

**FIRCREST CITY COUNCIL
SPECIAL MEETING AGENDA**

**MONDAY, AUGUST 20, 2018
6:00 P.M.**

**COUNCIL CHAMBERS
FIRCREST CITY HALL, 115 RAMSDELL STREET**

- 1. Call To Order**
- 2. Pledge Of Allegiance**
- 3. Roll Call**
- 4. Agenda Modifications**
- 5. Tacoma Public Utilities Presentation on Rates and Services**
- 6. Planning and Building Fee Schedule Review**
- 7. Adjournment**

Tacoma Public Utilities

Presentation to the City of Fircrest



Our mission:
*Tacoma Public Utilities
provides services that are
vital to our quality of life.*



Public, cost-of-service organization;
we don't pay investors

Part of the community since 1893

Led by a 5-member Public Utility
Board appointed by the Mayor of
Tacoma and confirmed by the City
Council

Jackie Flowers is the new Director
of Public Utilities

We are:





MyTPU.org/MyAccount
(253) 502-8600
3628 S. 35th St. | Tacoma, WA 98409

Account# [REDACTED]
Amount Due
\$155.31
Auto Pay Date
7/24/18

FOR SERVICE ADDRESS [REDACTED]

Previous Amount Due	\$179.70
Payments	<u>-\$179.70</u>
Balance	\$0.00
Current Charges Due 7/24/18	<u>\$155.31</u>
Amount Due	\$155.31

Billing period - 5/8/18 to 7/6/18 (60 days)

 Electricity	\$155.31
Average cost per day \$2.59	
Total Current Charges	\$155.31

You are on Auto Pay
Please do not send payment; your automatic payment will be deducted from your bank account on the due date.

Bill Payment Assistance
See if you're eligible for help paying your utility bills. MyTPU.org/Assistance.

We've Got a Rebate for That
Save energy and money on your electric bills. MyTPU.org/Rebates



Pay online at MyTPU.org/MyAccount or make checks payable to City of Tacoma and mail to P.O. Box 11010 • Tacoma, WA 98411-1010

Account# [REDACTED]
Amount Due
\$155.31
Auto Pay Date
7/24/18
DO NOT PAY

Check if your payment includes a donation to the low-income assistance program. Thank you!

Amount \$ _____

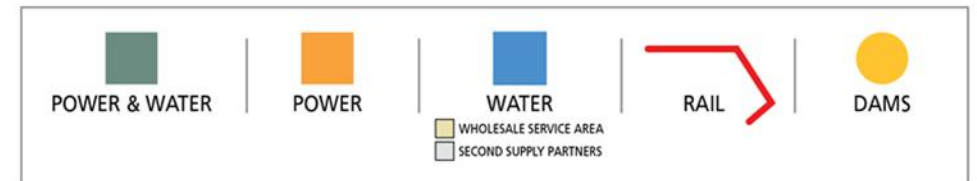
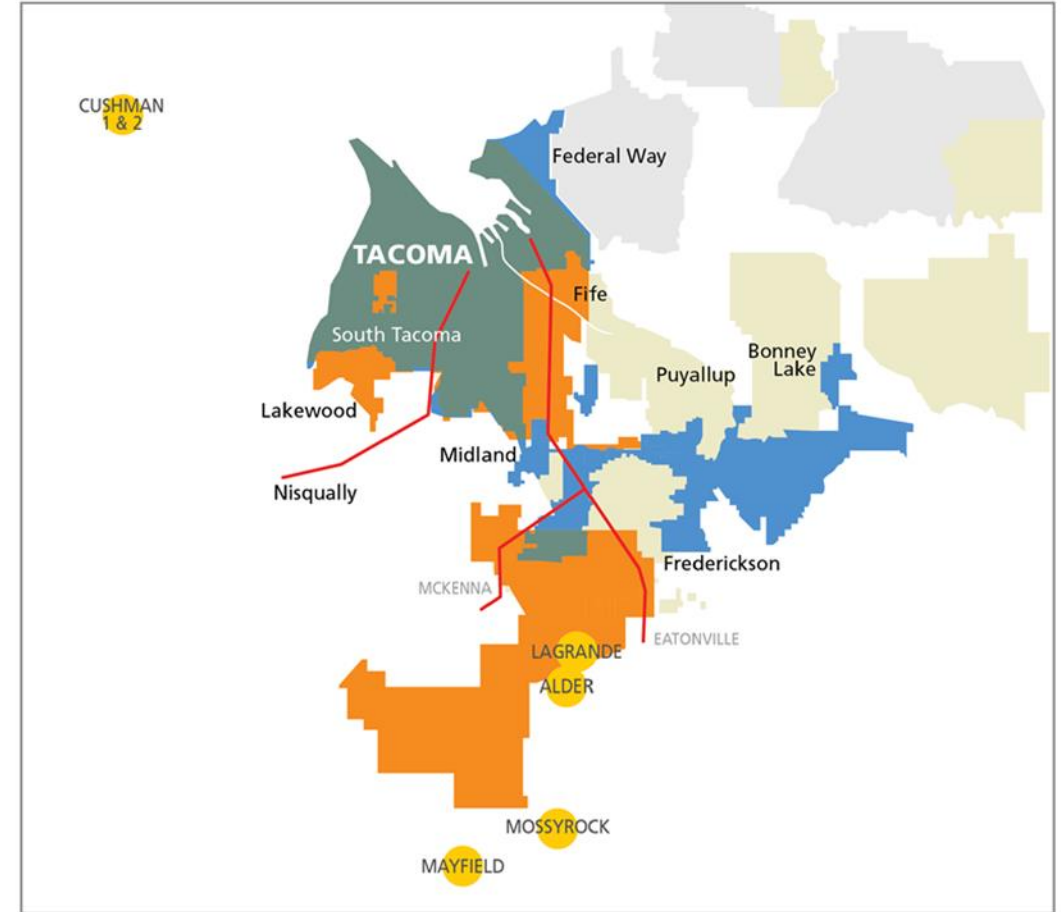
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FIRCREST WA 98466-6810

6410900336271



Our service area



Our long-term perspective benefits future generations

Our energy portfolio is at least 97% carbon-free, making Tacoma Power one of the cleanest utilities in the world.

We have an ample, sustainable water supply.

