



#3101 DBS PROCESS REVIEW & IMPROVEMENTS ADDENDUM #1

Addendum #1 dated May 3, 2019 is issued to:

A) ANSWER QUESTIONS RECEIVED REGARDING THIS SOLICITON:

1. In the Adopted Budget Document, the Community Development Section (pg. 130) mentions the following work: "The Council funded a comprehensive analysis of fees charged by DBS Operations with the goal of ensuring that new development pays its own way. The analysis concluded that fee recovery rates varied within the Center. A complete version to the fee structure was adopted by the Council July 2018.

The Community Development Department worked with Economic Development, the Fire Marshall and Public Works to undertake a comprehensive customer service survey of DBS customers. The survey yielded generally good scores, but also pointed out areas where services could be improved.

May we have copies of the final reports on these two efforts?

The Development Fee Analysis and Recommendations dated December 2017 as well as its update dated April 2018 are attached. The DBS Customer Survey Report (Groups 1-6) dated February 28, 2019 is also attached.

B) MODIFY CONTRACT DOCUMENTS AS FOLLOWS:

EXTEND due date to May 16, 2019 at 2:00 p.m.

All other terms and conditions remain unchanged.

Ginny Meads, PMP

Buyer, Procurement

City of Lynnwood

19100 44th Ave W, Lynnwood, WA 98036

Office: 425-670-5149

Email: gmeads@clynnwoodwa.gov

Attachments:

1. Development Fee Study Report
2. Development Fee Analysis & Recommendations
3. DBS Customer Survey Report

City of Lynnwood

Development Fee Study

FINAL REPORT
December 2017

Washington

7525 166th Avenue NE, Ste. D215
Redmond, WA 98052
425.867.1802

Oregon

4000 Kruse Way Pl., Bldg. 1, Ste. 220
Lake Oswego, OR 97035
503.841.6543

Colorado

PO Box 19114
Boulder, CO 80301-9998
719.284.9168

www.fcsgroup.com

This entire report is made of readily recyclable materials, including the bronze wire binding and the front and back cover, which are made from post-consumer recycled plastic bottles.



FCS GROUP
Solutions-Oriented Consulting

December 22, 2017

Paul Krauss, Community Development Director
City of Lynnwood
4114 198th St. SW
Lynnwood, Washington 98036

Subject: Development Fee Study

Dear Mr. Krauss:

Attached is the final report on the results of our Development Fee Study. This final report includes the most recent edits and changes that were provided to us. Because one of the changes concerning training costs affected the cost calculations for the different development fees, all the cost exhibits were updated. The changes were not significant, but the cost figures as presented to the Finance Committee are now slightly lower. We want to thank you and all the staff from Community Development and the other City Departments for their assistance and participation in helping us gather information and in discussing the various issues. If you have any questions, please feel free to contact me at (425) 867-1802 extension 228.

Yours very truly,



Peter Moy

Principal

TABLE OF CONTENTS

Executive Summary	i
Cost of Service Methodology	i
Cost of Service and Cost Recovery Results	ii
Survey Results	iii
Section I. Introduction.....	1
Community Development Department Background	1
Public Works Department Background	3
Fire Prevention Background	3
Business Licensing Background	4
Section II. Cost of Service Methodology.....	5
Section III. Cost of Service and Recovery Analysis Strategies	13
Building Services	14
Individual Building Fees	16
Planning Services.....	21
Individual Planning Fees	22
Public Works Services.....	23
Individual Public Works Fees	25
Fire Services	27
Individual Fire Fees.....	28
Business Licensing.....	29
Individual Business License Fees	32
Section IV. Fee Survey	34
Building Permit Fees	34
Other Fee Comparisons.....	36
Appendix A – 2016 Time Estimating Forms	

Appendix B – 2016 Employee Time Estimates

Appendix C – Permit Processing Times

Appendix D – 2016 Fee Comparisons

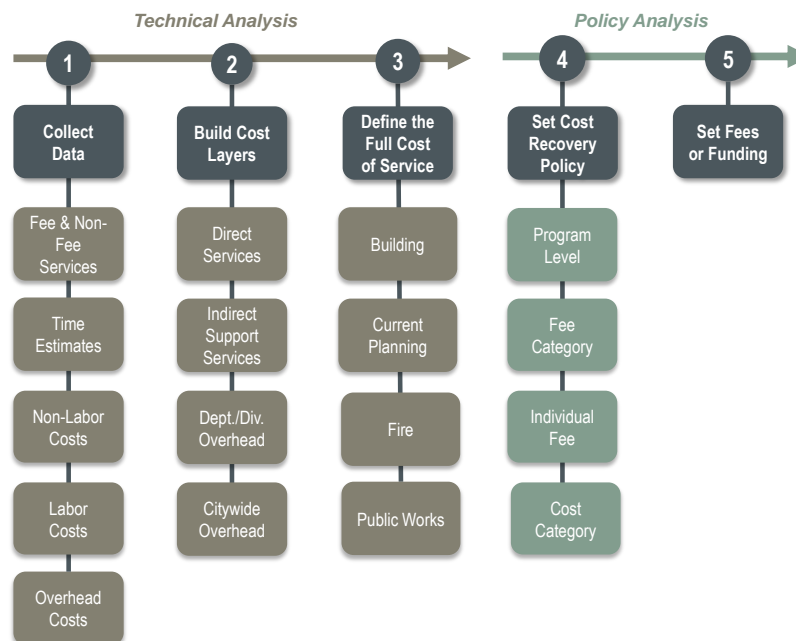
EXECUTIVE SUMMARY

To help the City understand the full cost of service and its cost recovery related to its building, planning, engineering, and fire development permit services, the City of Lynnwood’s Community Development Department (CDD) initiated a cost of service and fee study for its building, planning, engineering, and fire permitting and inspection functions. This cost of service and fee study identifies the City’s labor and non-labor resources, establishes the full cost of service for development fee related activities provided by the Community Development Department, determines the City’s cost recovery rate, and establishes a framework for cost recovery policies and funding recommendations related to its development permitting functions. The study also included an analysis of the City’s business licensing function.

The Community Development Department is responsible for long range planning, development review and approvals, environmental reviews, permitting of land use and building projects, business licenses, code enforcement, and assisting in the orderly growth and development of the City. In 2017 the Business License Specialist was reassigned from the Administrative Services Department to the Community Development Department and is now included as part of the Permit Center staff. Within the CDD, the Development and Business Services section is responsible for all development permits and it works closely and is co-located with staff from other departments that review and process development permits such as Public Works and Fire.

COST OF SERVICE METHODOLOGY

To determine the cost of service and the appropriate fees, a defined task plan was followed as outlined in the following graphic. The methodology identifies both the labor and non-labor resources that are required to perform the services and activities and analyzes the cost of service for each of the fee and non-fee services performed by the Development and Business Services’ staff.



The methodology analyzes the cost of service and cost recovery at the overall development fee category (e.g. Building, Planning) and at the individual fee level. The individual fees included in the study for each fee category can be found on pages 6-8. Fees related primarily to building plan review and construction inspection were excluded from the individual fee level analysis because they are based on construction valuation and not on the amount of time spent on a permit. The staff from CDD, Public Works, and Fire estimated the annual time they spent working in the different development fee categories as well as in non-fee service areas. They also identified that amount of time spent on indirect support activities. To identify the specific amount of time needed to provide an individual fee service, the staff provided the estimated average time for each position needed to process a permit. Fully loaded hourly rates for each staff member were calculated and used to determine the cost of an individual permit based on the number of hours each staff member spends on each permit. Based on all the hours and associated costs for all staff involved with a permit, the full cost of service was calculated for each permit fee service.

COST OF SERVICE AND COST RECOVERY RESULTS

After determining the overall cost of service and the cost of service for each permit fee in the different fee categories as well as for business licenses, the revenues associated with each fee category and the individual fees were compared to the cost of service to identify the cost recovery level for an overall fee category and its individual fees. For 2016 Building and Public Works development fees recovered their overall costs for their fee category, but Planning and Fire development fees recovered significantly less than their 2016 cost of service. For individual fees in all fee categories, there is a mix between those fees that are recovering more than their cost and those that are not recovering their cost. The following summarizes the results for each fee category.

- **Building** – The total 2016 revenues (\$1.8 million) from Building’s fee services were higher than the estimated cost of providing the services (\$1.5 million) resulting in an overall cost recovery rate of 121%. Carryover revenues resulting from fees paid in 2016 but whose associated work occurred in 2017 and beyond represented about \$79,000 of the Building fee revenues. Most of the Building revenues are from fees based on construction valuation and not on the time needed to process the permit. The plumbing, mechanical, and electrical fees were the primary individual fees analyzed, and of the 60 fees analyzed, only seven exceeded their cost of service. The cost recovery for the remaining 53 fees ranged from 3% to 48% with an average of 15%. In addition to the 60 fees identified, 13 new or revised fees for one and two family dwellings were also analyzed to simplify the fee structure as well as to include inspection times more fairly.
- **Planning** – The total 2016 revenues (\$157,800) for Planning services recovered only 37% of Planning’s costs (\$424,550). Planning fees were amended in November 2016 and went from an hourly system to a fixed fee system. If the amended fees were in place for the entire 2016 year, then Planning services would have recovered about 60% of their direct costs with estimated revenues at \$255,500. For the individual fees, only the fee for a Wireless Communication Facility recovered more than its estimated cost of service. The remaining cost recovery percentages for individual fees ranged from 3% to 85% with an average of 40%. A new Pre-Application Meeting fee and re-inspection fees were also analyzed.
- **Public Works** – In 2016 the overall revenues (\$614,704) from Public Works’ fee services were slightly higher than the total cost of service (\$585,666). The overall cost recovery rate was 105%. Of the 76 total fees that were evaluated, 37 fees recovered as much or more than the current fee. In some cases, the over recovery amount was significant, with 20 fees recovering more than

200% of their cost of service. Of the remaining fees, the cost recovery ranged from 5% to 98% with an average of 53%.

- **Fire** – For 2016 the overall revenues (\$251,609) from Fire’s development fee services were significantly lower than the total costs (\$728,634) resulting in an overall cost recovery rate of 35%. Of the current fees identified, only one exceeded its cost of service (Fire Alarm Permits – NAC Circuit). The remaining cost recovery percentages ranged from 18% to 82% with an average of 43%. A number of new fees were also analyzed to determine their cost of service.
- **Business Licensing** – For business licensing, the City is authorized to collect more revenue than the cost of service, and only the base business and specialty licenses were included in the study and not the license fees based on the number of employees. In 2016 the Business Licensing function was part of the Administrative Services Department and was supported by two staff members, who also performed some other duties in the department. To be conservative, it was assumed that both worked full time on business licenses. In 2016 the overall revenues (\$555,935) from the business license fees were higher than the total costs (\$285,819) by \$270,116. Overall, the cost recovery rate was 195%. To compare the cost of service based on the current organization within CDD, a proforma cost of service (\$221,088) was calculated based on only one Business Licensing Specialist and some time from a few other CDD staff. Of the ten fees studied, seven recovered more than the current fee. In most cases, the over recovery amount was significant with four fees recovering more than 200% of the cost of service. Of the remaining fees, the cost recovery ranged from 41% to 54% with an average of 47%.

SUVERY RESULTS

To help evaluate its fees, Lynnwood’s development and business licensing fees were compared to other jurisdictions to assess how high or low its fees are relative to neighboring or similar jurisdictions. Based on input from the City staff, fees were compared with Marysville, Issaquah, Everett, Renton and Redmond. It should be noted that only the fee schedules were used, and further research might be needed to determine whether the jurisdiction is fully recovering its costs or has policies that allow less than full cost recovery. For building fees, comparisons analyzing only the plan review and building permit fees were made by identifying the average valuation of typical projects, such as a new single family home and an average commercial project.

Overall, the City’s building fees are generally higher than other cities but they are about the same as the City of Redmond’s fees. However, at higher commercial project values, the City’s fees are lower than most of the other comparison cities, second only to Marysville’s fees. Because there are more differences in the fees and the fee structures for planning, public works, and fire permit fees among the jurisdictions, it is difficult to compare fees and make any conclusions about the City’s fees. For business licenses, the most common 2016 licenses issued in Lynnwood were first time business licenses, non-resident business licenses, and resident business licenses. For first time business licenses, most other jurisdictions’ fees were significantly less except for Renton. For non-resident business licenses Lynnwood’s fees were the highest, and for resident business licenses only Redmond had a higher fee.

Section I. INTRODUCTION

The City of Lynnwood's Community Development Department (CDD) initiated a cost of service study and fee study for its building, planning, engineering, and fire permitting and inspection functions to determine the cost of services and the City's cost recovery for its development permits and services. To help the City understand the full cost of service and cost recovery related to its building, planning, engineering, and fire development permit services, CDD engaged FCS GROUP to perform a cost of service and fee study. This cost of service and fee study identifies the City's labor and non-labor resources, establishes the full cost of service for development fee related activities provided by the Community Development Department, determines the City's cost recovery rate, and establishes a framework for cost recovery policies and funding recommendations related to its development permitting functions.

The approach used to conduct the study involved the following:

- Working with the CDD management and staff who are involved with fee and non-fee related services for building and current planning as well as the development services provided by the Public Works and Fire Departments,
- Analyzing 2016 financial documentation and data associated with development related services and fees,
- Working with CDD staff to analyze the existing fee structures and to estimate the direct labor time needed to provide each development related service and/or fee,
- Having CDD management and staff review the cost of service and cost recovery for each fee,
- Reviewing with CDD management and staff the direct and indirect labor estimates, non-labor and overhead cost allocation results, the cost of service analysis, and the cost recovery results, and
- Presenting the cost of service analysis and cost recovery results to the City Council's Finance Committee.

The process used for collecting and analyzing the data required active participation by City staff. We want to take the opportunity to recognize the time, participation, and effort that all CDD, Engineering, and Fire staff devoted to the study and to scheduling and organizing the meetings.

COMMUNITY DEVELOPMENT DEPARTMENT BACKGROUND

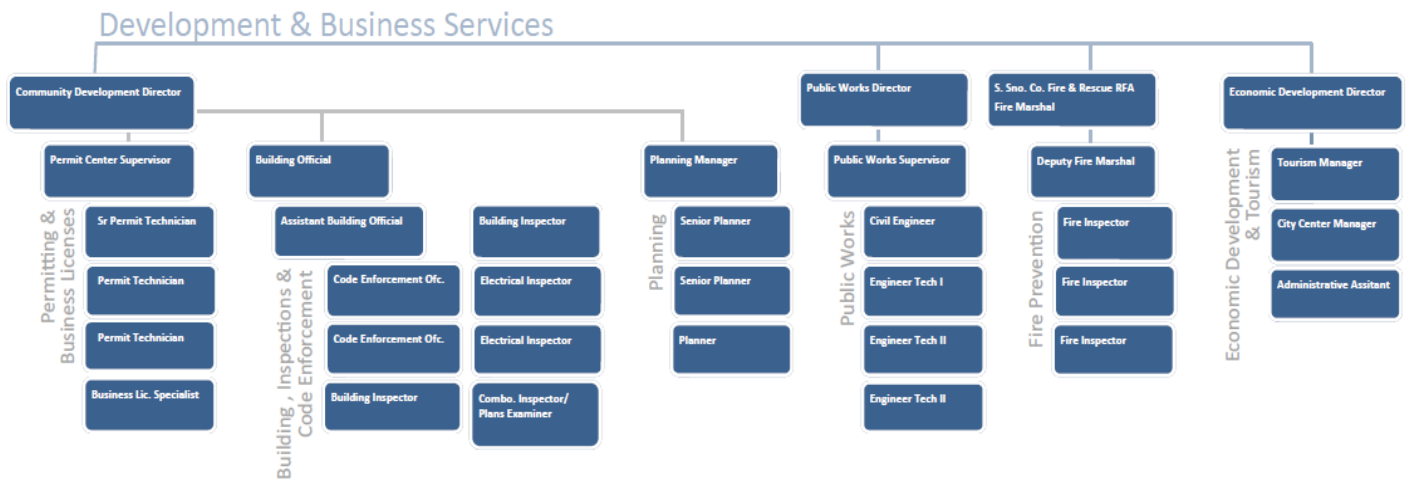
According to the Community Development Department, it is responsible for long-range planning, development review and approvals, environmental reviews, permitting of land use and building projects, business licenses, code enforcement, and assisting in the orderly growth and development of the city. Its staff coordinates with the Council, public, and other City Departments in creating and fulfilling long range plans intended to achieve the City's Vision. Some of the overall goals of the Lynnwood Community Development Department include:

- Coordinating and providing much of the staffing for the development review program that takes projects from design, through approval and construction,
- Serving as the focal point for residents seeking to have their voices heard on development and environmental reviews, long range planning and City regulations,
- Supporting the City’s involvement in meeting the human and social services needs of the City, and
- Managing annexation efforts and representing Lynnwood’s interests with other jurisdictions and government agencies.

To achieve these goals during the 2017 and 2018, the Community Development Department intends to focus its efforts on a number of critical issues. These issues are managing the Lynnwood link as it moves from final design to property acquisition and construction; dealing with the high growth rate, which has become the “new normal;” beginning the work on Sound Transit 3 to ensure it maximizes local benefits while minimizing negative impacts; moving from initial planning to issuance and oversight of grants of City funds for the City’s Human Services efforts; and taking part in a multi-Departmental planning effort to improve quality of living for the South Lynnwood Neighborhood.

Exhibit 1 shows the 2017 organization chart for Lynnwood’s Development and Business Services group, including Community Development. The exhibit shows that the Community Development Department is organized into three divisions: Planning, Building (Permits & Inspections), and the Permit Center (Administrative). The Business License Specialist who moved to the Community Development Department in 2017 is included as part of the Permit Center staff. Because Development and Business Services is responsible for all development permits, the organizational chart also includes the staff from other departments that review and process development permits.

Exhibit 1
2017 Development & Business Services Organization Chart



The Department’s services are supported by fees and City’s General Fund. The Department’s expenditures are summarized below in Exhibit 2.

Exhibit 2
Community Development Department 2016 Actual Expenditures

Category	Expenditures
Administrative	\$95,584
Planning	\$1,095,237
Permits & Inspections	\$894,414
Special Projects	\$270,139
Total	\$2,355,374

PUBLIC WORKS DEPARTMENT BACKGROUND

The Public Works Department is split into two divisions: Engineering and Maintenance & Operations. According to the Department, its main emphasis is on planning, designing, operating and maintaining the City’s physical infrastructure. Within Engineering, the staff in the Environmental Engineering & Development Services section works on private development permits along with employees Maintenance & Operations Division: two employees in the Environment section and two employees in the Traffic section.

For the Environmental Engineering & Development Services section, the 2016 actual expenditures are shown in Exhibit 3.

Exhibit 3
Public Works Permits & Support Services 2016 Actual Expenditures

Category	Expenditures
Salaries & Benefits	\$525,300
Supplies	\$3,316
Services	\$3,096
Total	\$531,712

FIRE PREVENTION BACKGROUND

With the creation of the South Snohomish County Fire & Rescue Regional Fire Authority, the City will be contracting for its Fire Prevention services with the Authority. The Fire Prevention Division consists of an Assistant Chief Fire Marshal, Administrative Assistant, and three Inspectors who work on private development permits. The Fire Prevention Division provides Fire Marshal services that include the following: fire code development and enforcement, fire plan review, construction and annual inspections, fire investigation services, and public education and planning. Exhibit 4 shows Fire Prevention’s 2016 actual expenditures when it was part of the City’s Fire Department.

Exhibit 4
Fire Department 2016 Actual Expenditures

Category	Expenditures
Salaries & Benefits	\$946,523
Supplies	\$15,666
Services	\$60,226
Total	\$1,022,415

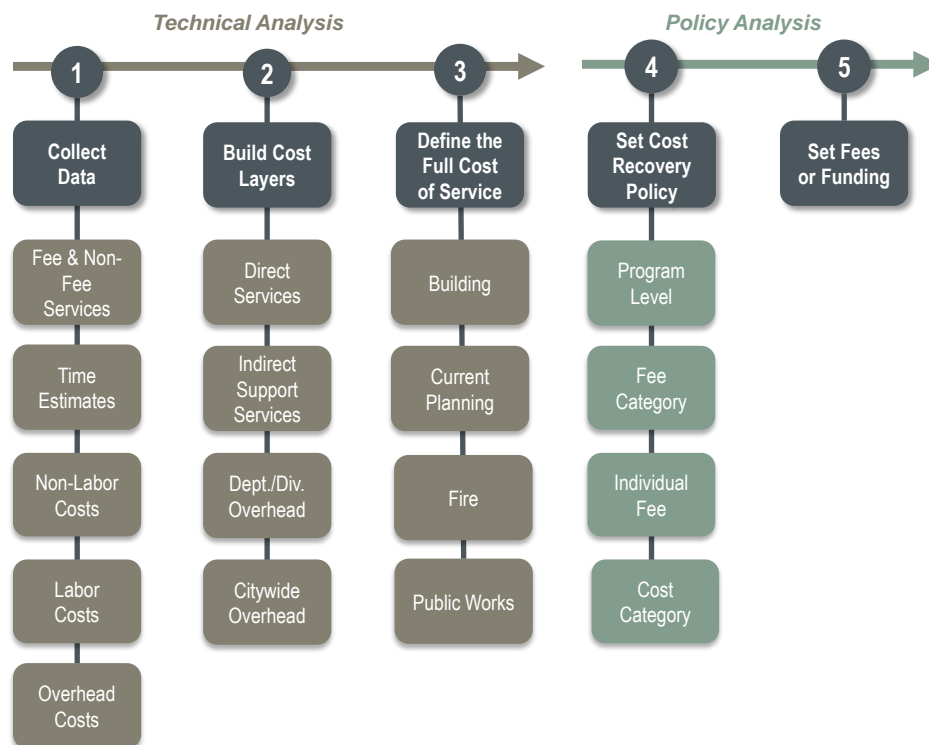
BUSINESS LICENSING BACKGROUND

Prior to 2017 Business Licensing was part of the Administrative Services Department, and it was moved to the Community Development Department's Permit Center during the second quarter of 2017. The transfer timing coincided with migrating licensing to the Energov permitting software already used by the Permit Center. In 2016 two full-time employees previously supported business licensing as well as other financial functions performed by the Administrative Services Department. With the transfer to Community Development, there is currently only one full-time employee specifically assigned to process business licenses. According to the Permit Center, the relocation will benefit customer service and improve coordination with internal license review staff already based there.

Section II. COST OF SERVICE METHODOLOGY

To determine the cost of service and the appropriate fees, a defined task plan was followed as outlined below in Exhibit 5. The methodology identifies both the labor and non-labor resources that are required to perform the services and activities and analyzes the cost of service for each of the fee and non-fee services performed by Lynnwood’s staff. The analysis provides the City’s elected officials, City management, Community Development, Public Works, Fire, and Business License staff the opportunity to identify the cost basis for the services and the fees the City charges.

Exhibit 5
Cost of Service and Fee Methodology



Step 1: Collect Data – The data collection phase is the critical step that establishes the parameters of the cost of service and fee analyses. The first part of the data collection process involved looking

through the fee schedule to determine what fees and departments should be included in the study. Based on the fee schedules and discussions with staff, Exhibits 6-10 show the list of the individual fee services included in the study for each fee category.

Exhibit 6

Building Fee Services

- Mechanical Permit
- Gas Piping
- Installation/Relocation Permits
- Repair, Alteration, or Addition
- Ventilation
- Plumbing
- Backflow Protection Device
- Drainage Vent Piping
- Floor Drains/Sinks
- Hose Bib/Vacuum
- Lawn Sprinkler Systems
- Rainwater Systems
- Water Piping/Water Treating Equipment
- Water Heater
- Demolition
- Inspection
- Processing Fee
- Banner/Signs Permit
- Solar System
- Plan Review
- Electrical
- Mobile/Manufactured Home Service
- Portable Classrooms Service
- Swimming Pools, Hot Tubs, Spas, and Saunas Service
- Temporary Service
- T-stats
- Customs Reports
- Structure Moving

Exhibit 7
Planning Fee Services

- Comprehensive Plan Amendment
- Boundary Line Adjustment
- Lot Combination
- Subdivisions
- Accessory Dwelling Unit
- Administrative Amendment
- Conditional Use Permits
- Essential Public Facility
- Miscellaneous Plan Review
- Parking Alternative Review
- Planned Unit Development
- Project Design Review
- Reclassification (Rezone)
- Variance
- Wireless Communication Facility
- Zoning Code/Certification Letter
- Signs with Searchlights
- Environmental Checklist Review (SEPA) and Threshold Determination
- Appeals
- Pre-Application Meeting
- Re-inspection Fees

Exhibit 8
Public Works Fee Services

- Grading Permit/Inspection
- Grading Plan Review
- Structure Moving Permit
- Critical Areas Permit
- Tree Removal Permit
- Weekend Work Permit
- Right-of-Way Use Permit
- Right-of-Way Vacation
- Road Improvement Permit
- Cross-Connection Control Permit
- Fire Hydrant Inspection/Use Permit
- Purity Tests
- Water Meter Installation
- Water Main Connection/Service Permit
- Water Service Permit
- Re-inspection Fees
- Storm Drainage Permits
- Storm Main Connection Permits
- Industrial Waste Discharge Permits
- Grease Interceptor Permit
- Sewer Lateral Permits
- Sewer Main Connection/Installation Permits

- Sewer Private System Permit
- Side Sewer Permits

Exhibit 9 Fire Fee Services

- Commercial Kitchen Hood Permits
- Fire Alarm Permits
- NFPA 13 and 13-R Sprinkler System Permits
- Plan Review
- Expedited Resubmittal
- Underground Tank Removal
- Inspections
- Pre-Construction/Development Meeting
- Sprinkler Permit
- Fire Alarm System
- Tire Storage Permit
- Self Service Fuel Station Permit
- CO₂ System Permit
- Failure to call for Fire Alarm Inspection
- Special Event Review/Inspection
- DAS System Permits
- False Alarm
- Hot Works Permit

Exhibit 10 Business License Fee Services

- First Time Business License
- Home Occupation
- Nonresident Business
- Nonresident Business–Short-term
- Resident Business
- Business License Inspections

With the fee services identified for each fee category (i.e. building, planning, public works, fire, and business licensing), the data collection effort focused on collecting budget and time data from all staff involved in the services and activities. To help identify the overall staff time spent and the costs associated with the different services, the time and costs were divided into the following broad categories.

Direct Services – Services provided as the result of a project, permit application, or a specific related activity and that are often tied to a specific fee (e.g. plan review). Also, services that are provided directly for or to the public that are not fee related (e.g. long range planning, code enforcement).

Indirect Services – Services provided to support direct services (e.g. customer service, training, general administration, etc.) and that cannot be assigned to a specific project, application, activity, service, or request.

The indirect services identified in this study are listed and described as follows:

- Public Information & Customer Service – Time spent assisting customers and the public with information and questions about fee services. These activities can be provided by many individuals across the different departments in Development and Business Licensing.

- Training & Certification – Time spent receiving or providing employee training.
- General Administration & Management – Time spent on general office tasks, such as division management, supervision, internal meetings/calls/e-mails, filing, and other miscellaneous activities.
- Other – Time spent on other support activities that don't fall into any of the categories listed above.
- General Business License – Time spent supporting the licensing process (e.g. mailing envelopes, updating changes to the account, sending back incorrectly calculated invoices, etc.). These activities are only performed by the Business License Specialist responsible for the Business License activities and were not separated by type of license.

Because the staff perform both fee and non-fee services, hours and costs for General Administration & Management and Training and Certification were allocated between fee and non-fee services based on the proportion of direct fee hours and direct non-fee hours.

Overhead Services – General management and administrative costs primarily related to department or division indirect costs and Citywide cost allocations that support the departments' operations and services.

Labor costs were based on 2016 salary, wages, and benefits. An assumption of 2,080 total annual hours was used for the annual paid hours, and the actual available time was calculated by deducting any leave hours and other time off. Staff then estimated the annual time spent on indirect services with the remaining hours available for direct fee and non-fee services. These remaining hours were then assigned to direct services by either entering the annual hours for each applicable direct service activity or as a percentage of remaining available time. For some positions, a standard profile was provided by the supervisor of the employee group. An example of the form can be found in Appendix A. Appendix B shows the time estimates for each employee.

In addition to each employee's overall time for 2016, staff focus groups were conducted to identify the processing times for each individual fee service by position class. Each staff group met several times to discuss and identify the time needed for each permit. The total processing times for each fee service are shown in Appendix C.

Step 2: Build Cost Layers – The next stage in the process was to develop an analytical model for calculating the costs related to each fee category. The design and structure for the analytical model were based on the services and activities identified in Step 1 that were associated with the three service categories: direct, indirect, and overhead services. Cost layers were then developed for each fee category.

To build the cost layers, the staff time allocations for each activity in the major categories (i.e. direct, indirect, and overhead) were first priced at each individual staff member's loaded hourly rate. The loaded hourly rate for one staff member equals the person's annual salary and benefits divided by the available work hours (i.e. total annual hours minus leave). The analysis was done separately for Building, Planning, Public Works, Fire, and Business License based on their staff's time records and the services provided.

After the labor costs for each staff member and each service were calculated, the non-labor costs were analyzed. Non-labor costs were allocated among direct fee services, indirect services, and non-fee services in proportion to the level of staff time reported for each service. For the Building fee group, non-labor costs were adjusted to account for the two code enforcement positions which provide a non-fee service. The costs were based on the FTE count of the Building group.

Because the Permit Center intakes and processes permits for Building, Public Works, and Fire, its costs were allocated as Department Overhead across those three groups based on the number of permits processed per group in 2016. Since the Permit Resource Center provides most of the public information and customer service, some of the indirect costs per fee group are therefore captured under Department Overhead cost category.

Department, division, and Citywide overhead costs were also calculated. The Community Development Director was allocated across the Building and Planning fee groups based on the number of FTEs. Part of the Director's cost was also allocated to the two code enforcement positions as well as to the Permit Center. The costs allocated to the Permit Center group were included in the group's total cost, and therefore some of the Community Development Director's costs are also allocated to the Fire group. The Assistant Fire Chief was allocated directly to the Fire Prevention group as division overhead. Fire's departmental administration costs were also allocated to Fire Prevention based on the number of FTEs. Public Works' administration costs were allocated to the staff that work on development services based on the number of FTEs.

The City provided the total citywide allocation costs for both Community Development and Fire, and these costs were allocated based on the number of FTEs in their respective departments. Although no citywide costs were allocated to the Public Works General Fund budget, the City suggested using the average percentage of citywide costs to the total budget of the other General Fund departments. Accordingly, 12% of the expenditures were used to calculate the Public Work's share of the 2016 Citywide costs. These Citywide expenses were grouped into three categories; Finance, City Council/Executive and Property Management. Costs within Finance included budget & strategic planning, auditing, disaster recovery, purchasing, records, treasury services, information services, and human services. City Council/Executive included legislative and executive costs, and Property Management included utility and grid maintenance expenses for city hall and north administration. In addition, the total rent cost for the DBS building was allocated based on the number of FTEs based in the building.

The additional direct non-labor, indirect, and overhead costs for a particular fee category were added to each staff member's hourly rate based on each cost layer's cost divided by the total direct hours for the fee category (e.g. Building, Planning, Fire, etc.). With these additional components, a fully loaded hourly rate was calculated for each staff member.

Step 3: Determine the Full Cost of Service – After establishing the different cost layers, the full cost of service was calculated for the overall fee category and for each individual fee service. The initial steps of the cost of service analysis were focused on taking each fee group's 2016 cost of operations and distributing those costs among the different fee groups and components to establish the cost layers that ultimately make up each fee category's total cost. To determine the full cost of service, the different costs are brought back together. For a specific fee category (i.e. Building, Planning, Fire, etc.), the cost layers were used to arrive at the full cost of service for each fee category. These cost layers were used to calculate hourly rate components by dividing the number of direct hours into the different cost layers.

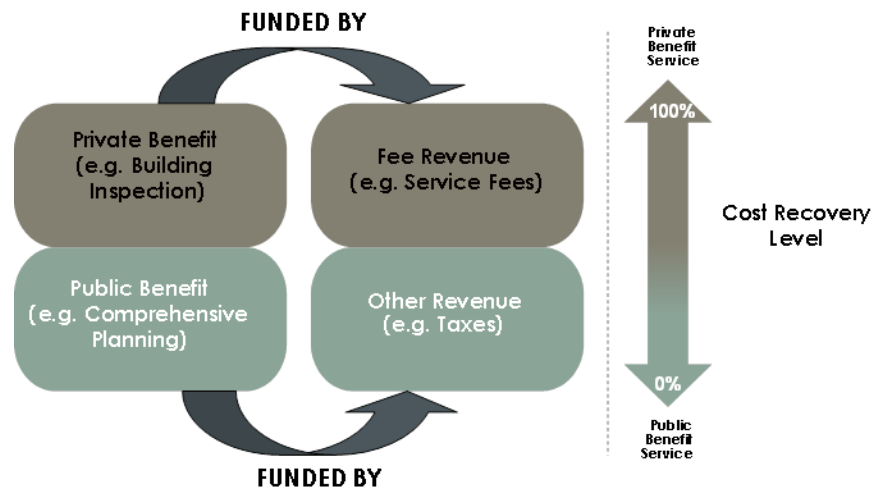
The cost for each individual Building, Planning, Public Works, and Fire fee service was then calculated by applying the fully loaded hourly rates for each position multiplied by the number of hours spent on each individual service. A fee service's total cost equals the sum of the costs of all the employees who provide the fee service.

The cost of service for the Business License fees was calculated slightly differently. The difference was how General Business License support was allocated among the different business licenses. Assuming that the amount of time spent per permit is the same (e.g. mailing envelopes, sending back incorrectly calculated invoices, hand stuffing inserts, etc.), the total cost for General Business License support was divided by the number of permits processed in 2016. This cost per permit was added to each permit's cost of service.

