment	01-4010		\$161 per hour
<b>Zoning Permits</b>		PHMC 18.85	
Over the Counter*	01-4125		\$0
Fences/Walls	01-4125		\$0

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
Accessory Dwelling Unit (non building permit only ADU's)	01-4125		\$700
Accessory Structures (if no Building Permit required)	01-4125		\$57
Change of Use	01-4125		\$57
Plan Check – Residential	01-4125		\$161 (collected with building permit fees) \$161 per hour after first two hours of staff time
Plan Check- Commercial	01-4125		\$325 (collected with building permit fees) \$161 per hour after first two hours of staff time
Zoning Information Letter (Residential)	01-4125		\$161
Zoning Information/Determination on Letter (Non-Residential)	01-4125		\$484
Zoning/Land Use Consultation or Pre-Application Review	01-4125		\$161 per hour (after 1 hour of staff time)
Large Family Daycare	01-4125		\$325
Wireless Telecommunication Projects 6409(a) Eligible Facilities Modification	01-4125		\$1,125
<b>Home Occupation Permits</b>		PHMC 18.20	
Over the counter	01-4010		\$91
Public hearing required	01-4010		\$325
<b>Reasonable Accommodation Request</b>			
Over the Counter	01-4010		\$161
Public hearing required	01-4010		\$325
<b>Minor Exceptions</b>			
No public hearing	01-4010		\$487
Public hearing required	01-4010		\$926

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
<b>Special Events</b> Parades, Motion Pictures, Entertainment, etc.			\$161(\$161 per hour after 1 hour of staff time applicable as determined by the Special Event Committee)
Block Party			\$124
Exempt Events			\$0
<b>Tree Removal Permits</b>	01-4010	PHMC 18.50.110	\$ 81 (\$161 per hour if more than five trees)
<b>Annexations</b>	01-4010	GC § 66014	\$161 per hour
<b>Extensions of Approved Permit</b>			
Use Permit	01-4010	PHMC 18.95	\$287
Variance	01-4010	PHMC 18.110	\$287
Minor Exception	01-4010	PHMC 18.111	\$287
Architectural Review	01-4010	PHMC 18.115	\$287
Tentative Tract Map	01-4020	PHMC 17.25.080	\$585
Planned Unit Dev.	01-4010	PHMC 18.30	\$585
Rezoning	01-4010	PHMC 18.125	\$585
Development Plan			\$287
Sign Permit			\$81
<b>Expedited Application Process at Applicant's Request</b>	01-4010	GC § 66014; GC § 66451.1	Actual cost + 10%
<b>Environmental Review</b>		GC § 66014	
Negative Declaration	01-4010		\$161 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		Per California Fish and Wildlife Fees CEQA Environmental

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
			Document Filing Fees
Negative or Mitigated Negative Declaration*	01-4010		Per California Fish and Wildlife Fees CEQA Environmental Document Filing Fees
Categorical Exemption Finding*	01-4010		\$50
Cannabis Retailer Business Permit	01-4010		\$1,500
<b>Inclusionary Housing</b>  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
<b>Shopping Cart Plan Review</b>	01-4010	PHMC 7.35.060 (D)	\$161 per hour

\* Not subject to annual CPI adjustment



## Code Enforcement

Service/Application	Revenue Code	Legal Authority	Fee
<b>Public Nuisance Abatement</b>		PHMC 7.05, 7.10, 7.30	
Actual Costs/ Expenses of Abatement including but not limited to the following:			
Notice to Abate	01-4129		\$102
Re-inspection	01-4129		\$102 per inspection
Administrative Hearing	01-4129		\$0
Preparation of Abatement Warrant	01-4129		\$410
Abatement	01-4129		Actual cost + 30%
Cost of imposing lien	01-4129		\$89 + County charge (if any)
Additional staff administrative time not covered above	01-4129		\$102/hour + actual costs for Code Enforcement \$89/hour + actual costs for Finance employees
<b>Non Nuisance Abatement Re-inspection</b>			\$102 per inspection
<b>Vehicle Abatement</b>		PHMC 7.15	
Actual administrative abatement costs and expenses including but not limited to :			\$102/hour + actual costs
1 <sup>st</sup> inspection	29-3640		No charge
2 <sup>nd</sup> inspection	29-3640		\$102
Cost of Removal	29-3640		Actual cost + 30%
<b>Confiscated Signs</b>	01-4129	PHMC 18.60.120	\$47 per sign

