City of Pleasant Hill

FY2005 Master Fee Schedule

ADOPTED BY RESOLUTION NO. 30-04

Effective August 7, 2004

City-wide Fees

Service/Application	Revenue Code	Legal Authority	Current Fee
Appeals		PHMC Div. 35-35	
Appeal to City Council	01-4190		$260
Appeal/Referral to any City Commission	01-4190		$130
Calls for Review*	01-4190		$0
Appeal of staff determination to City Manager	01-4190		$0
Photocopies			
Paper Copies*	01-4990	GC § 6253	$.10 per page
Oversized Copies*	01-4990		Actual cost
Maps*	01-4060	GC § 6253	Actual cost
Duplication of Public Meeting Recordings			
Audiotape	01-4190		$15
Videotape	01-4190		Actual cost
Notary Fee	01-4190	GC § 8211	$10
Automation Fee Surcharge (Accela)	01-4102	GC § 66014	7% of all permit fees

* Not subject to annual CPI adjustment

Planning Division

Authority for all Planning Division Fees: GC § 66014 and PHMC § 35-25.8 plus authority cited

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

Service/Application	Revenue Code	Legal Authority	Current Fee
Use Permit		PHMC Div. 35-29	
Minor	01-4010		$800
Major	01-4010		$1,640
Temporary	01-4010	PHMC Div. 35-30	$30
Adult Use	01-4010		$1,640
Variances		PHMC Div. 35-31	
Minor	01-4010		$618
Major	01-4010		$1,063
Subdivisions – Tentative Tract Maps		PHMC § 32-4.7 & 32-5; GC § 66451.2	
Minor	01-4020		$1,930
Major	01-4020		$3,090
Lot Line Adjustment	**01-4140**	**PHMC § 32-4.7 & 32-1.5**	**$109 per hour**
Rezoning	01-4010	PHMC Div. 35-34	$2,320
General Plan Amendment	01-4010	GC § 65358	$2,320
Architectural Review			
Sign Permit	01-4010	PHMC Div. 35-30A	$450
Master Sign Program	01-4010	PHMC Div. 35-30A	$450
Residential	01-4010	PHMC Div. 35-32	$790
Commercial	01-4010	PHMC Div. 35-32	$1,700

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
Sign Permits		PHMC Div. 35-30A	
Temporary Sign Permit*	01-4010		$0
Sign Permit with approved Master Sign Program	01-4010		$100
Development Plans	01-4010	PHMC Div. 35-28	$1,640
Planned Unit Development		PHMC Div. 35-9	
Plan	01-4010		$3,090
Amendment	01-4010		$2,320
Zoning Permits		PHMC Div. 35-27	
Over the Counter*	01-4125		$0
Plan Check – Residential	01-4125		$100 (collected with building permit fees)
Plan Check-Commercial	01-4125		$190 (collected with building permit fees)
Home Occupation Permits		PHMC § 35-5.6C	
On-line (no public hearing)	**01-4010**		**$30**
On-line (public hearing)	01-4010		$90
Over the counter (no public hearing)	01-4010		$60
Over the counter (public hearing required)	01-4010		$150
Tree Removal Permits	01-4010	PHMC § 35-16.24	$30
Annexations	**01-4010**	**GC § 66014**	**$109 per hour**

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Service/Application	Revenue Code	Legal Authority	Current Fee
Extensions of Approved Permit			
Use Permit	01-4010	PHMC Div. 35-29	$190
Variance	01-4010	PHMC Div. 35-31	$190
Architectural Review	01-4010	PHMC Div. 35-32	$190
Tentative Tract Map	01-4020	PHMC § 32-5.8	$390
Planned Unit Dev.	01-4010	PHMC Div. 35-9	$390
Rezoning	01-4010	PHMC Div. 35-34	$390
Expedited Application Process at Applicant's Request	01-4010	GC § 66014; GC § 66451.1	Actual cost + 30%
Environmental Review		GC § 66014	
Negative Declaration	01-4010		$970
Environmental Impact Report	01-4010		Actual cost + 30%
Fish & Game Fees*	01-4010	Pub. Res. § 21089	
EIR*	01-4010		$950
Negative Declaration*	01-4010		$1,500
Categorical Exemption Finding*	01-4010		$50
DeMinimis Impact*	01-4010		$50