Step 4: Set Cost Recovery Objectives – Once the full cost of service is identified and the hourly rates are established, the next step is to identify the cost recovery levels and to establish cost recovery objectives. The costs of the various services were compared to the fee charged to determine the level of cost recovery (e.g. percentage of full costs compared to revenue generated). When services cost more than the revenue generated, funding from the General Fund or other funds is needed to cover the gap between costs and revenues. The target amount of cost recovery is a policy decision that is generally made by the City Council.

Cost recovery objectives can be based on a variety of factors including the public versus private benefit provided by the service or fee category. If an activity has a public benefit, it might be more appropriately supported by the General Fund. Conversely, if an activity has mostly private benefits, it might be more appropriately supported by fees. Activities that have a mix of public and private benefits might be supported by a combination of fees and General Fund. Exhibit 11 illustrates the application of public versus-private benefit decisions in determining what level of the full cost of service should be recovered from fees. When fee activities combine both public and private benefits, the fees might be less than the cost of service. This concept that should be considered when determining the level of cost recovery.

Exhibit 11
Public Versus Private Benefit and Cost Recovery Decisions



Step 5: Set Fees – The final step of the cost of service and fee analysis was to calculate the fees based on the cost recovery policies. To calculate the fees, the amount of time spent to provide each fee service was established, where applicable. Other considerations in fee setting besides the analytical cost recovery objectives include key questions such as:

- Is it feasible to set fees at the calculated level?

- Will increasing fees result in compliance or public safety problems?
- Can the market bear the fee increases?
- Do adjustments in fees adversely affect other City goals?
- Are there feasible process changes that might bring costs into better balance with revenues?

Section III. COST OF SERVICE AND RECOVERY ANALYSIS STRATEGIES

Based on the methodology described in the previous section, the estimated 2016 full cost of service and cost recovery levels were determined for Building, Planning, Public Works, and Fire development services and fees. The same analysis was also performed for the basic Business License fees. The cost of service analysis shows the costs by type of cost category, overall fee category (i.e. Building, Planning, Public Works, Fire, and Business License) and individual fee. Costs were originally grouped by program and staff assignment: Building, Planning, Public Works, Fire, and Business License. Because each staff group might provide services to the other divisions or departments, the labor costs were re-grouped based on the staff's annual time estimates for the different fee categories: Building, Planning, Public Works, Fire, and Business License. Exhibit 12 shows the results of the estimated direct hours for each staff group by fee category, and Exhibit 13 shows the labor costs attributed to the five fee categories from the different staff groups.

**Exhibit 12
Breakdown of 2016 Direct Hours by Fee Category**

Fee Category	Division/Department					Total Direct Fee Services
	Building	Planning	Public Works	Fire	Business License	
Building	4,819	374	-	293	-	5,486
Planning	38	1,818	173	80	-	2,109
Public Works	-	19	5,756	64	-	5,839
Fire	-	-	-	3,093	-	3,093
Business License	97	246	47	295	1,686	2,371
Total	4,954	2,457	5,976	3,825	1,686	18,898

Exhibit 13
Allocation of 2016 Labor Costs by Fee Category

Fee Category	Division/Department					Total Direct Fee Services
	Building	Planning	Public Works	Fire	Business License	
Building	\$312,102	\$23,247	-	\$27,965	-	\$363,314
Planning	\$3,010	\$109,689	\$14,666	\$7,464	-	\$134,829
Public Works	-	\$1,522	\$311,350	\$6,488	-	\$319,360
Fire	-	-	-	\$282,441	-	\$282,441
Business License	\$9,297	\$12,330	\$2,227	\$26,512	\$108,644	\$159,010
Total	\$324,409	\$146,788	\$328,243	\$350,870	\$108,644	\$1,258,954

Once the cost of service has been established, the level of cost recovery can be analyzed by comparing the cost of service to the revenues or current fee. The analysis evaluates the cost recovery level at an overall fee category level as well as the individual fee level. As previously mentioned, the cost of service is primarily based on the amount of time assigned to each fee category. Time from one fee category might also be related to other fee categories because there might be a certain degree of legal and technical overlap between the different fee categories. Consequently, each fee category's cost of service provides a general cost estimate, and the cost recovery levels might also be affected by these estimates. The following cost of service and cost recovery analyses are based on the fee category and not on the organizational divisions.

BUILDING SERVICES

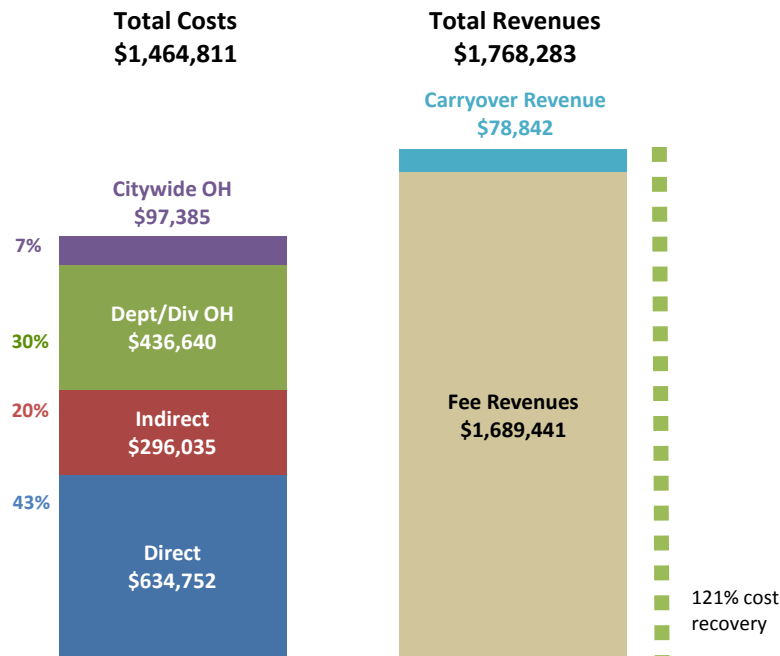
As shown in Exhibit 14, the full cost of building fee supported services was \$1,464,811. Direct services were about 43% of the full cost of service, while indirect services were 20% of the full cost of service. Overhead costs represented the remaining 36%. For the Building group's non-labor costs, the costs were allocated between code enforcement and the building fee services based on the proportion of FTEs (i.e. Building fee services were allocated 72% of the non-labor costs). Other Direct Services costs excluding code enforcement totaled \$16,994 and are not recovered through development fees.

Exhibit 14
2016 Full Cost of Service for Building Services

<i>Building</i>		Annual Cost Components		Total Costs	% of Total Costs
		Labor Costs	Non-Labor Costs		
Direct Costs	Total Direct Services	\$ 363,314	\$ 23,505	\$ 386,819	26%
	Contract Services		\$ 247,933	\$ 247,933	17%
Subtotal Direct Costs		\$ 363,314	\$ 271,438	\$ 634,752	43%
Indirect Costs	Public Information & Customer Service	\$ 107,630	\$ 6,195	\$ 113,826	8%
	Training & Certification	13,799	844	14,643	1%
	General Admin & Mgt	158,851	8,715	167,566	11%
Subtotal Indirect Costs		280,281	15,754	\$ 296,035	20%
Overhead Costs	Department Administration OH - Fee Related	\$ 285,610	\$ 151,030	\$ 436,640	30%
	Citywide OH - Fee Related	-	97,385	97,385	7%
Subtotal Overhead Costs		\$ 285,610	\$ 248,415	\$ 534,025	36%
Total Direct Building Costs		\$ 929,204	\$ 535,607	\$ 1,464,811	100%
Subtotal Other Direct Services		\$ 12,582	\$ 4,412	\$ 16,994	
Total Building Costs		\$ 941,786	\$ 540,019	\$ 1,481,805	

Exhibit 15 compares the Exhibit 14 costs with the 2016 total revenues for Building services. Most of the revenues for Building services are based on construction valuation and are not necessarily related to the time and effort necessary to review plans (Plan Review fees) and inspect the construction (Building Permit fees). As a result, the Building revenues are more related to the type of construction projects and their value as well as the number of projects. In addition, Building revenues are paid and recorded in the year the permit applications are accepted, even though the plan review or construction inspections might extend into the next year. As shown in Exhibit 15, 2016 revenues from Building's fee services were higher than the estimated cost of providing the services resulting in an overall cost recovery rate of 121%. In some instances, permits are issued; payment is received; but the actual work is not completed until the following year. These deferred liabilities are shown in Exhibit 15 as Carryover Revenue, and in 2016 they represented approximately \$79,000 of the total Building revenues. If these were removed from the total revenue number, the overall cost recovery rate would fall to 115%.

Exhibit 15 2016 Cost Recovery for Building Services



Individual Building Fees

Because a major portion of the building fee revenue is based on the construction value rather than the specific amount of time required to provide the services, only some of the individual building fees were analyzed. Most of the fixed building fees are related to the mechanical, plumbing, and electrical fee schedule. Exhibit 16 shows the cost of service for all identified fixed building fees based on the calculated rates, the current fee, and cost recovery percentage. Of the 60 fees analyzed, only seven exceeded their cost of service. Those fees are:

- Mechanical Permit – One and Two-Family Dwelling – Issuance
- Plumbing Permit – One and Two-Family Dwelling – Issuance
- Multifamily Single-Use Water Heater – Processing Fee per Heater
- Processing Fee – For All Permits Not Requiring Plan Review
- Electrical – Single-Family, New – Service/Panel, Primary Dwelling – Processing Fee
- Electrical – Solar, Single-Family – Per Solar System Permitting Checklist
- Structure Moving Permit – Base Fee

The cost recovery for the remaining 53 fees ranged from 3% to 48% with an average of 15%.

Exhibit 16
2016 Cost of Service by Individual Building Fee

Fee Services for Building	Cost of Service	Current Fee	Cost Recovery (%)
Mechanical Permit – One and Two-Family Dwelling – Issuance	\$ 4	\$ 38	931%
Gas Piping – One and Two-Family Dwelling – Outlet or System – Per Outlet, up to and Including Four Outlets	\$ 395	\$ 25	6%
Gas Piping – One and Two-Family Dwelling – Outlet or System – Per Additional Outlet Over 4	\$ 22	\$ 6	27%
Installation – One and Two-Family Dwelling – Air-handler, Not Part of a System Including Ducts	\$ 526	\$ 19	4%
Installation – One and Two-Family Dwelling – Furnace, Heater or Burner, Including Attached Ducts	\$ 526	\$ 25	5%
Installation – One and Two-Family Dwelling – IRC or IMC Regulated Appliances/Equipment not Otherwise Specified – Including Wood Stoves, Misc. Non-portable Appliances, Gas Hot Water Heaters	\$ 526	\$ 32	6%
Installation – One and Two-Family Dwelling – Relocation or Replacement – Per Appliance Vent Installed and Not Included in an Appliance Permit	\$ 395	\$ 19	5%
Installation/Relocation – One and Two-Family Dwelling – Per Boiler or Compressor	\$ 526	\$ 32	6%
Installation/Relocation – One and Two-Family Dwelling – Incinerator – Per Commercial or Industrial Type	\$ 526	\$ 95	18%
Installation/Relocation – One and Two-Family Dwelling – Incinerator – Per Domestic Type, Including Metal Fireplaces, Inserts, etc.	\$ 439	\$ 32	7%
Repair, Alteration or Addition – One and Two-Family Dwelling – Per Piece of Heating or Cooling Equipment, Including Controls	\$ 526	\$ 25	5%
Ventilation – One and Two-Family Dwelling – Fan Connected to Single Duct	\$ 395	\$ 13	3%
Ventilation – One and Two-Family Dwelling – System Not Part of HVAC System Authorized by Permit	\$ 395	\$ 25	6%
Plumbing Permit – One and Two-Family Dwelling – Issuance	\$ 4	\$ 38	931%
Backflow Protection Device – One and Two-Family Dwelling	\$ 395	\$ 32	8%
Drainage Vent Piping – One and Two-Family Dwelling – Installation, Alteration, or Repair	\$ 526	\$ 19	4%
Floor Drains – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Floor Sinks – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Hose Bib/Vacuum – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Lawn Sprinkler Systems – One and Two-Family Dwelling – Single-Meter System, Including Backflow Devices	\$ 395	\$ 19	5%
Plumbing Fixtures – One and Two-Family Dwelling	\$ 526	\$ 19	4%
Rainwater Systems – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Water Heaters – One and Two-Family Dwelling	\$ 526	\$ 19	4%
Water Piping/Water Treating Equipment – One and Two-Family Dwelling – Installation, Alteration, or Repair	\$ 395	\$ 19	5%
Multifamily Single-Use Water Heater – Processing Fee per Heater	\$ 4	\$ 38	931%
Multifamily Single-Use Water Heater – Per Electric Heater	\$ 526	\$ 19	4%
Multifamily Single-Use Water Heater – Per Gas Heater	\$ 526	\$ 32	6%
Demolition, Single-Family – Primary Building	\$ 395	\$ 189	48%
Demolition, Single-Family – Accessory Building or Structure	\$ 395	\$ 96	24%
Inspection, minimum for occupancy change	\$ 526	\$ 170	32%
Inspection, Minimum Site – Including Adult Family Homes	\$ 1,184	\$ 170	14%
Processing Fee – For All Permits Not Requiring Plan Review	\$ 12	\$ 38	310%
Banner Permit – Per Occupancy	\$ 259	\$ 38	15%
Solar System, Single-Family Per Permitting Checklist	\$ 417	\$ 116	28%
Plan Review – Minimum Charge	\$ 263	\$ 38	14%
Electrical – Commercial and Multifamily (Includes Low Voltage and Solar Systems) – Valuation equal to \$0 - \$1,000	\$ 526	\$ 60	11%

Fee Services for Building	Cost of Service	Current Fee	Cost Recovery (%)
Electrical – Single Family, New – Low Voltage Systems – Including Security, Phones, Computers, etc.	\$ 395	\$ 66	17%
Electrical – Single Family, New – Service/Panel, Accessory Building or Structure – Including Garages, Pools, Spas, and Outbuildings	\$ 526	\$ 101	19%
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Up to 200 amp (Including Garage)	\$ 526	\$ 170	32%
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Processing Fee	\$ 12	\$ 38	310%
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Over 200 amp (Including Garage)	\$ 526	\$ 243	46%
Electrical – Single-Family, Remodel and Service – Circuits, Added/Altered – No Service Change – Up to 10 Circuits	\$ 526	\$ 96	18%
Electrical – Single-Family, Remodel and Service – Circuits, Added/Altered – No Service Change – Per Additional Circuit	\$ 44	\$ 8	18%
Electrical – Single-Family, Remodel and Service – Low Voltage Systems – Including Security, Phones, Computers, etc.	\$ 395	\$ 66	17%
Electrical – Single-Family, Remodel and Service – Mast/Meter – Repair or Alteration	\$ 395	\$ 96	24%
Electrical – Single-Family, Remodel and Service – Repair/Rewiring	\$ 526	\$ 96	18%
Electrical – Single-Family, Remodel and Service – Service/Panel Alteration or Change – Base Fee	\$ 526	\$ 96	18%
Electrical – Single-Family, Remodel and Service – Service/Panel Alteration or Change – Per Added Circuit	\$ 44	\$ 13	30%
Electrical – Solar, Single Family – Per Solar System Permitting Checklist	\$ 12	\$ 174	1422%
Electrical – Miscellaneous – Installation Transfer/Switch – Panel and Residential Generator	\$ 395	\$ 51	13%
Electrical – Miscellaneous – Service, Events (Carnivals, Art and Street Fairs, Haunted Houses, Amusement Rides, and Other Temporary Events) – Base Fee	\$ 395	\$ 96	24%
Electrical – Miscellaneous – Service, Events (Carnivals, Art and Street Fairs, Haunted Houses, Amusement Rides, and Other Temporary Events) – Per Concession	\$ 132	\$ 13	10%
Service, Mobile/Manufactured Home	\$ 526	\$ 96	18%
Service, Portable Classrooms	\$ 526	\$ 96	18%
Service, Swimming Pools, Hot Tubs Spas and Saunas	\$ 395	\$ 96	24%
Service, Temporary	\$ 395	\$ 96	24%
Sign Hook-Up – Per Sign	\$ 395	\$ 38	10%
T-stats, Commercial – Base Fee	\$ 263	\$ 38	14%
T-stats, Commercial – Each Additional T-stat over 1	\$ 22	\$ 6	27%
Structure Moving Permit – Base Fee	\$ 539	\$ 771	143%
Mechanical Permit - One and Two-Family Dwelling - Base Fee (Includes 2 Inspections)	\$ 267	REVISED FEE	0%
Gas Piping - One and Two-Family Dwelling - Outlet or System - Per Outlet	\$ 22	REVISED FEE	0%
All Other Fixtures - One and Two-Family Dwelling - Per Fixture	\$ 44	REVISED FEE	0%
Mechanical Re-Inspection - One and Two-Family Dwelling	\$ 132	REVISED FEE	0%
Plumbing Permit - One and Two-Family Dwelling - Base Fee (Includes 2 Inspections)	\$ 267	REVISED FEE	0%
All Fixtures - One and Two-Family Dwelling - Per Fixture	\$ 44	REVISED FEE	0%
Plumbing Re-Inspection - One and Two-Family Dwelling	\$ 132	REVISED FEE	0%
Electrical - Single Family, New, Remodel, and Service - Base Fee (Includes 3 Inspections)	\$ 407	REVISED FEE	0%
Electrical Single Family, New, Remodel, and Service per fixture/system/repair	\$ 44	REVISED FEE	0%
Electrical Re-Inspection - Single Family New or Remodel	\$ 132	REVISED FEE	0%
Multifamily Single-Use Water Heater - Base Fee (Includes 3 Inspections)	\$ 399	REVISED FEE	0%
Multifamily Single-Use Water Heater - Per Heater	\$ 44	REVISED FEE	0%
Single Use Water Heater Re-Inspection - Multi-family Single-Use Water Heater	\$ 132	REVISED FEE	0%

In addition to the 60 fees identified, 13 fees were analyzed to simplify them as well as to include inspection times more fairly. In developing the cost of service for existing mechanical, plumbing, and electrical permits for single family and small multi-family projects, inspection times were included as part of the cost of each individual fixture. As a result, if 100% of the cost of service were to be collected, the fee could be in the thousands of dollars for just a few fixtures. The revised fees include additional inspection trips and times as part of the permit base fee rather than charging that time for each fixture or component. The City has had a policy to charge less than the full cost of service for some permits on single-family and small multi-family projects. The City could continue this policy

with the revised fees or continue to use its existing fee schedule. However, the revised fees could help to reduce the number of individual fees and make the fee calculations easier. Exhibit 17 shows the full cost of service for the 13 fees, and Exhibit 18 shows which current fees they would replace if adopted.

Exhibit 17
Cost of Service for the Thirteen Revised Building Fees

Fee Services for Building	Cost of Service	Current Fee	Cost Recovery (%)
Mechanical Permit - One and Two-Family Dwelling - Base Fee (Includes 2 Inspections)	\$ 267	NEW FEE	0%
Gas Piping - One and Two-Family Dwelling - Outlet or System - Per Outlet	\$ 22	NEW FEE	0%
All Other Fixtures - One and Two-Family Dwelling - Per Fixture	\$ 44	NEW FEE	0%
Mechanical Re-Inspection - One and Two-Family Dwelling	\$ 132	NEW FEE	0%
Plumbing Permit - One and Two-Family Dwelling - Base Fee (Includes 2 Inspections)	\$ 267	NEW FEE	0%
All Fixtures - One and Two-Family Dwelling - Per Fixture	\$ 44	NEW FEE	0%
Plumbing Re-Inspection - One and Two-Family Dwelling	\$ 132	NEW FEE	0%
Electrical - Single Family, New, Remodel, and Service - Base Fee (Includes 3 Inspections)	\$ 407	NEW FEE	0%
Electrical Single Family, New, Remodel, and Service per fixture/system/repair	\$ 44	NEW FEE	0%
Electrical Re-Inspection - Single Family New or Remodel	\$ 132	NEW FEE	0%
Multifamily Single-Use Water Heater - Base Fee (Includes 3 Inspections)	\$ 399	NEW FEE	0%
Multifamily Single-Use Water Heater - Per Heater	\$ 44	NEW FEE	0%
Single Use Water Heater Re-Inspection - Multi-family Single-Use Water Heater	\$ 132	NEW FEE	0%

Exhibit 18
Fees That Could Be Replaced by the Thirteen Revised Building Fees

Fee Services for Building	Cost of Service	Current Fee	Cost Recovery (%)
Mechanical Permit – One and Two-Family Dwelling – Issuance	\$ 4	\$ 38	931%
Gas Piping – One and Two-Family Dwelling – Outlet or System – Per Outlet, up to and Including Four Outlets	\$ 395	\$ 25	6%
Gas Piping – One and Two-Family Dwelling – Outlet or System – Per Additional Outlet Over 4	\$ 22	\$ 6	27%
Installation – One and Two-Family Dwelling – Air-handler, Not Part of a System Including Ducts	\$ 526	\$ 19	4%
Installation – One and Two-Family Dwelling – Furnace, Heater or Burner, Including Attached Ducts	\$ 526	\$ 25	5%
Installation – One and Two-Family Dwelling – IRC or IMC Regulated Appliances/Equipment not Otherwise Specified – Including Wood Stoves, Misc. Non-portable Appliances, Gas Hot Water Heaters	\$ 526	\$ 32	6%
Installation – One and Two-Family Dwelling – Relocation or Replacement – Per Appliance Vent Installed and Not Included in an Appliance Permit	\$ 395	\$ 19	5%
Installation/Relocation – One and Two-Family Dwelling – Per Boiler or Compressor	\$ 526	\$ 32	6%
Installation/Relocation – One and Two-Family Dwelling – Incinerator – Per Commercial or Industrial Type	\$ 526	\$ 95	18%
Installation/Relocation – One and Two-Family Dwelling – Incinerator – Per Domestic Type, Including Metal Fireplaces, Inserts, etc.	\$ 439	\$ 32	7%
Repair, Alteration or Addition – One and Two-Family Dwelling – Per Piece of Heating or Cooling Equipment, Including Controls	\$ 526	\$ 25	5%
Ventilation – One and Two-Family Dwelling – Fan Connected to Single Duct	\$ 395	\$ 13	3%
Ventilation – One and Two-Family Dwelling – System Not Part of HVAC System Authorized by Permit	\$ 395	\$ 25	6%
Plumbing Permit – One and Two-Family Dwelling – Issuance	\$ 4	\$ 38	931%
Backflow Protection Device – One and Two-Family Dwelling	\$ 395	\$ 32	8%
Drainage Vent Piping – One and Two-Family Dwelling – Installation, Alteration, or Repair	\$ 526	\$ 19	4%
Floor Drains – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Floor Sinks – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Hose Bib/Vacuum – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Lawn Sprinkler Systems – One and Two-Family Dwelling – Single-Meter System, Including Backflow Devices	\$ 395	\$ 19	5%
Plumbing Fixtures – One and Two-Family Dwelling	\$ 526	\$ 19	4%
Rainwater Systems – One and Two-Family Dwelling	\$ 395	\$ 19	5%
Water Heaters – One and Two-Family Dwelling	\$ 526	\$ 19	4%
Water Piping/Water Treating Equipment – One and Two-Family Dwelling – Installation, Alteration, or Repair	\$ 395	\$ 19	5%
Multifamily Single-Use Water Heater – Processing Fee per Heater	\$ 4	\$ 38	931%
Multifamily Single-Use Water Heater – Per Electric Heater	\$ 526	\$ 19	4%
Multifamily Single-Use Water Heater – Per Gas Heater	\$ 526	\$ 32	6%
Electrical – Single Family, New – Low Voltage Systems – Including Security, Phones, Computers, etc.	\$ 395	\$ 66	17%
Electrical – Single Family, New – Service/Panel, Accessory Building or Structure – Including Garages, Pools, Spas, and Outbuildings	\$ 526	\$ 101	19%
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Up to 200 amp (Including Garage)	\$ 526	\$ 170	32%
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Processing Fee	\$ 12	\$ 38	310%
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Over 200 amp (Including Garage)	\$ 526	\$ 243	46%
Electrical – Single-Family, Remodel and Service – Circuits, Added/Altered – No Service Change – Up to 10 Circuits	\$ 526	\$ 96	18%
Electrical – Single-Family, Remodel and Service – Circuits, Added/Altered – No Service Change – Per Additional Circuit	\$ 44	\$ 8	18%

Fee Services for Building	Cost of Service	Current Fee	Cost Recovery (%)
Electrical – Single-Family, Remodel and Service – Low Voltage Systems – Including Security, Phones, Computers, etc.	\$ 395	\$ 66	17%
Electrical – Single-Family, Remodel and Service – Mast/Meter – Repair or Alteration	\$ 395	\$ 96	24%
Electrical – Single-Family, Remodel and Service – Repair/Rewiring	\$ 526	\$ 96	18%
Electrical – Single-Family, Remodel and Service – Service/Panel Alteration or Change – Base Fee	\$ 526	\$ 96	18%
Electrical – Single-Family, Remodel and Service – Service/Panel Alteration or Change – Per Added Circuit	\$ 44	\$ 13	30%
Electrical – Miscellaneous – Installation Transfer/Switch – Panel and Residential Generator	\$ 395	\$ 51	13%

PLANNING SERVICES

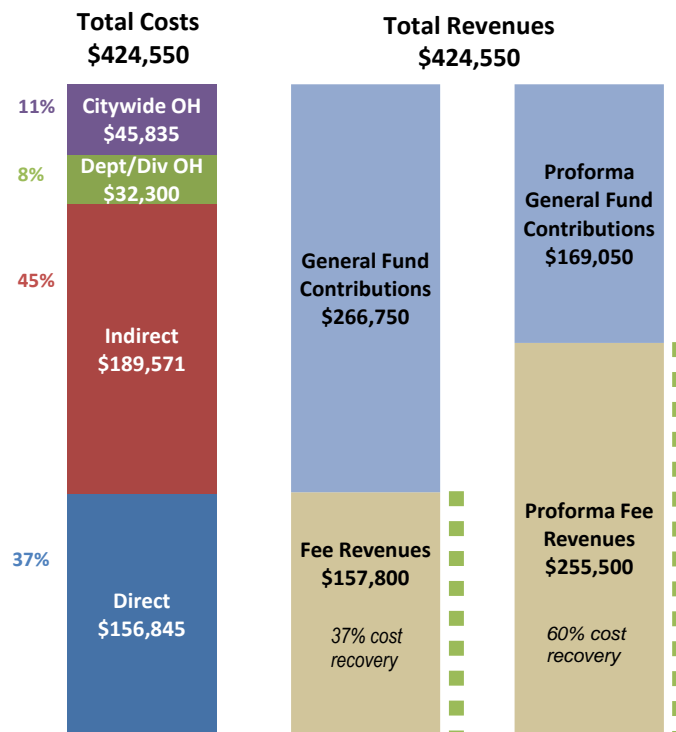
As shown in Exhibit 19, the full cost of Planning fee supported services was \$424,550. Direct services were about 37% of the full cost of service, while indirect services were 45% of the full cost of service. The remaining 18% is attributed to overhead costs. Additionally, the Planning group performs a significant amount of time on Non-Development Fee related direct services, such as long range planning. These costs totaled \$208,352 and are not recovered through development fees.

Exhibit 19
2016 Full Cost of Service for Planning Services

<i>Planning</i>		Annual Cost Components		Total Costs	% of Total Costs
		Labor Costs	Non-Labor Costs		
Direct Costs	Total Direct Services	\$ 134,829	\$ 22,016	\$ 156,845	37%
	Contract Services		\$ -	\$ -	-
Subtotal Direct Costs		\$ 134,829	\$ 22,016	\$ 156,845	37%
Indirect Costs	Public Information & Customer Service	\$ 117,417	\$ 20,405	\$ 137,822	32%
	Training & Certification	4,565	725	5,290	1%
	General Admin & Mgt	40,128	6,330	46,458	11%
Subtotal Indirect Costs		162,110	27,461	\$ 189,571	45%
Overhead Costs	Department Administration OH - Fee Related	\$ 29,436	\$ 2,865	\$ 32,300	8%
	Citywide OH - Fee Related	-	45,835	45,835	11%
Subtotal Overhead Costs		\$ 29,436	\$ 48,699	\$ 78,135	18%
Total Direct Planning Costs		\$ 326,374	\$ 98,176	\$ 424,550	100%
Subtotal Other Direct Services		\$ 151,859	\$ 56,493	\$ 208,352	
Total Planning Costs		\$ 478,234	\$ 154,669	\$ 632,902	

Exhibit 20 compares the costs found in Exhibit 19 to the 2016 total revenues for Planning services. This graph illustrates that only 37% of Planning’s costs were recovered from permit revenues. The remaining \$266,750 of costs were covered by the General Fund contribution. Planning fees were amended in November 2016, and fees went from an hourly system to a fixed fee rate. The proforma bar on the very right in Exhibit 20 estimates what the revenues would have been if the fixed rates had been in effect for all of 2016. If this had been the case, then Planning services would have recovered about 60% of their direct costs.

Exhibit 20 2016 Cost Recovery for Planning Services



Individual Planning Fees

Based on the time estimates for each permit and each individual’s hourly rate, the full cost of service for each individual planning fee is compared with the current fee. The Planning staff also identified two new fees for services that the City currently provides without a fee. The two new fees identified are:

- Pre-Application Meeting
- Re-inspection Fees

For the other Planning fees, only the fee for a Wireless Communication Facility recovered more than its estimated cost of service. The remaining cost recovery percentages ranged from 3% to 85% with an average of 40%. The most issued permits in 2016 were Project Design Review – Under 5,000sf, Reclassification (Rezone), and Environmental Checklist Review (SEPA) and Threshold Determination. The cost recovery for these permits is 62%, 43%, and 55% respectively. The results are shown in Exhibit 21.

Exhibit 21
2016 Cost of Service by Individual Planning Fee

Fee Services for Planning	Cost of Service	Current Fee	Cost Recovery (%)
Comprehensive Plan Amendment (Map or Text)	\$ 14,368	\$ 3,500	24%
Boundary Line Adjustment	\$ 2,900	\$ 1,500	52%
Lot Combination	\$ 2,900	\$ 1,500	52%
Subdivision	\$ 21,202	\$ 15,000	71%
Short Subdivision – Creating Two Lots	\$ 5,981	\$ 2,000	33%
Short Subdivision – Creating 3-9 Lots	\$ 16,881	\$ 7,500	44%
Accessory Dwelling Unit	\$ 3,726	\$ 500	13%
Administrative Amendment	\$ 1,755	\$ 1,500	85%
Conditional Use Permits	\$ 10,231	\$ 5,000	49%
Essential Public Facility – Local	\$ 8,510	\$ 1,500	18%
Essential Public Facility – Regional or State	\$ 35,722	\$ 20,000	56%
Miscellaneous Plan Review	\$ 2,181	\$ 263	12%
Parking Alternatives Review	\$ 2,181	\$ 1,500	69%
Planned Unit Development (PUD)	\$ 21,202	\$ 10,000	47%
Project Design Review – Under 5,000 Gross Sq. Ft.	\$ 5,662	\$ 3,500	62%
Project Design Review – 5,000 Gross Sq. Ft. and Above	\$ 22,805	\$ 15,000	66%
Reclassification (Rezone)	\$ 23,080	\$ 10,000	43%
Variance, Single-Family	\$ 4,025	\$ 500	12%
Variance, Standard (Non-Single-Family)	\$ 5,359	\$ 3,000	56%
Wireless Communication Facility	\$ 3,018	\$ 5,000	166%
Zoning Code Interpretation	\$ 1,943	\$ 1,000	51%
Zoning Certification Letter	\$ 459	\$ 150	33%
Signs with Searchlights	\$ 212	\$ 86	41%
Environmental Checklist Review (SEPA) and Threshold Determination	\$ 9,135	\$ 5,000	55%
Environmental Checklist Review (SEPA) and Threshold Determination – Addendum	\$ 1,709	\$ 500	29%
Appeals – Nonapplicant	\$ 15,752	\$ 500	3%
Appeals – Business License, Home Occupation	\$ 4,994	\$ 500	10%
Appeals – Business License, All Other	\$ 5,125	\$ 1,000	20%
Appeals – Appeal to the Hearing Examiner – Applicant	\$ 15,752	\$ 5,000	32%
Pre-Application Meeting [New]	\$ 1,472	NEW FEE	0%
Re-inspection fees	\$ 200	NEW FEE	0%

PUBLIC WORKS SERVICES

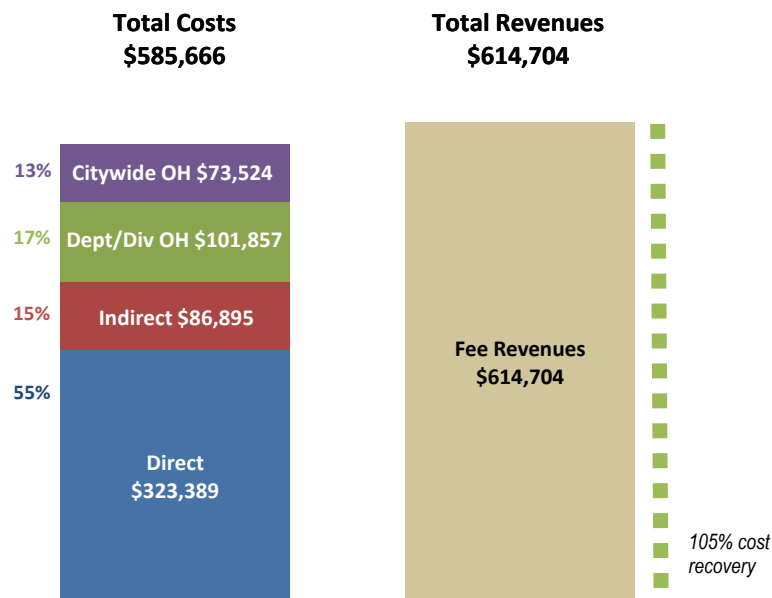
As shown in Exhibit 22, the full cost of Public Works fee supported services was \$585,666. Direct services were 55% of the full cost of service, while indirect services represented 15%. Overhead costs were the remaining 30%. In addition, the Public Works group also performs a small amount of non-fee related services. These costs totaled \$179,504 and are not recovered through development fees.