\* Not subject to annual CPI adjustment

## Building Fees

Service/Application	Revenue Code	Legal Authority	Fee
<b>Building Permit Fee</b> (based upon project value)	01-3250	GC § 66014 PHMC 14.05.030 H&S § 17951 CBC § 108.4	
\$1-500			\$74
\$510-2,000			\$74 for the first \$500 plus \$4 for each additional \$100, or a fraction thereof, to and including \$2,000
\$2,001-\$25,000			\$113 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			\$586 for the first \$25,000 plus \$12 for each additional \$1,000, or a fraction thereof, to and including \$50,000

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<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
\$50,001-\$100,000			\$977 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			\$1,487 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			\$4,828 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			\$8,400 for the first \$1,000,000 plus \$5 for each additional \$1,000, or a fraction thereof
<b>Building Plan Check Fee</b>	01-3250	GC § 66014	80% of Building Permit Fee
Pre-plan review for projects valued over \$1,000,000			\$120 per hour

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
<b>Electrical Permits</b>	01-3270	GC § 66014 PHMC 14.20.020 H&S 17951	16% of Building Permit Fee
Temporary power service			\$74
Minimum electrical permit (upgrade to existing system)			\$74
<b>Mechanical Permits</b>	01-3280	GC § 66014 PHMC 14.10.020 H&S 17951	12% of Building Permit Fee
Minimum mechanical permit (upgrade to existing system)			\$74
<b>Plumbing Permit</b>	01-3260	GC § 66014 PHMC 14.25.020 H&S 17951	14% of Building Permit Fee
Minimum plumbing permit (upgrade to existing system)			\$74
<b>Re-Roofs</b>	01-3250	GC § 66014	
Residential			\$102
Commercial (based upon project value)			See building permit fee
<b>Photovoltaic System (Solar Panels)*</b>			
Residential			\$246
Commercial			\$491
<b>Title 24 Energy Inspections</b>	01-3255	GC § 66014 CFR Title 24	
Underfloor Insulation			\$67
Wall and/or Attic Insulation			\$67
Plan Check for Title 24 Requirements			\$122 per hour

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
<b>Strong Motion Instrumentation Tax (SMI) (State of CA fee forwarded quarterly) *</b>	01-2160	PRC § 2705	
Residential			
1 <sup>st</sup> \$3,850 in valuation			\$0.50 (minimum)
Every \$1,000 in valuation or portion thereof			\$0.13
<b>Strong Motion Instrumentation Tax (Continued)</b>			
Commercial			
1 <sup>st</sup> \$1,786 in valuation			\$0.50 (minimum)
Every \$1,000 in valuation or portion thereof			\$0.28
<b>Building Standards Administration Special Revolving Fund (Green Building Fee)*</b>		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
<b>Building Re-inspections</b>	01-3240	GC § 66014; CBC § 108.8	\$122 per hour
<b>Reinstatement of Expired Permit</b>	01-3250	GC § 66014 CBC § 106.4.4	50% of original permit fee
<b>30 Day Lock</b> (City safety inspection before PG&E can turn on utilities)	01-3240	GC § 66014	\$74

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<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
<b>House Moving or Oversized Load</b>	01-3390	PHMC 14.45	
Initial inspection fee		PHMC 14.45.030	\$122 per hour
Permit Fee		PHMC 14.45.040	\$787
Other		PHMC 14.45.090	Hourly rate for city personnel
<b>General Plan Update Fee</b>	01-4010	GC § 66014	0.0023 of Construction Valuation
<b>Consultant Services</b>	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
<b>Encroachment Permit Processing fee</b>		PHMC 11.05.050 & PW Standards (Res. 87-00)	
<b>Residential</b>			
Sidewalk Repair by homeowner	01-3320		\$0
Curb and gutter repair by homeowner	01-3320		\$128 fee + \$128 per hour inspection (typically 2 hrs)
Curb drain installation	01-3320		\$128 fee + \$128 per hour inspection (typically ½ hr)
Driveway installation	01-3320		\$128 fee + \$128 per hour inspection (typically 3 hrs)
Fence in right-of-way (revocable)	01-3320		\$128 fee + \$128 per hour inspection (typically 1 hr)
Container in right-of-way (temporary)	01-3320		\$128 fee + \$128 per hour inspection (typically ½ hr)
Sewer lateral repair	01-3320		\$128 fee + \$128 per hour inspection (typically 2 ½ hrs)
Swimming pools (right-of-way inspection)	01-3320		\$128 per hour inspection (typically 2 hrs)
<b>Commercial / Utilities</b>			
Water District repair single service or hydrant	01-3320		\$128 fee + \$128 per hour inspection
Sewer District	01-3320		\$128 fee + \$128 per hour inspection
Banner	01-3320		\$128 fee