* Not subject to annual CPI adjustment

Code Enforcement Division

Service/Application	Revenue Code	Legal Authority	Current Fee
Public Nuisance Abatement		PHMC § 11-2, 11-3, 11-5	
Actual Costs and Expenses of Abatement including but not limited to the following:			
Notice to Abate	01-4129		$70
Re-inspection	01-4129		$70 per inspection
Administrative Hearing	01-4129		$0
Preparation of Abatement Warrant	01-4129		$280
Abatement	01-4129		Actual cost + 30%
Cost of imposing lien	01-4129		$60 + County charge (if any)
Additional staff administrative time not covered above	01-4129		$70/hour + actual costs for Code Enforcement $60/hour + actual costs for Finance employees
Vehicle Abatement		PHMC § 5-3	
Actual administrative costs and expenses of abatement including but not limited to the following:			$70/hour + actual costs
1st inspection	29-4129		No charge
2nd inspection	29-4129		$70
Cost of Removal	29-4129		Actual cost + 30%
Confiscated Signs	01-4129	PHMC § 35-18.16	$30 per sign

* Not subject to annual CPI adjustment

Building Fees

Service/Application	Revenue Code	Legal Authority	Current Fee
Building Permit Fee (based upon project value)	01-3250	GC § 66014 PHMC § 10-1.3 H&S § 17951 CBC § 107.1	
$1-500			$50
$501-2,000			$50 for the first $500 plus $3.05 for each additional $100, or a fraction thereof, to and including $2,000
$2,001-$25,000			$69.25 for the first $2,000 plus $14 for each additional $1,000, or a fraction thereof, to and including $25,000
$25,001-$50,000			$391.25 for the first $25,000 plus $10.10 for each additional $1,000, or a fraction thereof, to and including $50,000
$50,001-$100,000			$643.75 for the first $50,000 plus $7 for each additional $1,000, or a fraction thereof, to and including $100,000

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
$100,001-$500,000			$993.75 for the first $100,000 plus $5.60 for each additional $1,000, or a fraction thereof, to and including $500,000
$500,001-$1,000,000			$3,223.75 for the first $500,000 plus $4.75 for each additional $1,000, or a fraction thereof, to and including $1,000,000
$1,000,001 and up			$5,608.75 for the first $1,000,000 plus $3.65 for each additional $1,000, or a fraction thereof
Building Plan Check Fee	01-3250	GC § 66014	80% of Building Permit Fee
Pre-plan review for projects valued over $1,000,000			$82 per hour
Electrical Permits	01-3270	GC § 66014 PHMC § 10-4.2 H&S 17951	16% of Building Permit Fee
Temporary power service			$50
Minimum electrical permit (upgrade to existing system)			$50

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Service/Application	Revenue Code	Legal Authority	Current Fee
Mechanical Permits	01-3280	GC § 66014 PHMC § 10-2.2 H&S 17951	12% of Building Permit Fee
Minimum mechanical permit (upgrade to existing system)			$50
Plumbing Permit	01-3260	GC § 66014 PHMC § 10-5.2 H&S 17951	14% of Building Permit Fee
Minimum plumbing permit (upgrade to existing system)			$50
Re-Roofs	01-3250	GC § 66014	
Residential			$70
Commercial (based upon project value)			See building permit fee
Title 24 Energy Inspections	01-3255	GC § 66014 CFR Title 24	
Underfloor Insulation			$45
Wall and/or Attic Insulation			$45
Plan Check for Title 24 Requirements			$82 per hour
Strong Motion Instrumentation Tax (SMI) (State of CA fee forwarded quarterly)	01-2160	PRC § 2705	
Residential			
1st $7,215 in value			$0.50

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Service/Application	Revenue Code	Legal Authority	Current Fee
Each additional $1,000 in value or portion thereof			$0.07
Commercial			
1st $7,215 in value			$1.00
Each addition $1,000 in value or portion thereof			$0.15
Building Reinspections	01-3240	GC § 66014; CBC § 108.8	$82 per hour
Code Compliance Inspection (for inspection of entire construction site for compliance with building and planning codes; written report)	01-3240	GC § 66014	$82 per hour (minimum two hours)
Reinstatement of Expired Permit	01-3250	GC § 66014 CBC § 106.4.4	50% of original permit fee
30 Day Lock (City safety inspection before PG&E can turn on utilities)	01-3240	GC § 66014	$50
House Moving or Oversized Load	01-3390	PHMC § 10-8	
Initial inspection fee		PHMC § 10-8.3	$82 per hour
Permit Fee		PHMC § 10-8.4c	$525
Other		PHMC § 10-8.9	Hourly rate for city personnel

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Engineering Services

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

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

Service/Application	Revenue Code	Legal Authority	Current Fee
Encroachment Permit		PHMC § 15-1.5 and PW Standards (Res. 87-00)	
Residential			
Sidewalk Repair by homeowner	01-3320		No charge
Curb and gutter repair due to homeowner tree root	01-3320		$85 + $85 per hour inspection fee
Cut curb for drain	01-3320		$85 + $85 per hour inspection fee
Driveway installation	01-3320		$85 + $85 per hour inspection fee
Sewer lateral repair	01-3320		$85 + $85 per hour inspection fee
Commercial			
Water District repair single service or hydrant	01-3320		$85 + $85 per hour inspection fee
Sewer District small repair	01-3320		$85 + $85 per hour inspection fee
Banner Permits	01-3320		$85
Sidewalk repair	01-3320		$85 + $85 per hour inspection fee
News Racks	01-3320	PHMC § 11-7.4b	$85 per hour (maximum 3 hrs.)
Utilities			
Large work	01-3320		$85 + $85 per hour inspection fee
Others			
Road Closures	01-3320		$85 + $85 per hour inspection fee
Contractor working for City			$0