Exhibit 22
2016 Full Cost of Service for Public Works Services

<i>Public Works</i>		Annual Cost Components		Total Costs	% of Total Costs
		Labor Costs	Non-Labor Costs		
Direct Costs	Total Direct Services	\$ 319,360	\$ 4,029	\$ 323,389	55%
	Contract Services		\$ -	\$ -	-
Subtotal Direct Costs		\$ 319,360	\$ 4,029	\$ 323,389	55%
Indirect Costs	Public Information & Customer Service	\$ 48,985	\$ 458	\$ 49,444	8%
	Training & Certification	17,024	209	17,232	3%
	General Admin & Mgt	19,956	263	20,219	3%
Subtotal Indirect Costs		85,966	930	\$ 86,895	15%
Overhead Costs	Department Administration OH - Fee Related	\$ 68,130	\$ 33,728	\$ 101,857	17%
	Citywide OH - Fee Related	-	73,524	73,524	13%
Subtotal Overhead Costs		\$ 68,130	\$ 107,252	\$ 175,382	30%
Total Direct Public Works Costs		\$ 473,455	\$ 112,211	\$ 585,666	100%
Subtotal Other Direct Services		\$ 143,424	\$ 36,081	\$ 179,504	
Total Public Works Costs		\$ 616,879	\$ 148,291	\$ 765,171	

In 2016 the overall revenues from Public Works' fee services were slightly higher than the total costs. Exhibit 23 shows that revenues exceeded costs by \$29,038 in 2016. Overall, the cost recovery rate was 105%.

Exhibit 23
2016 Cost Recovery for Public Works Services



Individual Public Works Fees

Based on the time estimates for each permit and each individual's hourly rate, the full cost of service for each Public Works fee is compared with the current fee. A total of 76 fees were evaluated. Of these fees, 37 fees recovered as much or more than the current fee. In some cases, the over-recovery amount was significant, with 20 fees recovering more than 200% of the cost of service. Of the remaining fees, the cost recovery ranged from 5% to 98% with an average of 53%. Exhibit 24 shows each individual fee's cost of service and cost recovery level. Some of the most common fees for Public Works are ROW permits. The cost recovery for these fees represented a broad range (20% - 465%).

Exhibit 24
2016 Cost of Service by Individual Public Works Fee

Fee Services for Public Works	Cost of Service	Current Fee	Cost Recovery (%)
Grading Permit – Administrative Fee, Plus Inspection and Plan Review Fees (50 cubic yards/38.2 cubic meters or less exempt)	\$ 1,018	\$ 474	47%
Grading Inspection Fees – 50 cubic yards (38.2 cubic meters) or less	\$ 42	\$ 29	68%
Grading Inspection Fees – 51 to 100 cubic yards (40 to 76.5 cubic meters)	\$ 85	\$ 49	58%
Grading Inspection Fees – 101 to 1,000 cubic yards (77.2 to 764.6 cubic meters) – First 100 cubic yards	\$ 85	\$ 49	58%
Grading Inspection Fees – 101 to 1,000 cubic yards (77.2 to 764.6 cubic meters) – Each Additional 100 cubic yards	\$ 42	\$ 24	57%
Grading Inspection Fees – 1,001 to 10,000 cubic yards (765.3 to 7,645.5 cubic meters) – First 1,000 cubic yards	\$ 424	\$ 260	61%
Grading Inspection Fees – 1,001 to 10,000 cubic yards (765.3 to 7,645.5 cubic meters) – Each Additional 1,000 cubic yards	\$ 424	\$ 21	5%
Grading Inspection Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – First 10,000 cubic yards	\$ 848	\$ 436	51%
Grading Inspection Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – Each additional 10,000 cubic yards	\$ 848	\$ 87	10%
Grading Inspection Fees – 100,001 cubic yards (76,456 cubic meters) or more – First 100,000 cubic yards	\$ 1,696	\$ 1,232	73%
Grading Inspection Fees – 100,001 cubic yards (76,456 cubic meters) or more – Each additional 10,000 cubic yards	\$ 848	\$ 50	6%
Grading Plan Review Fees – 51 to 100 cubic yards (40 to 76.5 cubic meters)	\$ 97	\$ 32	33%
Grading Plan Review Fees – 101 to 1,000 cubic yards (77.2 to 764.6 cubic meters) – First 100 cubic yards	\$ 97	\$ 49	51%
Grading Plan Review Fees – 1,001 to 10,000 cubic yards (765.3 to 7,645.5 cubic meters) – First 1,000 cubic yards	\$ 761	\$ 66	9%
Grading Plan Review Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – First 10,000 cubic yards	\$ 388	\$ 66	17%
Grading Plan Review Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – Each Additional 10,000 cubic yards	\$ 97	\$ 34	35%
Grading Plan Review Fees – 100,001 to 200,000 cubic yards (76,456 to 152,911 cubic meters) – First 100,000 cubic yards	\$ 388	\$ 362	93%
Grading Plan Review Fees – 100,001 to 200,000 cubic yards (76,456 to 152,911 cubic meters) – Each Additional 10,000 cubic yards	\$ 97	\$ 19	20%
Grading Plan Review Fees – 200,001 cubic yards (152,912 cubic meters) or more – First 200,000 cubic yards	\$ 388	\$ 540	139%
Grading Plan Review Fees – 200,001 cubic yards (152,912 cubic meters) or more – Each Additional 10,000 cubic yards	\$ 97	\$ 10	10%
Critical Areas Permit – No Mitigation Required	\$ 726	\$ 688	95%
Critical Areas Permit – Mitigation Plan Required	\$ 2,520	\$ 1,581	63%

Fee Services for Public Works	Cost of Service	Current Fee	Cost Recovery (%)
Tree Removal Permit – Class I Tree Removal Permit	\$ 99	\$ 65	65%
Tree Removal Permit – Class II Tree Removal Permit – First 10 Significant Tree Units Approved for Removal	\$ 895	\$ 193	22%
Weekend Work Permit	\$ 45	\$ 167	372%
Right-of-Way Use Permit – Underground Work – First 100 Lineal Feet	\$ 167	\$ 679	406%
Right-of-Way Use Permit – Underground Work – Per Additional 100 Lineal Feet or Portion Thereof, up to 500 Lineal Feet	\$ 134	\$ 217	162%
Right-of-Way Use Permit – Underground Work – Per 100 Lineal Feet or portion after 500 Lineal Feet	\$ 134	\$ 47	35%
Right-of-Way Use Permit – Above-Ground Work, New Installations – First 100 Lineal Feet	\$ 146	\$ 679	465%
Right-of-Way Use Permit – Above-Ground Work, New Installations – Per 100 Lineal Feet or Portion After 100 Lineal Feet	\$ 134	\$ 47	35%
Right-of-Way Use Permit – Above-Ground Work, Repair or Replacement (Including Work from Manhole to Manhole in Existing Conduit) – First 100 Lineal Feet	\$ 146	\$ 228	156%
Right-of-Way Use Permit – Above-Ground Work, Repair or Replacement (Including Work from Manhole to Manhole in Existing Conduit) – Per 100 Lineal Feet or Portion After 100 Lineal Feet	\$ 134	\$ 47	35%
Right-of-Way Vacation – Prehearing Fee	\$ 10,450	\$ 2,100	20%
Road Improvement Permit – First 300 Lineal Feet of Road	\$ 3,516	\$ 1,571	45%
Road Improvement Permit – Per 100 Lineal Feet or Portion After 300 Lineal Feet	\$ 848	\$ 435	51%
Cross-Connection Control Permit – Single-Family, Excluding Irrigation Systems Permitted Under LMC Title 15	\$ 129	\$ 111	86%
Cross-Connection Control Permit – Multifamily or Commercial, Per Device	\$ 129	\$ 263	204%
Fire Hydrant Inspection Permit	\$ 211	\$ 457	217%
Fire Hydrant, Use Permit – Administration Fee	\$ 59	\$ 457	776%
Purity Tests	\$ 267	\$ 228	86%
Water Meter, Installed by Developer (without Facilities Charge) – 3/4" Meter	\$ 211	\$ 150	71%
Water Meter, Installed by Developer (without Facilities Charge) – 1" Meter	\$ 211	\$ 200	95%
Water Meter, Installed by Developer (without Facilities Charge) – 1-1/2" Meter (Short, Less than 25')	\$ 211	\$ 250	119%
Water Meter, Installed by Developer (without Facilities Charge) – 1-1/2" Meter (Long)	\$ 211	\$ 250	119%
Water Meter, Installed by Developer (without Facilities Charge) – 2" Meter (Short, Less than 25')	\$ 211	\$ 300	142%
Water Meter, Installed by Developer (without Facilities Charge) – 2" Meter (Long)	\$ 211	\$ 300	142%
Water Meter, Installed by Developer (without Facilities Charge) – Over 2"	\$ 211	\$ 518	246%
Water Main Connection Permit	\$ 429	\$ 1,365	318%
Water Main/Service Permit – First 100 Lineal Feet	\$ 616	\$ 679	110%
Water Main/Service Permit – Per Additional 100 Lineal Feet or Portion Thereof	\$ 150	\$ 435	290%
Water Service Permit, Private – New Service (Each) – Commercial, SFR, Plat or Short Plat	\$ 154	\$ 339	220%
Water Service Permit, Private – Repair or Replacement of Water Lines Between the Meter and Building (Greater than 25 Feet)	\$ 139	\$ 168	120%
Water Service Permit, Private – Repair or Replacement of Water Lines Between the Meter and Building (25 Feet or Less)	\$ 97	\$ 88	91%
Re-inspection Fee	\$ 85	\$ 83	98%
Storm Drainage Permits – Conveyance System (Pipe, Ditch, Swale, Etc.) – First 100 Lineal Feet	\$ 870	\$ 679	78%
Storm Drainage Permits – Conveyance System (Pipe, Ditch, Swale, Etc.) – Per Additional 100 Lineal Feet or Portion Thereof	\$ 429	\$ 435	101%
Storm Main Connection Permit – Initial Connection (To Include One Manhole, New or Existing)	\$ 481	\$ 1,370	285%
Storm Main Connection Permit – Per Additional Manhole	\$ 469	\$ 1,370	292%
Storm Drainage Permits – Retention/Detention System	\$ 1,146	\$ 1,365	119%
Storm Drainage Permits – Roof or Foundation Drain Installation Permit, Residential – Greater than 50 Feet	\$ 227	\$ 457	202%
Storm Drainage Permits – Roof or Foundation Drain Installation Permit, Residential – 50 Feet or Less, or Connection to Existing within 50 Feet	\$ 136	\$ 168	124%

Fee Services for Public Works	Cost of Service	Current Fee	Cost Recovery (%)
Industrial Waste Limited Discharge Permit	\$ 758	\$ 339	45%
Industrial Waste Discharge Permit – First Application	\$ 2,139	\$ 6,740	315%
Industrial Waste Discharge Permit – All Subsequent Applications	\$ 634	\$ 2,272	358%
Grease Interceptor Permit	\$ 231	\$ 339	146%
Sewer, Capping Permit – Including Abandonment of On-Site Septic Systems	\$ 97	\$ 83	86%
Sewer, Lateral Permit – First 100 Lineal Feet	\$ 616	\$ 679	110%
Sewer, Lateral Permit – Per Additional 100 Lineal Feet or Portion Thereof	\$ 150	\$ 435	290%
Sewer, Main Connection Permit – Initial Connection (To Include One Manhole, new or Existing)	\$ 481	\$ 1,370	285%
Sewer, Main Connection Permit – Per Additional Manhole	\$ 469	\$ 1,370	292%
Sewer, Main Installation Permit – First 100 Lineal Feet	\$ 616	\$ 679	110%
Sewer, Main Installation Permit – Per Additional 100 Lineal Feet or Portion Thereof	\$ 150	\$ 435	290%
Side Sewer Permit, New Commercial, SFR, Plat or Short Plat	\$ 616	\$ 679	110%
Side Sewer Permit, Repair or Replacement – Greater than 25 feet	\$ 139	\$ 323	232%
Side Sewer Permit, Repair or Replacement – 25 feet or less	\$ 97	\$ 168	173%
Re-inspection Fee	\$ 85	\$ 83	98%

FIRE SERVICES

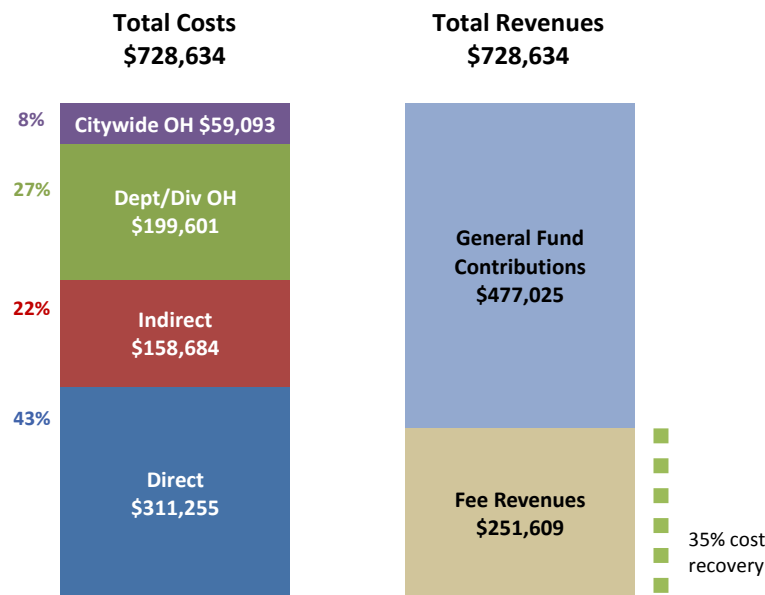
As shown in Exhibit 25, the full cost of Fire fee supported services was \$728,634. Direct services were 43% of the full cost of service, while indirect services were 22% of the costs. Overhead costs represented the remaining 36%. Additionally, the Fire group performs a large amount of non-fee related services. These costs totaled \$529,779 and are not recovered through development fees.

Exhibit 25
2016 Full Cost of Service for Fire Services

<i>Fire</i>		Annual Cost Components		Total Costs	% of Total Costs
		Labor Costs	Non-Labor Costs		
Direct Costs	Total Direct Services	\$ 282,441	\$ 28,815	\$ 311,255	43%
	Contract Services		\$ -	\$ -	-
Subtotal Direct Costs		\$ 282,441	\$ 28,815	\$ 311,255	43%
Indirect Costs	Public Information & Customer Service	\$ 95,780	\$ 10,673	\$ 106,452	15%
	Training & Certification	9,449	970	10,419	1%
	General Admin & Mgt	36,164	5,210	41,374	6%
	Other	402	37	439	0%
Subtotal Indirect Costs		141,794	16,890	\$ 158,684	22%
Overhead Costs	Department Administration OH - Fee Related	\$ 51,761	\$ 24,658	\$ 76,419	10%
	Division OH - Fee Related	123,182	-	123,182	17%
	Citywide OH - Fee Related	-	59,093	59,093	8%
Subtotal Overhead Costs		\$ 174,943	\$ 83,751	\$ 258,694	36%
Total Direct Fire Costs		\$ 599,178	\$ 129,456	\$ 728,634	100%
Subtotal Other Direct Services		\$ 427,346	\$ 102,433	\$ 529,779	
Total Fire Costs		\$ 1,026,524	\$ 231,889	\$ 1,258,412	

In 2016 the overall revenues from Fire's fee services were lower than the total costs. Exhibit 26 shows that costs exceeded revenues by \$477,025 in 2016. Overall, the cost recovery rate was 35%.

Exhibit 26 2016 Full Cost Recovery for Fire Services



Individual Fire Fees

Based on the time estimates for each permit and each individual’s hourly rate, the full cost of service for each Fire fee was compared with the current fee. Some of the fees analyzed have an hourly based current fee with a set minimum cost. A number of new fees were also included in the analysis and were the following:

- Fire Plan Review (non-fire) – Building, Civil, Planning, etc. – Tenant Improvements
- Annual Inspections
- Minimum Site Inspections
- Pre-Construction Meeting
- Pre-Development Meeting
- CO2 System Permit
- Special Event Review/Inspection
- DAS System – Plan Review
- DAS System Permit – Permit Fee
- Fire Plan Review (non-fire) – Building, Civil, Planning, etc. – New Construction

Of the current fees identified, only one exceeded its cost of service (Fire Alarm Permits – NAC Circuit). The remaining cost recovery percentages ranged from 18% to 82% with an average of 43%. The results can be found in Exhibit 27.

Exhibit 27
2016 Cost of Service by Individual Fire Fee

Fee Services for Fire	Cost of Service	Current Fee	Cost Recovery (%)
Commercial Kitchen Hood Permit – Base Fee	\$ 196	\$ 116	59%
Commercial Kitchen Hood Permit – Control Head/System	\$ 157	\$ 80	51%
Commercial Kitchen Hood Permit – Nozzles	\$ 26	\$ 14	54%
Commercial Kitchen Hood Permit – Pull Station	\$ 26	\$ 14	54%
Commercial Kitchen Hood Permit – Auto Temp. Switch	\$ 66	\$ 30	45%
Commercial Kitchen Hood Permit – Fusible Link	\$ 9	\$ 6	63%
Fire Alarm Permits – Base Fee	\$ 493	\$ 116	24%
Fire Alarm Permits – Fire Alarm Control Panel	\$ 541	\$ 120	22%
Fire Alarm Permits – Power Supply	\$ 161	\$ 60	37%
Fire Alarm Permits – Keypad	\$ 59	\$ 30	51%
Fire Alarm Permits – Audio/Visual Device	\$ 12	\$ 6	49%
Fire Alarm Permits – Smoke/Heat/Pull	\$ 12	\$ 6	49%
Fire Alarm Permits – Duct Detector	\$ 86	\$ 22	26%
Fire Alarm Permits – Flow/Tamper/Pressure	\$ 12	\$ 6	49%
Fire Alarm Permits – Transmitter	\$ 205	\$ 90	44%
Fire Alarm Permits – NAC Circuit	\$ 12	\$ 30	245%
NFPA 13-D Sprinkler System Permit	\$ 731	\$ 180	25%
NFPA 13 and 13-R Sprinkler System Permits – Base Fee	\$ 493	\$ 116	24%
NFPA 13 and 13-R Sprinkler System Permits – Wet Riser	\$ 367	\$ 180	49%
NFPA 13 and 13-R Sprinkler System Permits – Dry Riser	\$ 489	\$ 240	49%
NFPA 13 and 13-R Sprinkler System Permits – Sprinkler Head	\$ 10	\$ 6	61%
NFPA 13 and 13-R Sprinkler System Permits – Standpipe	\$ 1,223	\$ 450	37%
NFPA 13 and 13-R Sprinkler System Permits – Fire Pump	\$ 1,345	\$ 480	36%
NFPA 13 and 13-R Sprinkler System Permits – Additional Control Valve	\$ 10	\$ 8	82%
NFPA 13 and 13-R Sprinkler System Permits – Hydro Testing	\$ 61	\$ 30	49%
Plan Review – Expedited Review	\$ 489	\$ 240	49%
Expedited Resubmittal - Minimum	\$ 237	\$ 120	51%
Underground Tank Removal – Commercial	\$ 612	\$ 240	39%
Underground Tank Removal – Residential	\$ 374	\$ 120	32%
Inspection – Not Ready for Inspection Fee	\$ 237	\$ 120	51%
Inspection – Overtime (minimum 2 Hrs)	\$ 475	\$ 240	51%
Inspection – Nights, weekends and call back (minimum 4 hrs)	\$ 950	\$ 480	51%
Fire Plan Review (non-fire)- Building, Civil, Planning, etc. - Tenant Improvements	\$ 237	NEW FEE	0%
Annual Inspections	\$ 356	NEW FEE	0%
Minimum Site Inspections	\$ 356	NEW FEE	0%
Pre-Construction Meeting	\$ 237	NEW FEE	0%
Pre-Development Meeting	\$ 237	NEW FEE	0%
Tire Storage inside building permit	\$ 451	\$ 120	27%
Self Service Fuel Station Permit	\$ 451	\$ 120	27%
CO2 System Permit	\$ 451	NEW FEE	0%
Special Event Review/Inspection	\$ 250	NEW FEE	0%
DAS System - Plan Review	\$ 237	NEW FEE	0%
DAS System Permit – Permit Fee	\$ 849	NEW FEE	0%
Fire Plan Review (non-fire)- Building, Civil, Planning, etc. - New Construction	\$ 950	NEW FEE	0%
Hot Works Permit	\$ 451	\$ 80	18%

BUSINESS LICENSING

As shown in Exhibit 28, the 2016 full cost of Business Licenses fee supported services was \$285,819, which primarily represents the cost of two City employees in the City’s Administrative Services Department. As previously noted, in 2017 the Business License function was transferred to Community Development where one employee is currently specifically assigned to provide the

services. Other staff in the Department also now spend time working on business licenses. Direct services were approximately 57% of the full cost of service, while indirect services made up the remaining 43%. In developing the costs for Business Licensing, the salary and benefit information was from 2016, but for non-labor costs the 2017 budgeted costs were used to estimate the costs.

Exhibit 28
2016 Full Cost of Service for Business License Services

<i>Business License</i>		Annual Cost Components		Total Costs	% of Total Costs
		Labor Costs	Non-Labor Costs		
Direct Costs	Total Direct Services	\$ 159,010	\$ 5,331	\$ 164,340	57%
	Contract Services		\$ -	\$ -	-
Subtotal Direct Costs		\$ 159,010	\$ 5,331	\$ 164,340	57%
Indirect Costs	Public Information & Customer Service	\$ 4,430	\$ 160	\$ 4,590	2%
	General Business License	112,802	4,087	116,889	41%
Subtotal Indirect Costs		117,232	4,247	\$ 121,479	43%
Overhead Costs	Department Administration OH - Fee Related	\$ -	\$ -	\$ -	-
	Division OH - Fee Related	-	-	-	-
	Citywide OH - Fee Related	-	-	-	-
Subtotal Overhead Costs		\$ -	\$ -	\$ -	-
Total Direct Business License Costs		\$ 276,241	\$ 9,578	\$ 285,819	100%
Subtotal Other Direct Services		\$ -	\$ -	\$ -	
Total Business License Costs		\$ 276,241	\$ 9,578	\$ 285,819	

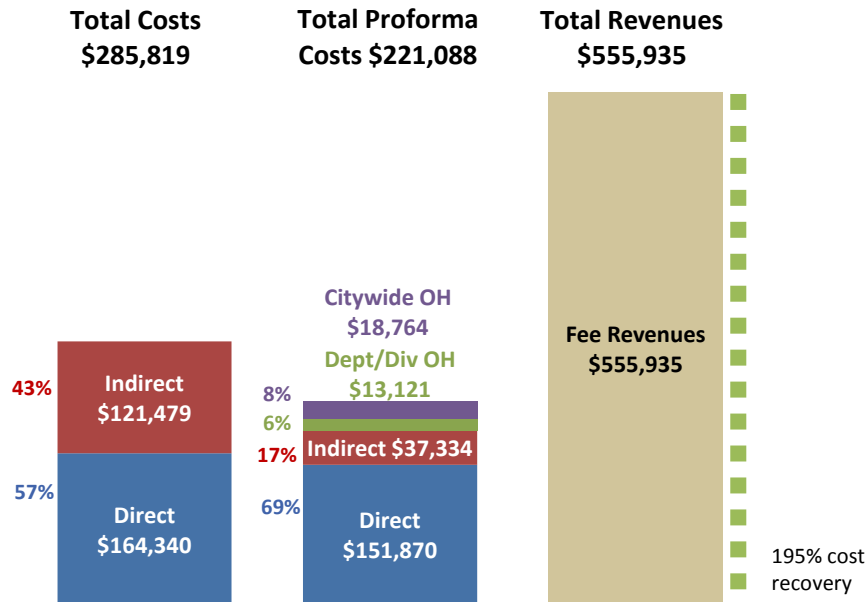
Because of the 2017 transfer of Business Licenses to Community Development, a proforma analysis was developed to illustrate the associated costs as part of the Community Development Department using the Energov system. Exhibit 29 shows that the full cost of Business License's fee supported services would have been \$221,088. Direct services represent 69%; indirect services are 17%; and overhead comprises the remaining 14%. Major changes in the proforma analysis include only one full-time employee in the Business Licensing staff along with more direct hours spent for some Building and Fire staff.

Exhibit 29
2016 Proforma Full Cost of Service for Business License Services

<i>Business License</i>		Annual Cost Components		Total Costs	% of Total Costs
		Labor Costs	Non-Labor Costs		
Direct Costs	Total Direct Services	\$ 144,386	\$ 7,484	\$ 151,870	69%
	Contract Services		\$ -	\$ -	-
Subtotal Direct Costs		\$ 144,386	\$ 7,484	\$ 151,870	69%
Indirect Costs	Public Information & Customer Service	\$ 2,130	\$ 127	\$ 2,256	1%
	General Business License	33,110	1,967	35,078	16%
Subtotal Indirect Costs		35,240	2,094	\$ 37,334	17%
Overhead Costs	Department Administration OH - Fee Related	\$ 11,957	\$ 1,164	\$ 13,121	6%
	Citywide OH - Fee Related	-	18,764	18,764	8%
Subtotal Overhead Costs		\$ 11,957	\$ 19,928	\$ 31,885	14%
Total Direct Business License Costs		\$ 191,583	\$ 29,506	\$ 221,088	100%
Subtotal Other Direct Services		\$ -	\$ -	\$ -	
Total Business License Costs		\$ 191,583	\$ 29,506	\$ 221,088	

In 2016 the overall revenues from the fees assessed for Business Licensing were higher than the total costs primarily because of the volume of licenses. Exhibit 30 shows that revenues exceeded costs by \$270,116 in 2016. Overall, the cost recovery rate was 195%. The revenues shown in the Exhibit 30 include the base business licenses as well as the specialty licenses. Base license revenue was provided, but specialty license revenues were calculated based on the volume and the 2016 fees. The revenues shown do not include the employee component of the business license fees because the employee component is not just a business registration but it is intended to generate revenue for City services and infrastructure that support the community. The base business licenses might also be considered part of the revenue generating fee program instead of just a fee for service. Exhibit 30 also shows the proforma cost assuming the Business License group had moved over to the Community Development Department and was using the Energov system. Based on the proforma cost analysis, the cost recovery would have been 251%.

Exhibit 30
2016 Proforma Cost Recovery for Business License Services



Individual Business License Fees

Based on the time estimates for each license and the individual’s hourly rate, the full cost of service for each Business License fee is compared with the current fee. Of the ten fees studied, seven recovered more than the current fee. In most cases, the over-recovery amount was significant with four fees recovering more than 200% of the cost of service. Of the remaining fees, the cost recovery ranged from 41% to 54% with an average of 47%. In 2016 the most issued licenses were first time business license renewal – base fee, nonresident business renewal – base fee, and resident business renewal – base fee. For these three fees the cost recovery percentages were 422%, 729%, and 355%. Exhibit 31 shows the results for the individual fee cost of service and cost recovery.

Exhibit 31
2016 Cost of Service by Individual Business License Fee

Fee Services for Business License	Cost of Service	Current Fee	Cost Recovery (%)
First time business license (resident and home occupation business) –	\$ 271	122.50	45%
Home occupation – Base Fee	\$ 56	30.00	54%
Nonresident business – Base Fee	\$ 30	166.00	549%
Nonresident business – Short-term – Base Fee	\$ 30	40.00	132%
Resident business – Base Fee	\$ 249	103.00	41%
First time business license renewal - Base Fee	\$ 29	122.50	422%
Home occupation renewal - Base Fee	\$ 29	30.00	103%
Nonresident business renewal - Base Fee	\$ 23	166.00	729%
Nonresident business renewal - Short term - Based Fee	\$ 23	40.00	176%
Resident business renewal - Base Fee	\$ 29	103.00	355%

Exhibit 32 shows the cost of service for each license as if they had been on the Energov system during 2016. This proforma analysis shows that seven of the ten fees recovery more than their cost of service, with percentages ranging from 168% to 1,486%. Major changes include only one full-time employee, whose salary and benefits are lower than the now retired second full-time employee from 2016, handling all the licenses. Additionally, the Energov system makes processing permits for the business licensing employee more efficient as well as increases times for some Building and Fire staff members.

Exhibit 32
2016 Proforma Cost of Service by Individual Business License Fee

Fee Services for Business License	Cost of Service	Current Fee	Cost Recovery (%)
First time business license (resident and home occupation business) –	\$ 323	122.50	38%
Home occupation – Base Fee	\$ 44	30.00	69%
Nonresident business – Base Fee	\$ 24	166.00	698%
Nonresident business – Short-term – Base Fee	\$ 24	40.00	168%
Resident business – Base Fee	\$ 307	103.00	34%
First time business license renewal - Base Fee	\$ 17	122.50	703%
Home occupation renewal - Base Fee	\$ 17	30.00	172%
Nonresident business renewal - Base Fee	\$ 11	166.00	1486%
Nonresident business renewal - Short term - Based Fee	\$ 11	40.00	358%
Resident business renewal - Base Fee	\$ 17	103.00	591%

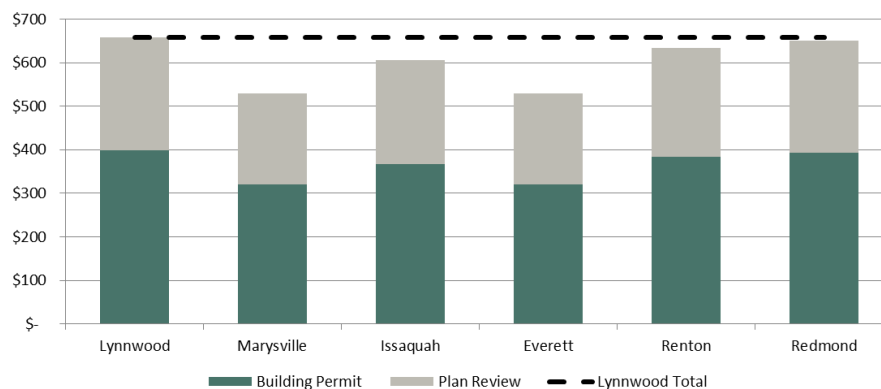
SECTION IV. FEE SURVEY

To help evaluate its fees, Lynnwood’s development and business licensing fees were compared to other jurisdictions to assess how high or low its fees are relative to neighboring or similar jurisdictions. Based on input from the City staff, fees were compared with Marysville, Issaquah, Everett, Renton and Redmond. It should be noted that only the fee schedules were used, and further research might be needed to determine whether the jurisdiction is fully recovering its costs or has policies that allow less than full cost recovery. For building fees, comparisons were made by identifying the average valuation of typical project and analyzing only the plan review and building permit fees. A sample of the most common planning fees was compared with the other jurisdictions, and it should be noted that several of City fees were not used in the other cities. The sprinkler and alarm fees for Fire permits was compared, the Right of Way permit fees for Public Works, and Environmental Review fees for Planning. The following are the highlights of the comparisons, and all the exhibits are on the next pages. The full fee survey with all fee comparisons can be found in Appendix D.

BUILDING PERMIT FEES

Overall, the City’s building fees are generally higher than other cities, but they are about the same as the City of Redmond’s fees as shown in Exhibits 33, 34 and 35. However, at higher commercial project values, Lynnwood’s fees are lower. Exhibit 34 shows that for new commercial construction Lynnwood was lower than most of the other comparison cities, second only to Marysville’s fees.