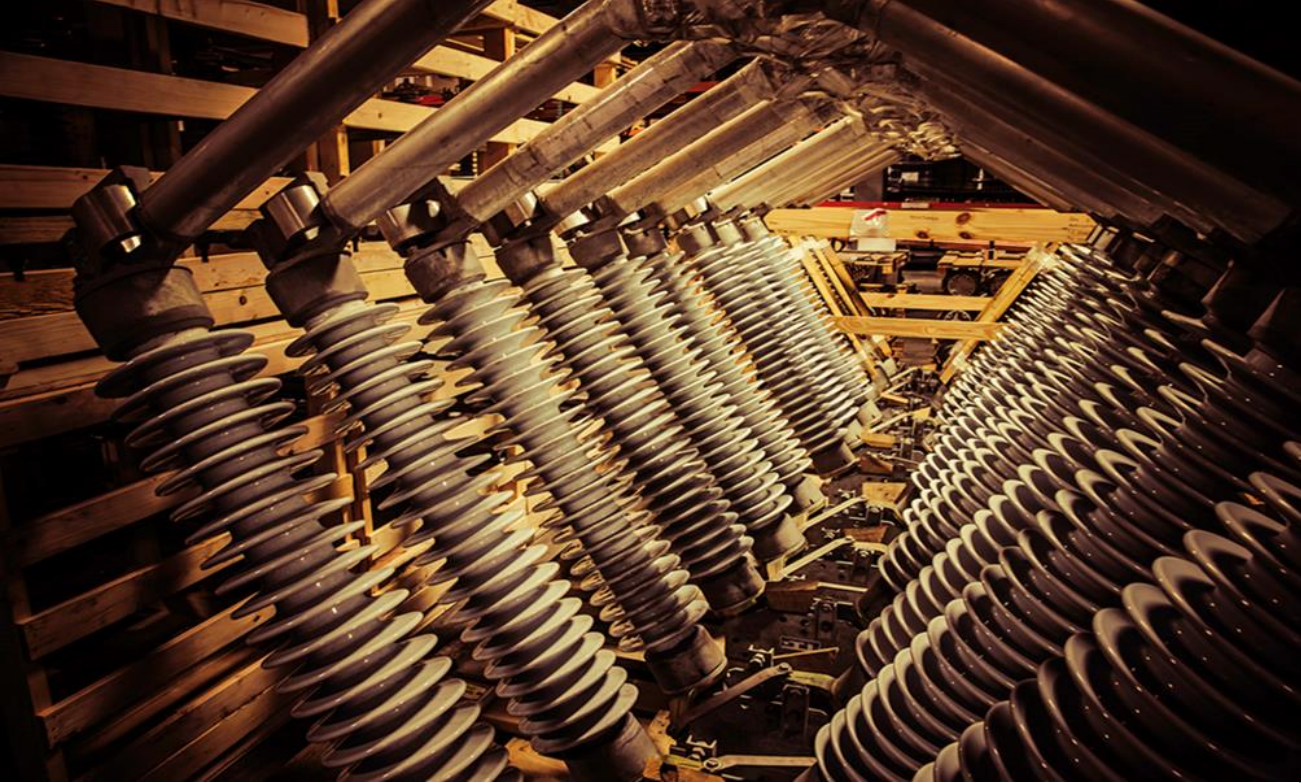
We manage our water and power supplies so we can meet customers' needs for decades to come.

Our water system relies primarily on gravity, minimizing the electricity needed.

We are stewards of our environment by protecting lands, fish and wildlife.

Our overarching rates principles

- We only bill customers for the costs required to run our business.
- Our rates are based on the cost to serve each customer class.
- We allocate costs fairly amongst all customer classes.
- Our rate structure provides stable and predictable bills for customers.



2019/2020 Rate Proposal

Adjustments are per year
for both 2019 and 2020

Power

- 2.0% system average increase

Water

- 2.5% system average increase
- 2.9% for residential customers

2019		2020	
\$1.27	average increase	\$1.33	average increase
- \$1.90	PFP decrease	-	
- \$0.63	net decrease	\$1.33	net increase



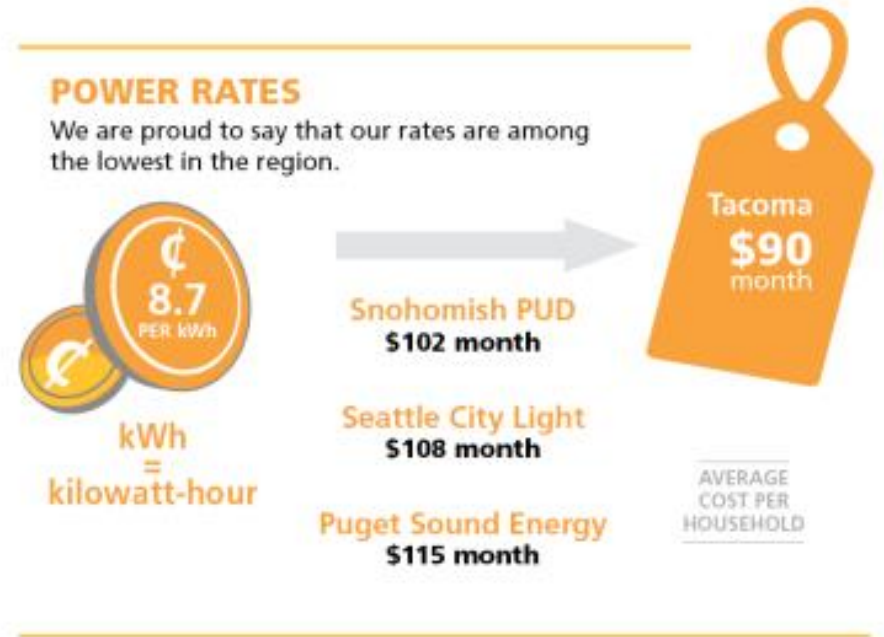
Keeping Power Rates Low

The 2% annual average rate increase recovers inflationary increases in operating and capital expenses.

Operating and capital expenses in 2019 & 2020 include:

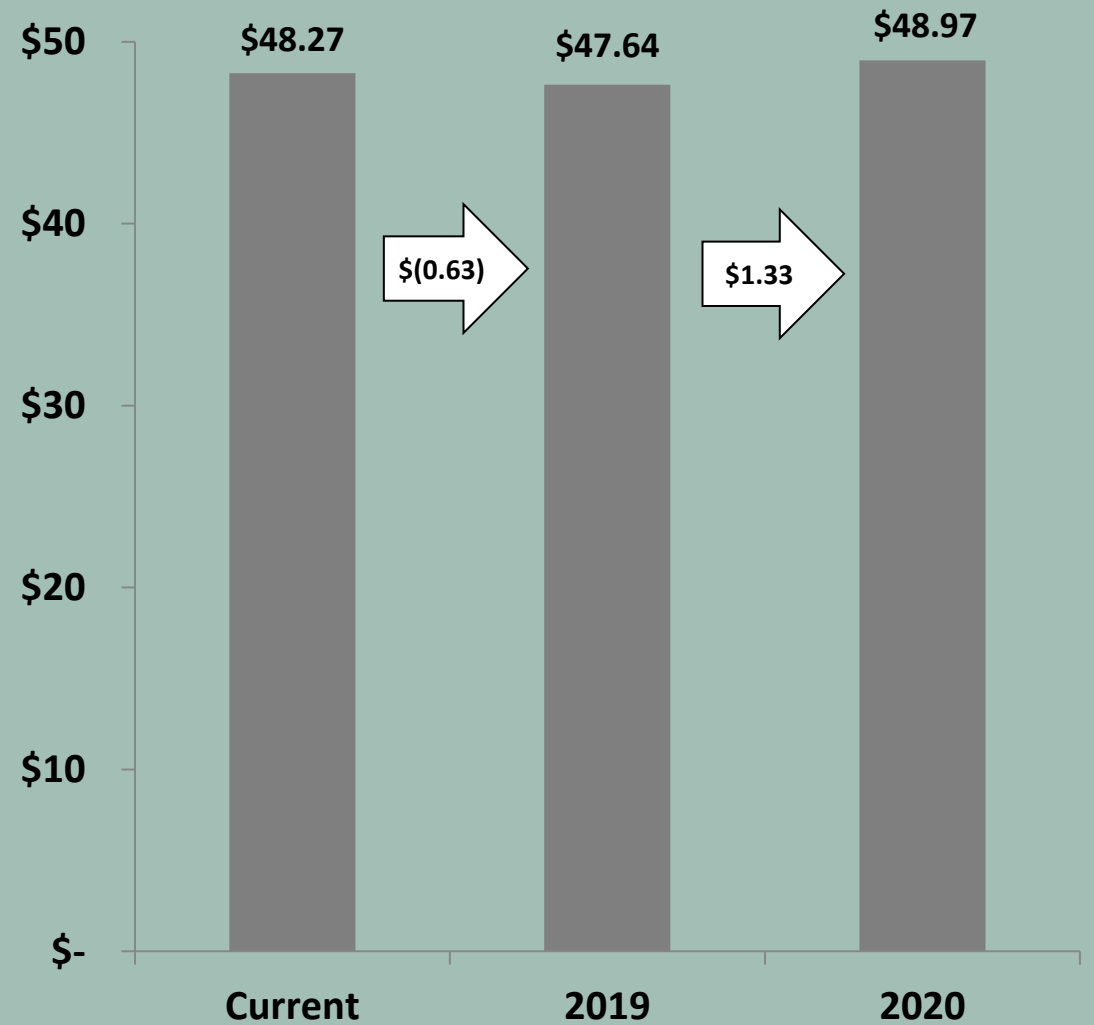
- Technology projects, including investment in Advanced Metering Infrastructure (AMI)
- Regulatory compliance to manage fish and analyze impacts of potential seismic activity
- Enhancement of cyber security measures