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<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
Sidewalk repair	01-3320		\$128 fee+ \$128 per hour inspection
News Racks	01-3320	PHMC 7.40.040	\$128 per hour (maximum 3 hrs)
<b>Others</b>			
State Road Closure Fee	01-3320		\$128 fee + \$128 per hour inspection
Contractor working for City			\$0
Encroachment Permit Extension	01-3290	PHMC 15.10.080	\$128
<b>Subdivisions</b>		PHMC 17 & PW Standards (Res. 87-00)	
Final/Parcel Map Review	01-4140	PHMC 17.20.070 & 17.30.060	\$161 per hour
GIS Basemap Revision Fee*	01-4520	Contra Costa County Reso. 2007/12	\$124 per parcel
Certificate of Compliance	01-4140	PHMC 17.70.040	\$161 per hour
Subdivision Agreement Extension	01-3290	PHMC 17.20.070	\$295
<b>Improvement Plans</b> (Subdivisions, Redevelopment & Building Permits)		PHMC 17.35.050 & 17.20.070 & PW Standards (Res. 87-00)	
Plan Review & Amendments	1-4140		\$161 per hour
Inspection	01-4140		\$128 per hour
Inspection (overtime)	01-4140		\$193 per hour

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<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
<b>Grading, Site Development, and Drainage Permit</b>		PHMC 15.10.080 & PW Standards (Res. 87-00)	
Plan Review & Amendments	01-3290		\$161 per hour
3rd Party Peer Review	01-3290		Actual cost + 10%
Geologically Active Sites	01-3290		15% surcharge
Inspection	01-3290		\$128 per hour
Inspection (overtime)	01-3290		\$193 per hour
Inspection (3rd Party Peer Review of Problem Areas)	01-3290		Actual cost + 10%
Grading Permit Extension	01-3290	PHMC 15.10.080	\$128
<b>Floodplain Development Permit</b>		PHMC 15.15.120	
Plan Review & Amendments	01-3290		\$161 per hour (typically 1 hr)
Inspection	01-3290		\$128 per hour (typically 1 hr)
<b>Other</b>			
Traffic Mitigation Fee*	06-4530	PHMC 5.55.050	
Single-family residential**			\$3,525 per unit
Multi-family residential**			\$2,826 per unit
Commercial**			\$9.114 per sf
Office**			\$7.748 per sf
Industrial**			\$2.858per sf
<p>**Note: For Other uses, Traffic Mitigation Fee is \$295 per-trip as estimated by Engineering Dept. See Municipal Code Section 5.55</p> <p>Per Municipal Code 5.55.050, annual adjustment of the Traffic Mitigation Fee will be based on construction cost index. The fee shall be automatically increased annually, beginning January 1, based on the Engineering News Record 20-city construction cost index listed in the prior October 1st issue, as published by McGraw-Hill Publishing Company. (Ord. 779 § 1, 2003; 1991 code § 30-1.5).</p>			
Engineering review Planning and Building Permits	01-4140		\$161 per hour
Grading / Improvement Permit Transfer Fee	01-3290		\$332
Abandonments / Sale of Excess Property	01-4510	Street & Highway Code § 8356	\$161 per hour
Easement Dedication	01-4140		\$161 per hour

\* Not subject to annual CPI adjustment

(utility)			
Flood Zone Information			\$0
Written Report	01-4060		\$ 91
<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
Survey, if authorized	01-4060		Actual Cost + 10%
Letter of Map Revision Amendment	01-4060		\$ 161 per hour
Segregation of Assessments	01-4140		Actual Cost + \$161 per hour
Real Estate Disclosure Letter	01-4190		\$ 147
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)	\$161 per hour
Stormwater Quality & Erosion Control Inspection	01-4140		\$128 per hour (min. ½ hour per day)
Administrative Services			\$ 128 per hour
<b>Other Permits</b>			
Transportation* (House moving or oversize load)	01-4190	Vehicle Code § 35795(b)	\$20
Annual or Repetitive Permit	01-4190	Vehicle Code § 35795(b)	\$137