Exhibit 33
Building Fees for Single Family Homes
Single Family Remodel Valued at \$20,000



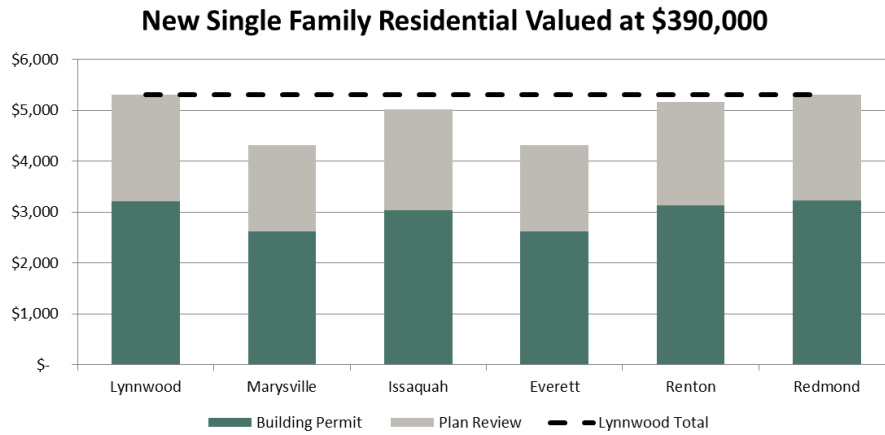


Exhibit 34
Building Fees for Commercial Projects

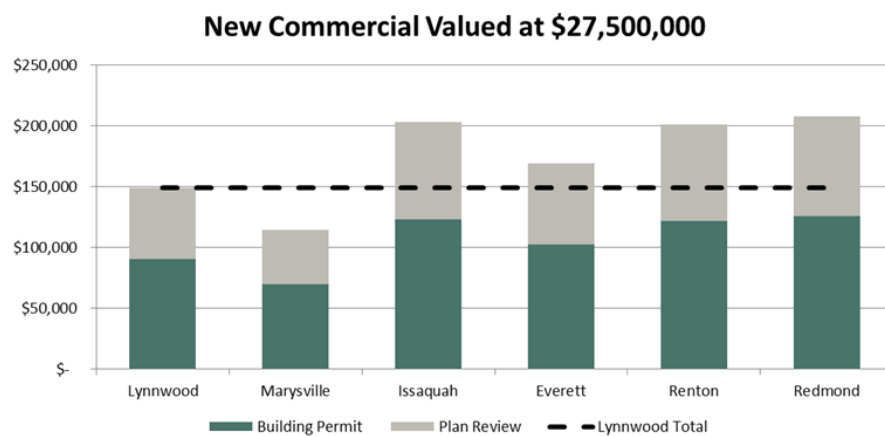
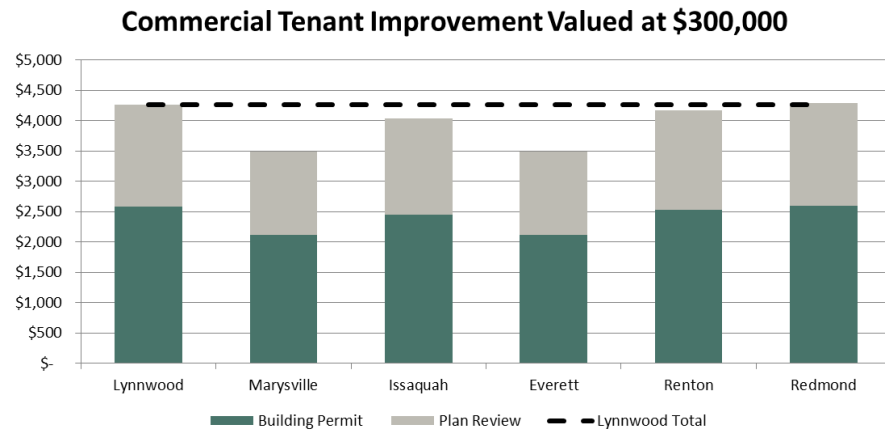
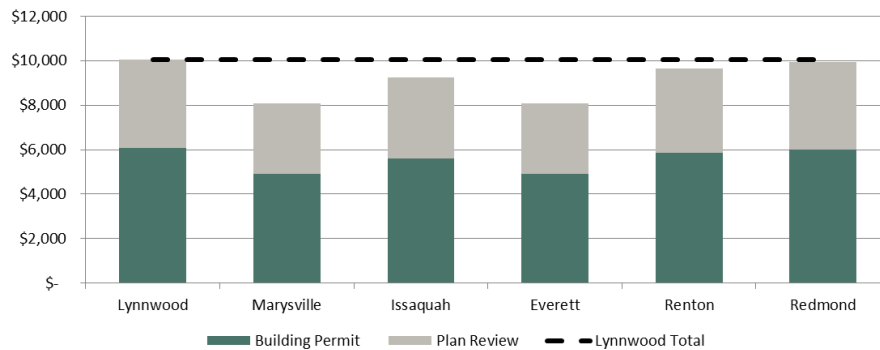


Exhibit 35

New Multifamily (4-8 unit townhomes) Valued at \$850,000



OTHER FEE COMPARISONS

Because there are more differences in the fees and the fee structures for planning, public works, and fire permit fees among the jurisdictions, it is difficult to compare the City's fees. Based on the comparisons, the following summarizes the comparisons. As previously noted the detailed fees can be found in the Appendix D.

- **Fire Permits** - The City was the only jurisdiction that charged fire permit fees based on each component of a fire alarm and sprinkler system. The valuation of work or the electrical fee table were used for fire alarm permits in Marysville and Redmond. Due to this, it is difficult to determine whether or not Lynnwood has the lowest or most expensive fees.
- **Public Works Permits** - Right-Of-Way (ROW) permits were the most common permit in Public Works. If not considering service installation, the City of Lynnwood's ROW permit fees the second highest of the comparison group, starting at \$679 for the first 100 lineal feet. The most expensive was Redmond with a \$512.75 fee for work in the roadway plus a \$128.18 inspection fee.
- **Planning Permits** - Environmental plan reviews were the most common type of permit of the planning permits. Some jurisdictions did not have Environmental Review permit fees. Instead, Renton's fee schedule stated that it may charge and collect fees to cover its costs, and Everett referred to the use of a consultant or County-level reviewers. For the jurisdictions that did have a fixed fee, the City charged the highest amount, except in cases that dealt with shorelines, where Issaquah had the highest fee.
 - In addition, rezoning permits were one of the more popular in 2016. Fees varied significantly, with the City's fees being the second most expensive after text amendments in Redmond. Conditional Use permits were also one of the more popular in 2016. Most jurisdictions' fees varied depending on what type of property or project. Due to this, the City's fee could either be considered expensive or less expensive depending on the type of application. Also, Everett does not have a traditional Conditional Use permit. According to its land use department the most similar type of permit is what it calls a Special Property Use permit.
- **Business Licenses** - The City also wanted to compare business license fees. The most common 2016 licenses issued in Lynnwood were first time business licenses, non-resident business

licenses, and resident business licenses. For first time business licenses, most other jurisdictions' fees were significantly less except for Renton. For non-resident business licenses Lynnwood's fees were the highest, and for resident business licenses only Redmond had a higher fee.

APPENDIX A – 2016 TIME ESTIMATING FORMS

Time Estimation Form

Name		Title	
Department		Division	

Annual Regular Labor	FTE	1.00	x 2,080 =	Annual Hours	2,080
-----------------------------	-----	------	-----------	--------------	-------

Full-time staff are an FTE of 1.00; half-time staff are an FTE of 0.50, etc.

Plus: Annual Overtime	+	Annual Hours	
------------------------------	---	--------------	--

Estimate overtime hours, only if it is paid time, and only if it is regular/predictable.

Total Annual Labor	=	Annual Hours	2,080
---------------------------	---	--------------	-------

= Regular + Overtime Hours

Less: Annual Leave		Annual Hours	
---------------------------	--	--------------	--

Holidays, estimated vacation, comp time, estimated sick leave, and any other regular leave.

Holidays		Annual Hours	
Personal Days		Annual Hours	
Sick Leave		Annual Hours	
Vacation Leave		Annual Hours	

Total Annual Leave	-	Annual Hours	0
---------------------------	---	--------------	---

Total Available Work Hours	=	Annual Hours	2,080
-----------------------------------	---	--------------	-------

Less: Annual Indirect Support for Development Services:

Work associated with private development but not on a specific application, permit, or client.

- | | | | |
|--|---|--------------|--|
| a. Public Information & Customer Svc | - | Annual Hours | |
| Providing general information and assistance (e.g., "counter" time). | | | |
- | | | | |
|--|---|--------------|--|
| b. Training & Certification | - | Annual Hours | |
| Sustaining or increasing professional credentials. | | | |
- | | | | |
|--|---|--------------|--|
| c. General Administration & Mgt | - | Annual Hours | |
| General office tasks, supervision, departmental management, etc. | | | |
- | | | | |
|----------------------|---|--------------|--|
| d. Other: | - | Annual Hours | |
| Please specify _____ | | | |

Net Annual Labor Related to Individual Projects/ Permits/Other Direct Services	=	Annual Hours	2,080
---	---	--------------	-------

= Total Annual Labor - Leave - Non Development Services - Indirect Support Services

Distribution of Project or Permit Related Labor

Enter the percent of time or annual labor hours spent on each of the direct services listed below .

Note that you enter the hours under the department to which the activity is related. (E.g. a building inspector who performs inspections on Land Use permits would place time under "Land Use".)

Percentage entries should total 100%.

Annual hour entries should total Net Annual Labor Related to Individual Projects/Permits from Functional Labor Estimate.

Building

	% of Labor	-OR-	Annual Hours
Building Permits/Inspections			-
Plan Review			-
Plumbing/Mechanical/Electrical			-
Other Non-Fee Building Services			-

Land Use

Current Planning			-
Code and Policy Development			-
Long Range Planning			-
Other Non-Fee Planning/Economic Development Services			-

Public Works

Public Works Development Permits			-
Other Non-Development Services			-

Fire

Fire Development Related Permits			-
Annual Inspections			-
Other Non-Fee Fire Services			-

Other Activities

Business Licenses			-
Code Enforcement			-
Other: Please List			-
			-
			-
			-
Total			-

APPENDIX B – 2016 EMPLOYEE TIME ESTIMATES

Building LABOR HOURS		Total	Stacy Criswell - Building Official	John Grotte - Assistant Building Official	Art Carroll - Building Inspector	Rick Kirschner - Combination Inspector	Dan Berlin - Electrical Inspector
Labor Breakdown	Annual Regular Labor	10,400	2,080	2,080	2,080	2,080	2,080
	Annual Overtime	0					
	Annual Labor	10,400	2,080	2,080	2,080	2,080	2,080
	Annual Leave	1,648	344	344	320	320	320
Total Available Work Hours		8,752	1,736	1,736	1,760	1,760	1,760
Indirect Activities	Public Information & Customer Service	1,446	459	459		264	264
	Training & Certification	200	40	40	40	40	40
	General Admin & Mgt	2,066	868	868	110	110	110
	Other	0					
	General Business License	0					
Net Annual Labor Related to Direct Services		5,040	369	369	1,610	1,346	1,346
Direct Fee Time Categories for	Building Permits/Inspections	2,161	64	87	1,256	377	377
	Plan Review	2,658	192	260	322	942	942
	Plumbing/Mechanical/Electrical	0					
	Other Non-Fee Building Services	0					
	Current Planning	38	16	22			
	Business Licenses	97	97				
		0					
Direct Non-Fee Time	Code Enforcement - Building	86			32	27	27
		0					
		0					
Total Direct Hours		5,040	369	369	1,610	1,346	1,346
Total Indirect Hours		3,712	1,367	1,367	150	414	414
Total Direct Hours - Fee Services		4,954	369	369	1,578	1,319	1,319
Total Direct Hours - Direct Non-Fee Time Categories		86	-	-	32	27	27
Grand Total		8,752	1,736	1,736	1,760	1,760	1,760

Planning LABOR HOURS		Total	Todd Hall - Planning Manager	Gloria Rivera - Senior Planner	Chanda Emery - Senior Planner	Michelle Szafran - Associate Planner
Labor Breakdown	Annual Regular Labor	8,320	2,080	2,080	2,080	2,080
	Annual Overtime	0				
	Annual Labor	8,320	2,080	2,080	2,080	2,080
	Annual Leave	1,208	288	344	288	288
Total Available Work Hours		7,112	1,792	1,736	1,792	1,792
Indirect Activities	Public Information & Customer Service	1,955	358	521	538	538
	Training & Certification	120	40	40	40	
	General Admin & Mgt	1,047	448	195	202	202
	Other	0				
	General Business License	0				
Net Annual Labor Related to Direct Services		3,990	946	980	1,012	1,052
Direct Fee Time Categories for	Building Permits/Inspections	374	95	98	101	81
	Plan Review	0				
	Current Planning	1,818	359	490	405	564
	Public Works Development Permits	19	19			
	Business Licenses	246				246
		0				
Direct Non-Fee Time	Code and Policy Development	668	189	196	202	81
	Long Range Planning	490	189	98	202	
	Other Non-Fee Planning/Economic Development Services	374	95	98	101	81
		0				
		0				
Total Direct Hours		3,990	946	980	1,012	1,052
Total Indirect Hours		3,122	846	756	780	740
Total Direct Hours - Fee Services		2,458	473	588	506	891
Total Direct Hours - Direct Non-Fee Time Categories		1,532	473	392	506	161
Grand Total		7,112	1,792	1,736	1,792	1,792

Public Works LABOR HOURS		Total	Arnold Kay - Supervisor - Environment, Engineering, & Development Services	Joellen Hwung - Civil I Engineer	Ron Hammons - Construction Inspector	Jacob Bradley - Engineering Tech I	John Harper - Engineering Tech I
Labor Breakdown	Annual Regular Labor	10,400	2,080	2,080	2,080	2,080	2,080
	Annual Overtime	0					
	Annual Labor	10,400	2,080	2,080	2,080	2,080	2,080
	Annual Leave	1,440	352	272	272	272	272
Total Available Work Hours		8,960	1,728	1,808	1,808	1,808	1,808
Indirect Activities	Public Information & Customer Service	664	456	52	52	52	52
	Training & Certification	400	80	80	80	80	80
	General Admin & Mgt	504	46	113	113	119	113
	Other	0					
	General Business License	0					
		0					
		0					
		0					
Net Annual Labor Related to Direct Services		7,392	1,146	1,563	1,563	1,557	1,563
Direct Fee	Current Planning	173	173				
	Public Works Development Permits	5,288	449	1,563	1,563	150	1,563
	Business Licenses	47				47	
	Code and Policy Development - PW	69	69				
	Other PW Non-Development Services	1,770	456			1,314	
		0					
	Code Enforcement - Public Works	47				47	
	0						
Total Direct Hours		7,392	1,146	1,563	1,563	1,557	1,563
Total Indirect Hours		1568	582	245	245	251	245
Total Direct Hours - Fee Services		5,507	621	1563	1563	197	1563
Total Direct Hours - Direct Non-Fee Time Categories		1,885	525	0	0	1360	0
Grand Total		8960	1728	1808	1808	1808	1808

Fire LABOR HOURS		Total	Baker - Fire Inspector	Huckstep - Fire Inspector	Job - Fire Inspector	Youngman - Fire Inspector	Lee (Pelt) - Permit Tech/Admin Assistant
Labor Breakdown	Annual Regular Labor	10,400	2,080	2,080	2,080	2,080	2,080
	Annual Overtime	260	0	0	260	0	0
	Annual Labor	10,660	2,080	2,080	2,340	2,080	2,080
	Annual Leave	1,780	408	344	352	420	256
Total Available Work Hours		8,880	1,672	1,736	1,988	1,660	1,824
Indirect Activities	Public Information & Customer Service	1,146	334	80	173	225	334
	Training & Certification	194	40	50	40	40	24
	General Admin & Mgt	1,042	104	80	173	25	660
	Other	4				4	
	General Business License	0					
		0					
		0					
		0					
Net Annual Labor Related to Direct Services		6,494	1,194	1,526	1,602	1,366	806
Direct Fee Time Categories for Fire	Building Permits/Inspections	69	60				9
	Plumbing/Mechanical/Electrical	64	36			28	
	Public Works Development Permits	64	36			28	
	Fire Development Related Permits	3,093	812	134	961	785	401
	Plan Review	160			160		
	Current Planning	80			80		
	Business Licenses	295		67	80	110	38
Direct Non-Fee Time Categories	Annual Inspections	1,591	119	1,071	240	137	24
	Other Non-Fee Fire Services	701	131	254	80	236	0
		0					
	Code Enforcement - Fire	42				42	
Non-DS Fire	334					334	
Total Direct Hours		6,494	1,194	1,526	1,602	1,366	806
Total Indirect Hours		2385.6	478	210	385.6	294	1018
Total Direct Hours - Fee Services		3,826	944	201	1281.92	951	448
Total Direct Hours - Direct Non-Fee Time Categories		2,668	250	1325	320.48	415	358
Grand Total		8880	1672	1736	1988	1660	1824

Other Public Works Staff LABOR HOURS		Total	Paul Coffelt - Traffic Engineer	Maisha Mahmud - Project Manager	Jared Bond - Supervisor - Environment	Darlene Stokes - Engineering Tech I
Labor Breakdown	Annual Regular Labor	8,320	2,080	2,080	2,080	2,080
	Annual Overtime	0				
	Annual Labor	8,320	2,080	2,080	2,080	2,080
	Annual Leave	1,088	272	272	272	272
Total Available Work Hours		7,232	1,808	1,808	1,808	1,808
Indirect Activ	Public Information & Customer Service	208	52	52	52	52
	Training & Certification	320	80	80	80	80
	General Admin & Mgt	452	113	113	113	113
		0				
Net Annual Labor Related to Direct Services		6,252	1,563	1,563	1,563	1,563
Direct Fee Time	Public Works Development Permits	469	78	78	156	156
		0				
		0				
Direct Non-Fee Time	Other Non-Fee Services	5,783	1,485	1,485	1,407	1,407
		0				
		0				
		0				
		0				
Total Direct Hours		6,252	1,563	1,563	1,563	1,563
Total Indirect Hours		980	245	245	245	245
Total Direct Hours - Fee Services		469	78	78	156	156
Total Direct Hours - Direct Non-Fee Time Categories		5,783	1485	1485	1407	1407
Grand Total		7232	1808	1808	1808	1808

Teri Minaker -
Finance Debbie
Technician Hodgson

Business License		Labor Hours	Labor Hours
Labor Breakdown	Annual Regular Labor	2,080	2,080
	Annual Overtime	0	0
	Annual Labor	2,080	2,080
	Annual Leave	392	392
Total Available Work Hours		1,688	1,688
Indirect Activities	Public Information & Customer Service	36	36
	Training & Certification		
	General Admin & Mgt		
	Other		
	General Business License	909	909
Net Annual Labor Related to Direct Services		744	744
Direct Time Categories for Business License	First time business license (resident and home occupation business) – Base Fee	52	52
	Home occupation – Base Fee	7	7
	Nonresident business – Base Fee	72	72
	Nonresident business – Short-term – Base Fee	45.9	45.9
	Resident business – Base Fee	34	34
	First time business license renewal - Base Fee	178	178
	Home occupation renewal - Base Fee	21	21
	Nonresident business renewal - Base Fee	150	150
	Nonresident business renewal - Short term - Based Fee	0	0
	Resident business renewal - Base Fee	157	157
	Body Scrub Facilities	1	1
	Body Scrub Employee License	3	3
	Taxi Cab Companies	1	1
	Taxi Cab Driver Licenses	7	7
	Special Event Permits	4	4
	Christmas Tree Lot Permits	0	0
	Dance Permits	1	1
	2nd Hand Dealer/Pawnbroker	3	3
	2nd Hand/Pawnbroker Employee License	8	8
Total Direct Hours		744	744

APPENDIX C – PERMIT PROCESSING TIMES

Fee Services for Building	Total
Mechanical Permit – One and Two-Family Dwelling – Issuance	0.17
Gas Piping – One and Two-Family Dwelling – Outlet or System – Per Outlet, up to and Including Four Outlets	1.50
Gas Piping – One and Two-Family Dwelling – Outlet or System – Per Additional Outlet Over 4	0.08
Installation – One and Two-Family Dwelling – Air-handler, Not Part of a System Including Ducts	2.00
Installation – One and Two-Family Dwelling – Furnace, Heater or Burner, Including Installation – One and Two-Family Dwelling – IRC or IMC Regulated	2.00
Appliances/Equipment not Otherwise Specified – Including Wood Stoves, Misc. Non-portable Appliances, Gas Hot Water Heaters	2.00
Installation – One and Two-Family Dwelling – Relocation or Replacement – Per Appliance Vent Installed and Not Included in an Appliance Permit	1.50
Installation/Relocation – One and Two-Family Dwelling – Per Boiler or Compressor	2.00
Installation/Relocation – One and Two-Family Dwelling – Incinerator – Per Commercial or Industrial Type	2.00
Installation/Relocation – One and Two-Family Dwelling – Incinerator – Per Domestic Type, Including Metal Fireplaces, Inserts, etc.	1.67
Repair, Alteration or Addition – One and Two-Family Dwelling – Per Piece of Heating or Cooling Equipment, Including Controls	2.00
Ventilation – One and Two-Family Dwelling – Fan Connected to Single Duct	1.50
Ventilation – One and Two-Family Dwelling – System Not Part of HVAC System Authorized by Permit	1.50
Plumbing Permit – One and Two-Family Dwelling – Issuance	0.17
Backflow Protection Device – One and Two-Family Dwelling	1.50
Drainage Vent Piping – One and Two-Family Dwelling – Installation, Alteration, or Repair	2.00
Floor Drains – One and Two-Family Dwelling	1.50
Floor Sinks – One and Two-Family Dwelling	1.50
Hose Bib/Vacuum – One and Two-Family Dwelling	1.50
Lawn Sprinkler Systems – One and Two-Family Dwelling – Single-Meter System, Including Backflow Devices	1.50
Plumbing Fixtures – One and Two-Family Dwelling	2.00
Rainwater Systems – One and Two-Family Dwelling	1.50
Water Heaters – One and Two-Family Dwelling	2.00
Water Piping/Water Treating Equipment – One and Two-Family Dwelling – Installation, Alteration, or Repair	1.50
Multifamily Single-Use Water Heater – Processing Fee per Heater	0.17
Multifamily Single-Use Water Heater – Per Electric Heater	2.00
Multifamily Single-Use Water Heater – Per Gas Heater	2.00

Fee Services for Building	Total
Demolition, Single-Family – Primary Building	1.50
Demolition, Single-Family – Accessory Building or Structure	1.50
Inspection, minimum for occupancy change	2.00
Inspection, Minimum Site – Including Adult Family Homes	4.50
Processing Fee – For All Permits Not Requiring Plan Review	0.50
Banner Permit – Per Occupancy	1.50
Solar System, Single-Family Per Permitting Checklist	2.00
Plan Review – Minimum Charge	1.00
Electrical – Commercial and Multifamily (Includes Low Voltage and Solar Systems) – Valuation equal to \$0 - \$1,000	2.00
Electrical – Single Family, New – Low Voltage Systems – Including Security, Phones, Computers, etc.	1.50
Electrical – Single Family, New – Service/Panel, Accessory Building or Structure – Including Garages, Pools, Spas, and Outbuildings	2.00
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Up to 200 amp (Including Garage)	2.00
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Processing Fee	0.50
Electrical – Single Family, New – Service/Panel, Primary Dwelling – Over 200 amp (Including Garage)	2.00
Electrical – Single-Family, Remodel and Service – Circuits, Added/Altered – No Service Change – Up to 10 Circuits	2.00
Electrical – Single-Family, Remodel and Service – Circuits, Added/Altered – No Service Change – Per Additional Circuit	0.17
Electrical – Single-Family, Remodel and Service – Low Voltage Systems – Including Security, Phones, Computers, etc.	1.50
Electrical – Single-Family, Remodel and Service – Mast/Meter – Repair or Alteration	1.50
Electrical – Single-Family, Remodel and Service – Repair/Rewiring	2.00
Electrical – Single-Family, Remodel and Service – Service/Panel Alteration or Change – Base Fee	2.00
Electrical – Single-Family, Remodel and Service – Service/Panel Alteration or Change – Per Added Circuit	0.17
Electrical – Solar, Single Family – Per Solar System Permitting Checklist	0.50
Electrical – Miscellaneous – Installation Transfer/Switch – Panel and Residential Generator	1.50
Electrical – Miscellaneous – Service, Events (Carnivals, Art and Street Fairs, Haunted Houses, Amusement Rides, and Other Temporary Events) – Base Fee	1.50
Electrical – Miscellaneous – Service, Events (Carnivals, Art and Street Fairs, Haunted Houses, Amusement Rides, and Other Temporary Events) – Per Concession	0.50

Fee Services for Building	Total
Service, Mobile/Manufactured Home	2.00
Service, Portable Classrooms	2.00
Service, Swimming Pools, Hot Tubs Spas and Saunas	1.50
Service, Temporary	1.50
Sign Hook-Up – Per Sign	1.50
T-stats, Commercial – Base Fee	1.00
T-stats, Commercial – Each Additional T-stat over 1	0.08
Structure Moving Permit – Base Fee	2.50
Mechanical Permit - One and Two-Family Dwelling - Base Fee (Includes 2 Inspections)	1.17
Gas Piping - One and Two-Family Dwelling - Outlet or System - Per Outlet	0.08
All Other Fixtures - One and Two-Family Dwelling - Per Fixture	0.17
Mechanical Re-Inspection - One and Two-Family Dwelling	0.50
Plumbing Permit - One and Two-Family Dwelling - Base Fee (Includes 2 Inspections)	1.17
All Fixtures - One and Two-Family Dwelling - Per Fixture	0.17
Plumbing Re-Inspection - One and Two-Family Dwelling	0.50
Electrical - Single Family, New, Remodel, and Service - Base Fee (Includes 3 Inspections)	2.00
Electrical Single Family, New, Remodel, and Service per fixture/system/repair	0.17
Electrical Re-Inspection - Single Family New or Remodel	0.50
Multifamily Single-Use Water Heater - Base Fee (Includes 3 Inspections)	1.67
Multifamily Single-Use Water Heater - Per Heater	0.17
Single Use Water Heater Re-Inspection - Multi-family Single-Use Water Heater	0.50

Fee Services for Planning	Total
Comprehensive Plan Amendment (Map or Text)	70.75
Boundary Line Adjustment	18.00
Lot Combination	18.00
Subdivision	134.00
Short Subdivision – Creating Two Lots	38.00
Short Subdivision – Creating 3-9 Lots	108.00
Accessory Dwelling Unit	20.00
Administrative Amendment	8.50
Conditional Use Permits	55.00
Essential Public Facility – Local	44.50
Essential Public Facility – Regional or State	204.00
Miscellaneous Plan Review	11.00
Parking Alternatives Review	11.00
Planned Unit Development (PUD)	134.00
Project Design Review – Under 5,000 Gross Sq. Ft.	36.00
Project Design Review – 5,000 Gross Sq. Ft. and Above	146.00
Reclassification (Rezone)	110.75
Variance, Single-Family	21.50
Variance, Standard (Non-Single-Family)	28.00
Wireless Communication Facility	18.50
Zoning Code Interpretation	10.50
Zoning Certification Letter	2.75
Signs with Searchlights	1.50
Environmental Checklist Review (SEPA) and Threshold Determination	49.00
Environmental Checklist Review (SEPA) and Threshold Determination – Addendum	9.00
Appeals – Nonapplicant	82.00
Appeals – Business License, Home Occupation	25.00
Appeals – Business License, All Other	26.00
Appeals – Appeal to the Hearing Examiner – Applicant	82.00
Pre-Application Meeting [New]	7.00
Re-inspection fees	1.00

Fee Services for Public Works	Total
Grading Permit – Administrative Fee, Plus Inspection and Plan Review Fees (50 cubic yards/38.2 cubic meters or less exempt)	11.00
Grading Inspection Fees – 50 cubic yards (38.2 cubic meters) or less	0.50
Grading Inspection Fees – 51 to 100 cubic yards (40 to 76.5 cubic meters)	1.00
Grading Inspection Fees – 101 to 1,000 cubic yards (77.2 to 764.6 cubic meters) – First 100 cubic yards	1.00
Grading Inspection Fees – 101 to 1,000 cubic yards (77.2 to 764.6 cubic meters) – Each Additional 100 cubic yards	0.50
Grading Inspection Fees – 1,001 to 10,000 cubic yards (765.3 to 7,645.5 cubic meters) – First 1,000 cubic yards	5.00
Grading Inspection Fees – 1,001 to 10,000 cubic yards (765.3 to 7,645.5 cubic meters) – Each Additional 1,000 cubic yards	5.00
Grading Inspection Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – First 10,000 cubic yards	10.00
Grading Inspection Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – Each additional 10,000 cubic yards	10.00
Grading Inspection Fees – 100,001 cubic yards (76,456 cubic meters) or more – First 100,000 cubic yards	20.00
Grading Inspection Fees – 100,001 cubic yards (76,456 cubic meters) or more – Each additional 10,000 cubic yards	10.00
Grading Plan Review Fees – 51 to 100 cubic yards (40 to 76.5 cubic meters)	1.00
Grading Plan Review Fees – 101 to 1,000 cubic yards (77.2 to 764.6 cubic meters) – First 100 cubic yards	1.00
Grading Plan Review Fees – 1,001 to 10,000 cubic yards (765.3 to 7,645.5 cubic meters) – First 1,000 cubic yards	8.00
Grading Plan Review Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – First 10,000 cubic yards	4.00
Grading Plan Review Fees – 10,001 to 100,000 cubic yards (7,645.5 to 76,456 cubic meters) – Each Additional 10,000 cubic yards	1.00
Grading Plan Review Fees – 100,001 to 200,000 cubic yards (76,456 to 152,911 cubic meters) – First 100,000 cubic yards	4.00
Grading Plan Review Fees – 100,001 to 200,000 cubic yards (76,456 to 152,911 cubic meters) – Each Additional 10,000 cubic yards	1.00
Grading Plan Review Fees – 200,001 cubic yards (152,912 cubic meters) or more – First 200,000 cubic yards	4.00
Grading Plan Review Fees – 200,001 cubic yards (152,912 cubic meters) or more – Each Additional 10,000 cubic yards	1.00
Critical Areas Permit – No Mitigation Required	8.50
Critical Areas Permit – Mitigation Plan Required	29.50
Tree Removal Permit – Class I Tree Removal Permit	1.00
Tree Removal Permit – Class II Tree Removal Permit – First 10 Significant Tree Units Approved for Removal	7.50

Fee Services for Public Works	Total
Weekend Work Permit	0.75
Right-of-Way Use Permit – Underground Work – First 100 Lineal Feet	2.00
Right-of-Way Use Permit – Underground Work – Per Additional 100 Lineal Feet or Portion Thereof, up to 500 Lineal Feet	1.25
Right-of-Way Use Permit – Underground Work – Per 100 Lineal Feet or portion after 500 Lineal Feet	1.25
Right-of-Way Use Permit – Above-Ground Work, New Installations – First 100 Lineal Feet	1.75
Right-of-Way Use Permit – Above-Ground Work, New Installations – Per 100 Lineal Feet or Portion After 100 Lineal Feet	1.25
Right-of-Way Use Permit – Above-Ground Work, Repair or Replacement (Including Work from Manhole to Manhole in Existing Conduit) – First 100 Lineal Feet	1.75
Right-of-Way Use Permit – Above-Ground Work, Repair or Replacement (Including Work from Manhole to Manhole in Existing Conduit) – Per 100 Lineal Feet or Portion After 100 Lineal Feet	1.25
Right-of-Way Vacation – Prehearing Fee	80.00
Road Improvement Permit – First 300 Lineal Feet of Road	41.50
Road Improvement Permit – Per 100 Lineal Feet or Portion After 300 Lineal Feet	10.00
Cross-Connection Control Permit – Single-Family, Excluding Irrigation Systems Permitted Under L	1.75
Cross-Connection Control Permit – Multifamily or Commercial, Per Device	1.75
Fire Hydrant Inspection Permit	2.50
Fire Hydrant, Use Permit – Administration Fee	1.00
Purity Tests	3.50
Water Meter, Installed by Developer (without Facilities Charge) – 3/4” Meter	2.50
Water Meter, Installed by Developer (without Facilities Charge) – 1” Meter	2.50
Water Meter, Installed by Developer (without Facilities Charge) – 1-1/2” Meter (Short, Less than 25’)	2.50
Water Meter, Installed by Developer (without Facilities Charge) – 1-1/2” Meter (Long)	2.50
Water Meter, Installed by Developer (without Facilities Charge) – 2” Meter (Short, Less than 25’)	2.50
Water Meter, Installed by Developer (without Facilities Charge) – 2” Meter (Long)	2.50
Water Meter, Installed by Developer (without Facilities Charge) – Over 2”	2.50
Water Main Connection Permit	5.00
Water Main/Service Permit – First 100 Lineal Feet	6.50
Water Main/Service Permit – Per Additional 100 Lineal Feet or Portion Thereof	1.50
Water Service Permit, Private – New Service (Each) – Commercial, SFR, Plat or Short Plat	2.00
Water Service Permit, Private – Repair or Replacement of Water Lines Between the Meter and Building (Greater than 25 Feet)	2.00
Water Service Permit, Private – Repair or Replacement of Water Lines Between the Meter and Building (25 Feet or Less)	1.50
Re-inspection Fee	1.00
Storm Drainage Permits – Conveyance System (Pipe, Ditch, Swale, Etc.) – First 100 Lineal Feet	9.50
Storm Drainage Permits – Conveyance System (Pipe, Ditch, Swale, Etc.) – Per Additional 100 Lineal Feet or Portion Thereof	4.50

Fee Services for Public Works	Total
Storm Main Connection Permit – Initial Connection (To Include One Manhole, New or Existing)	5.75
Storm Main Connection Permit – Per Additional Manhole	5.25
Storm Drainage Permits – Retention/Detention System	12.50
Storm Drainage Permits – Roof or Foundation Drain Installation Permit, Residential – Greater than 50 Feet	2.75
Storm Drainage Permits – Roof or Foundation Drain Installation Permit, Residential – 50 Feet or Less, or Connection to Existing within 50 Feet	1.75
Industrial Waste Limited Discharge Permit	8.50
Industrial Waste Discharge Permit – First Application	22.50
Industrial Waste Discharge Permit – All Subsequent Applications	6.00
Grease Interceptor Permit	2.75
Sewer, Capping Permit – Including Abandonment of On-Site Septic Systems	1.50
Sewer, Lateral Permit – First 100 Lineal Feet	6.50
Sewer, Lateral Permit – Per Additional 100 Lineal Feet or Portion Thereof	1.50
Sewer, Main Connection Permit – Initial Connection (To Include One Manhole, new or Existing)	5.75
Sewer, Main Connection Permit – Per Additional Manhole	5.25
Sewer, Main Installation Permit – First 100 Lineal Feet	6.50
Sewer, Main Installation Permit – Per Additional 100 Lineal Feet or Portion Thereof	1.50
Side Sewer Permit, New Commercial, SFR, Plat or Short Plat	6.50
Side Sewer Permit, Repair or Replacement – Greater than 25 feet	2.00
Side Sewer Permit, Repair or Replacement – 25 feet or less	1.50
Re-inspection Fee	1.00