Our Power rates are among the lowest in the region



*2017 data

Average monthly residential water bill



Assumed 6 CCF in winter @ 8 months and 9 CCF in summer @ 4 months.
Historical component of Hydrant Service Fee is retired in 2019 (\$1.90 per month).



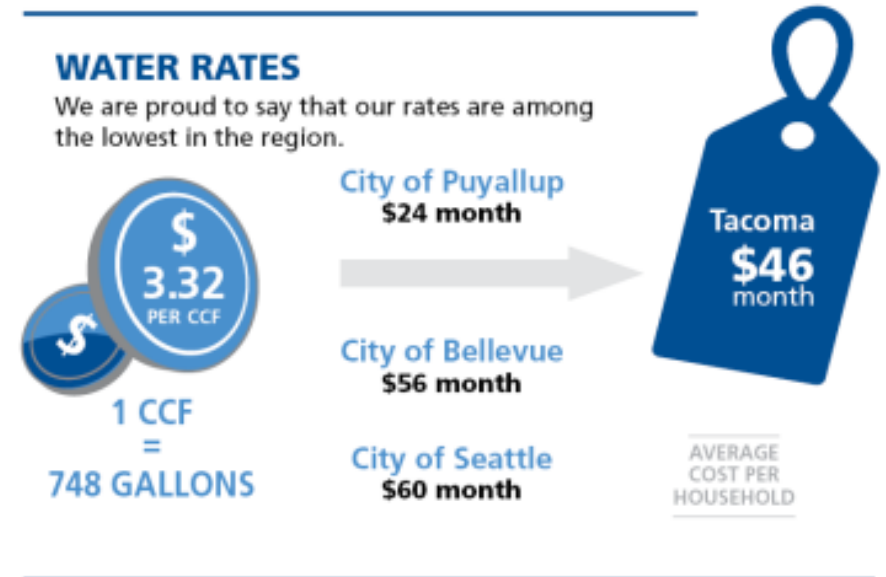
Keeping Water Rates Low

The 2.5% annual average rate increase recovers inflationary increases in operating and capital expenses.

Operating and capital expenses in 2019 & 2020 include:

- Renewal and replacement of existing water infrastructure
- Technology projects including investment in Advanced Metering Infrastructure (AMI)
- Regulatory compliance and risk mitigation

Our Water rates are among the lowest in the region



*2017 data

What we're doing to control our costs

- Asset and project management
- Workforce planning and development
- Efficiency improvement projects
- Enhanced safety program

What you can do to control your utility costs

Our energy and water conservation programs can help save the amount you use and lower your bill

We offer zero-interest loans to help you manage the costs for your energy efficiency home improvements

We support low-income customers through utility bill payment assistance and energy conservation programs

Customers can also enroll in Budget Billing



Visit our website:
[MyTPU.org/Rates](https://www.mytpu.org/Rates)

- Information about our rates
- Updated public comment dates
- Links to conservation information
- Links to bill assistance information

Want more info?





City Council Study Session

August 20, 2018

Proposed Planning and Building Fee Schedule

One of our workplan items has been to revise the planning and building fee schedules. This has been a multi-month project and has been aided substantially by Permit Tech, Jayne Westman. I would also like to acknowledge contribution by our finance intern, Rocky.

We took on this project with three main goals in mind:

- Fees should reflect the cost of the application/permit
- Fees should be comparable to adjacent cities
- The fees schedule should be user friendly

Some of our research included:

- Figuring how much actual time is involved in processing, reviews, inspections
- What soft expenses are involved: overhead, training, technology?
- What do other-nearby jurisdictions charge and how do they calculate that fee?
- What is confusing or unnecessarily complicated in our current fee schedule?

Attached is the current fee schedule, a draft copy of the proposed fee schedule and a draft copy of the PowerPoint for Monday's study session. (*There may be some slight changes, but mainly in the fine-tuning category – I wanted to provide a copy for those who prefer to look at documents ahead of time.*)

The presentation begins with reviewing the goals and conclusion obtained. It then provides an overview summary of some of the changes proposed as well as comparisons to other jurisdictions. It then drills into specific examples to help better explain what is being proposed and the true implications of the proposed changes.

The fee schedule provided is a *draft*. The final version will go before the City Council at a future meeting for action. Comments and direction received at the study session will help refine the final proposal.

Attachments:

1. Current Planning and Building Fee Schedules
2. Proposed Planning and Building Fee Schedule (draft)
3. Study Session PowerPoint (draft)

GENERAL REQUIREMENTS FOR ALL CONSTRUCTION RELATED PERMITS

1. On buildings, structures, signs, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid prior to issuance.
2. The Building Official may authorize the refunding of: one hundred percent (100%) of any fee erroneously paid or collected; up to eighty percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with the adopted Building Codes; and/or up to eighty percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before plan reviewing is done.
3. Unless specified elsewhere, permit fees shall be based on the Value-Base Fee Table.
4. Project valuations shall be submitted by the applicant and shall include the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing fixtures, all finish work, roofing, and any other permanent systems or equipment.
5. Project values shall be no less than the valuation determination based on the Square Footage Valuation Table or the most current Building Valuation Data Table published by the International Code Council with a .09 regional modifier.
6. If, in the opinion of the building official, the valuation is underestimated on the application, the applicant may show detailed estimates to meet the approval of the building official. Should the applicant fail to show detailed estimates, then the building official shall assign a valuation. In the absence of a permit value from the applicant, the building official shall assign a valuation. Final building permit valuation shall be set by the building official.
7. Any person who commences with work requiring a permit before obtaining the necessary permits shall be subject to a penalty equal to and in addition to the required permit amounts.