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Service/Application	Revenue Code	Legal Authority	Current Fee
Subdivision Agreement Extension	**01-3290**	**PHMC § 32-4.7**	**$190**
Grading Permit Extension	**01-3290**	**PHMC § 15-2.8 (a.5)**	**$85**
Encroachment Permit Extension	**01-3290**	**PHMC § 15-1.5**	**$85**
Subdivisions		PHMC § 32 and PW Standards (Res. 87-00)	
Final/Parcel Map Review	01-4140	PHMC § 32-4.7 & 32-6.6	$3,200 + $290 per parcel
Certificate of Compliance	01-4140	PHMC § 32-14.4c	$109 per hour
Improvement Plans (Subdivision and Redevelopment)			
Plan Review		PHMC § 32-7.5, 32-4.7 & PW Standards (Res. 87-00	
Estimated Costs:			
$0- 15,000	01-4140		$545
$15,001 – 35,000	01-4140		$872
$35,001 – 75,000	01-4140		$1,417
$75,001 – 175,000	01-4140		$2,180
$175,001 – 375,000	01-4140		$3,052
$375,001 – 750,000	01-4140		$3,924
$750,001 – 1,250,000	01-4140		$5,030
Over $1,250,000	01-4140		$7,520
Improvement Inspection		PHMC § 32-7.5, 32-4.7 & PW Standards (Res. 87-00	
Estimated Costs:			
$0- 15,000	01-4140		$85 per hour

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Service/Application	Revenue Code	Legal Authority	Current Fee
$15,001 – 35,000	01-4140		$85 per hour
$35,001 – 75,000	01-4140		$85 per hour
$75,001 – 175,000	01-4140		$85 per hour
$175,001 – 375,000	01-4140		$85 per hour
$375,001 – 750,000	01-4140		$85 per hour
$750,001 – 1,250,000	01-4140		$85 per hour
Over $1,250,000	01-4140		$85 per hour
Grading and Drainage Permit			
Plan Review, per site		PHMC § 15-2.8 and PW Standards (Res. 87-00)	
0-200 Cubic Yds.	01-3290		$0
201-500 Cubic Yds.	01-3290		$272
501-1,000 Cubic Yds.	01-3290		$436
1,001-10,000 Cubic Yds.	01-3290		$872
10,001-100,000 Cubic Yds.	01-3290		$1,308
100,001-200,000 Cubic Yds.	01-3290		$1,744
Over 200,000 Cubic Yds.	01-3290		$109 per hour
Geologically Active Sites	01-3290		15% surcharge
Plan Amendment Reviews	01-3290		$109 per hour
Grading Inspection		PHMC § 15-2.8 and PW Standards (Res. 87-00)	
0-200 Cubic Yds.	01-3290		$0
201-1000 Cubic Yds.	01-3290		$85 per hour
1001-10,000 Cubic Yds.	01-3290		$85 per hour
10,001-100,000 Cubic Yds.	01-3290		$85 per hour
Over 100,000 Cubic Yds.	01-3290		$85 per hour
Inspection Fee (3rd Party Review of Geological Problem Sites)	01-3290		Actual cost + 10%

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Service/Application	Revenue Code	Legal Authority	Current Fee
Other			
Grading/Improvement Permit Transfer Fee	01-3290		$220
Abandonments/Sale of Excess Property (Paid by Developer)	01-4510	Str. & Highway Code § 8356	$109 per hour
Flood Zone Information			
Written Report	01-4060		$60
Survey, if authorized	01-4060		Actual Cost
Letter of Map Revision Amendment	01-4060		$109 per hour
Segregation of Assessments	Fund-4140		Actual Cost + $109 per hour
Real Estate Disclosure Letter	01-4190		$100
Outside Consultants	01-4190		Actual Cost + 10%
Postage	01-4190		Actual Cost
Parade Permits	01-3390	PHMC § 5-2	$25
Transportation Permit * (House moving or oversize load)	**01-4190**	**Vehicle Code § 35795(b)**	**$16**
Annual or repetitive permit	**01-4190**	**Vehicle Code § 35795(b)**	**$90**