Fee Services for Fire	Total
Commercial Kitchen Hood Permit – Base Fee	1.50
Commercial Kitchen Hood Permit – Control Head/System	0.66
Commercial Kitchen Hood Permit – Nozzles	0.11
Commercial Kitchen Hood Permit – Pull Station	0.11
Commercial Kitchen Hood Permit – Auto Temp. Switch	0.28
Commercial Kitchen Hood Permit – Fusible Link	0.04
Fire Alarm Permits – Base Fee	2.75
Fire Alarm Permits – Fire Alarm Control Panel	2.25
Fire Alarm Permits – Power Supply	0.66
Fire Alarm Permits – Keypad	0.24
Fire Alarm Permits – Audio/Visual Device	0.05
Fire Alarm Permits – Smoke/Heat/Pull	0.05
Fire Alarm Permits – Duct Detector	0.35
Fire Alarm Permits – Flow/Tamper/Pressure	0.05
Fire Alarm Permits – Transmitter	0.84
Fire Alarm Permits – NAC Circuit	0.05
NFPA 13-D Sprinkler System Permit	3.75
NFPA 13 and 13-R Sprinkler System Permits – Base Fee	2.75
NFPA 13 and 13-R Sprinkler System Permits – Wet Riser	1.50
NFPA 13 and 13-R Sprinkler System Permits – Dry Riser	2.00
NFPA 13 and 13-R Sprinkler System Permits – Sprinkler Head	0.04
NFPA 13 and 13-R Sprinkler System Permits – Standpipe	5.00
NFPA 13 and 13-R Sprinkler System Permits – Fire Pump	5.50
NFPA 13 and 13-R Sprinkler System Permits – Additional Control Valve	0.04
NFPA 13 and 13-R Sprinkler System Permits – Hydro Testing	0.25
Plan Review – Expedited Review	2.00
Expedited Resubmittal - Minimum	1.00
Underground Tank Removal – Commercial	3.25
Underground Tank Removal – Residential	2.25
Inspection – Not Ready for Inspection Fee	1.00
Inspection – Overtime (minimum 2 Hrs)	2.00
Inspection – Nights, weekends and call back (minimum 4 hrs)	4.00
Fire Plan Review (non-fire)- Building, Civil, Planning, etc. - Tenant Improvements	1.00
Annual Inspections	1.50
Minimum Site Inspections	1.50
Pre-Construction Meeting	1.00
Pre-Development Meeting	1.00
Tire Storage inside building permit	2.00
Self Service Fuel Station Permit	2.00
CO2 System Permit	2.00
Special Event Review/Inspection	1.50
DAS System - Plan Review	1.00
DAS System Permit – Permit Fee	4.25
Fire Plan Review (non-fire)- Building, Civil, Planning, etc. - New Construction	4.00
Hot Works Permit	2.00

Fee Services for Business License	Total
First time business license (resident and home occupation business) – Base Fee	1.58
Home occupation – Base Fee	0.50
Nonresident business – Base Fee	0.25
Nonresident business – Short-term – Base Fee	0.25
Resident business – Base Fee	1.42
First time business license renewal - Base Fee	0.17
Home occupation renewal - Base Fee	0.17
Nonresident business renewal - Base Fee	0.14
Nonresident business renewal - Short term - Based Fee	0.14
Resident business renewal - Base Fee	0.17

Proforma Fee Services for Business License	Total
First time business license (resident and home occupation business) – Base Fee	1.75
Home occupation – Base Fee	0.42
Nonresident business – Base Fee	0.25
Nonresident business – Short-term – Base Fee	0.25
Resident business – Base Fee	1.67
First time business license renewal - Base Fee	0.12
Home occupation renewal - Base Fee	0.12
Nonresident business renewal - Base Fee	0.09
Nonresident business renewal - Short term - Based Fee	0.09
Resident business renewal - Base Fee	0.12

APPENDIX D – 2016 FEE COMPARISONS

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Building Permit Fees							
Building Permit Fees	\$0-\$1,000	\$53.00	\$1-\$500 is \$50; \$501-\$2,000 is \$50 for first \$500, \$3.05 for each additional \$100	\$1-\$500 is \$26.45; \$501-\$2,000 is \$26.45 for first \$500 plus \$3.30 per additional \$100	\$45.00 up to \$1,500; \$23.50 for the first \$500 plus \$3.05 for each additional \$100	\$28 up to \$500, \$28 plus \$3.65 for each additional \$100 over \$500	\$28.86 up to \$500, \$28.86 for the first \$500 plus \$3.75 for each additional \$100 up to \$85.06 for the first \$2,000 plus \$17.17 for each additional \$1,000
	\$1,001-\$2,000	\$53.00 for the first \$1,000 plus \$4.00 for each additional \$1,000					
	\$2,001-\$25,000	\$93.00 for the first \$2,000 plus \$17.00 for each additional \$1,000	\$69.25 for first \$2,000 plus \$14 per additional \$1,000	\$78.85 for the first \$2,000 plus \$16 per additional \$1,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000	\$82.75 plus \$16.75 for each additional \$1,000	\$480.59 for the first \$25,000 plus \$12.40 for each additional \$1,000
	\$25,001 to \$50,000	\$484.00 for the first \$25,000 plus \$12.00 for each additional \$1,000	\$391.25 for first \$25,000 plus \$10.10 per additional \$1,000	\$444.30 for the first \$25,000 plus \$11.60 per additional \$1,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000	\$468 plus \$12 for each additional \$1,000	\$790.76 for the first \$50,000 plus \$8.61 for each additional \$1,000
	\$50,001 to \$100,000	\$784.00 for the first \$50,000 plus \$8.00 for each additional \$1,000	\$643.75 for first \$50,000 plus \$7.00 per additional \$1,000	\$730.95 for the first \$50,000 plus \$7.70 per additional \$1,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000	\$768 plus \$8.35 for each additional \$1,000	\$1,220.68 for the first \$100,000 plus \$6.89 for each additional \$1,000
	\$101,000 to \$500,000	\$1,184.00 for the first \$100,000 plus \$7.00 for each additional \$1,000	\$993.75 for first \$100,000 plus \$5.60 per additional \$1,000	\$1,127.85 for the first \$100,000 plus \$6.60 per additional \$1,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000	\$1,185.50 plus \$6.70 for each additional \$1,000	\$3,972.18 for the first \$500,000 plus \$5.83 for each additional \$1,000
	\$501,000 to \$1,000,000	\$3,984.00 for the first \$500,000 plus \$6.00 for each additional \$1,000	\$3,233.75 for first \$500,000 plus \$4.75 per additional \$1,000	\$3,672.40 for the first \$500,000 plus \$5.50 per additional \$1,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000	\$3,865.50 plus \$5.65 for each additional \$1,000	
	\$1,000,001 - \$5,000,000	\$6,984.00 for the first \$1,000,000 plus \$4.00 for each additional \$1,000	\$5,608.75 for the first \$1,000,000 plus \$3.65 per additional \$1,000	\$6,369.15 for the first \$1,000,000 plus \$4.40 per additional \$1,000	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000	\$6,690.50 plus \$4.35 for each additional \$1,000	\$6,889.48 for the first \$1,000,000 plus \$4.49 for each additional \$1,000
	\$5,000,001 and up	\$22,984.00 for the first \$5,000,000 plus \$3.00 for each additional \$1,000					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Building Permit Fees							
Plan Review and Permit Processing Charges	Building Permit Requiring Review	65% of Building Permit Fee	65% of building permit fee	65% of building permit fee	65% of building permit fees	65%	65%
	Community/Multi-family Mechanical Permits	40% of Mechanical Permit Fee		65% if plan required			
	Community/Multi-family Plumbing Permit	40% Plumbing Permit Fee		65% if plan required		40%	
	Review for Changes to Approved Plans	\$116.00 per hour (Min 1 hour)					
	For All Permits Not Requiring Plan Review	\$38.00					
	Technology fee			5%			3%
Other	Mobile Home Permits		\$200 for single wide, \$300 for double wide				
	Signs		Plan review is 65% of permit inspection fees, \$50 per sign for electrical, \$4.50 surcharge per permit. \$30 for \$1 to \$500 sign valuation, \$30 for first \$500 plus \$3.05 for each additional \$100 up to \$2,000, \$69.25 for first \$2,000 and \$14 for each additional \$1,000 up to \$25,000, \$391.25 for first \$25,000 plus \$10.10 for each additional \$1,000 up to \$50,000, \$643.75 for first \$50,000 plus \$7 for each additional \$1,000 up to \$100,000.			Signs (wall/projecting/canopy/roof) \$250 per tenant, Monument/Pole \$250/sign, Decorative Real Estate Flag \$75 per entrance	

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Mechanical Permits							
Mechanical Permits – 1 & 2 Family Dwellings	Permit Issuance	Issuing Each Permit \$38.00 plus \$19.00 per Supplemental Permit	\$50.00	\$30	\$25 for permit issuance; \$50/hr for reinspection or when no fee is specifically indicated	\$49.50	\$56.94 for residential and multi-family. All individual fees listed are for this class. Plan Review is 25% of permit fee
	Air-Handler Installation (not including ducts)	\$19.00 for 10,000 Cubic Feet per Minute or Less, and \$32.00 if over 10,000 Cubic Feet per Minute	\$20.00				
	Boiler or Compressor up to 3hp/100,000 BTUs	\$32.00		\$17	Based on valuation: \$15 for \$500 or less, \$30 for \$501 to \$1000, \$10 for each additional \$5,000 over the first \$5,000	\$18.75 for each single family, \$66 for commercial	
	Boiler or Compressor 3-15 hp (1,000,001-500,000 BTUs)	\$50.00		\$31			
	Boiler or Compressor 15-30 hp (500,001 - 1,000,000 BTUs)	\$69.00		\$42			
	Boiler or Compressor 30-50 hp (1,000,001 - 1,750,000 BTUs)	\$88.00		\$63			
	Boiler or Compressor over 50 hp (Over 1,750,001 BTUs)	\$107.00		\$105			
	Furnace, Heater or Burner, with attached ducts and vents	\$25.00 up to and including 100,000 BTUs, \$38.00 over 100,000 BTUs	\$20 plus \$20 for ducts	\$17 less than 100,000 BTU, \$21 greater than 100,000 BTU			\$10 additional fee per fixture
	Gas Piping, Outlet or System	\$25.00 Per Outlet, Up to and including 4 Outlets	\$20.00	\$6 up to 5 outlets, \$2 each outlet over 5	\$13.25 up to 4 outlets, \$2.75 for each additional outlet	\$9.11 per outlet, \$17.08 per fixture for gas appliance & piping	
	Incinerator (Includes Relocation)	\$95.00 per commercial or Industrial Type, \$32.00 per domestic-type, including metal fireplaces, inserts, etc.	\$20		\$82.50		

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Mechanical Permits							
Mechanical Permits – 1 & 2 Family Dwellings	IRC/IMC Regulated Appliance Not Specified	\$32.00 Including Wood Stoves, Misc. Non-Portable Appliances, Gas Water Heaters	\$20.00			\$18.75	\$17.08 per gas water heater, \$28.46 per wood/pellet stove & inserts, \$17.08 per gas logs inserts
	Range Hood	\$32.00 Served by Mechanical Exhaust, Including Ducts	\$20.00	Air Handler up to 10,000 cfm: \$12	\$10 additional fee per fixture	\$8.75 residential, \$55 for commercial	\$17.08 per fixture for vent fans
	Relocate/Replace	\$19.00 Per Appliance Vent Installed and not Included in Permit	\$20.00	\$15		\$8.75	
	Repair, Alteration or Addition	\$25.00 per piece of heating or cooling equipment, including controls	\$20.00	\$15		\$18.75	
	Ventilation Systems.	\$13.00 for fan connected to a single duct, \$25.000 if the system is not part of HVAC system authorized by permit	\$20.00	Air Handler over 10,000 cfm: \$21	\$60 floor space under 1000 sf, \$90 under 2000 sf, \$120 over 2000 sf, \$150 over 3000 sf	\$18.75	\$17.08 per fixture
	Other		25% plan review fee, minimum of \$75.00, inspections are \$75.00 each	Unit Heater/VAV: \$12	\$35 Water heater change-out/replacement	\$66 for installation of commercial refrigeration system	Commercial & Mixed Use based on value of construction: \$97.51 up to \$1,000; \$97.51 plus \$21.42 for each additional \$1,000 up to \$1,000,000; \$21,523.25 plus \$10.77 for each additional \$1,000 up to \$2,000,000; \$32,297.66 plus \$6.50 for each additional \$1,000. Planning department plan review for commercial, multi-family & mixed use: \$183.03. Inspections outside of normal hours, reinspection fee, other inspections, or additional plan review at \$113.87 per hour (2 hr min for all but reinspection).

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond				
Plumbing Permits											
Plumbing Permits - 1&2 Family Dwellings	Permit Issuance	Issuing Each Permit \$38.00 plus \$19.00 per Supplemental Permit	\$50.00	\$30		\$49.50					
	Backflow Protection Devices	\$32.00 per device	\$15.00	\$54							
	Drainage Vent Piping	\$19.00 for Install, alteration, or repair	\$15.00 per water closet, bath/shower combo, lavatory, shower, kitchen sink & disposal, dishwasher, laundry tray, clothes washer, urinal, drinking fountain, pretreatment interceptor, alteration/repair piping, floor drains/sinks, hose bibbs, roof drains, sink, backflow assembly, Icemaker/refrigerator.	\$11.00 per clothes washer, dishwasher, floor/indirect drain, drinking fountain, hot water heater (electric), hose bibs, lavatory, interior roof drain, tub/shower, sinks, water closets, urinals, grease trap, grease interceptor		\$8.75 per fixture	\$22.78 per fixture for commercial & Mixed use; \$14.24 per fixture for Residential & Multifamily except repair/replace of water piping, which is \$22.78 per fixture				
	Floor Drains	\$19.00 per drain									
	Floor Sinks	\$19.00 per sink									
	Hose Bib/ Vacuum	\$19.00 per fixture									
	Lawn Sprinkler Systems	\$19.00 for a single meter system, including backflow devices									
	Plumbing Fixtures	\$19.00 per fixture									
	Rainwater Systems	\$19.00 per drain									
	Water Piping/Treating Equip	\$19.00 for Install, alteration, or repair									
Miscellaneous Permits	Multi-Family Single Use Water Heater	\$38.00 processing fee per heater, \$19.00 per electric heater, \$32.00 per gas heater			\$15.00 per water heater						
	Banner Permit	\$38.00 per occupancy									
	Demolition - Commercial/multifamily	10% of value of demolition				\$257.50 base fee plus 3% technology fee plus \$4.50 code fee					
	Demolition - Single family primary building	\$189.00				\$118 base fee plus 3% technology fee plus \$4.50 code fee					
	Demolition - Single family accessory building or structure	\$96.00									

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond	
Plumbing Permits								
Miscellaneous Permits	Gas piping					\$13.25 1 to 5 units, \$2.75 each additional; Medical: \$66 1 to 5 outlets, \$5.50 each additional	\$22.78 per fixture for commercial & Mixed use;	
	Solar Systems, Commercial	Based on Valuation Table					\$14.24 per fixture for Residential & Multifamily except repair/replace of water piping, which is \$22.78 per fixture	
	Solar Systems, Single Family	\$116.00 if meets permitting checklist requirement, based on fee valuation table if it doesn't meet permitting checklist requirements						
Inspection Charges	Adult Family Home Inspection	\$290.00 (Includes \$120 fire inspection fee)	\$75.00 each inspection					
	Minimum Site Inspection	\$170.00 (Commercial, residential and occupancy)						
	Overtime Inspection - Weekday Overtime	\$175.00 per hour (Min 2 hours, travel time charged)						
	Overtime Inspection - Weekend/Holiday/Weekday Callback	\$175.00 per hour (Min 4 hours, travel time charged)					\$113.87 per hour, 2 hr min	
	Re-Inspection - 1st	\$150.00						
	Re-Inspection - 2nd	\$300.00					\$100	\$113.87 per hour
	Re-Inspection - 3rd +	\$450.00						
	Investigation, Stop Work Order	Amount equal to Original Permit fee, not including plan review						

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Plumbing Permits							
Services & Other Charges	Appeal	\$1,500	65% plan review fee				
	Electronic Plan Review	Contact permit Center					Plan review is 65% of permit fee
	Pre-Development Meeting	Free					
	Expedited Plan Review - projects up to \$100,000	\$175.00 per hour					
	Expedited Plan Review - projects in excess of \$100,000	Surcharge of 70% of plan review fee added					
Electrical Permits							
Commercial and Multi-Family Permits	0 - \$1,000	\$60.00	\$250 or less: \$50.00, \$251-\$5,000 is \$50.00 plus 3% of cost over \$250		\$50 for \$250 or less, \$50 plus 3% of cost over \$250	\$63 up to \$500, \$47 plus 3.5% of value up to 1,000, \$82 plus 3.05% of value up to \$5,000	\$76.95
	\$1,001 - \$5,000	\$90.00 plus 1.72% of value over \$1,000					
	\$5,001 - \$20,000	\$158.80 plus 1.43% of value over \$5,000	\$5,000 to \$50,000 is \$175 plus 1.5% cost over \$5,000		\$175 plus 1.5% of cost over \$5,000	\$234 plus 1.8% of value	\$269.31 plus 2.6% of cost over \$5,000
	\$20,001 - \$50,000	\$373.30 plus 1.14% of value over \$20,000					
	\$50,001 - \$250,000	\$715.30 plus 1.03% of value over \$50,000	\$925 plus 0.9% cost over \$50,000		\$925 plus 0.9% of cost over \$50,000	\$1,127 plus 1.05% of value	\$1,423.39 plus 1.7% of cost over \$50,000
	\$250,001- \$1,000,000	\$2,775.30 plus 0.86% of value over \$250,000	\$3,175 plus 0.7% cost over \$250,000		\$3,175 plus 0.7% of cost over \$250,000	\$3,752 plus 0.85% of value	\$5,526.88 plus 1.3% of cost over \$250,000
	\$1,000,001 and up	\$9,225.30 plus 0.57% of value over \$1,000,000	\$10,000 plus 0.4% cost over 1,000,000		\$10,000 plus 0.4% of cost over \$1,000,000	\$12,152 plus 0.47% of value	\$17,067.93 plus 0.7% of cost over \$1,000,000
Plan Review and Permit Processing Charges	Plan Review	40% of Electrical Permit fee or min charge of \$38.00	\$75 per hour. Single Family by square feet: under 1,000: \$100, 1,001-2,000: \$150, 2,001 to 3,000: \$200, 3001 and over: \$250		\$100/hour		20% of permit fee
	Review for Changes to Approved Plans	\$116.00 (Min 1 hour)					\$113.87 per hour (2 hr min)
	Processing Fee - for all permits not requiring Plan Review	\$38.00					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond		
Electrical Permits									
Inspection Charges	Miscellaneous Inspection	\$116.00			\$100 inspection of work done without permit	\$150	\$113.87 per hour (2 hr min)		
	Weekday Overtime	\$175.00 (Min 2 hours, travel time charged)					\$113.87 per hour inspections out of normal business hours (2 hr min)		
	Weekend/Holiday/Weekday Call back	\$175.00 (Min 4 hours, travel time charged)							
	Re-Inspection - 1st	\$150.00	\$75.00			\$50	\$100	\$113.87 per hour	
	Re-Inspection - 2nd	\$300.00							
	Re-Inspection - 3rd +	\$450.00							
Investigation, Stop Work Order	Amount equal to Original Permit fee, not including plan review								
Single Family Permits, New Installations	Low Voltage Systems	Includes security, phones, computers \$66.00							
	Service/Panel, Accessory Building	Includes garages, pools, spas, and outbuildings \$101.00	\$100.00						
	Service/Panel, Primary Dwelling up to 200 AMP	\$170.00 plus \$38.00 processing fee			\$100 less than 1000 sf, \$150 1001 to 2000 sf, \$200 2001 to 3000 sf, \$250 over 3001 sf; \$75 garages and outbuildings (stand alone); \$100 service panel change/alteration; \$75 for 1 or 2 circuits, \$100 for 3 or more circuits; \$75 for meter/mast repair or alteration	\$206			
	Service/Panel, Primary Dwelling over 200 AMP	\$243.00 plus \$38.00 processing fee							
Single Family Permits, Remodel & Service	Circuit, Added or Altered	\$96.00, \$8.00 per additional circuit over 10 (max charge of \$162.00)	\$50 for 1 or 2 circuits, \$75 for 3 or more circuits						\$14.25 per alarm, telecomm, theater; \$85.41 per new circuit, feeder, subpanel; \$28.46 per temporary service; \$113.87 per fixture new services (600V or less); \$28.46 per ground ufer, generator
	Low Voltage Systems	\$66.00 Includes security, phones, computers							
	Mast/Meter repair or alteration	\$96.00	\$75.00						
	Repair/Rewiring	\$96.00 Includes adding or altering outlets							
	Service/Panel	\$96.00, \$13.00 per additional circuit (max fee of \$162.00)	\$75.00			\$150 plus \$20 for each new circuit, max of \$80, min of \$150			

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Electrical Permits							
Single Family Permits, Solar Systems	Plans not meeting permitting checklist requirements	fee based on electrical permit valuation table					
	Plans meeting checklist requirements - per checklist requirements	\$174.00					\$56.94 base permit issuance
Service and Other Charges	Appeal to hearing examiner	\$1,500					
	Electrical Service - events	\$96.00 plus \$13.00 per concession (carnivals, fairs, haunted houses)	\$200 for carnival		\$200		
	Electrical Service - Mobile/Manufactured Homes	\$96.00 (not incl accessory structures)	\$75		\$100		
	Electrical Service - Portable Classrooms	\$96.00					
	Electrical Service - Swimming pools, saunas, spas and hot tubs	\$96.00			\$100		
	Electrical Service - Temporary Service	\$96.00	\$65 for 0-200 amps, \$85 for 201-400 amps, by valuation over 401 amps		\$75		
	Installation T transfer/Switch	\$51.00 panel and residential generator					
	Sign Hook-up	\$38.00 per sign	\$50.00 per sign		\$50		
	T-Stats, Residential	\$38.00, \$6.00 per additional T-Stat over 1					
	Expedited Plan Review - projects up to \$100,000 in construction value	\$175.00 per hour					
	Expedited Plan Review - projects in excess of \$100,000	Surcharge of 70% of plan review fee added					
Other	Commercial Low Voltage/Power Limit				\$50 for up to 70 devices, \$50 plus \$0.50 per connection over 70 devices		

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Fire Prevention Series							
Plan Review and Permit Processing Charges	Plan Check	\$120.00 per hour (min 1 hour)	\$100 Commercial building less than 5,000 sq ft, \$130 larger than 5,000 sq ft, \$100 Single family, \$110 Subdivisions	\$105 per hour Commercial only for review (min 1/2 hour)		Fire Permit T type: \$84 per year for Operational fire code permit, 20% of Inspection fee min \$50 for Construction permit; \$35 replace lost permit; \$150 per year for hazardous production materials	Tenant improvements: \$187.80 for expedited projects, \$313.36 valued less than \$100,000, \$688.96 between \$100,000 and \$500,000, \$1,216.80 between \$500,000 and \$2,500,000, \$3,755.99 over \$2,500,000. New Commercial: \$751.20 less than \$1 million, \$2,065.80 between \$1 million and \$2.5 million, \$3,755.99 over \$2.5 million. New Multifamily: \$751.20 under \$750,000, \$2,065.80 between \$750,000 and \$2.5 million, \$3,755.99 over \$2.5 million. Change of use to commercial: \$313.36 under \$100,000, \$751.20 between \$100,000 and \$1 million, \$2,065.80 between \$1 million and \$2.5 million, \$3,755.99 over \$2.5 million. Additions, garage, accessory structure: \$313.36 under \$100,000, \$688.96 between \$100,000 and \$500,000, \$1,126.80 between \$500,000 and \$2.5 million, \$3,755.99 over \$2.5 million. Residential (new, addition, manufactured home, basic): \$128.21, residential change of use \$384.63. \$192.31 commercial portable and modular, \$128.21 for wireless communication facility, swimming pool (commercial/mixed/multifamily), awning, rack storage, solar panel, storm water vault, dock, tank, demolition, additional plan reviews (per hour), miscellaneous requests (per hour)
	Expedited Permit	\$240.00 in addition to Regular Plan Review/Permit Charges (Min 2 hour)					
	Expedited Permit Resubmittal	\$120.00 (min 1 hour)					
Inspection Charges	Miscellaneous Inspection	\$120.00 Including Adult Family Homes		\$105 per hour commercial only (min 1 hour)		\$30 up to \$250 valuation; \$30 plus 2% of cost up to \$1,000, \$50 plus 2% of cost up to \$5,000; \$350 plus 1.2% up to \$100,000; \$800 plus 0.75% above \$100,000	
	Overtime Inspection - Weekday Overtime	\$240.00 per hour (min 2 hours)					\$192.31 per hour (min 2 hrs)

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Fire Prevention Series							
Inspection Charges	Overtime Inspection - Weekend/Holiday/Weekday Callback	\$480.00 per hour (min 4 hours)	\$130 per hour (2 hour min)				\$192.31 per hour (min 2 hrs)
	Re-Inspection, first 3 visits	\$120.00	\$110			\$75 per hour, 2 hour min; \$150 violation/2nd re-inspection; \$250 3rd re-inspection	2nd reinspection: \$100
	Re-Inspection after 3 visits	\$180.00		3rd and subsequent re-inspections; \$250			
	Failure to call for Fire Alarm Inspection	\$75.00 per day					
	Investigation, working without permit 1st offense	\$500.00					
	Investigation, working without permit 2nd offense	\$1,000					
	Investigation, working without permit 3rd offense	\$1,500					
	Investigation, working without permit 4th offense	\$2,000					
	Investigation, working without permit 5th offense	\$2,500					
	Investigation, working without permit 6th + offense	\$5,000					
	Investigation, Fire Origin - Weekday	\$240.00 per hour (min 2 hours)					
	Investigation, Fire Origin - Weekend/Holiday	\$480.00 per hour (min 4 hours)					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Fire Prevention Series							
Permit Charges	Commercial Suppression System base fee	\$116.00					Fixed fire extinguishing system permit, review and inspection: \$224.37 improvement, \$320.53 new from 1 to 10 devices or nozzles, \$256.41 improvement, \$384.63 new from 11 to 20, \$256.41 improvement, \$384.63 new over 20 plus \$3.20 per each additional over 20, \$128.21 for releasing panel.
	Commercial Suppression System Control Head/System	\$80.00					
	Commercial Suppression System Nozzles	\$14.00 per unit					
	Commercial Suppression System Pull Station	\$14.00 per unit					
	Commercial Suppression System Auto Temp Switch	\$30.00 per unit					
	Commercial Suppression System Fusible Link	\$6.00 per unit					
	Fire Alarms base fee	\$116.00 per system	Electrical fees - commercial and multifamily schedule	Improvements: \$200 1 to 10 devices, \$280 11 to 20, \$330 21 to 40, \$410 41 to 100, \$410 plus \$200 per 100 additional devices. New system: \$200 1 to 25 devices, \$310 26 to 50, \$485 51 to 100, \$485 plus \$200 per additional 100. \$170 for FACP, \$130 per transmitter, \$60 per power sub panel.	Electrical fees - commercial & multi-family	Valuation-based, doesn't differentiate between systems	Fire alarm, detection, sprinkler monitoring system permit, review, and inspection: Improvements: \$224.37 for 1 to 5 devices, \$228.47 for 6 to 10 devices, \$320.53 for 11 to 20, \$448.73 for 21 to 40, \$769.25 for 41 to 100, \$769 over 100 plus \$2.55 each device over 100. New system: \$384.63 for 1 to 25 devices, \$769.25 for 26 to 100, \$769.25 for over 100 plus \$2.55 for each device over 100. New and Replaced: \$224.37 for FACP, \$192.31 for Transmitter, \$416.67 for FACP and Transmitter, \$96.16 for Power sub-panel.
	Fire alarm control panel	\$120.00					
	Fire alarm power supply	\$60.00 per unit					
	Fire alarm keypad	\$30.00 per unit					
	Fire alarm audio/visual device	\$6.00 per device per unit					
	Fire alarm smoke/heat/pull station	\$6.00 per unit					
	Fire alarm duct detector	\$22.00 per unit					
	Fire alarm flow/Tamper/Pressure	\$6.00 per unit					
	Fire alarm Transmitter	\$90.00 per unit					
	Fire alarm NAC Circuit	\$30.00 per unit					
	Self Service Gas Station	\$120.00 per retail sales outlet per year					
Indoor Tire Storage Permit	\$120.00 per retail sales outlet						
Hot Works	\$80.00 including cutting, welding, torch down roofing						
Miscellaneous fire review	\$120.00						

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Fire Prevention Series							
Permit Charges	NFPA 13-D Sprinkler System - residential	\$180.00	\$50, \$0.50 per head	1-40 heads \$80 inspection, \$270 review; over 40 heads \$120 inspection, \$380 review	\$40 fewer than 51 heads, \$40 plus \$0.60 per head in excess of 50 up to 100, \$70 plus \$0.50 per head in excess of 100 heads. Fewer than \$21 heads in TI, \$40 over the counter	Valuation-based	Tenant improvement, modification: \$224.37 for 1 to 20 heads or devices, \$448.73 for 21 to 40, \$512.83 for 41 to 100 plus \$1.28 for each over 100. New system: \$512.83 1 to 50 devices, \$769.25 51 to 100, plus \$2.56 each over 100. \$32.06 water supply, \$673.10 fire pump, \$769.25 standpipe system. NFPA 13D (single family residential) systems; \$512.83 for 1 to 40 heads, \$576.94 over 40 heads.
	NFPA 13/13R Sprinkler systems base fee	\$116.00 per system		(# heads, Inspection\$/Review\$)			
	NFPA 13/13R Sprinkler systems wet riser	\$180.00 per unit		Tenant Improvement: 1-10, \$60/ \$70; 11-30, \$80/\$110; 31-50, \$80/\$160; 51-100, \$120 /\$240; more than 100, \$360 plus \$110 per additional 100 devices.			
	NFPA 13/13R Sprinkler systems dry riser	\$240.00 per unit		New System: 1-40, \$80/\$530; 41-100, \$120/\$515; 101-300, \$200/\$510; over 300, \$710 plus \$120 per 100 additional devices			
	NFPA 13/13R Sprinkler systems sprinkler head	\$6.00 per unit		\$45 per supply installed by fire sprinkler contractor (\$130 otherwise), \$45 per riser, \$510 per standpipe, \$675 per fire pump			
	NFPA 13/13R Sprinkler systems standpipe	\$450.00 per unit					
	NFPA 13/13R Sprinkler systems fire pump	\$480.00 per unit					
	NFPA 13/13R Sprinkler systems additional control valve	\$8.00 per unit					
	NFPA 13/13R hydro testing	\$30.00					
	Underground Tank Removal - commercial	\$240.00 per tank					
Underground Tank Removal - residential	\$120.00 per tank				\$84		

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Fire Prevention Series							
Services & Other Charges	Appeal	\$1,500					
	Preventable Alarm	\$250.00 after 3 alarms within 12 months				\$70/alarm 4th and 5th in a year, \$150/alarm 6th	\$392.57 per hour for preventable alarm, \$80.84 per hour for arson or negligence incidents and hazardous waste and other cleanup, \$95.78 per hour for Aid car standby
	Late Payment Penalty					\$35 for late payment	
	Transport fees - basic life support	\$550.00					
	Transport fees - Advance life support - level 1	\$875.00					
	Transport fees - Advance life support - level 2	\$975.00					
	Transport fees - Mileage	fees plus mileage \$15.50 per mile					
Land Use Series							
Charges for Applications	Accessory Dwelling Unit	\$500.00		\$500			
	Administrative Ammendment	\$1,500.00		\$1,500 for single family and signs, \$3,500 for other			
	Annexation	no charge		\$100 per hour			
	Appeal - non applicant	\$500.00		\$750			
	Appeal - Applicant	\$5,000.00					
	Boundary line adjustment	\$1,500.00		\$4,200			
	Comprehensive Plan Amendment	\$3,500 for formal map or text		\$2,500			

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Land Use Series							
Charges for Applications	Conditional use permit	\$5,000	Administrative Residential - \$1,000+\$100 per unit Group Residence - \$2,500 Commercial - \$3,500 Public Hearing: \$1,500 + admin fee	Administrative site development permits: Minor \$2,000, Major \$6,000. New development level 1 \$25,000, level 2 \$30,000	Special Property Use Permit: SPU Review I - \$517 SPU Review II - \$776 SPU Review III - \$2,586 SPU Review IV - \$2,586 Unspecified Land Use - TBD by Director	Administrative - \$1,500 Hearing Examiner - \$3,000	Pre-Review - \$17,694.22 Formal Development: Stand Alone - \$33,927.12 Change of Use Only - \$5,396.37
	Environmental Review - Threshold Determination	\$5,000	SEPA checklist: Residential \$350 1-9 units, \$500 10-20 units, \$1,000 21-100 units, \$1,500 greater than 100 units. Commercial/Industrial: \$350 0-2 acres, \$750 2.01-20 acres, \$1,500 more than 20 acres.	\$3,000 for SEPA, NPDES, and Critical Area Study review, \$7,000 shoreline development permit, minor shoreline exemption \$197.44, major \$2,467.91	Consultant or County	City may charge and collect fees to cover costs	\$2,543.79
	Environmental Review - Per Addendum	\$500.00					
	Essential Public Facilities - local	\$1,500					
	Essential Public Facilities - regional or state	\$20,000					
	Lot combination	\$1,500					
	Parking Alternatives Reviews	\$1,500					
	Pre-application Meeting	no charge			\$2,500 pre-application conference up to 2 meetings, \$2,500 community conference		
	Planned Unit Development	\$10,000					
	Project Design Review - under 5,000 gross sq ft	\$3,500			Binding Site Plan \$14,807.5		
Project Design Review - 5,000 gross sq ft and above	\$15,000						