BUILDING FEE SCHEDULE

Permit Fees for new construction and most other projects (unless listed elsewhere) are calculated based on the value of the project in the following table:

Value-Based Fee Table	
Project Value	Fee
\$1.00 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or 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 fraction thereof

If no value is available, value will be based on the square footage, using the most current ICC Building Valuation Table or the table below:

Square Footage Valuation Table	
(for items not included in the ICC Building Valuation Table)	
Awning – illuminated	\$21.42/sf
Awning – Unlit	\$16.07/sf
Basement – Semi Finished	\$22.50/sf
Decks – Covered Deck/Porch	\$16.10/sf
Decks – Uncovered	\$12.50/sf
Designed Attic Storage Trusses	\$10.71/sf
Detached Greenhouse	\$5.00/sf
Fences over 6' in height	\$5.00/sf
Interior Residential Remodel	\$35.00/sf
Office Partitions	\$45.00/sf
Private Garages – Open Carports	\$16.10/sf
Retaining Wall	\$20.00/sf
Service Station Canopies	\$27.16/sf
Storage Shed	\$9.75/sf
Sunrooms and Solariums	\$25.00/sf
Swimming Pools and In-Ground Hot Tubs	\$20.00/sf
Tenant Improvement	\$35.00/sf

Other Inspections and Fees	
Building Permit Plan Review Fee	65% of the permit fee
Base Plan Fee	\$250.00
Reroof permit R-3 and U occupancies other occupancies	\$50.00 \$100.00
Demolition permit Residential Building Commercial & Multi-Family Building Commercial Tenant Improvement Accessory Building	\$80.00 \$130.00 \$80.00 \$40.00
Occupancy Inspection/Permit	\$170.00
Special Inspection (outside of normal inspection hours)	\$170.00
Courtesy Inspection where no building permit is applied for	\$85.00
Re-inspection fee assessed per Section 109	\$85.00
Inspection for which no fee is specifically indicated (minimum charge = 1/2 hour)	\$85.00 per hour
Additional plan review required by changes, additions or revisions to approved plans	\$85.00 per hour
For use of outside consultants for plan checking, inspection, or other review, including pre-application conferences	Actual cost

Fire Prevention Fees		
<i>Fire Detection System</i>	<i>Fire Sprinkler System</i>	<i>Fee</i>
1 to 50 detectors	1 to 50 heads	\$40.00
51 to 100 detectors	51 to 100 heads	\$40.00 + \$.60 per each additional head
Over 100 detectors	Over 100 heads	\$70.00 + \$.50 per each additional head
Plan Review	Plan Review	50% of permit fee
Repair or Alteration	Repair or Alteration	\$30.00

Energy Code Plan Review Fees	
Single Family	\$100.00
Residential Remodel/Addition	\$50.00
Multi-family First Building Each additional of same general design	\$100.00 \$20.00
New commercial building 0 to 2,000 sf 2,001 to 5,000 sf 5,001 to 10,000 sf 10,001 and over	\$100.00 \$250.00 \$400.00 \$550.00
Remodels and Tenant Improvement	50% of the New commercial energy code fee

Grading		
	<i>Plan Review Fees</i>	<i>Permit Fees</i>
50 cubic yards or less	No fee	No Fee
51 to 100 cubic yards	\$23.50	\$23.50
101 to 1,000 cubic yards	\$37.00	\$35.50 for the first 100 yd ³ plus \$17.50 for each additional 100 yd ³ or fraction thereof
1,001 to 10,000 cubic yards	\$49.25	\$194.50 for the first 1,000 yd ³ plus \$14.50 for each additional 1,000 yd ³ or fraction thereof
10,001 to 100,000 cubic yards	\$49.25 for first 10,000 yd ³ plus \$24.50 for each additional 10,000 yd ³ or fraction thereof	\$325.00 for the first 10,000 yd ³ plus \$66.00 for each additional 10,000 yd ³ or fraction thereof
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 yd ³ plus \$13.25 for each additional 10,000 yd ³ or fraction thereof	\$919.00 for the first 100,000 yd ³ plus \$36.50 for each additional 100,000 yd ³ or fraction thereof
200,001 cubic yards or more	\$255.00 for the first 200,000 yd ³ plus \$4.50 for each additional 10,000 yd ³ or fraction thereof	

MECHANICAL FEE SCHEDULE

Commercial Buildings

Tenant improvement fees shall be based upon fixtures installed per the Unit Fee Schedule listed below up to an estimated value of \$5,000.00. Values greater than \$5,000.00 may be determined by the stated value.

New Commercial Structure Fees shall be calculated for all mechanical systems and fixtures using the following table. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work. The mechanical permit fee is due at issuance.

Commercial Mechanical Permit Fee based on the following valuation table:

<u>Total Valuation</u>	<u>Fee</u>
Up to \$1,000.00.....	\$30.00
\$1,001 to \$100,000.....	\$30.00 for the first \$1,000.00 plus \$17.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,713.00 for the first \$100,000 plus \$12.50 for each additional \$1,000.00 thereafter and fraction thereof

Commercial Mechanical Plan Review Fees

When plans and/or specifications for the mechanical installation are reviewed by the Building Official, the fee is 50 percent (50%) of the fee calculated for the Mechanical Permit Fee based on the table above. The Mechanical Plan Review Fee Permit Fee is due at issuance and is in addition to the Mechanical Permit Fee.

Residential and Unit Fee Schedule

New Single Family Residence / Duplex / Condo – whole building	\$250.00
Base fee for the issuance of each mechanical permit in addition to the unit fee listed below:	\$30.00
Furnaces –up to and including 100,000 Btu/h (29.3 kW)	\$17.00
Furnaces –over 100,000 Btu/h (29.3 kW)	\$21.00
HVAC, Heat Pumps, or other system providing heating and/or cooling	\$17.00
Appliance Vents.	\$10.00
Repairs and Additions.	\$16.00
Roof top unit	\$100.00
Air Handler – for each air-handling unit to and including 10,000 cubic feet per minute	\$13.00
Evaporative Coolers – for each evaporative cooler other than the portable type	\$13.00
Ventilation and Exhaust – for each ventilation fan connected to a single duct	\$10.00
For each ventilation system which is not a portion of a heating or air conditioning system authorized by a permit	\$13.00
For the installation of each hood which is served by a mechanical exhaust, including the ducts for such a hood	\$13.00
Incinerators	
Domestic	\$21.00
Commercial/Industrial	\$71.00
Gas pipe system outlet	
1 to 4, each	\$10.00
Each Additional	\$5.00

Plan Review, Conferences and Inspections

Inspection fees outside normal inspection hours	\$170.00
Re-inspection fee per inspection (each and every instance where a requested and scheduled inspection was not ready)	\$85.00 per hour
Inspection for which no fee is specifically indicated (minimum charge – one half hour)	\$85.00 per hour
Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – one half hour)	\$85.00 per hour
For use of outside consultants for plan checking, inspection or other review, including pre-application conferences	Actual cost