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Police Services

DOJ = CA Department of Justice

Service/Application	Revenue Code	Legal Authority	Current Fee
Bicycle Licenses		PHMC § 5-4.1	
Original License	01-3220		$3 or current DOJ fee*
Transfer of Ownership	01-3220		$1 or current DOJ fee*
Alarm Permits		PHMC § 6-16.4c	
Registration			
Business	01-4110		$45
Residence	01-4110		$30
False Alarm Assessment		PHMC § 6-16.11	
1st 30 days after registration	01-4110		No charge
3 or more within 30 days	01-4110		$100 per alarm
4 or more within 60 days	01-4110		$100 per alarm
5 or more within 90 days	01-4110		$100 per alarm
6 or more within 365 days	01-4110		$100 per alarm
Note: Any number of false alarms within a 24 hour period shall be deemed as one			
Concealed Weapons Permits		Penal Code § 12054	
Application	01-3390		$100 + DOJ fee
Fingerprints	01-3390		See Fingerprints
Renewal	01-3390		$25 + DOJ fee

Service/Application	Revenue Code	Legal Authority	Current Fee
Fingerprints		PHMC § 2-26.4	
Resident	01-4110		$20 + DOJ fee if applicable
Non-resident	01-4110		$30 + DOJ fee if applicable
DUI Cost Recovery		Govt. Code § 53156	
Accident	01-4190		$300
Incident	01-4190		$250
Vehicle Impound Release	01-3390	Vehicle Code § 22850.5	$100
Massage Permits		PHMC § 6-24.18	
Massage establishment permit	01-3390		$110
Massage therapist permit	01-3390		$110
Outcall massage service permit	01-3390		$110
Fingerprints	01-3390		See Fingerprints
Renewal (annual)	01-3390		$110
Taxi Cab Permits			
Carrier permit	01-3390	PHMC § 6-17.30	
Application	01-3390		$250
Renewal (annual on anniversary date)	01-3390		$100 for first taxi/ $30 for each additional taxi
Late payment penalty	01-3390		20% of fee per month up to 100%
Driver Permit		PHMC § 6-17.31	
Application	01-3390		$26
Renewal (annual on anniversary date	01-3390		$20
Late payment penalty for renewals	01-3390		20% of fee per month up to 100%
Call box stand or open	01-3390		$500

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
stand application			
Application to City Council for rate change	01-3390		$250
Towing Services Permits		PHMC § 6-25.4c	
Owner/operator application processing	01-4110		$265
Visa letters			
Resident	01-4110		$20
Non-resident	01-4110		$30
Weapons Dealers		Penal Code § 12071	
Application	01-3390		$80
Fingerprints	01-3390		See Fingerprints
Renewal (annual)	01-3390		$30
Tobacco Retailer's License	01-3390	PHMC § 9-3.13	$ 53/hour ($500 max)

* Not subject to annual CPI adjustment

City Clerk/City Manager

Service/Application	Revenue Code	Legal Authority	Current Fee
Annual Subscriptions (City Council, Redevelopment Agency, Planning Commission, Architectural Review Commission)		GC § 6253	
Agendas	01-4190		$50 per year
Minutes	01-4190		$50 per year
Copies of Municipal Code or Municipal Code Supplements	01-4190		Actual cost
Minute Orders			
First Page	01-4190		$3
Each additional page	01-4190		$2
Document Certification	01-4190		$10
Permits			
Bingo	01-3390	PHMC § 6-26	$35
Entertainment	01-3390	PHMC § 6-21	$120 + actual cost of background check
Entertainment - renewal	01-3390		$60

* Not subject to annual CPI adjustment

Finance

Service/Application	Revenue Code	Legal Authority	Current Fee
Accounting Services			
Payroll Services	01-4100		2% of gross payroll
Service Charge on Refunds	01-4100	PHMC § 6-4.3	$20
Special Payrolls	01-4100		$60
Copies of Business License List			
Comprehensive In-City List	01-4190		$30
New Businesses Last 1-12 Months	01-4190		$10
Copies of Printed Records			
Annual Budget- Line Item Detail*	01-4190		$30
Annual Financial Report	01-4190		Actual Costs
Permits			
Controlled Sales Permit	01-3390	PHMC § 6-15.4	$180
Peddlers Permit	01-3390	PHMC § 6-20.6b	$60
Duplicate Business License	01-3150	PHMC § 6-3.10	$15
Finance Charge on Delinquent Invoice*	01-4100		1% per month
Returned Check Charges		Civil Code § 1719	
1st Occurrence*	01-3430		$25
Each additional occurrence	01-3430		$35

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Service/Application	Revenue Code	Legal Authority	Current Fee
Community Room			
Refundable security deposit	01-3521		$100
Rental fee	01-3521		$50 per use
Rental fee for Pleasant Hill based non-profit org. or govt. entities	01-3521		$0
Special Setup	01-3525		$75
False Alarm	01-3525		$50

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