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Land Use Series							
Charges for Applications	Reclassification/Rezone	\$10,000	\$2,500 plus site plan charges	\$2,500	Base fee of \$5,400 for commercial rezone. Increases with acreage and varies with zone type.	\$5,000	\$8,387.68 map amendment, \$12,817.99 text amendment
	Subdivision	\$15,000 for 10 lots or more	\$5,000 preliminary binding site plan, \$5,000 preliminary plat, \$3,000 preliminary short plat, \$1,000 final binding site plan, plat or short plat. Plus \$100 per lot or unit.	\$16,781.84 Preliminary Plat up to 15 lots, \$21,717.67 greater than 15 lots; \$20,000 final plat, \$10,000 short plat	\$4,680 base fee plus \$132 per lot or \$78 per acre. \$3,072 for application, plan check, and filing fees. \$1,560 base fee plus \$78 per acre or \$78 per lot. \$5,102 for conference, submittal and approval fees	\$5,000 short plat, \$10,000 preliminary plat, \$5,000 final plat	Short Subdivision (9 or fewer lots): \$661.26 kickoff fee, \$12,563.92 submittal fee. Preliminary Plat subdivision: \$796.78 kickoff fee, \$15,138.73 submittal.
	Short Subdivision - creating two lots	\$2,000					
	Short subdivision - 3-9 lots	\$7,500					
	Variance - standard (not single family)	\$3,000	\$500 application fee	\$8,000 for sign, \$25,000 for non critical area	\$1,200 variance, \$480 conference fee	\$1,300 each request	\$4,877.30 stand alone, or \$886.15 in conjunction with another land use permit
	Variance - single family	\$500	\$500 Application fee		\$600		
	Wireless Communication	\$5,000					
	Zoning Code Interpretation	\$1,000					
Other	Home Occupation			\$1,000			
	Site Development Permit			\$50,000			
	Master Site Plan			\$39,486.67 for plan, \$30,000 for plan amendment			
	Landscape Permit			\$2,468			
	Traffic			\$5,000 Traffic Impact Analysis, \$400 plus modeling fee for concurrency modeling, \$50/trip for transportation concurrency			
	Land Use Code Amendment			\$1,000			
	Permit Extension request			\$250			
	Extended Service fee			\$100 per hours			
	Expanded Work hours			\$0 class 0, \$150 class 1, \$500 class 2			
Special Use Permit			\$300				

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Land Use Series							
Charges for Services	GIS/CADD Information	Hourly/as billed, storage media - actual cost					
	Maps, Custom	Hourly/as billed, \$4.50 per square foot					
	Maps, Standard	Hours/as billed, \$2.25 per square foot, \$13.00 per 27"x33" map					\$6.89 for 18x24, \$10.35 for 22x34 through 30x30, \$12.64 for 34x44
	Public Notices	\$285.00 per calendar year					
	Zoning Certification Letter	\$150.00		\$300			
	Site Work - Residential			\$1,500 first domestic unit (du), \$1,200 for each additional du up to 50. Over 50 dus, \$60,300 plus \$1,000 each additional			
	Site Work - Commercial			\$2/sf up to 10,000 sf; 10,001-100,000 sf \$20,000 plus \$1 each additional sf; Over 100,000 sf \$100,000 plus \$0.50 per additional sf			
Misc. Site work			\$3000 for remodels/site alterations/early grade; \$500 for oil/water separators; \$1,450 street use; \$300 traffic control plan; \$7,500/leg for signal review; \$25,000 roundabout review				

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Land Use Series							
Charges for Services	Building Development Review			Single Family/Duplex new construction \$2,500; Non-SF new construction \$5,000; Expedited Review 150% of permit fee; admin of expedited review \$5,000; Generator \$300, Grinder Pump \$100			
Public Works Series							
Critical Areas	No mitigation required	\$688.00		\$30,000			
	Mitigation Plan Required	\$1,581.00					
	Expert consultant Costs	as billed					
Grading Permits	Grading Permit Admin fee	\$474.00	\$100.00				
	Inspection fee - 50 CY or less	\$29.00	\$100		\$25		
	Inspection fee - 51-100 CY	\$49.00	\$120		\$50		
	Inspection fee - 101-1,000 CY	\$9.00 for first 100 CY, \$24.00 per additional 100 CY	\$160		\$50 for the first 100 CY, plus \$20 for each additional 100 CY	\$148 up to 50 CY, \$444 up to 500 CY, \$887 up to 5,000 CY, \$1,183 up to 50,000 CY, \$2,366 up to 100,000 CY, \$3,550 over 100,000 CY	\$187.92 single family, \$939.62 simple plan review, \$1,691.32 complex plan review small project, \$4,009.06 large project clearing/grading only, \$8,143.40 all other review.
	Inspection fee - 1,001-10,000 CY	\$260.00 for first 1,000 CY, \$21.00 per additional 1,000 CY	\$200		\$230 for the first 1,000 CY, plus \$15 for each additional 1,000 CY		
	Inspection fee - 10,001-100,000 CY	\$436.00 for first 10,000 CY, \$87.00 per additional 10,000 CY	\$300 for first 10,000 CY, plus \$40 for each additional 10,000 CY		\$365 for the first 10,000 CY, plus \$80 for each additional 10,000 CY		
Inspection fee - 100,001 CY or more	\$1,232.00 for first 100,000 CY, \$50.00 per additional 10,000 CY	\$400 for first 100,000 CY, plus \$60 per additional 10,000 CY; \$500 for first 200,000 CY plus \$100 per additional 10,000 CY		\$1,085 for the first 100,000 CY, plus \$50 for each additional 10,000 CY			

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Grading Permits	Plan Review - 50 CY or less	Free	\$75 per hour (min 1 hour)			\$155 up to 50 CY, \$466 up to 500 CY, \$621 up to 5,000 CY, \$932 up to 50,000 CY, \$1,242 up to 100,000 CY, \$1,553 over 100,000 CY	\$187.92 single family, \$1,628.68 simple project, \$6,013.59 complex small project, \$5,387.17 large project clear/grading only, \$10,774.36 all other inspection.
	Plan Review - 51-100 CY	\$32.00					
	Plan Review - 101-1,00 CY	\$49.00					
	Plan Review - 1,001-10,000 CY	\$66.00					
	Plan Review - 10,001-100,000 CY	\$66.00 for first 10,000 CY, \$34.00 per additional 10,000 CY					
	Plan Review - 100,001 - 200,000 CY	\$362.00 for first 100,000 CY, \$19.00 per additional 10,000 CY					
	Plan Review - 200,001 CY or More	\$540.00 for first 200,000 CY, \$10.00 per additional 10,000 CY					
Sewer Permits	Industrial Waste - limited discharge	\$339.00					
	Industrial Waste - discharge, first application	\$6,740					
	Industrial Waste - discharge, all subsequent applications	\$2,272					
	Grease Interceptor	\$339					
	Capping	\$83.00 including abandonment of on-site septic systems			\$10		
	Lateral	\$679.00 for first 100 lineal feet, plus \$435.00 per additional 100 lineal feet or portion					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Sewer Permits	Main connection	\$1,370 per initial connection (includes 1 manhole, new or existing), \$1,370 per additional manhole			\$70 new connection, \$60 reconnection, \$30 alteration/repair	\$309	Residential: \$2,500 single family, \$4,000 duplex, \$6,000 triplex, \$8,000 fourplex, \$1,600 per unit larger than 4 units, \$2,500 mobile home park per space, \$800 residential suites per unit. Commercial: \$2,500 for 5/8" or 3/4" connection, \$6,250 for 1", \$12,500 for 1 1/2", \$20,000 for 2", \$40,000 for 3", \$62,500 for 4", \$125,000 for 6". Cooling towers: \$370 for 5/8" or 3/4" connection, \$940 for 1", \$1,870 for 1 1/2", \$3,000 for 2", \$6,000 for 3", \$9,400 for 4", \$18,700 for 6". All projects eligible for credits for sewer improvements.
	Main installation	\$679.00 for first 100 lineal feet, plus \$435.00 per additional 100 lineal feet or portion					
	Private System	\$679.00					
	New Side Sewer	\$679.00 for commercial, SFR, plat or short plat per side sewer					
	Repair/Replace side sewer - greater than 25 ft	\$323.00					
	Repair/Replace side sewer - 25ft or less	\$168.00					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Street and Sidewalk Permits	ROW use underground work	\$679 for first 100 lineal feet, \$217 per additional 100 lineal ft up to 500 ft, \$47.00 per 100 lineal feet thereafter	\$250 for permit. Inspection fees of \$120/hr residential, \$135/hr for commercial	\$500 plus \$5 per linear foot	\$1 per linear ft (\$45 min) if parallel to ROW, \$3 per linear ft (\$45 min)	Utility and street/sidewalk improvements: \$100 less than 35 ft, \$125 35 to 100 ft, \$150 greater than 100 ft. King County ROW permit/inspection: \$600 service installation only, \$300 utility extension per 100'.	In roadway: \$512.75 plus inspection fee of \$128.18 per hour. Outside roadway: \$384.56 plus inspection fee
	ROW use above ground work, new installation	\$679 for first 100 lineal feet, \$47.00 per 100 lineal feet thereafter					\$448.66 plus inspection fee of \$128.18 per hour
	ROW use above ground work, repair/replacement	\$228 for first 100 lineal feet, \$47.00 per 100 lineal feet thereafter					
	ROW vacation	\$2,100 pre-hearing fee, plus \$2,100 appraisal deposit abutting single family zones, \$5,250 appraisal deposit abutting all other zones					
	Road improvements	\$1,571 first 300 lineal feet, plus \$435 per additional 100 lineal feet					
	Other					Franchise drops and Miscellaneous: \$128.18 plus inspection fee of \$128.18 per hour. Telecommunication application fees (franchise agreement, ROW use authorization): \$2,112.31	

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Tree Removal Permits	Class I Tree Removal	\$65.00 if site inspection is required		\$300 permit, \$504 if retroactive, no fee for hazardous tree or tree removal form \$300 permit, \$504 if retroactive, \$63 retroactive tree removal form			
	Class I Tree Replacement	\$75.00					
	Class II Tree Removal	\$193.00 for first 10 significant trees, \$8.00 per additional significant tree					
	Class II Nonsignificant Tree	\$65.00					
	Class II Tree Replacement	\$187.00					
	Class II Unreplaceable Tree	\$106.00 per tree					
Water Permits	Cross Connection Control - single family	\$111.00 excluding irrigation systems					
	Cross Connection Control - Multi-Family or Commercial	\$236.00 per device					
	Fire hydrants - inspection	\$457					
	Fire hydrants - metered water consumption	\$5.50 per 100 cubic feet, \$6.00 per 1,000 Gallons					Type C permits (for hose piping larger than one inch): \$1,000 deposit, \$52 monthly admin fee, \$3 daily fee, \$6.43 per cf
	Fire hydrants - non-metered water consumption	\$399.00 min charge					Type A permits (short-term construction): \$500 deposit, \$52 Monthly admin fee, \$8.85 daily fee. Type B permits (fill trucks or tanks): \$1,250 deposit, \$52 monthly admin fee, \$33.30 daily fee.
	Fire hydrants - use	\$457 admin fee plus \$420 damage deposit					
	Purity Test	\$228 per test					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Water Permits	Storm Drainage System - Conveyance	\$679 per first 100 lineal feet, plus \$435 per additional 100 lineal feet					
	Storm Drainage System - Storm Main Connection	\$1,370 for initial connection (1 manhole, new or existing), \$1,370 per additional manhole					
	Storm Drainage System - Residential Roof or Foundation Drain Install	\$457 greater than 50 ft, \$168 50 ft or less					
	Storm Drainage System - Retention/Detention System	\$1,365					
	Water Meter - 3/4"	\$3,086			\$480 meter, \$2,900 complete service	\$2850 installation, plus \$400 "drop-in"	\$425 drop in, \$7,000 full service installation
	Water Meter - 1"	\$3,821			\$560 meter, \$2,900 complete service	\$2,850 installation plus a \$460 "drop-in"	\$500 drop in, \$7,500 full service installation
	Water Meter - 1 1/2" short	\$4,801				\$4,580 installation plus a \$750 "drop-in"	\$730 drop in, \$8,000 full service installation
	Water Meter - 1 1/2" long	\$6,517					
	Water Meter - 2" short	\$5,191			\$990 meter, \$4,402 complete service		\$900 drop in, \$8,500 full service installation
	Water Meter - 2" long	\$6,890					
	Water Meter - over 2"	Cost of meter and appurtenances plus \$2,043					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Water Permits	Water Main Connection	\$1,365					Residential: \$6,185.15 regional water connection charge (CWA) plus \$2,440 up to 2,400sf, \$3,610 2,401-3,300sf, \$5,030 over 3,301sf for connection charges. For the following categories, 1" meter connection: Commercial Connection: \$9,110 Commercial CWA: \$15,463.39 Irrigation and cooling towers connection: \$27,330. Irrigation and cooling towers CWA: \$15,463.39 Exempt irrigation or cooling tower connection: \$18,220.
	Water Main/Service	\$679 first 100 lineal feet, plus \$435 per additional 100 lineal feet					
	Water Service, Private - New Service	\$339					
	Water Service, Private - Repair or Replacement greater than 25 ft	\$168					
	Water Service, Private - Repair or Replacement 25 ft or less	\$88					

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Other	Review Erosion Control Plan				\$200 commercial/industrial, \$150 plus \$10/lot for subdivision, \$50 plus \$10/lot for short subdivision, \$50 other		\$517.03 for Horizontal control notebook. \$124.42 for misc. requests, \$652.21 for Local Improvement district assessments. \$8.59 6-year transportation Improvement Program packet, \$50.81 per copy of standard specifications and details for PW construction, \$2,587.93 for telecommunications facility lease application, \$2,112.31 for telecommunications franchise application, \$2,112.31 for Telecommunications ROW Use Auth., \$145 per hour for Independent concurrency study and supplemental mitigation analysis fee, \$47.30 for vertical control notebook. Stormwater capital facilities charge: \$958 per impervious unit (2,000sf of impervious area) ROW Use permits: \$448.66 plus \$128.18 per hour over 3.5 hours for surface improvements. \$512.75 plus \$128.18 over 4 hours for in-road underground improvements. \$384.56 plus \$128.18 per hour over 3 hours for outside of roadway underground improvements. \$128.18 plus \$128.18 per hour over 1 hour for miscellaneous ROW use permits.
	New Driveway Access to ROW				\$25 for asphalt apron, \$25 residential concrete apron and dcurb cut, \$45 commercial/industrial concrete apron and curb cut		
	Open Cut Street/Alley				\$1/linear ft parallel to ROW, \$3 per linear ft non-parallel to ROW, \$45 min		
	Fence in ROW				25		
	Land/lot machine clearing				\$35 residential lot, \$50/acre other lot - \$500 max		
	Parking lot paving				\$5/sf, \$45 min		
	Concrete retaining wall public ROW				\$10/ft of ht per 100 linear ft, \$40 min		
	Rockery Wall				\$10/ft of ht over 4' per 100 linear ft, \$40 min		
	Misc minor permits				\$25; Plan reviews are 1.5% of estimate, inspections are 3% of estimate, \$20 minimum		

Fee Type	Description	City of Lynnwood	Marysville	Issaquah	Everett	Renton	Redmond
Public Works Series							
Inspector	Re-inspection	\$83.00					
Services & Other Charges	Appeal	\$1,500					
	Weekend Work Permit	\$167.00 for duration of project, renewed every 3 weeks					
Business Licenses							
Base Fee: Resident, Nonresident and Home Occupation	First time business license	\$122.50	\$84	\$79 plus \$61 annual license renewal, temporary (30-day) license \$10	\$78 starting between January and June, \$39 starting between July and December.	Commercial: \$150 annual fee, Temporary: \$50	\$109 annual fee per FTE
	Home Occupation	\$30				\$150 annual resitration	
	Nonresident business	\$166					
	Nonresident business (short term)	\$40					
	Resident business	\$103					
Base Fee: Business Employee	Each employee working 14 or less hours per week	\$48.50				\$0.0352 for every hour worked in the preceding year after 1,200 hours worked.	\$0.05677 per hours worked
	Each employee working 15 or more hours per week	\$93					

April 2018

TO: City Council
FROM: Paul Krauss, Kevin Zweber, Arnold Kay, Todd Hall, Stacy Criswell,
Cathy Rizzo
RE: Development Fee Analysis and Recommendations

Background

Lynnwood has never adopted a comprehensive policy with regards to development fees. There has also never been a comprehensive analysis of how our fees compare to the actual cost of providing services. Furthermore, fees have only been updated or compared with other jurisdictions sporadically.

In 2017, City Council authorized contracting with FCS Group to undertake an analysis of fees being charged for Building Permits (including HVAC, electrical, mechanical, etc.), Planning approvals (SEPA, PDR's, Rezones, etc.), Fire Prevention (suppression systems, alarm systems, new development approvals, fire lanes, etc.) and Business Licensing.

A copy of the final report from FCS is attached. A summary of conclusions indicates the following:

- The amount charged for development fees is guided by RCW that stipulates cities can charge reasonable costs related to the cost of providing the service. Thus, cities should not be using development fees as an unencumbered income stream. Income from development activity also produces construction sales tax, property tax, REIT taxes, and could also produce sales tax. These income streams are unencumbered and may be used as desired.
- The RCW does not apply to business licenses. While these were analyzed in the FCS study, they will not be dealt with in this recommendation. Staff has already completed a complete rewrite of LMC's Business Licensing chapters and will be presenting it along with a revised fee structure for licenses soon.
- Cumulatively, the City's cost for providing development services is roughly in-line with revenues although there are some disparities. Building permitting appears to generate revenues more than costs but this is misleading. The study's methodology included work undertaken by Planning, Fire and Public Works in reviewing and approving Building Permits, but did not credit the resulting revenues to those other areas. Thus, Building revenues are somewhat overstated while revenues for Planning, Fire and Public Works would be similarly understated. The data points out that fee recovery for Planning Services only has

a 60% recovery rate based upon the new and increased fee structure staff had the Council approve in 2016. The recovery rate in Fire was only 35%.

- During the study, the City Fire Marshal's office moved from the LFD into the RFA and is now a contract service. Contract costs are somewhat higher than the costs used in the FCS study.
- Lynnwood's fees were compared with other jurisdictions including Marysville, Issaquah, Everett, Redmond and Renton. In the fee categories that were assessed, Lynnwood's fees were generally comparable on the high average side but seemed particularly low for large commercial projects.

Recommendations

Based upon our analysis of FCS report, staff efforts focused on the following:

- Increase the fee recovery rate for Fire Services.
- Planning fees were reassessed. The 2016 fee adjustment increased charges to be consistent with regional standards in many respects. The City also eliminated reliance on the use of "deposit accounts". They were difficult to administer and tended to result in significant undercharging. They were replaced with straight fees. The effort was successful and increased the recovery rate from 37% to 60%. As a result, no changes are being proposed to Planning fees with one exception. The City offers unlimited Pre-Application meetings at no charge. This has generally been a good tool in promoting quality development in Lynnwood. However, they are extremely costly for the City. We have staff from Building, Public Works, Fire and Planning at each meeting. The meetings can last over an hour. Plans are reviewed and comments prepared ahead of time and there is some follow-up. We have also had many people request a meeting for a project that was really too simple to require such an expenditure of effort or when they simply wished to feel out the City on an idea that isn't likely to result in a project. We are proposing to charge \$200 per meeting. This would not do much to cover the City's costs, but it should cut down on the number of meetings and help to focus the effort on more serious projects.
- Take this opportunity to revise fees to simplify application and understandability by our customers. There are major overhauls of Building and Fire Fees being proposed.
- The current Building Permit fee structure has multiple permit fees for new or replaced boilers based upon the size of the boiler when the level of work to approve them is identical. There is often little connection between the cost of providing the service in terms of the number and complexity of inspections and the cost. We also charge a separate processing fee on each permit when we could just build it into a simplified cost.
- Assistant Chief/ Fire Marshal Kevin Zweber has provided a detailed recommendation that is attached. Fire fees are being divided into three areas:
 - Over the Counter- permits that require no review up to 5 devices. Permits can be issued automatically and inspections requested once the work is completed.
 - Quick Permits- up to 25 devices. 3-5-day turn-around for review.

- Normal Permit- greater than 25 devices with normal plan review and issuance.
- Business License Fees are not being dealt with now. They will be included with a major rewrite of the LMC that will be brought forward to the Council soon.

Staff is recommending that the Council approve the revised fee schedule. It also recommended that the Council authorize undertaking updated fee analysis every five years.

City of Lynnwood

Fire Prevention

Permit Fee Analysis and Recommendation

Prepared by:
South Snohomish County Fire and Rescue

OBJECTIVE: To evaluate the City of Lynnwood fire permit fees; analyzing, the FCS Group's, Development Fee Study, with comparable jurisdictions, and proposing an updated fee schedule with the goal of cost recovery.

EXECUTIVE SUMMARY: The evaluation of the fire permit fees was conducted in an effort of cost recovery. The aspects of cost recovery are very complex with the number of variables involved with the current fire permit fee schedule, including where generic information was used that could not be further defined, and where the complexity of the project was not necessarily accounted for. An analysis was conducted using comparable jurisdictions and FCS Group's data. The data indicated the current fees associated with fire permits were somewhat consistent with other jurisdictions (see Appendix B).

Utilizing this analysis, making minor adjustments to permit fees, changes in the types of permits (related to turn-around time), and the true allocation of review time spent on non-fire specific building permits should result in a more appropriate cost recovery percentage in the future.

SECTION I. Introduction.

This permit fee analysis was requested by Mr. Paul Krause, Community Development Director. The objective was specific to Fire Prevention permit fees and their comparison to other jurisdictions using the FCS Group Study and new data.

The direct and indirect costs were not analyzed with the exception of the time allotted for each type of permit for plan review and inspection.

An analysis of the FCS Group Study was also conducted.

SECTION II. FCS Group Study Analysis.

The FCS Group study was very comprehensive yet somewhat generic. Variables unique to fire permit fees were not necessarily accounted for in the cost recovery analysis. The following variables were identified:

1. The time allocated for different types of fire plan reviews were somewhat generic. When asked to provide the amount of time necessary to conduct a fire alarm plan review, one number was used for all plan reviews and inspections. Fire alarm review fees are dependent upon the complexity of the permit application. A simple permit application with 10 devices could take an hour, where a multi-floor building permit application could take 10 hours. This is also consistent with inspection time; based on the complexity of the project. This variable in labor has drastic impacts on a comparison of cost recovery.

2. No cost recovery was accounted for with the review and inspections of “non-fire” permits. The revenue was allocated to the Building Department because it was a building permit, yet Fire Prevention had labor time with reviews and inspections and no revenue was allocated to Fire.

3. Fire alarm permits are listed as electrical permits. Fire conducts the majority of the review, and then inspections are conducted by Fire and Electrical. The revenue is allocated to Electrical and the labor is allocated to Fire.

4. Only two other comparable jurisdictions were utilized. Due to the permit fee structure (base fee + device count) it appeared to be difficult to compare the true revenue.

Using somewhat generic parameters in the data analysis process unique to fire permit fees can produce wide gaps in the results.

SECTION III. Additional data collected and analyzed.

Additional fee structures were collected from six other jurisdictions including the Cities of Bellevue, Edmonds, Issaquah, Kirkland, Redmond and Shoreline. See Appendix B.

The fee data was limited to fire alarms, fire sprinkler, and fire suppression systems, calculated based on the quantity of devices or a value chart (of project cost). Some project cost were estimated but were consistent.

The analysis of this additional data indicated that Lynnwood fire permit fees were average compared to the other jurisdictions with minor exceptions.

SECTION IV. Recommendations.

The proposed recommendations preserve the overall method of calculating fire permit fees with minor upward adjustments (see appendix C, proposed changes in RED) made to specific device or system components. The recommendation also includes a flat fee for Over-The-Counter and Quick permits.

Over-the-counter and Quick permits are recommended, changing the process and types of permits (based on review time) issued with the goal of achieving a quicker turn-around time for plan review. This change would enhance the permit process, allow the applicants to start work sooner, and enhance the flow of permits through the permit center.

Specific to fire sprinklers and alarms, three types of permits are recommended:

1. Over-The-Counter permit. This would be for tenant improvements or minor upgrades that included up to five devices. No plan review would be conducted. Basic submission documents would be required.
2. Quick permit. This permit type would be used for up to 25 devices. A quick plan review would be conducted and the plan would be ready for submission within three to five working days. Technical information would be required with the submission.
3. Normal permit. This would be for greater than 25 devices. These would have the normal review time.

These recommended adjustments, with the addition of two types of permits, using specific data, and the correct allocation of revenues and expenses should help balance cost recovery and keep Lynnwood fire permit fees reasonable and close to the industry average.

Respectfully,



Kevin Zweber
Assistant Chief – Fire Prevention
Fire Marshal
South Snohomish County Fire & Rescue

Appendix A – Existing Fire Permit Fees

Insert existing fee document.

LYNNWOOD FIRE PERMIT FEE COMPARISON

	Lynnwood	Redmond	Edmonds	Belleuve	Shoreline	Kirkland	Issaquah
--	----------	---------	---------	----------	-----------	----------	----------

Fire Alarm	base+device	base+device	value chart	value chart	base+device	value chart	base+device
5 devices	\$176	\$225	\$235	\$167	\$187	\$388	\$221
25 devices	\$530	\$450	\$535	\$475	\$645	\$388	\$459
48 devices	\$500	\$770	\$730	\$582	\$865	\$388	\$832
120 Devices	\$1,262	\$1,332	\$1,175	\$1,862	\$1,346	\$594	\$1,026
300 devices	\$2,250	\$1,995	\$1,580	\$2,335	\$2,503	\$2,401	\$2,052

Average	Average Minus H&L	Proposed Fee
---------	-------------------	--------------

\$228	\$198	\$230
\$497	\$489	\$480
\$667	\$682	\$620
\$1,228	\$1,228	\$1,100
\$2,159	\$2,206	\$2,200

1-5 devices fixed fee
 6-25 devices fixed fee
 *Base + device
 *Base + device
 *Base + device

Fire Sprinkler	fixed+device	fixed+device	value chart	fixed+device	fixed+device	fixed	fixed+device
5 heads	\$146	\$225	\$200	\$228	\$561	\$224	\$130
25 heads	\$188	\$448	\$829	\$285	\$1,010	\$298	\$190
48 heads	\$630	\$512	\$975	\$526	\$1,079	\$447	\$635
120 heads	\$1,062	\$820	\$1,230	\$1,292	\$1,380	\$892	\$710
300 heads	\$2,100	\$1,282	\$1,900	\$1,475	\$1,560	\$892	\$710

\$244	\$204	\$240
\$464	\$410	\$475
\$686	\$655	\$655
\$1,055	\$1,059	\$1,075
\$1,417	\$1,421	\$1,861

1-5 devices fixed fee
 6-25 devices fixed fee
 *Base + device
 *Base + device
 *Base + device

Commercial Hood	\$450	\$320	\$315	\$536	\$561	\$515	\$325
-----------------	-------	-------	-------	-------	-------	-------	-------

\$431	\$427	\$450
-------	-------	--------------

Appendix C – Proposed Fire Permit Fees (shown in RED)

PERMIT AND SERVICE FEES

PLAN REVIEW AND PERMIT PROCESSING CHARGES

Plan Check	Minimum 1 hour (Hourly).	\$120.00
Expedited Permit	Minimum 2 hours, in addition to Regular plan review/permit charges. Resubmittal, minimum 1 hour.	\$240.00 \$120.00

INSPECTION CHARGES

Miscellaneous Inspection	Including Adult Family Homes.	\$120.00
Overtime Inspection	Weekday overtime, minimum 2 hours (hourly). Weekend/Holiday/Weekday call back, minimum 4 hours (hourly).	\$240.00 \$480.00
Re-Inspection	Work concealed without inspection or work not ready at the time of inspection. After 3 visits, fee increases to.	\$120.00 \$180.00
Failure to Call	Failure to call for fire alarm inspection within 24-hours - fire alarm/transmitters within occupied buildings, <u>PER-DAY</u> .	\$75.00
Investigation	Working without a permit/stop work. 1 st Offense 2 nd Offense 3 rd Offense 4 th Offense 5 th Offense 6 th Offense	\$500.00 \$1000.00 \$1,500.00 \$2,000.00 \$2,500.00 \$5,000.00

PERMIT FEES

Commercial Suppression System		\$450.00
Fire alarms systems	5 or less devices, Communicator 6-25 devices, panel replacement	\$230.00 \$480.00
Fire Alarms New or greater than 25 devices	Base fee per system Fire alarm control panel Power supply, per unit Keypad, per unit	\$120.00 \$125.00 \$60.00 \$30.00

	Notification device	\$7.00
	Smoke/Heat/Pull Station, per unit	\$7.00
	Duct detector, per unit	\$22.00
	Flow/tamper/pressure switch, per unit	\$7.00
	Transmitter, per unit	\$90.00
	NAC, per unit	\$30.00
Fire Sprinkler Systems		
NFPA 13D	Residential	\$180.00
NFPA 13 or 13R	5 or heads	\$240.00
	6-25 heads	\$475.00
Greater than 25 Devices		
	Base fee	\$120.00
	Wet riser	\$190.00
	Dry riser	\$250.00
	Sprinkler head, per unit	\$7.00
	Standpipe, per unit	\$450.00
	Fire pump, per unit	\$480.00
	Additional control valve, per unit	\$8.00
	Hydro testing, per project or floor	\$30.00
Underground storage tank decommissioning	Commercial	\$600.00
	Residential, per tank	\$200.00
OPERATIONS PERMIT		
Self-service fuel station	Per retail sales outlet, per year	\$120.00
Indoor tire storage	Per retail sales outlet, per year	\$120.00
Hot work	Cutting, welding, and torch down roofing	\$80.00
SERVICES AND OTHER CHARGES		
Appeal	Hearing Examiner (Deposit)	\$1500.00
Preventable alarms	After 3 alarms in 12 months	\$250.00

EFFECTIVE ~~JANUARY 1, 2017~~

ABOUT BUILDING PERMIT AND SERVICE FEES

All charges are flat fees unless otherwise noted.

BUILDING AND SINGLE-FAMILY PERMITS, ~~AND~~ COMMERCIAL/MULTI-FAMILY PLUMBING AND MECHANICAL PERMITS

International Code Council Valuation Data Table applies to all Building and Single-Family Permits by construction valuation or the International Building Code for square footage, whichever is greater unless otherwise noted. ~~and~~ Commercial and Multi-Family Plumbing and Mechanical Permits are valuation based by the International Code Council Valuation Data Table, unless otherwise noted. Fees listed are in addition to Plan Review, ~~Processing~~, and/or Inspection fees.

Total Valuation Equal To:

\$0.00-\$1,000.00	Up to \$1,000.00.....	\$53.00
\$1,001.00-\$2,000.00	For the first \$1,000.00.....	\$53.00
	Per Additional \$100.00 or Portion Thereof, Up to \$2,000.00.....	\$4.00
\$2,001.00-\$25,000.00	For the first \$2,000.00.....	\$93.00
	Per Additional \$1,000.00 or Portion, Up to \$25,000.00.....	\$17.00
\$25,001.00-\$50,000.00	For the first \$25,000.00.....	\$484.00
	Per Additional \$1,000.00 or Portion, Up to \$50,000.00.....	\$12.00
\$50,001.00-\$100,000.00	For the first \$50,000.00.....	\$784.00
	Per Additional \$1,000.00 or Portion, Up to \$100,000.00.....	\$8.00
\$100,001.00-\$500,000.00	For the first \$100,000.00.....	\$1,184.00
	Per Additional \$1,000.00 or Portion, Up to \$500,000.00.....	\$7.00
\$500,001.00-\$1,000,000.00	For the first \$500,000.00.....	\$3,984.00
	Per Additional \$1,000.00 or Portion, Up to \$1,000,000.00.....	\$6.00
\$1,000,001.00-\$5,000,000.00	For the first \$1,000,000.00.....	\$6,984.00
	Per Additional \$1,000.00 or Portion, Up to \$5,000,000.00.....	\$4.00
\$5,000,001.00 and up	For the first \$5,000,000.00.....	\$22,984.00
	Per Additional \$1,000.00.....	\$3.00

PLAN REVIEW AND PERMIT PROCESSING CHARGES

Plan Review

Building Permit Requiring Review.....	65% of Building Permit Fee
Comm./Multi-Family Mechanical Permits.....	40% Mechanical Permit Fee
Comm./Multi-Family Plumbing Permit.....	40% Plumbing Permit Fee
Review for Changes to Approved Plans, 1 Hour Min. (Hourly).....	
\$146.00	<u>175.00</u>



Overtime Review..... See Inspection Charges Section
Expedited Review..... See Services and Other Charges Section

Processing Fee..... For All Permits Not Requiring Plan Review..... \$38.00

MECHANICAL PERMITS – 1 & 2 FAMILY DWELLINGS

Mechanical System	Up to 4 pieces of equipment.....	\$175.00
	Per piece of equipment over 4.....	\$15.00
Permit Issuance	Issuing Each Permit, Plus Unit Fees (Below).....	\$38.00
	Per Supplemental Permit.....	\$19.00
Air Handler Installation	10,000 Cubic Feet/Minutes or Less.....	\$19.00
System Not Including Ducts	Over 10,000 Cubic Feet/Minute.....	\$32.00
Boiler or Compressor	Up to 3 hp / 100,000 BTUs.....	\$32.00
	Over 3 up to 15 hp / 100,001 - 500,000 BTUs.....	\$50.00
	Over 15 up to 30 hp / 500,001 - 1,000,000 BTUs.....	\$69.00
	Over 30 up to 50 hp / 1,000,000 - 1,750,000 BTUs.....	\$88.00
	Over 50 hp / Over 1,750,001 BTUs.....	\$107.00
Furnace, Heater or Burner	Up to and Including 100,000 BTUs.....	\$25.00
With Attached Ducts and Vents	Over 100,000 BTUs.....	\$38.00
Gas Piping, Outlet or System	Per Outlet, Up to and Including 4 Outlets.....	\$25.00
Incinerator (Includes Relocation)	Per commercial or Industrial Type.....	\$95.00
	Per Domestic Type, Including Metal Fireplaces, Inserts, etc.....	\$32.00
IRC/IMC Regulated Appliance Not Specified	Including Wood Stoves, Miscellaneous Non-Portable Appliances, Gas Water Heaters.....	\$32.00
Range Hood	Served by Mechanical Exhaust, Including Ducts.....	\$32.00
Relocate/Replace	Per Appliance Vent Installed and not Included in a Permit.....	\$19.00
Repair, Alteration or Addition	Per Piece of Heating or Cooling Equipment, Including Controls.....	\$25.00
Ventilation Systems	Fan Connected to a Single Duct.....	\$13.00
	System Not Part of HVAC System Authorized by Permit.....	\$25.00

PLUMBING PERMITS – 1 & 2 FAMILY DWELLINGS

Fixtures include such items as floor drains, floor sinks, hose bibs/vacuums, toilets, and water heaters.