PLUMBING FEE SCHEDULE

Plumbing Buildings	
<p>Tenant improvement fees shall be based upon fixtures installed per the Unit Fee Schedule listed below up to an estimated value of \$5,000.00. Values greater than \$5,000.00 may be determined by the stated value.</p> <p>New Commercial Structure Fees shall be calculated for all plumbing systems and fixtures using the following table. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work. The plumbing permit fee is due at issuance.</p> <p>Commercial Plumbing Permit Fee based on the following valuation table:</p>	
<u>Total Valuation</u>	<u>Fee</u>
Up to \$1,000.00.....	\$30.00
\$1,001 to \$100,000.....	\$30.00 for the first \$1,000.00 plus \$17.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,713.00 for the first \$100,000 plus \$12.50 for each additional \$1,000.00 thereafter and fraction thereof
<p>Commercial Plumbing Plan Review Fees</p> <p style="text-align: center;">When plans and/or specifications for the plumbing installation are reviewed by the Building Official, the fee is 50 percent (50%) of the fee calculated for the Plumbing Permit Fee based on the table above. The Plumbing Plan Review Fee Permit Fee is due at issuance and is in addition to the Plumbing Permit Fee.</p>	

Residential and Unit Fee Schedule	
New Single Family Residence / Duplex / Condo – whole building	\$250.00
Base fee for the issuance of each plumbing permit in addition to the unit fee listed below:	\$30.00
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping and backflow protection therefore)	\$12.00
For each building sewer	\$27.00
Rainwater systems – per drain (inside building)	\$12.00
For each tankless water heater or water heater vent	\$15.00
For each water heater plus expansion tank	\$27.00
For each industrial waste pre-treatment interceptor including its trap and vent, excepting kitchen type grease interceptors functioning as fixture traps	\$25.00
For installation, alteration or repair of water piping and/or water treating equipment, each	\$10.00
For repair or alteration of drainage or vent piping, each fixture	\$10.00
For atmospheric type vacuum breakers not included in item 1	
1 to 5	\$15.00
Over 5, each	\$4.00
For each backflow protective device other than atmospheric type vacuum type breakers	
2 inches and smaller	\$15.00
Over 2 inches	\$28.00

Plan Review, Conferences and Inspections	
Inspection fees outside normal inspection hours	\$170.00
Re-inspection fee per inspection (each and every instance where a requested and scheduled inspection was not ready)	\$85.00 per hour
Inspection for which no fee is specifically indicated (minimum charge – one half hour)	\$85.00 per hour
Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – one half hour)	\$85.00 per hour
For use of outside consultants for plan checking, inspection or other review, including pre-application conferences	Actual cost

GENERAL REQUIREMENTS FOR ALL PLANNING RELATED PERMITS

1. *Payment*

No application or request authorized by the Fircrest Municipal Code shall be examined or considered by the City until the applicable intake fee and deposit fees have been paid in full by an applicant:

2. *Calculation of Total Fees*

- a. The total fee for which the applicant shall be responsible for shall include the actual costs incurred by the City in processing the application or the request referred to in subsection A, as follows:
 - All services provided by City staff shall be charged at a rate equal to currently hourly wages and benefits, plus 15% overhead
 - All services as provided by the City Attorney shall be charged at the same standard hourly rate charged to the City for his services
 - The actual costs of mailing, publishing and posting required legal notices
 - The actual costs of reproducing maps or other graphics
 - Recording fees paid by the City of Fircrest
 - Consultant services as required in the review and or processing of the application
- b. The total fee referred to in subsection B.1 shall be reduced by the amount of the deposit paid pursuant to subsection A. The applicant shall remit to the City the amount by which the City's actual costs exceed the deposit fee within 30 days of final city approval. Failure on the part of the applicant to remit this amount within the 30-day period may, at the City's discretion, cause the final approval to be revoked. If the deposit fee exceeds the City's actual costs, the balance shall be refunded within 30 days of final approval.

3. *Consultant Costs and Guarantee of Payment*

If the City contracts directly with a consultant to prepare required studies or documentation, the City shall advise the applicant of the projected costs of the study prior to actual preparation. The applicant shall post a cash deposit, bond or otherwise ensure payment of such costs and the City's anticipated actual costs associated with engagement of the consultant, prior to commencement of work on the studies or documentation.

4. *Cancellation, Withdrawal or Denial of Application or Request*

If any application or request is withdrawn or canceled, the applicant shall remain responsible for payment of the City's actual costs incurred prior to its receipt of a written cancellation or withdrawal notification. If City action on any such application or request is denied, the applicant shall remain responsible for payment of the City's actual costs incurred prior to the denial. If an application or request is withdrawn, canceled or denied, the actual costs incurred by the City for which the applicant is responsible shall be calculated pursuant to above.

LAND USE FEE SCHEDULE

Permit Application	Intake Fee	Deposit
Major Variance	\$270	\$810
Minor Variance	\$180	\$540
Conditional Use	\$315	\$945
Administrative Use	\$360	\$1,080
Major Site Plan Review – Small ¹ Projects	\$450	\$1,350
Major Site Plan Review – Medium ² Projects	\$720	\$2,160
Major Site Plan Review – Large ³ Projects	\$1,080	\$3,240
Major Site Plan Review – Small Projects Final	\$225	\$675
Major Site Plan Review – Medium Projects Final	\$360	\$1,080
Major Site Plan Review – Large Projects Final	\$540	\$1,620
Minor Site Plan Review	\$270	\$810
Planned Development Permit – Small ¹	\$450	\$1,350
Planned Development Permit – Medium ²	\$720	\$2,160
Planned Development Permit – Large ³	\$1,080	\$3,240
Planned Development Permit – Small Final	\$225	\$675
Planned Development Permit – Medium Final	\$360	\$1,080
Planned Development Permit – Large Final	\$540	\$1,620
Administrative Design Review	\$45	\$45
Plats		
Preliminary Plat	\$900	\$2,700 +\$50 per lot
Final Plat	\$360	\$1,080 +\$25 per lot
Short Plat	\$180	\$540 +\$50 per lot
BLA	\$90	\$270
Plat Alteration	\$180	\$540 +\$25 per lot
Plat Vacation	\$180	\$540 +\$25 per lot
Development Regulations/Comprehensive Plan		
Zoning Map	\$450	\$1,350
Zoning Text	\$450	\$1,800
Comp Plan Text	\$450	\$1,800
Comp Plan Map	\$450	\$1,800
Appeals		
Planning Commission Action	\$100	\$350
Administrative Decision	\$100	\$350
SEPA Appeal	\$100	\$350
Reconsideration	\$100	\$350
Environmental Review		
SEPA Checklist	\$200	\$340
EIS	\$540	\$4,320
Critical Areas Study	\$100	\$350
Critical Areas Public Interest Determination	\$100	\$350
Miscellaneous Permits		
Home Occupation Type 1	\$90	
Home Occupation Type 2	\$270	+CUP fee
Sign Permit	\$90	

Time Extension	50% of Original Fee	
Continuation Request in Advance of a Public Hearing	\$100	
Engineering Services Review		
Storm Drainage Review and Inspection SFR/Duplex	\$150 for first 2 hours; hourly rate thereafter	
Erosion Control Review and Inspection SFR/Duplex	\$150 for first 2 hours; hourly rate thereafter	
Site Development Permit (Engineering)	Intake	Deposit
Small ¹	\$250	\$700
Medium ²	\$375	\$1,250
Large ³	\$500	\$2,800

¹**Small:** Less than 5 dwelling units or less than 10,000 square feet in area of new commercial construction

²**Medium:** 5-20 dwelling units or 10,000 square feet to 30,000 square feet of new commercial construction

³**Large:** More than 20 dwelling units or more than 30,000 square feet of new commercial construction

Planning and Building Fee Schedule

Land Development

Land use applications shall be assessed by Type as identified in FMC 22.05 unless otherwise indicated. The applicant shall be responsible for the actual cost incurred by the City in processing the application. The Planning Director may adjust the initial deposit depending on size of project.