\* Not subject to annual CPI adjustment

## Police Services

DOJ = CA Department of Justice

Service/Application	Revenue Code	Legal Authority	Fee
<b>Bicycle Licenses</b>		PHMC 10.30.010	
Original License	01-3220		\$3 or current DOJ fee*
Transfer of Ownership	01-3220		\$1 or current DOJ fee*
<b>Alarm Permits</b>	01-4110	PHMC 9.20.110	
User Permit Fee			\$72
User Permit Renewal Fee			\$37
False Alarm Response Fee			\$143
<b>Concealed Weapons Permits</b>		Penal Code § 26190	
Application	01-3390		\$168 + DOJ fee
Fingerprints	01-3390		See Fingerprints
Renewal	01-3390		\$42 + DOJ fee
<b>Fingerprints</b>		PHMC 2.50.040	
Resident	01-4110		\$34 + DOJ fee if applicable
Non-resident	01-4110		\$48 + DOJ fee if applicable
<b>DUI Cost Recovery</b>		Govt. Code § 53156	
Accident	01-4190		\$462
<b>Vehicle Impound Release</b>	01-3390	Vehicle Code § 22850.5	\$155
<b>Massage Permits</b>			
Massage establishment permit application fee	01-3390	Ord. 885 § 1, 2015 Resolution 7-15	\$267
Massage establishment permit renewal fee	01-3390	Ord. 885 § 1, 2015 Resolution 7-15	\$119

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Fee</b>
Fingerprints	01-3390		See Fingerprints
<b>Taxi Cab Permits</b>			
Carrier permit	01-3390	PHMC 6.10.210	
Application	01-3390		\$384
Renewal (annual on anniversary date)	01-3390		\$155 for first taxi/ \$49 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		\$42
Renewal (annual on anniversary date)	01-3390		\$34
Late payment penalty for renewals	01-3390		20% of fee per month up to 100%
Call box stand or open stand application	01-3390		\$773
Application to City Council for rate change	01-3390		\$384
<b>Towing Services Permits</b>		PHMC 6.35.040	
Owner/operator application processing	01-4110		\$411
<b>Visa letters</b>			
Resident	01-4110		\$34
Non-resident	01-4110		\$48
<b>Weapons Dealers</b>		Penal Code § 26850	
Application*	01-3390		\$118
Fingerprints	01-3390		See Fingerprints
Renewal (annual)	01-3390		\$47
<b>Tobacco Retailer's License</b>	01-3390	PHMC 9.45.270	\$85/hour (\$640 max)

\* Not subject to annual CPI adjustment

## City Clerk/City Manager

Service/Application	Revenue Code	Legal Authority	Fee
<b>Annual Subscriptions</b> (City Council, Redevelopment Agency, Planning Commission, Architectural Review Commission)		GC § 6253	
Agendas	01-4190		\$73 per year
Minutes	01-4190		\$73 per year
<b>Copies of Municipal Code or Municipal Code Supplements</b>	01-4190		Actual cost
<b>Minute Orders</b>			
First Page	01-4190		\$3
Each additional page	01-4190		\$2
<b>Document Certification</b>	01-4190		\$0.37 per page
<b>Permits</b>			
Bingo	01-3390	PHMC 6.40.040	Actual cost

\* Not subject to annual CPI adjustment

## Finance

Service/Application	Revenue Code	Legal Authority	Fee
<b>Accounting Services</b>			
Payroll Services	01-4100		2% of gross payroll
Service Charge on Refunds of Business License	01-4100	PHMC 5.05.220	\$33
Special Payrolls	01-4100		\$91
<b>Copies of Business License List</b>			
Comprehensive In-City List	01-4190		\$47
New Businesses Last 1-12 Months	01-4190		\$11
<b>Copies of Printed Records</b>			
Annual Budget- Line Item Detail	01-4190		\$47
Annual Financial Report	01-4190		Actual Costs
<b>Permits</b>			
Controlled Sales Permit	01-3390	PHMC 6.05.040	\$269
Peddlers Permit	01-3390	PHMC 6.15.060	\$91
<b>Duplicate Business License</b>			
	01-3150	PHMC 5.05.120	\$20
<b>Finance Charge on Delinquent Invoice*</b>			
	01-4100		1% per month
<b>Returned Check Charges</b>			
		Civil Code § 1719	
1 <sup>st</sup> Occurrence*	01-3430		\$34
Each additional occurrence	01-3430		\$52

\* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Fee
<b>Community Room – use of this room is limited to non-profit groups and government agencies only.</b>		Resolution #33-05	
Refundable security deposit	01-3521		\$151

\* Not subject to annual CPI adjustment