Plumbing System	Up to 4 fixtures.....	\$175.00
	Per fixture over 4.....	\$15.00

Permit and Service Fees



<u>Gas Piping System – standalone Permit</u>	Up to 4 outlets.....	\$175.00
	Per outlet over 4.....	\$15.00
<u>Gas Piping as part of a Plumbing or mechanical permit</u>	Per outlet (when included in outlet count).....	\$15.00
<u>Backflow Prevention Device – Standalone permit</u>	Up to 4 devices.....	\$175.00
	Per device over 4.....	\$15.00
<u>Backflow Prevention Device – As part of a plumbing system permit</u>	Per device (when included in outlet count).....	\$15.00
<u>Permit Issuance</u>	Issuing Each Permit, Plus Fixture Fees (Below).....	\$38.00
	Per Supplemental Permit.....	\$19.00
<u>Backflow Protection Devices</u>	Per Device.....	\$32.00
<u>Drainage Vent Piping</u>	Installation, Alteration or Repair.....	\$19.00
<u>Floor Drains</u>	Per Drain.....	\$19.00
<u>Floor Sinks</u>	Per Sink.....	\$19.00
<u>Hose Bib/Vacuum</u>	Per Fixture.....	\$19.00
<u>Lawn Sprinkler Systems</u>	Single Meter System, Including Backflow Devices.....	\$19.00
<u>Plumbing Fixtures</u>	Per Fixture.....	\$19.00
<u>Rainwater Systems</u>	Per Drain (Inside Building Envelope).....	\$19.00
<u>Water Piping/Treating Equip.</u>	Installation, Alteration or Repair.....	\$19.00

MISCELLANEOUS PERMITS

Multi-Family Single Use Water Heater (gas or electric)

	Up to 4 fixtures/equipment.....	\$175.00
	Fixtures/equipment over 4.....	\$15.00
	Processing Fee Per Heater.....	\$38.00
	Per Electric Heater.....	\$19.00
	Per Gas Heater.....	\$32.00

Banner Permit

Per Occupancy.....	
\$38.00	40.00

Demolition

Commercial/Multi-Family.....	10% of
Value of Demolition \$1,500.00	



	Single-Family Primary <u>and/or Accessory</u> Building.....	\$189.00 <u>150.00</u>
	Single-Family Accessory Building or Structure.....	\$96.00
Solar Systems, Commercial	Fee Based on Valuation Table
Solar Systems, Single-Family	Plans not meeting the permitting checklist requirements	Fee Based on Valuation Table
	Per permitting checklist requirements.....	\$16.00 <u>120.00</u>

INSPECTION CHARGES

Adult Family Home Inspection	Includes \$120.00 Fire Inspection Fee.....	\$290.00 <u>300.00</u>
Minimum Site Inspection	Commercial, Residential and Occupancy.....	\$170.00 <u>175.00</u>
Miscellaneous Inspection	\$116.00 <u>175.00</u>
Overtime Inspection	Weekday Overtime, Minimum 2 Hours (Hourly)	\$175.00; travel time will be charged, if applicable
	Weekend/Holiday/Weekday Call Back, Min. 4 Hours (Hourly)	\$175.00; travel time will be charged, if applicable
Re-Inspection	Work concealed without inspection or work not ready at the time of inspection will be charged a re-inspection fee	\$150.00 (1 st re-inspection)
	\$300.00 (2 nd re-inspection)
	\$450.00 (3 rd + re-inspection)
Investigation, Stop Work Order	Amount Equal to Original Permit Fee, Not Including Plan Review



SERVICES AND OTHER CHARGES

Appeal	To Hearing Examiner (Deposit).....	\$1,500.00
Electronic Plan Review	Contact Permit Center
Pre-Development Meeting	Meeting with staff from Building, Planning, Public Works and Fire.....	Free

Expedited Plan Reviews

Expedited plan reviews provide a way for an applicant with Building, Plumbing, Mechanical or Electrical permits to shorten timelines on plan reviews and/or schedule site inspections outside of normal business hours. Work shall be undertaken by in-house staff willing to work overtime or by consultant staff contracted by the City. The additional cost for expedited reviews is used to cover the City’s additional costs.

With expedited plan reviews the City commits to turn around residential permits and commercial tenant improvements within four (4) weeks from the date of complete submittal on first-time reviews and two (2) weeks for re-reviews of revised plans and deferred submittals. Other “commercial” permits will have first reviews completed within six (6) weeks and four (4) weeks for re-reviews of revised plans and deferred submittals. Once a plan is returned to the applicant with corrections, the “review clock” is stopped until a complete resubmittal is provided. During the review period, the applicant may be contacted for additional required information. The “clock” will also be stopped until a complete response is submitted.

If the City fails to meet the timelines set for expedited reviews, the additional fees will be refunded and standard review fees applied.

- Expedited Plan Reviews:
 - \$175.00 per hour for expedited plan reviews for projects up to \$100,000 in construction value.
 - For projects in excess of \$100,000 in value, a surcharge of 70% of the plan review fee for projects will be added.

EFFECTIVE JANUARY 1, 2017

ABOUT ELECTRICAL FEES

All charges are flat fees unless otherwise noted.

COMMERCIAL AND MULTI-FAMILY PERMITS

Including Low Voltage, ~~and~~ Solar Systems ~~or ; plus~~ Plan Check, ~~or Processing Fees.~~

Total Valuation Equal To:

\$0.00-\$1,000.00	Up to \$1,000.00.....	\$60.00
\$1,001.00-\$5,000.00	For the first \$1,000.00.....	\$90.00
	Per Additional \$100.00 or fraction thereof.....	\$8.00
\$5,001.00-\$20,000.00	For the first \$5,000.00.....	\$160.00
	Per Additional \$1,000.00 or fraction thereof.....	\$18.00
\$20,001.00-\$50,000.00	For the first \$20,000.00.....	\$375.00
	Per Additional \$1,000.00 or fraction thereof.....	\$16.00
\$50,001.00-\$250,000.00	For the first \$50,000.00.....	\$720.00
	Per Additional \$1,000.00 or fraction thereof.....	\$10.00
\$250,001.00-\$1,000,000.00	For the first \$250,000.00.....	\$2,800.00
	Per Additional \$1,000.00 or fraction thereof.....	\$6.00
\$1,000,001.00 and up	For the first \$1,000,000.00.....	\$9,250.00
	Per Additional \$1,000.00 or fraction thereof.....	\$4.00

PLAN REVIEW AND PERMIT PROCESSING CHARGES

Plan Review	40% of Electrical Permit Fee or Minimum Charge of.....	\$38.00 40.00
	Review for Changes to Approved Plans, 1 Hour Min. (Hourly).....	\$116.00 175.00
	Overtime Review.....	See Inspection Charges Section
	Expedited Review.....	See Services and Other Charges Section
Processing Fee	For All Permits Not Requiring Plan Review.....	\$38.00

INSPECTION CHARGES

Miscellaneous Inspection	\$116.00 175.00
Overtime Inspection	Weekday Overtime, Minimum 2 Hours (Hourly)	
	\$175.00; travel time will be charged, if applicable
	Weekend/Holiday/Weekday Call Back, Min. 4 Hours (Hourly)	
.....	\$175.00; travel time will be charged, if applicable	

INSPECTION CHARGES (Continued)

Re-Inspection	Work concealed without inspection or work not ready at the time of inspection will be charged a re-inspection fee	
	\$150.00 (1 st re-inspection)
	\$300.00 (2 nd re-inspection)
	\$450.00 (3 rd + re-inspection)
Investigation, Stop Work Order	Amount Equal to Original Permit Fee, Not Including Plan Review

SINGLE-FAMILY PERMITS, NEW INSTALLATIONS

Low Voltage Systems	Including Security, Phones, Computers, etc.....	\$66.00 <u>70.00</u>
Service/Panel, Accessory Building	Including Garages, Pools, Spas and Outbuildings.....	\$101.00 <u>120.00</u>
Service/Panel, Primary Dwelling	Up to 200 AMP (Including Garage).....	\$170.00
	Plus Processing Fee.....	\$38.00
	Over 200 AMP (Including Garage).....	\$243.00 <u>245.00</u>
	Plus Processing Fee.....	\$38.00

SINGLE-FAMILY PERMITS, REMODEL & SERVICE

Circuit, Added or Altered	No Service Change, Up to 10 Circuits.....	\$96.00 <u>100.00</u>
	Per Additional Circuit Over 10 (Max. Fee	
	\$162.00 <u>200.00</u>).....	\$8.00 <u>10.00</u>
Low Voltage Systems	Including Security, Phones, Computers, etc.....	\$66.00 <u>70.00</u>
Mast/Meter	Repair or Alteration.....	\$96.00 <u>100.00</u>
Repair/Rewiring	Includes Adding or Altering Outlets.....	\$96.00 <u>100.00</u>
Service/Panel	Alteration or Change, Base Fee (No Added Circuits).....	\$96.00 <u>100.00</u>
	Per Additional Circuit (Maximum Fee \$162.00 <u>200.00</u>).....	\$13.00 <u>10.00</u>

SINGLE-FAMILY PERMITS, SOLAR SYSTEMS

Per Solar System	Plans not meeting the permitting checklist requirements	
	Fee Based on Electrical Permit Valuation Table
	Per permitting checklist requirements.....	\$174.00 <u>175.00</u>

SERVICE AND OTHER CHARGES

Appeal	To Hearing Examiner (Deposit).....	\$1,500.00
Electrical Service	Events, Including Carnivals, Fairs, and Haunted Houses	
	Base Fee, Plus.....	\$96.00 100.00
	Per Concession.....	\$13.00 15.00
	Mobile/Manufactured Homes, Not Including Accessory Structures...	\$96.00 100.00
	Portable Classrooms.....	\$96.00 100.00
	Swimming Pools, Saunas, Spas and Hot Tubs.....	\$96.00 100.00
	Temporary Service.....	\$96.00 100.00
Installation Transfer/Switch	Panel and Residential Generator.....	\$51.00 60.00
Sign Hook-Up	Per Sign.....	\$38.00 40.00
T-Stats, <u>Commercial or Residential</u>	Base Fee.....	\$38.00 40.00
<u>Residential</u>	Per Additional T-Stat Over 1.....	\$6.00 10.00

Expedited Plan Reviews

Expedited plan reviews provide a way for an applicant with Building, Plumbing, Mechanical or Electrical permits to shorten timelines on plan reviews and/or schedule site inspections outside of normal business hours. Work shall be undertaken by in-house staff willing to work overtime or by consultant staff contracted by the City. The additional cost for expedited reviews is used to cover the City’s additional costs.

With expedited plan reviews the City commits to turn around residential permits and commercial tenant improvements within four (4) weeks from the date of complete submittal on first-time reviews and two (2) weeks for re-reviews of revised plans and deferred submittals. Other “commercial” permits will have first reviews completed within six (6) weeks and four (4) weeks for re-reviews of revised plans and deferred submittals. Once a plan is returned to the applicant with corrections, the “review clock” is stopped until a complete resubmittal is provided. During the review period, the applicant may be contacted for additional required information. The “clock” will also be stopped until a complete response is submitted.

If the City fails to meet the timelines set for expedited reviews, the additional fees will be refunded and standard review fees applied.

- Expedited Plan Reviews:
 - \$175.00 per hour for expedited plan reviews for projects up to \$100,000 in construction value.
 - For projects in excess of \$100,000 in value, a surcharge of 70% of the plan review fee for projects will be added.

3.104.150 LMC Title 15 fees and charges. SHARE

The fees and charges set forth in Table 3.104.150 are the city of Lynnwood fees and charges related to the provisions of LMC Title 15.

Table 3.104.150 – LMC Title 15 Fees and Charges

~~LMC TITLE 15 – ONE- AND TWO-FAMILY DWELLING PLUMBING AND MECHANICAL FEES~~

~~Mechanical Permit Fees~~

~~LMC TITLE 15 – SINGLE FAMILY (ONE- AND TWO-FAMILY DWELLINGS) MECHANICAL~~

Permit issuance	Issuing each permit \$175.00 (including 4 pieces of equipment), \$15.00 per piece of equipment over 4	38.00
Mechanical System	Supplemental permit	19.00

~~Mechanical Unit Fee Schedule LMC TITLE 15 – SINGLE FAMILY (ONE- AND TWO-FAMILY DWELLINGS) PLUMBING~~

Gas piping – Outlet or system (Chapter 13) Plumbing System	Per outlet, up to and including four outlets \$175.00 (including 4 fixtures), \$15.00 per fixture over 4	25.00
-Gas Piping System- standalone permit	Per additional outlet over 4 \$175.00 (including 4 outlets), \$15.00 per outlet over 4	6.00
Installation – Air handler, not part of a system including ducts Gas Piping as part of a plumbing or mechanical permit	10,000 cubic feet per minute or less \$15.00 per outlet (when included in outlet count)	19.00
-Backflow Prevention Device – standalone permit	Over 10,000 cubic feet per minute \$175.00 (including 4	32.00

Table 3.104.150 – LMC Title 15 Fees and Charges

~~LMC TITLE 15 – ONE AND TWO FAMILY DWELLING PLUMBING AND MECHANICAL FEES~~

	<u>devices), \$15.00 per device over 4</u>	
Installation—Furnace, heater or burner, including attached ducts Backflow Prevention Device as part of a plumbing system permit	Up to and including 100,000 BTUs \$15.00 per device (when included in outlet count)	25.00
-	Over 100,000 BTUs	38.00
Installation—IRC or IMC regulated appliances/equipment not otherwise specified	Including wood stoves, misc. nonportable appliances, gas hot water heaters	32.00
Installation—Relocation or replacement	Per appliance vent installed and not included in an appliance permit	19.00
Installation—Type I hood served by mechanical exhaust, including ducts	-	32.00
Installation/relocation—Per boiler or compressor	Up to 3 hp/100,000 BTUs	32.00
-	Over 3 hp to 15 hp/100,000 to 500,000 BTUs	50.00
-	Over 15 hp to 30 hp/500,000 to 1,000,000 BTUs	69.00
-	Over 30 hp to 50 hp/1,000,000 to 1,750,000 BTUs	88.00
-	Over 50 hp/over 1,750,000 BTUs	107.00
Installation/relocation—Incinerator	Per commercial or industrial type	95.00

Table 3.104.150 – LMC Title 15 Fees and Charges

LMC TITLE 15 — ONE AND TWO FAMILY DWELLING PLUMBING AND MECHANICAL FEES

-	Per domestic type, including metal fireplaces, inserts, etc.	32.00
Repair, alteration or addition	Per piece of heating or cooling equipment, including controls	25.00
Ventilation — Fan connected to single duct	-	13.00
Ventilation — System not part of HVAC system authorized by permit	-	25.00
-	-	-
Plumbing Fees	-	-
Permit issuance	Issuance of each permit	38.00
-	Each supplemental permit	19.00
-	-	-
Plumbing Unit Fee Schedule	-	-
Backflow protection devices	Per device	32.00
Drainage vent piping	Installation, alteration or repair	19.00
Floor drains	Per drain	19.00
Floor sinks	Per sink	19.00
Hose bib/vacuum	Per fixture	19.00
Lawn sprinkler systems	Single meter system, including backflow devices	19.00
Plumbing fixtures	Per fixture	19.00
Rainwater systems	Per drain (inside building)	19.00

Table 3.104.150 – LMC Title 15 Fees and Charges

~~LMC TITLE 15 – ONE AND TWO FAMILY DWELLING PLUMBING AND MECHANICAL FEES~~

Water heaters	Per heater	19.00
Water piping/water treating equipment	Installation, alteration or repair	19.00
-	-	-
Other Inspections and Fees	-	-
Inspection, Overtime – Weekday Call Back	Hourly, with 2-hour minimum	175.00
Inspection, Overtime – Weekend/Holiday	Hourly, with 4-hour minimum	175.00

~~* Or the total hourly cost incurred by the city, whichever is greatest. The actual cost shall include wages, benefits, overhead, supervision, supplies and equipment of the employees involved.~~

~~(Ord. 3237 § 2 (Exh. A), 2016)~~

3.104.160 LMC Title 16 fees and charges. 

The fees and charges set forth in Table 3.104.160 are the city of Lynnwood fees and charges related to the provisions of LMC Title 16.

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES, ~~;~~ COMMERCIAL AND MULTI-FAMILY - - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

Building and Single-Family Permits

Total Valuation Equal To:	\$0 – \$1,000.00	
	Up to \$1,000.00	<u>\$53.00</u>
	\$1,001.00 – \$2,000.00	

Table 3.104.160 – LMC Title 16 Fees and Charges

**LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,
COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES**

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

First \$1,000.00 plus	<u>\$53.00</u>
For each additional \$100.00 or fraction thereof, up to and including \$2,000.00	<u>\$4.00</u>
\$2,001.00 – \$25,000.00	
First \$2,000.00, plus	<u>\$93.00</u>
For each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00	<u>\$17.00</u>
\$25,001.00 – \$50,000.00	
First \$25,000.00, plus	<u>\$484.00</u>
For each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00	<u>\$12.00</u>
\$50,001.00 – \$100,000.00	
First \$50,000.00, plus	<u>\$784.00</u>
For each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00	<u>\$8.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES.

COMMERCIAL AND MULTI-FAMILY – PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

\$100,001.00 – \$500,000.00

First \$100,000.00, plus \$1,184.00

For each additional \$7.00
\$1,000.00 or fraction
thereof, up to and
including \$500,000.00

\$500,001.00 –
\$1,000,000.00

First \$500,000.00, plus \$3,984.00

For each additional \$6.00
\$1,000.00 or fraction
thereof, up to and
including \$1,000,000.00

\$1,000,001.00 –
\$5,000,000.00

First \$1,000,000.00, plus \$6,984.00

For each additional \$4.00
\$1,000.00 or fraction
thereof, up to and
including \$5,000,000.00

\$5,000,001.00 and up

First \$5,000,000.00, plus \$22,984.00

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

~~;~~ COMMERCIAL AND MULTI-FAMILY- ~~-~~ PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

For each additional \$1,000.00 \$3.00

NOTE: For single-family residential solar energy systems, valuation shall be based on structural components and labor only.

Building Permits – Other Inspections and Fees

Multi-family single-use water heater <u>(gas or electric)</u>	Processing fee per heater <u>\$175.00 (including 4 fixtures/equipment), \$15.00 per fixture/equipment over 4</u>	38.00
-	Per electric heater	19.00
-	Per gas heater	32.00
Demolition, commercial/multi-family	10% of the value of the demolition	<u>\$1,500.00</u>
Demolition, single-family	Primary <u>and/or accessory</u> building	189.00 <u>\$150.00</u>
-	Accessory building or structure	96.00
<u>Inspection, minimum for occupancy change</u>	- -	<u>170.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

<u>Inspection, adult family home</u>	<u>Includes \$120.00 Fire Inspection Fee</u>	<u>\$300.00</u>
Inspection, minimum site	<u>Including adult family homes Commercial, residential and occupancy</u>	170.00 <u>\$175.00</u>
Inspection, miscellaneous/other		116.00 <u>\$175.00</u>
Inspection, overtime – Weekday call back	Hourly, with 2-hour minimum*	<u>\$175.00</u>
Inspection, overtime – Weekend/holiday	Hourly, with 4-hour minimum*	<u>\$175.00</u>

* Or the total hourly cost incurred by the city, whichever is greatest. The actual cost shall include wages, benefits, overhead, supervision, supplies and equipment of the employees involved.

(Ord. 3237 § 2 (Exh. A), 2016)

Inspection, reinspection	Work concealed without inspection or work not ready at the time of inspection will be charged a reinspection fee	
	1st reinspection	<u>\$150.00</u>
	2nd reinspection	<u>\$300.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

	3rd+ reinspection	<u>\$450.00</u>
Investigation, stop work orders	Amount equal to permit fee	
Plan review	Fee, applies to all permits requiring review, unless listed below	65% of building <u>or single-family</u> permit fee
	Fee, applies to commercial/multi-family plumbing and mechanical permits requiring review	40% of plumbing/mechanical fees
	Hourly, additional review required for changes, additions or revisions to approved plans, <u>1-hour</u> minimum 1-hour *	116.00 <u>\$175.00</u>
Overtime plan review	Weekday overtime plan review: hourly, with 2-hour minimum*	<u>\$175.00</u>
	Weekend, holiday, or weekday call-back: hourly, with 4-hour minimum	<u>\$175.00</u>
Expedited plan review	Hourly, for projects up to \$100,000 in construction value	<u>\$175.00</u>
	Surcharge, for projects in excess of \$100,000 in construction value	70% of plan review fee

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

Processing fee	For all permits not requiring plan review	38.00
Banner permit	Per occupancy	38.00 <u>\$40.00</u>
Solar system, commercial or single-family not meeting the permitting checklist requirements	Fee based on building permit valuation table	
Solar system, single-family per permitting checklist	Permit fee	116.00 <u>\$120.00</u>

*Or the total hourly cost incurred by the city, whichever is greatest. The actual cost shall include wages, benefits, overhead, supervision, supplies and equipment of the employees involved.

Electrical Permit Fees

Inspection, miscellaneous/other	Fee	116.00 <u>\$175.00</u>
Inspection, overtime – Weekday call back	Hourly, with 2-hour minimum*	<u>\$175.00</u>
Inspection, overtime – Weekend/holiday	Hourly, with 4-hour minimum*	<u>\$175.00</u>
Inspection, re-inspection	1st re-inspection	<u>\$150.00</u>
	2nd re-inspection	<u>\$300.00</u>
	3rd re-inspection	<u>\$450.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

Investigation, stop work orders	Amount equal to original permit fee	
Plan review	Fee is 40% of the electrical permit fee or minimum charge, applies to all permits requiring review	38.00 <u>\$40.00</u>
	Hourly, additional review required for changes, additions or revisions to approved plans, with 1-hour minimum*	116.00 <u>\$175.00</u>
	Overtime review, hourly, 1-hour minimum charge*	116.00 <u>\$175.00</u>
Expedited plan review	Hourly, for projects up to \$100,000 in construction value	<u>\$175.00</u>
	Surcharge, for projects in excess of \$100,000 in construction value	70% of plan review fee
<u>Processing fee</u>	<u>For all permits not requiring plan review</u>	<u>38.00</u>

Electrical – Commercial and Multi-family (Includes Low Voltage and Solar Systems)

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

Total valuation equal to:	\$0 – \$1,000.00	-
	Up to \$1,000.00	<u>\$60.00</u>
	\$1,001.00 to \$5,000.00	
	Base, plus <u>For the first</u> <u>\$1,000.00</u>	<u>\$90.00</u>
	- 1.72% of the cost over <u>\$1,000.00</u> <u>Per Additional</u> <u>\$100.00 or fraction</u> <u>thereof</u>	<u>\$8.00</u>
	\$5,001.00 to \$20,000.00	
	Base, plus <u>For the first</u> <u>\$5,000.00</u>	158.80 <u>\$160.00</u>
	- 1.43% of the cost over <u>\$5,000.00</u> <u>Per Additional</u> <u>\$1,000.00 or fraction</u> <u>thereof</u>	<u>\$18.00</u>
	\$20,001.00 to \$50,000.00	
	- Base, plus <u>For the the</u> <u>first \$20,000.00</u>	373.30 <u>\$375.00</u>
	- 1.14% of the cost over <u>\$20,000.00</u> <u>Per Additional</u> <u>\$1,000.00 or fraction</u> <u>thereof</u>	<u>\$16.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,
COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

\$50,001.00 to \$250,000.00

<u>Base, plus</u>	<u>For the first</u>	<u>715.30</u>	<u>\$720.00</u>
<u>\$50,000.00</u>			
- <u>Per Additional \$1,000.00</u>		<u>\$10.00</u>	
<u>or fraction thereof</u>	<u>1.03%</u>		
<u>of the cost over</u>			
<u>\$50,000.00</u>			

\$250,001.00 to
 \$1,000,000.00

- <u>Base, plus</u>	<u>For the first</u>	<u>2,775.30</u>	<u>\$2,800.00</u>
<u>\$250,000.00</u>			
<u>0.86% of the cost over</u>		<u>\$6.00</u>	
<u>\$250,000.00</u>	<u>Per</u>		
<u>Additional \$1,000.00 or</u>	<u>fraction thereof</u>		

\$1,000,001.00 and up

<u>Base, plus</u>	<u>For the first</u>	<u>9,225.30</u>	<u>\$9,250.00</u>
<u>\$1,000,000.00</u>			
<u>0.57% of the cost over</u>		<u>\$4.00</u>	
<u>\$1,000,000.00</u>	<u>Per</u>		
<u>Additional \$1,000.00 or</u>	<u>fraction thereof</u>		

NOTE: For single-family residential solar energy systems, valuation shall be based on electrical components and labor only, minus PV panels.

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

Electrical – Single-Family, New

Low voltage systems	Including security, phones, computers, etc.	66.00 <u>\$70.00</u>
Service/panel, accessory building or structure	Including garages, pools, spas, and outbuildings	101.00 <u>\$120.00</u>
Service/panel, primary dwelling	Up to 200 <u>ampamps</u> (including garage)	<u>\$170.00</u>
-	<u>Processing fee</u>	<u>38.00</u>
	Over 200 <u>ampamps</u> (including garage)	243.00 <u>\$245.00</u>
-	<u>Processing fee</u>	<u>38.00</u>

Electrical – Single-Family, Remodel and Service

Circuits, added/alterd – No service change	Up to 10 circuits	96.00 <u>\$100.00</u>
	Fee per additional circuit (up to maximum total fee of <u>\$162.00</u> <u>\$200.00</u>)	8.00 <u>\$10.00</u>
Low voltage systems	Including security, phones, computers, etc.	66.00 <u>\$70.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY – PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

Mast/meter	Repair or alteration	96.00 <u>\$100.00</u>
<u>Repair/rewiring</u>	<u>Includes adding or altering outlets</u>	<u>\$100.00</u>
<u>Repair/rewiring</u>	- -	<u>96.00</u>
Service/panel alteration or change	Base fee (no added circuits), plus	96.00 <u>\$100.00</u>
	Fee per added circuit (up to maximum total fee of \$162.00 <u>\$200.00</u>)	13.00 <u>\$10.00</u>

Electrical – Solar, Single-Family

Per solar system permitting checklist	Permit fee	174.00 <u>\$175.00</u>
Per solar system not meeting permitting checklist	Fee based on electrical permit valuation table	

Electrical – Miscellaneous

Installation transfer/switch	Panel and residential generator	51.00 <u>\$60.00</u>
Service, events (carnivals, art and street fairs, haunted houses,	Base fee, plus	96.00 <u>\$100.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

amusement rides, and other temporary events)

	Per concession	13.00 <u>\$15.00</u>
Service, mobile/manufactured home	Not including accessory buildings or structures	96.00 <u>\$100.00</u>
Service, portable classrooms		96.00 <u>\$100.00</u>
Service, swimming pools, hot tubs spas and saunas:		96.00 <u>\$100.00</u>
Service, temporary		96.00 <u>\$100.00</u>
Sign hook-up	Per sign	38.00 <u>\$40.00</u>
T-stats, commercial <u>or residential</u>	Base fee	38.00 <u>\$40.00</u>
	Each additional T-stat over 1	6.00 <u>\$10.00</u>
Grading Permit Fee	Administrative fee, plus inspection and plan review fees (50 cubic yards/38.2 m3 or less exempt)	\$ <u>\$474.00</u>
Grading Inspection Fees	50 cubic yards (38.2 m3) or less	\$ <u>\$29.00</u>

Table 3.104.160 – LMC Title 16 Fees and Charges

**LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES;
COMMERCIAL AND MULTI-FAMILY - PLUMBING AND MECHANICAL FEES**

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

51 to 100 cubic yards (40 m3 to 76.5 m3) \$49.00

101 to 1,000 cubic yards (77.2 m3 to 764.6 m3)

First 100 cubic yards (76.5 m3), plus \$49.00

Each additional 100 cubic yards (76.5 m3) \$24.00

1,001 to 10,000 cubic yards (765.3 m3 to 7,645.5 m3)

First 1,000 cubic yards (764.6 m3), plus \$260.00

Each additional 1,000 cubic yards (764.6 m3) \$21.00

10,001 to 100,000 cubic yards (76,456 m3 to 152,911 m3)

First 10,000 cubic yards (7,645.5 m3), plus \$436.00

Each additional 10,000 cubic yards (7,645.5 m3) \$87.00

100,001 cubic yards (76,456 m3) or more

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES.

COMMERCIAL AND MULTI-FAMILY – PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

First 100,000 cubic yards **\$1,232.00**
(76,455 m³), plus

Each additional 10,000 **\$50.00**
cubic yards (7,645.5 m³)

Grading Plan Review Fees

50 cubic yards (38.2 m³) or –
less

51 to 100 cubic yards (40 **\$32.00**
m³ to 76.5 m³)

101 to 1,000 cubic yards **\$49.00**
(77.2 m³ to 764.6 m³)

1,001 to 10,000 cubic yards **\$66.00**
(765.3 m³ to 7,645.5 m³)

10,001 to 100,000 cubic
yards (76,456 m³ to
152,911 m³)

First 10,000 cubic yards **\$66.00**
(7,645.5 m³), plus

Each additional 10,000 **\$34.00**
cubic yards (7,645.5 m³)

100,001 to 200,000 cubic
yards (76,456 m³ to
152,911 m³)

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES,

COMMERCIAL AND MULTI-FAMILY – PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

First 100,000 cubic yards **\$362.00**
(76,455 m3), plus

Each additional 10,000 **\$19.00**
cubic yards (7,645.5 m3)

200,001 cubic yards
(152,912 m3) or more

First 200,000 cubic yards **\$540.00**
(152,911 m3), plus

Each additional 10,000 **\$10.00**
cubic yards (7,645.5 m3)

Structure Moving Permit

Base fee, plus **\$770.00**

Pre-inspection up to 2 **171.00**
hours **\$175.00**

Reports, Custom

~~Building permit data,
hourly rate plus sending of
report; minimum 1 hour to
set up report, if applicable~~

~~Per calendar year, digital~~ **368.00**

~~Per calendar year,
paper/mailed~~ **735.00**

Table 3.104.160 – LMC Title 16 Fees and Charges

LMC TITLE 16 – BUILDING, SINGLE-FAMILY, ELECTRICAL AND GRADING FEES.

;-COMMERCIAL AND MULTI-FAMILY- - PLUMBING AND MECHANICAL FEES

Fees are based upon the International Code Council Valuation Data Table for construction valuation or the International Building Code for square footage, whichever is greater.

-	After July 1st, digital	179.00
-	After July 1st, paper/mailed	368.00

(Ord. 3237 § 2 (Exh. A), 2016)

Introduction

Lynnwood’s Development and Business Services (DBS) provides building and business development services to contractors, developers, business and property owners, and the community at large. Services include plan reviews, building inspections, code enforcement, project facilitation, and business support services. Community Development, Code Enforcement, Permitting, Inspections, Planning, Fire Prevention, Public Works and Economic Development are all represented at the DBS offices.

Customer service is very important to the success of DBS. A positive experience with DBS staff and the permitting process can enhance the image of Lynnwood as place to live and do business, furthering our Community Vision of being a welcoming, sustainable and vibrant community with an accountable government.

To ensure outstanding customer service and satisfaction, DBS is conducting an on-going Customer Satisfaction Survey. The survey is sent by email to customers who received a permit through the City of Lynnwood during the previous two-week period. Surveys are collected for each group until data has been collected from approximately 100 respondents. When 100 responses are received, the data is analyzed. Over time the groups are compared for trends in customer service.

The Group 1 survey results serve as benchmark data. In this report, we compare the benchmark data from Group 1 with the data collected from Groups 6 to monitor ongoing customer satisfaction.