Project Types	Fees	Deposit
Type I (includes 1 hour staff review)	\$100	\$250
Type II-A	\$300	\$300
Type II-B	\$750	\$1,250
Type III-A	\$1,000	\$2,000
Type III-B	\$1,000	\$3,000
Type IV	\$750	\$1,250
Type V	\$1,000	\$2,000

Note: Alterations and Vacations will be charge at 50% of the fee rate

Other Land Use Fees	Fees	Deposit
Administrative Interpretation	\$200	
Accessory Dwelling Unit - Attached	\$150	
Accessory Dwelling Unit - Detached	See Type III-A	
Home Occupation	\$25	
<i>Type I-A</i>	\$25	
<i>Type I-B</i>	\$50	
<i>Type II</i>	See Type III-A	
SEPA Checklist	\$500	\$500
SEPA Environmental Impact Study	\$550	\$4,300
Short-Term Rentals (<i>includes life safety inspection</i>)	\$150	
Temporary accessory structures and uses	exempt	
Zoning Verification	\$200	

Appeals and Continuations	Fees
Public Hearing Continuation Request	\$200
Reconsideration	\$200
Appeal of Administrative Decision	\$300
Appeal of Planning Commission or Hearing Examiner Decision	\$300
Appeal of SEPA Determination	\$200
Appeal of Building Official Decision	\$300

Note: Appellants who substantially prevail on appeal or reconsideration, as determined by the planning director, shall be billed for the actual cost of the application. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for land of standing, shall be billed for the actual cost of the application.

Planning and Building Fee Schedule

Single-Family Dwelling and Duplex

New Construction	Fee
Building Permit (includes clearing and grading)	1% of Project Valuation*
Plan Review	65% of building permit
Energy Code Review	\$100
Design and Site Review	\$150
Site Development (storm and erosion control)	\$300
Whole House Mechanical	\$250
Whole House Plumbing	\$250
Single-Family Dwelling Sprinkler System	\$200

Additions and Detached Accessory Structures	Fee
Building Permit	1% of Project Valuation* Minimum \$100
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review	\$75
Site Development (storm and erosion control)	\$150
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	50% of new

Remodel	Fee
Building Permit	1% of Project Valuation* Minimum \$100
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review (if required)	\$75
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	\$40 plus \$15 item

Other Residential Permits	Fee
Re-roof	\$100
Clearing and Grading prior to permit issuance	\$50
Demolition Permit	\$150
Other construction requiring a building permit	1% of Project Valuation* Minimum \$100
Adult Family Home Inspection (minimum 2 hours)	\$100 per hour
Non-project Clearing and Grading	See Type II-B

Note: Square footage values based on International Code Council Building Valuation Table with .09 modifier; Remodels, Covered Porches, and Accessory Structures: 50% new construction; Uncovered Decks: 25% new construction

Planning and Building Fee Schedule

Multi-Family and Commercial

New Construction	Fee	Deposit
Building Permit	See Value-Based Fee Table	
Plan Review	65% of building permit	
Energy Code Review	\$400	
Design and Site Review	See Land Use Types	
Site Development	\$500	\$1,000
Mechanical Permit	Use Value-Based Fee Table	
Plumbing Permit	Use Value-Based Fee Table	

Tenant Improved and Remodel	Fee
Building Permit	Use Value-Based Fee Table
Plan Review	65% of building permit
Energy Code Review	\$200
Mechanical Permit	\$40 plus \$15 item
<i>Estimated Values over \$5000</i>	Use Value-Based Fee Table
Plumbing Permit	\$40 plus \$15 item
<i>Estimated Values over \$5000</i>	Use Value-Based Fee Table

Other Commercial Permits	Fee
Demolition Permit	\$300
Fire Permit	Use Value-Based Fee Table
Non-project Clearing and Grading	See Type II-B
Plumbing/Mechanical Plan Review	50% of permit fee
Re-roof	Use Value-Based Fee Table
Site Development Permit	\$500 \$1,000

VALUE-BASED FEE TABLE

Project Valuation	Fee
\$1.00 to \$2,000	\$100
\$2,001 to \$25,000	\$100 plus \$20
<i>For the first \$2000</i>	
<i>For each additional \$1,000</i>	
\$25,001 to \$50,000	\$560 plus \$15
<i>For the first \$25,000</i>	
<i>For each additional \$1,000</i>	
\$50,001 to \$100,000	\$935 plus \$10
<i>For the first \$50,000</i>	
<i>For each additional \$1,000</i>	
\$100,001 to \$500,000	\$1,435 plus \$8
<i>For the first \$100,000</i>	
<i>For each additional \$1,000</i>	
\$501,000 to \$1,000,000	\$4,635 plus \$6
<i>For the first \$500,000</i>	
<i>For each additional \$1,000</i>	
Over \$1,000,000	\$7,635 plus \$5
<i>For the first \$1,000,000</i>	
<i>For each additional \$1,000</i>	

Planning and Building Fee Schedule

Miscellaneous

Signs	Fees
Monument	TBD
Wall	TBD
Accessory	TBD

Inspections	Fees	Minimum
Certificate of Occupancy Only	\$100 per hour	.5 hours
Courtesy During Normal Inspection Hours		.5 hours
Life Safety Inspection		2 hours
Outside Normal Hours		2 hours
Re-inspection Fee	\$50	

Other	Fees
Additional Plan Review (minimum .5 hour)	\$100 per hour
Investigation Fees/Work without Permits	Double Permit Fee
Permit Extension (if granted over 1 year from issuance)	50% of permit
Temporary Certificate of Occupancy	\$50
Appeal of Building Official Decision	\$300
Outside Consultants	Actual Cost

Proposed Planning and Building Fee Schedule

AUGUST 20, 2018
STUDY SESSION



Goals

- **Cover Expenses**
 - How much time is spent on each permit?
 - What all goes into the expenses? training, overhead, GIS, etc.
 - What should be covered by applicants what is general service to all citizens?
- **Understand the “Competition”**
 - How much to other Cities charge?
 - How do other cities process their fees?
- **Simplify**
 - How can we make this clear and easy to understand for applicants?
 - How can we stream-line the process for staff?
 - What type of projects do we actually permit?