	Group 1 Benchmark	Group 2	Group 3	Group 4	Group 5	Group 6
Number of Respondents	100	110	102	111	106	108
Timeline	7/27/15 – 12/10/15	1/8/16 – 7/20/16	8/23/16 – 2/16/17	4/13/16 – 11/2/17	10/17/17 – 5/14/18	5/17/18 – 1/16/19
Total Number of Invitations	551	696	600	851	1,098	1,118
Response Rate	18%	18%	17%	13%	10%	10%



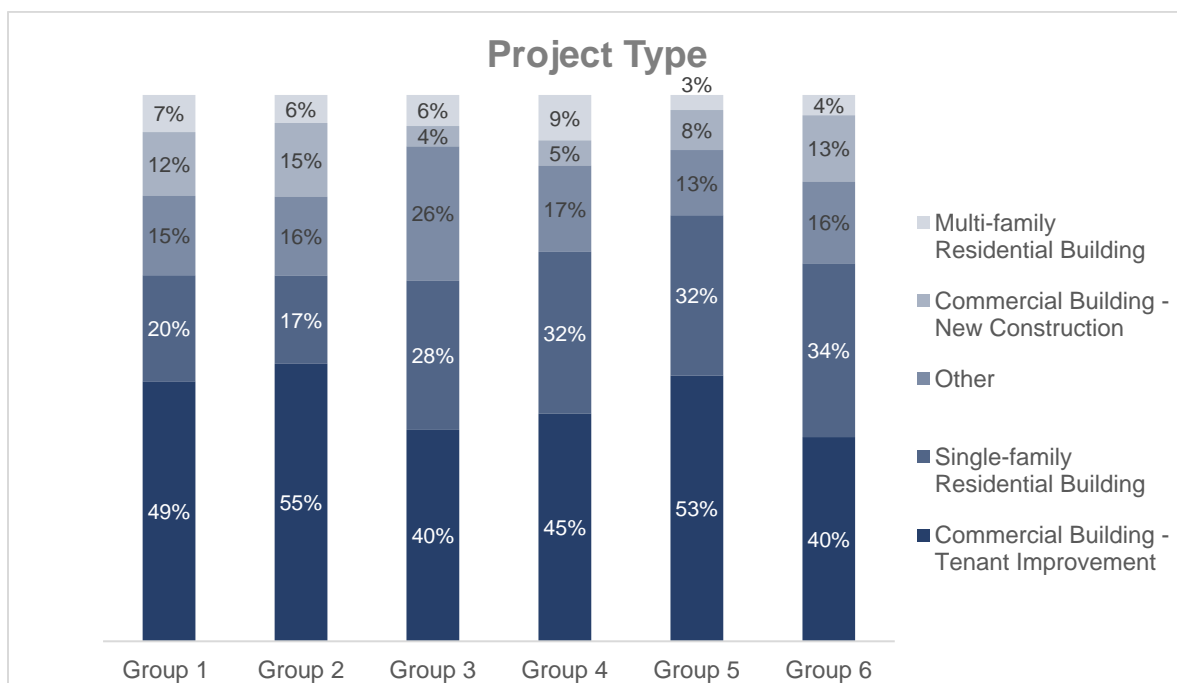
Survey Results

Key Findings

- The largest proportion of permits were issued for commercial building and tenant improvements, typically for electrical or a remodel. Most respondents were contractors, who had previous experience with the permit process in Lynnwood.
- The majority of respondents were satisfied with their experience with the City and felt their Lynnwood permit experience was the same or better than permitting experiences they had elsewhere.
- Comments regarding staff show respondents remain most satisfied with the professionalism and helpfulness of front counter staff and least satisfied with building plan review, primarily due to the amount of time it takes for a permit to be issued, and lack of clarity on what is required.
- Regarding what could be done better, the most frequent comments pertain to having online permitting submittal services, followed by comments related to improvements the timeliness of the process, better communication from staff, and being informed of inspection date and time.
- When asked what was done well, respondents commented on the professional staff, over-the-counter plan review Tuesdays, and how helpful the staff is, particularly the front counter staff.

Q1: Did you most recent permit request involve a....

The highest percentage of permit types in Groups 6, and all previous data groups, were for commercial building – tenant improvements, followed by single-family residential, and commercial building – new construction projects.





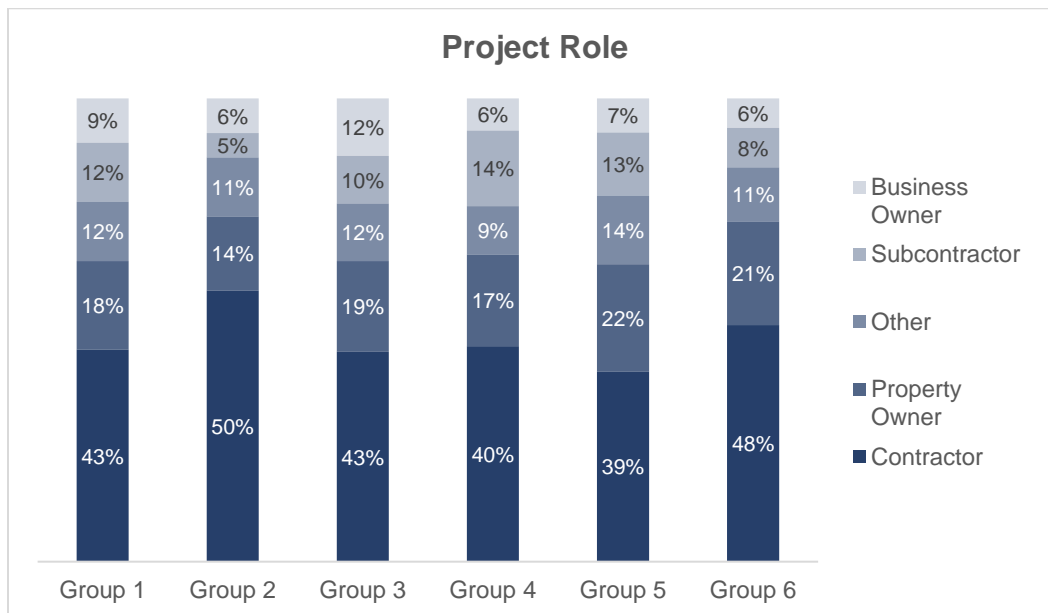
Q2: What type of permit did you obtain? (Check all that apply)

Electrical, plumbing, fire alarm / sprinkler permits, and permits involving a remodel were the most common type of permit issued to respondents. This information illustrates the various functions of the DBS “one-stop-shop”.

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Electrical	36%	40%	43%	39%	44%	44%
Addition/Remodel	24%	29%	23%	17%	24%	20%
Plumbing	15%	16%	15%	12%	20%	15%
Fire Alarm/Sprinkler	14%	13%	11%	10%	18%	11%
New Building	13%	4%	8%	9%	9%	13%
Sign	9%	8%	10%	6%	4%	6%
Demolition	7%	8%	11%	11%	2%	6%
Other	7%	15%	23%	21%	24%	25%
Right of Way	6%	6%	4%	5%	0%	5%
Tree Work/Removal	5%	6%	6%	8%	7%	12%
Roof	4%	5%	1%	5%	1%	3%
Carport/Fence/Deck/Shed	2%	2%	0%	1%	2%	4%

Q3: What was your role in the project?

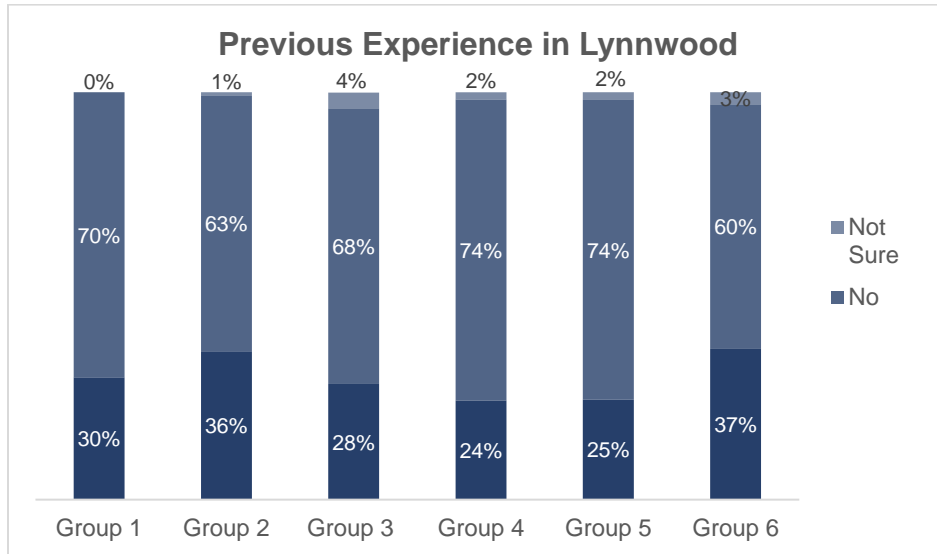
Respondents in this study represent a wide variety of professions, but are typically contractors, property owners, subcontractors, business owners and architects applying for permits. This demonstrates the various stakeholders involved in the permit process.





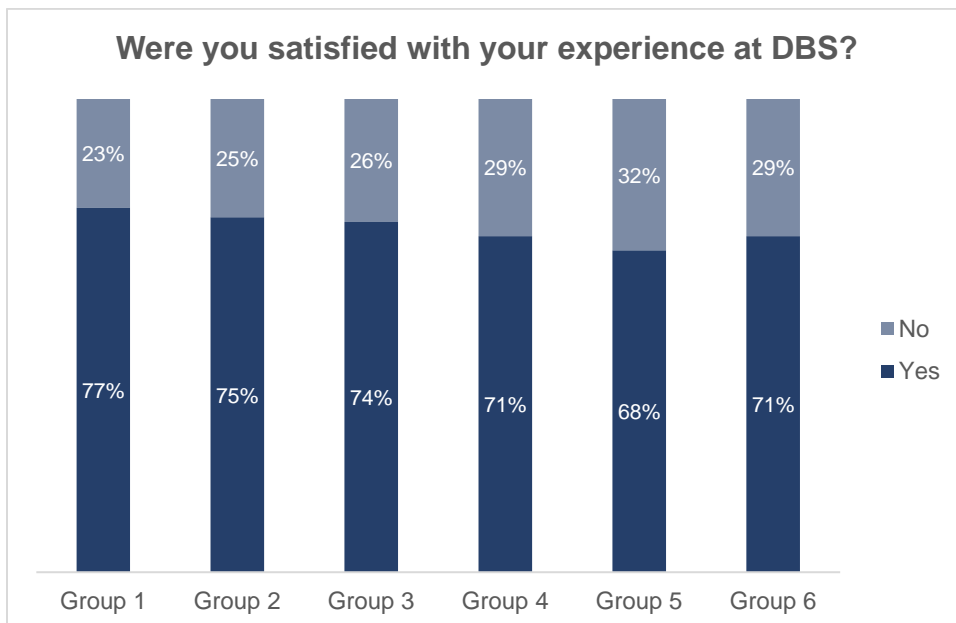
Q4: Was this your first experience applying for a permit in the City of Lynnwood?

The percentage of respondents with previous experience applying for a permit increased from 30% in Group 1, to 37% in Group 6. Being unfamiliar with the permit process in Lynnwood may impact a customer’s satisfaction with overall experience at DBS.



Q5: Thinking about your most recent permit application, were you satisfied with your experience with the City of Lynnwood Development & Business Services?

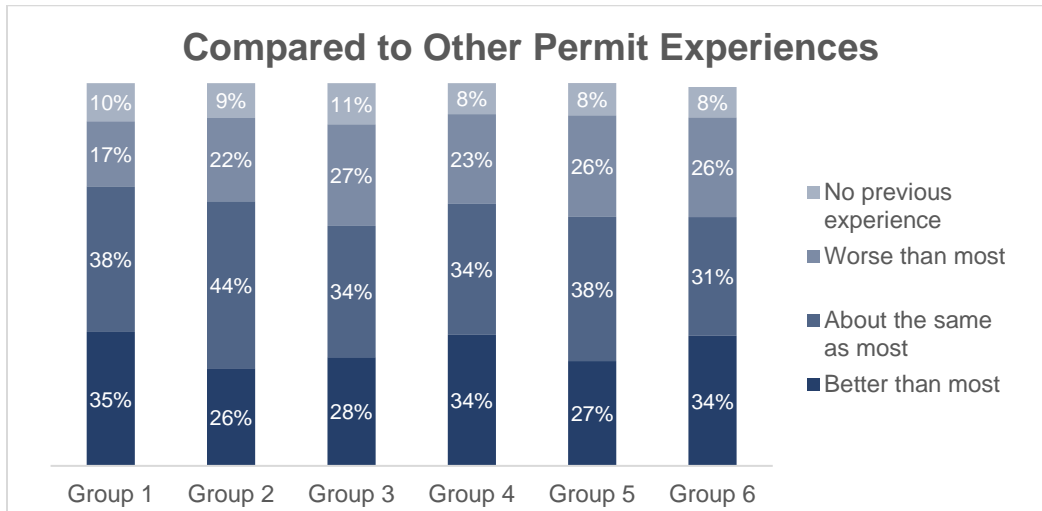
The majority of respondents in all six groups stated they were satisfied with their experience with DBS overall, indicating the vast majority of respondents feel the City of doing a good job. The percentage of respondents who stated they were satisfied with their experience at DBS decreased from 77% in Group 1, to 71% in Group 6.





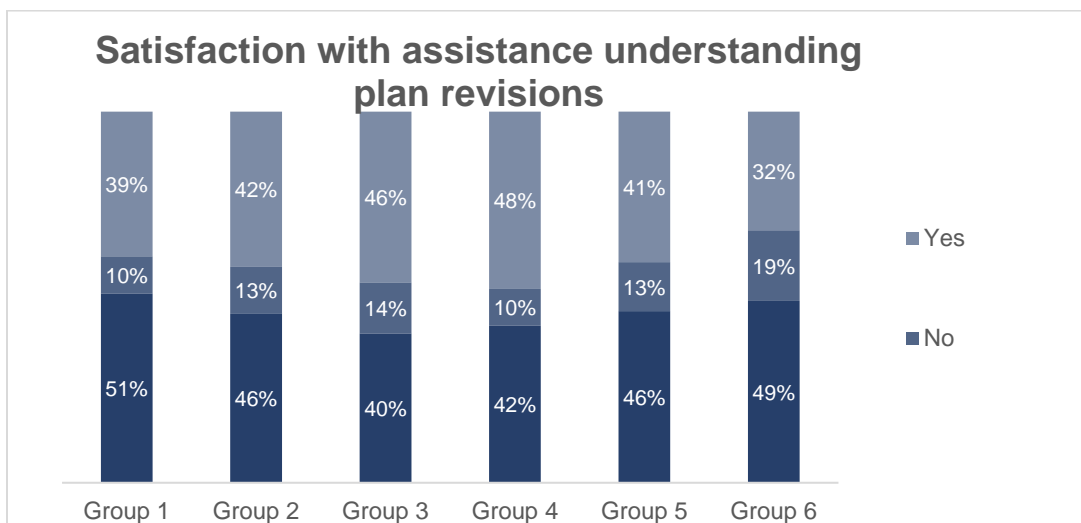
Q6: Compared to other permit experiences you have had in Lynnwood and elsewhere, was your most recent experience with the City of Lynnwood....

In Group 1, 35% of the respondents rated their most recent experience with the City of Lynnwood as being “better than most”. This decreased to 34% in Group 6. The percentage of respondents who rated their experience as “worse than most” increased from 17% in Group 1, to 26% in Group 6.



Q8: If revisions were necessary to your original submittal to comply with City codes and regulations, were you satisfied with City Staffs efforts to help you understand the problems and solutions?

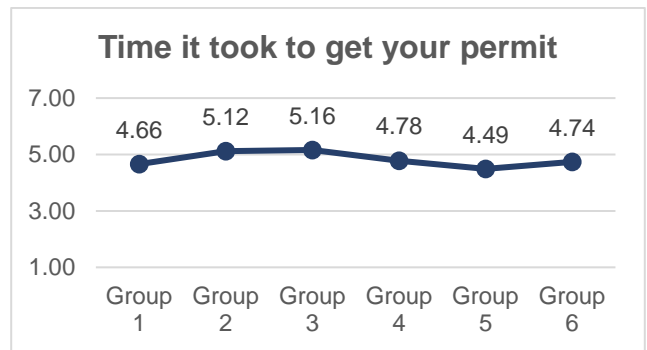
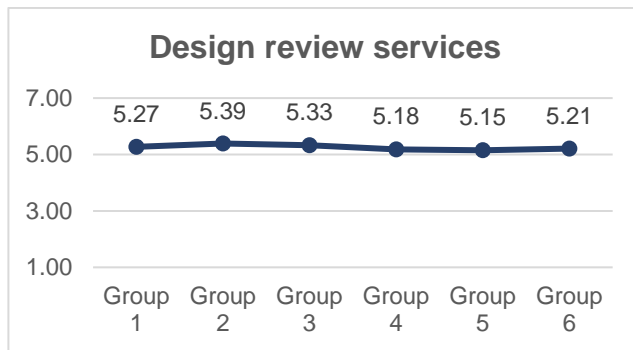
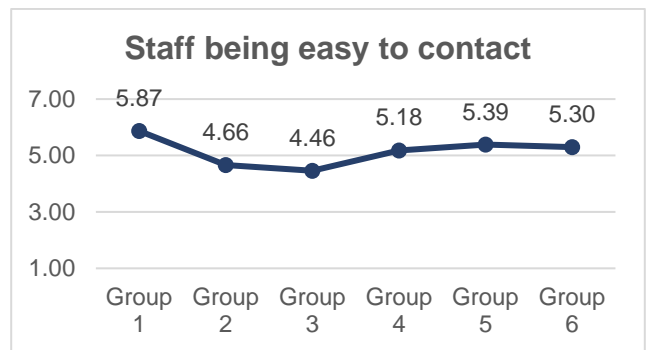
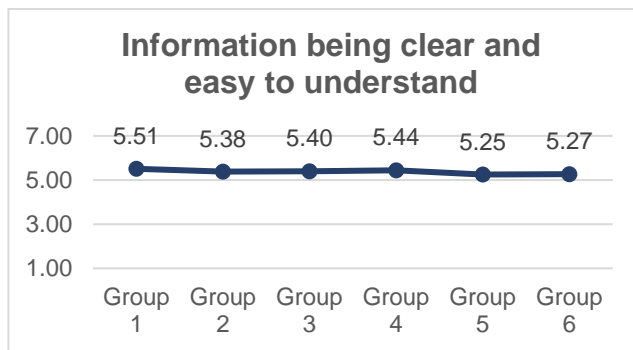
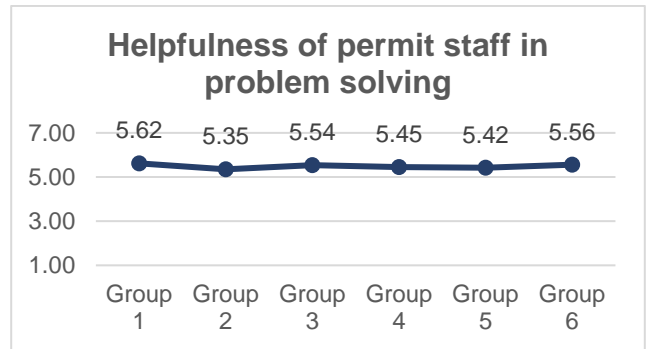
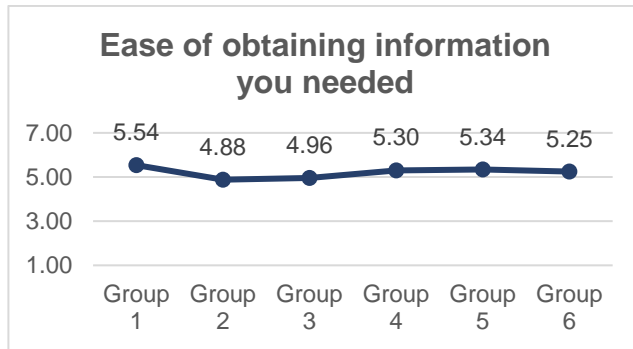
It is not unusual for plans to require revisions before they can be approved. When revisions are required, staff works with the applicant to help them understand the requirements and necessary changes. Approximately half of the respondent’s plans in each group required revisions. In Group 1, 10% of respondent’s whose plans required revisions, were not satisfied with City staff efforts to help them understand problems or solution. This increased to 19% in Group 6.





Q9: Based on your most recent experience, how satisfied are you with each of the following permit services?

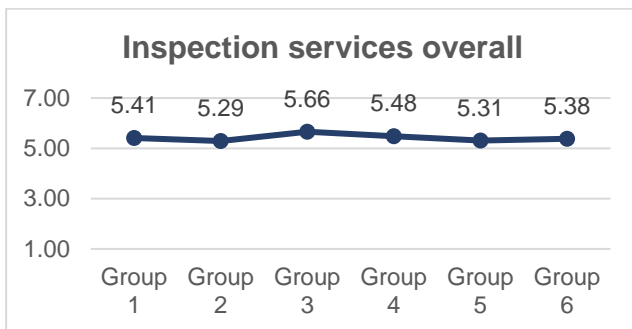
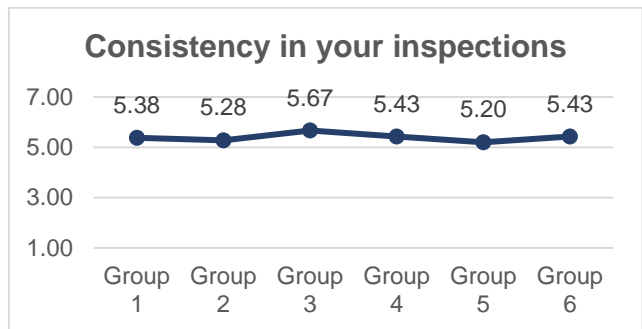
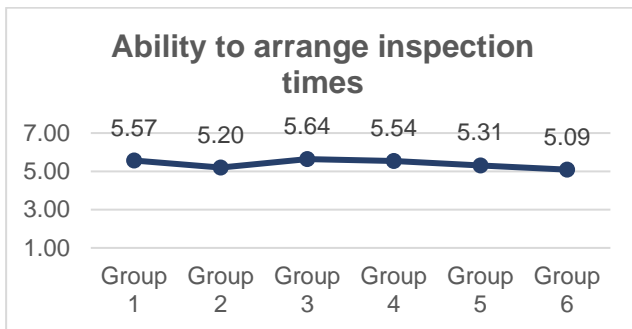
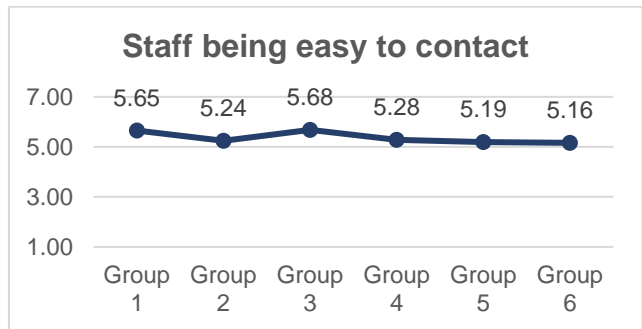
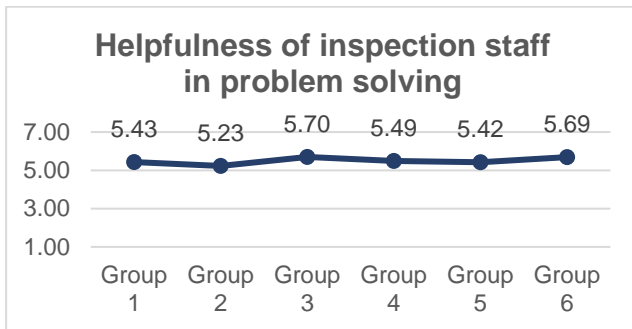
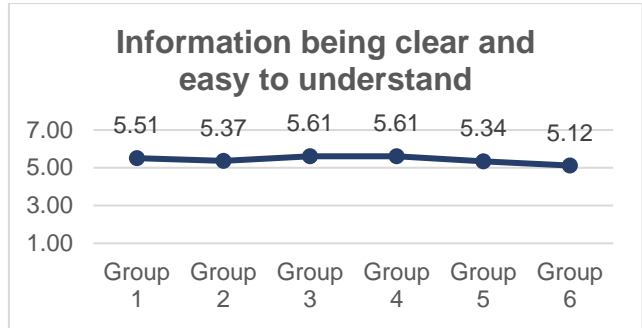
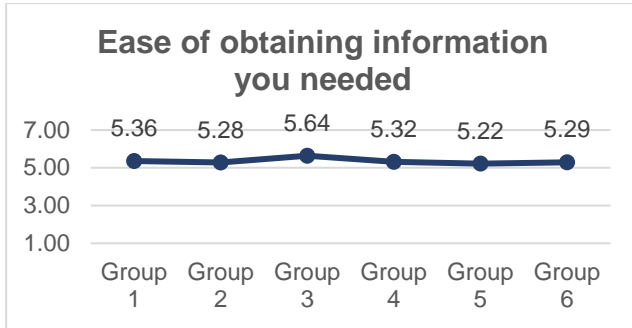
Respondents in Groups 6 rated their satisfaction with Permit Services lower than Group 1 in all areas, except the “time it took to get your permit”.





Q10: Based on your most recent experience, how satisfied are you with each of the following Inspection Services?

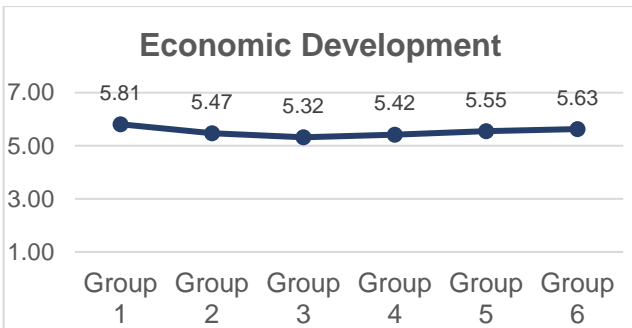
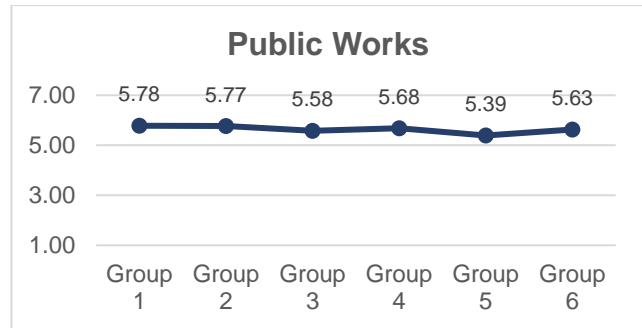
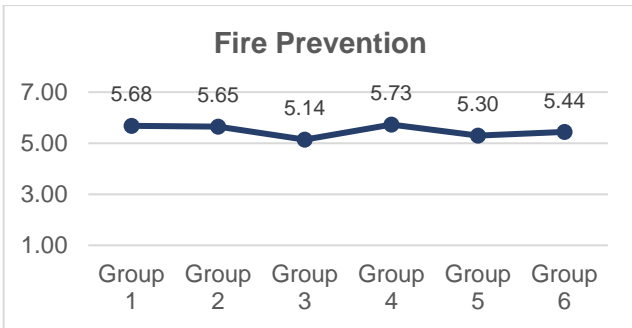
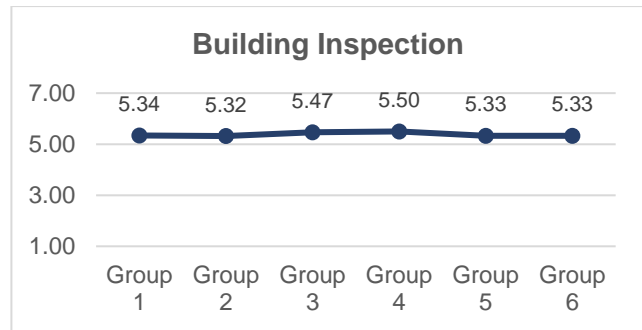
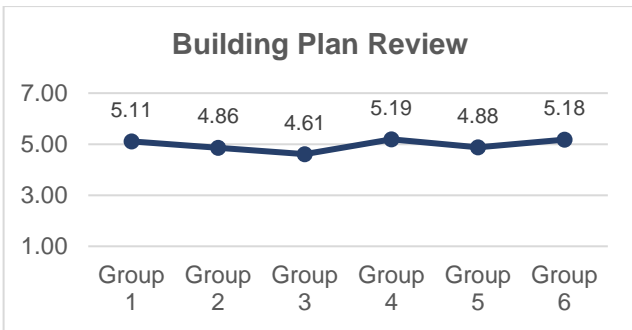
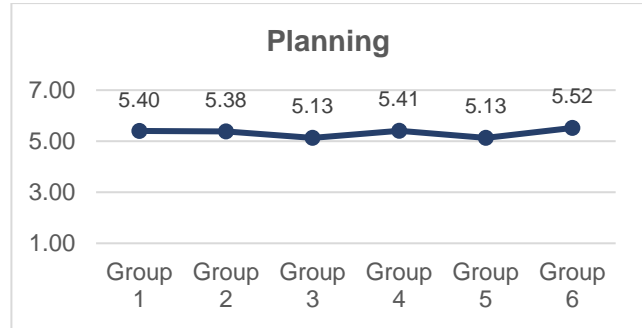
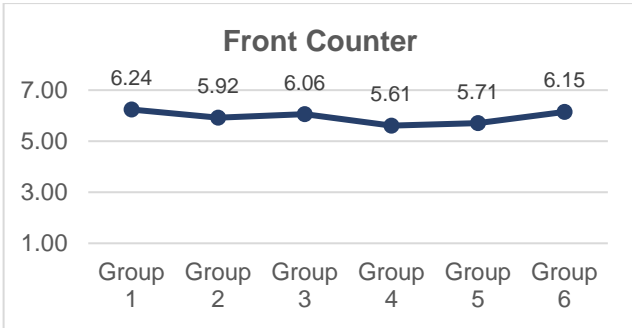
Respondents in Groups 6 rated their satisfaction with Inspection Services lower than Group 1 in all areas, except for “helpfulness of inspection staff” and “consistency in inspections”.





Q11: Thinking about the people you had interactions with during the permit process, how would you rate the performance of each group overall?

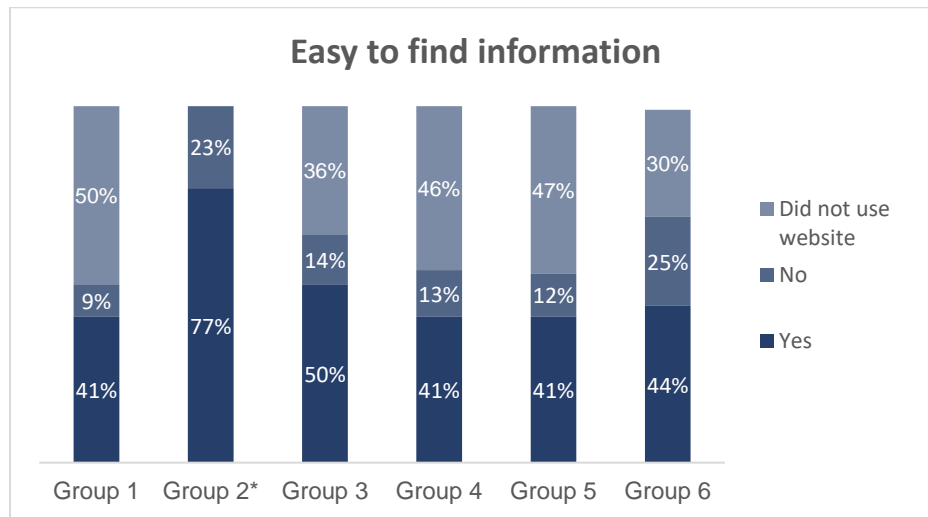
Respondents in Group 6 showed a decrease in satisfaction with the performance of each group at DBS compared to Group 1, except for “Building Plan Review” and “Building Inspection”.



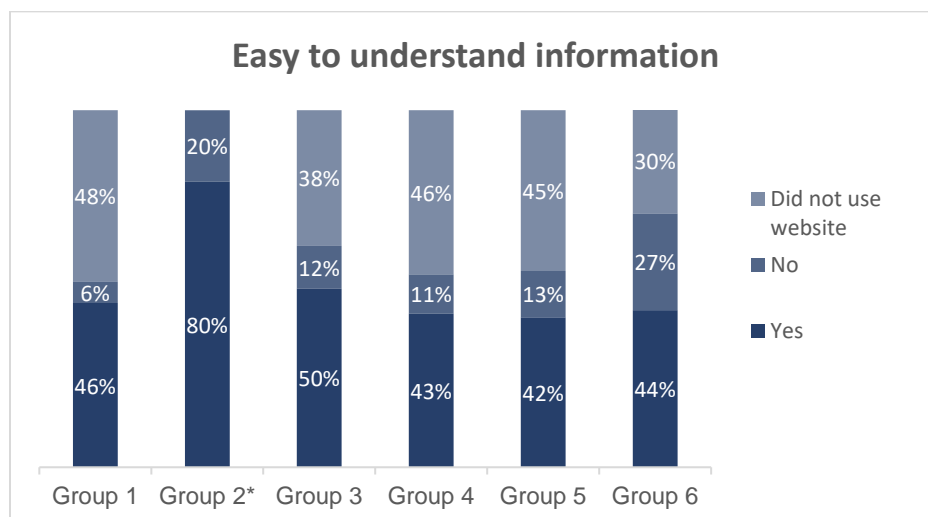


Q12: How was your experience with the Permit and Inspection website? Was it easy to find what you were looking for and easy to understand information on the website?

In Group 1, 41% of the respondents found the information on the website “easy to find”. This increased to 44% in Group 6. The number of respondents who did not use the website decreased from 50% in Group 1, to 30% in Group 6.



In Group 1, 46% of the respondents found the information on the website “easy to understand”. This decreased to 44% in Group 6. In Group 1, 6% of the respondents stated the information on the website was “not easy to understand”, which increased to 27% in Group 6.



*Respondents in Group 2 were not given the option to select “N/A” or “Did not use the website”.