Comparison Cities

- Dupont
- Edgewood
- Fife
- Gig Harbor
- Milton
- Steilacoom
- Tacoma
- University Place
- CES NW: 2017 Building Permit Fees Survey



Conclusions

- **Expenses have increased; Fees have not**
 - Last major fee update 2010
 - Fircrest fees are extremely low
 - In many cases, charging less than permits cost to process
 - Taxpayers make up the difference
- **Variety in City fee costs and methodology**
 - The majority charge impact fees beside review and permit fees
 - A mix of flat rate and intake/deposit – all try to cover costs
- **Determine what made sense for Fircrest**
 - Did not want to do an across the board increase
 - Majority of permits are residential in nature and similar in value
 - Averaging one large project every 2-3 years
 - Many fees listed for things we never permit



Proposal

1. Merge two separate schedules into one
2. **Land Use:** use type classifications to set fees
3. **Building:** group by structure not permit type
4. **Residential:** use on direct percentage to value
5. **Multi-family & Commercial:** keep and expand use of sliding scale value-based fee table
6. **Mechanical & Plumbing (by unit):** increase base rate; flat rate for fixtures
7. **Mechanical & Plumbing (over \$5000 value):** use value-based fee table



Land Use – page 1 of draft

- Use Land Use Application Types – FMC 22.05
 - Same type of review = same type of fee
- Keep Intake plus Deposit
 - Eliminate small, medium, large distinctions
 - Increase Intake fee
 - Deposit will account for large versus small projects
- Apply Flat Rate to Some Routine Applications
- Decrease to Home Occupation Permits
 - Current \$90; Proposed \$25 Type I-A and \$50 Type I-B
 - Reflects minimal amount of staff review time required
 - Encourages (rather than discourages) home-based businesses
- Note Changes to Appeals



Land Use: Proposal

Project Types	Fees	Deposit
Type I (includes 1 hour staff review)	\$100	\$250
Type II-A	\$300	\$300
Type II-B	\$750	\$1,250
Type III-A	\$1,000	\$2,000
Type III-B	\$1,000	\$3,000
Type IV	\$750	\$1,250
Type V	\$1,000	\$2,000

Note: Alterations and Vacations will be charge at 50% of the fee rate

Other Land Use Fees	Fees	Deposit
Administrative Interpretation	\$200	
Accessory Dwelling Unit - Attached	\$150	
Accessory Dwelling Unit - Detached	See Type III-A	
Home Occupation	\$25	
Type I-A	\$25	
Type I-B	\$50	
Type II	See Type III-A	
SEPA Checklist	\$500	\$500
SEPA Environmental Impact Study	\$550	\$4,300
Short-Term Rentals (includes life safety inspection)	\$150	
Temporary accessory structures and uses	exempt	
Zoning Verification	\$100	

Appeals and Continuations	Fees
Public Hearing Continuation Request	\$200
Reconsideration	\$200
Appeal of Administrative Decision	\$300
Appeal of Planning Commission or Hearing Examiner Decision	\$300
Appeal of SEPA Determination	\$200
Appeal of Building Official Decision	\$300

Note: Appellants who substantially prevail on appeal or reconsideration, as determined by the planning director, shall be billed for the actual cost of the application. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing, shall be billed for the actual cost of the application.

Land Use: Example 1

		Current	Proposed
Type III-A			
Conditional Use Permit	Planning Commission Hearing and Approval	\$315 plus deposit	\$1000 plus deposit
Preliminary Site Plan		\$450 plus deposit \$720 plus deposit \$1080 plus deposit	
Major Variance		\$270 plus deposit	
Type II-A			
Administrative Use Permit	Staff level review and approval	\$360 plus deposit	\$300 plus deposit
Minor Site Plan		\$270 plus deposit	
Minor Variance		\$180 plus deposit	



Land Use: Comparison

Land Use Applications								
	Fircrest	Proposed	DuPont	Edgewood *	Fife	Gig Harbor **	Milton **	University Place**
Minor Site Plan	\$270 plus deposit	\$300 plus deposit	\$1500 plus expenses	\$350	--	\$110 to \$605	\$1,209	--
Minor Variance	\$180 plus deposit	\$300 plus deposit	\$1500 plus expenses	\$2,070	--	\$620	\$1,393	\$825
Conditional Use Permit	\$315 plus deposit	\$1000 plus deposit	\$3,000 plus expenses	\$3,465	\$5,000 plus deposit	\$3,895	\$2,142	\$5,184
Major Variance	\$270 plus deposit	\$1000 plus deposit	\$3,000 plus expenses	\$3,770	SFR: \$850 plus deposit \$5,000 plus deposit	\$1,500	\$1,393	\$3,396

* Other costs may apply

**Flat rate with contingency for extra charges if project requires extra review



Land Use: Example 2

Based on 5,000 sf restaurant	Current (considered a small project)	Proposed
Preliminary Site Plan Review (subject to public hearing)	\$450 plus deposit	\$1000 plus deposit
SEPA Checklist (subject to public hearing appeal)	\$200 plus deposit	\$500 plus deposit
Site Development (public works review)	\$250 plus deposit	\$500 plus deposit
Design Review (building design – administrative)	\$45 plus deposit	\$750 plus deposit
Final Site Plan Review (administrative – final detailed drawings)	\$225 plus deposit	\$750 plus deposit
Total	\$1,170 plus deposit	\$3,500 plus deposit



Single-Family/Duplex — page 2 of draft

- List all Single-Family (SFD) and Duplex building fees together
- Switch from sliding scale to percentage 1% value
- Establish minimum \$100 for residential building permits
- Flat rate design and site review
- Energy Review, Whole House Mechanical & Plumbing – no change
- Mechanical and Plumbing Permit – changes to unit fee charges



SFD/Duplex: Proposal

New Construction	Fee
Building Permit (includes clearing and grading)	1% of Project Valuation*
Plan Review	65% of building permit
Energy Code Review	\$100
Design and Site Review	\$150
Site Development (storm and erosion control)	\$300
Whole House Mechanical	\$250
Whole House Plumbing	\$250
Single-Family Dwelling Sprinkler System	\$200
Additions and Detached Accessory Structures	Fee
Building Permit	1% of Project Valuation* Minimum \$100
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review	\$75
Site Development (storm and erosion control)	\$150
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	50% of new
Remodel	Fee
Building Permit	1% of Project Valuation* Minimum \$100
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review (if required)	\$75
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	\$40 plus \$15 item
Other Residential Permits	Fee
Re-roof	\$100
Clearing and Grading prior to permit issuance	\$50
Demolition Permit	\$150
Other construction requiring a building permit	1% of Project Valuation* Minimum \$100
Adult Family Home Inspection (minimum 2 hours)	\$100 per hour
Non-project Clearing and Grading	See Type II-B

New SFR: Comparison

Single Family Residential Building Permit									
Based on \$350,000 Building Valuation	Fircrest	Proposed	DuPont	Edgewood	Fife	Gig Harbor	Milton	Steilacoom	University Place
Building	\$2,394	\$3,500	\$3,422	\$2,394	\$3,608	\$3,608	\$3,461	\$3,422	\$2,810
Plan Review	\$1,656	\$2,375	\$2,626	\$1,656	\$2,345	\$2,345	\$2,349	\$2,224	\$1,955
Impact Fees	\$0	\$0	\$1,500	\$8,500	\$6,000	\$7,500	\$7,000	\$4,000	\$3,337
Total	\$4,050	\$5,875	\$8,102	\$12,550	\$11,953	\$13,453	\$12,809	\$9,646	\$8,102

Does not include plumbing, mechanical, energy, planning reviews



New SFD: Example

Based on \$350,000 Building Valuation	Current	Proposed
Building Permit	\$2,394	\$3,500
Plan Review	\$1,656	\$2,375
Plumbing Permit	\$250	\$250
Mechanical Permit	\$250	\$250
Energy Review	\$100	\$100
Design and Site Review	\$90	\$100
Site Development	\$300	\$300
Total	\$5,040	\$6,875



MFR/Commercial – page 3 of draft

- Maintain use of Value-Based Fee Table
- Increase base building permit from \$23.50 to \$100
- Establish flat rate energy code review
 - New: \$400 (current ranges from \$100 - \$550)
 - Tenant Improvement: \$200 (current 50% of new)
- Re-roof: Use Value-Based Fee Table (Current: \$100)
- Increase Demo permit from \$130 to \$300
- Use Value-Based Fee Table for Mechanical, Plumbing, and Fire Permits (unless qualifies for unit pricing)



Multi-Family/ Commercial: Proposal

	Fee	Deposit
New Construction		
Building Permit	See Value-Based Fee Table	
Plan Review	65% of building permit	
Energy Code Review	\$400	
Design and Site Review	See Land Use Types	
Site Development	\$500	\$1,000
Mechanical Permit	Use Value-Based Fee Table	
Plumbing Permit	Use Value-Based Fee Table	
Tenant Improved and Remodel		
Building Permit	Use Value-Based Fee Table	
Plan Review	65% of building permit	
Energy Code Review	\$200	
Mechanical Permit	\$40 plus \$15 item	
<i>Estimated Values over \$5000</i>	Use Value-Based Fee Table	
Plumbing Permit	\$40 plus \$15 item	
<i>Estimated Values over \$5000</i>	Use Value-Based Fee Table	
Other Commercial Permits		
Demolition Permit	\$300	
Fire Permit	Use Value-Based Fee Table	
Non-project Clearing and Grading	See Type II-B	
Plumbing/Mechanical Plan Review	50% of permit fee	
Re-roof	Use Value-Based Fee Table	
Site Development Permit	\$500	\$1,000
VALUE-BASED FEE TABLE		
Project Valuation	Fee	
\$1.00 to \$2,000	\$100	
\$2,001 to \$25,000	\$100 <i>For the first \$2000</i> plus \$20 <i>For each additional \$1,000</i>	
\$25,001 to \$50,000	\$560 <i>For the first \$25,000</i> plus \$15 <i>For each additional \$1,000</i>	
\$50,001 to \$100,000	\$935 <i>For the first \$50,000</i> plus \$10 <i>For each additional \$1,000</i>	
\$100,001 to \$500,000	\$1,435 <i>For the first \$100,000</i> plus \$8 <i>For each additional \$1,000</i>	
\$501,000 to \$1,000,000	\$4,635 <i>For the first \$500,000</i> plus \$6 <i>For each additional \$1,000</i>	
Over \$1,000,000	\$7,635 <i>For the first \$1,000,000</i> plus \$5 <i>For each additional \$1,000</i>	

MF/Commercial: Comparison

Value-Based Building Fee Schedule									
Total Valuation	Fircrest	Proposed	University Place*	Gig Harbor	DuPont	Steilacoom	Milton	Edgewood	Fife
\$1 to \$500	\$23.50	\$100	\$26.45	\$34.00	\$96.00	\$34.00	\$101	\$23.50	\$34.00
\$501 to \$2,000	\$23.50 +\$3.05/1000		\$26.45 +\$4.00/100	\$34 +\$5.00/100	\$96.00	\$34 +\$4.35/100		\$23.50 +\$3.05/100	\$34 +\$5.00/100
\$2,001 to \$25,000	\$69.25 +\$14/1000	\$100 +\$20/1000	\$86.45 +\$16/1000	\$96 +\$21/1000	\$96 +\$20.15/1000	\$99.25 +\$20/1000	\$101 +\$20/1000	\$69.25 +\$14/1000	\$96.00 +\$21/1000
\$25,000 to \$50,000	\$391.25 +\$10.10/1000	\$560 +\$15/1000	\$454.45 +\$11.90/1000	\$535 +\$15/1000	\$559.45 +\$14.50/1000	\$559.25 +\$14.50/1000	\$560 +\$16.00/1000	\$391.25 +\$10.10/1000	\$535 +\$15.00/1000
\$50,001 to \$100,000	\$643.75 +\$7.00/1000	\$935 +\$10/1000	\$751.95 +\$7.65/1000	\$880 +\$11/1000	\$921.95 +\$10/1000	\$921.75 +\$10/1000	\$960.97 +\$10/1000	\$643.75 +\$7.00/1000	\$880.00 +\$11/1000
\$100,001 to \$500,000	\$993.75 +\$5.60/1000	\$1435 +\$8/1000	\$1,134.45 +\$6.70/1000	\$1358 +\$9/1000	\$1,421.95 +\$8/1000	\$1421.75 +\$8/1000	\$1460.96 +\$8/1000	\$993.75 +\$5.60/1000	\$1358.00 +\$9/1000
\$500,001 to \$1 mil	\$3,233.75 +\$4.75/1000	\$4,635 +\$6/1000		\$4420 +\$8/1000	\$4,621.95 +\$6.80/1000	\$4621.75 +\$6.80/1000	\$4660.96 +\$6.50/1000	\$3,233.75 +\$4.75/1000	\$4420.00 +\$8/1000
Over \$1 mil	\$5608.75 +\$3.65/1000	\$7,635 +\$5/1000	\$7,164.45 +\$4/1000	\$7666 +\$5/1000	\$8,021.95 +\$5.25/1000	\$8021.75 +\$5.25/1000	\$7910.96 +\$6.50/1000	\$5608.75 +\$3.65/1000	\$7667.00 +\$5.00/1000

* Plus 12% services support fee



MF/Commercial: Example

	Valuation	Current	Proposed
Tenant Improvement	\$60,000	\$1,216.14	\$1,907.72
Building Permit		\$706.75	\$1,035
Plan Review		\$459.39	\$672.72
Energy Code		\$50.00	\$200
Plumbing Permit	\$9,000	\$136	\$180
Mechanical Permit	\$31,000	\$540	\$650
Re-Roof	\$14,000	\$100 (flat)	\$340
Fire Sprinklers	\$2,000	\$40	\$100



Miscellaneous – page 4 of draft

- Inspections: Cover inspector plus staff cost
- Establish fee for permit extensions
- Establish a temporary certificate of occupancy fee
- Signs: Currently \$90 plus expenses if more than simple review
 - Working on separating out various sign permits
 - Cover review time required



Misc.: Proposal

Signs		Fees
Monument		TBD
Wall		TBD
Accessory		TBD

Inspections	Fees	Minimum
Certificate of Occupancy Only	\$100 per hour	.5 hours
Courtesy During Normal Inspection Hours		.5 hours
Life Safety Inspection		2 hours
Outside Normal Hours		2 hours
Re-inspection Fee	\$50	

Other		Fees
Additional Plan Review (minimum .5 hour)		\$100 per hour
Investigation Fees/Work without Permits		Double Permit Fee
Permit Extension (if granted over 1 year from issuance)		50% of permit
Temporary Certificate of Occupancy		\$50
Appeal of Building Official Decision		\$300
Outside Consultants		Actual Cost