



ORDINANCE NO. 28502

1 AN ORDINANCE relating to permit fees; amending Chapters 2.09, 2.19, and 3.09
2 of the Tacoma Municipal Code to create new dedicated funds collected from
3 permit fees to replace existing dedicated funds, create a reserve fund,
4 adjust fees for single-family and duplex permits, and restructure and create
5 a new fee schedule for permitting fees.

6 WHEREAS, in 2010, the Department of Planning and Development
7 Services (“PDS”) transitioned from a General Fund Department to an Enterprise
8 Fund, and with that transition, PDS has focused on establishing fiscally sustainable
9 permit services, and

10 WHEREAS, in 2015, PDS conducted an analysis of permitting fees to better
11 understand the relationship between fees for service and cost recovery associated
12 with permitting services; the primary goal of this effort was to explore the
13 development of a new fee schedule that would transition PDS to a full-cost
14 recovery model for permitting services, and

15 WHEREAS this effort was facilitated by the implementation of a new
16 permitting software system that enabled staff to capture various data sets
17 associated with permit reviews, including specific review times, work flow, and
18 costs associated with the review of individual permits, and

19 WHEREAS, in 2016, a parallel effort began with the Master Builders
20 Association of Pierce County (“MBA”), to improve permit services related to single-
21 family and duplex construction, and

22 WHEREAS PDS staff worked with the MBA throughout 2015 to 2017 to
23 work on efficiencies to improve services and develop sustainable fees to support
24
25
26



1 these services, and, on February 13, 2018, the MBA Committee supported the
2 proposal to modify the fees, and

3 WHEREAS, on March 6, 2018, PDS staff presented the proposed Financial
4 Policy and Fee Schedule and proposed amendments to Chapters 2.09, 2.19, and
5 3.09 of the Tacoma Municipal Code ("TMC"), to the Government Performance and
6 Finance Committee, and

7
8 WHEREAS the final proposed TMC amendments and associated policy and
9 schedule will be presented at City Council's Study Session of April 3, 2018, and

10
11 WHEREAS it is necessary to adjust the permit services for single-family and
12 duplex construction to allow PDS to continue providing a sustainable level of
13 service that is desired by permitting customers; in addition, the creation of a new
14 fee schedule will facilitate the evaluation these fees on an annual basis, and
15 facilitate adjustments as necessary to maintain and enhance permitting levels of
16 service while recovering costs for those services, and

17
18 WHEREAS, as outlined in the PDS Financial Policy document, careful
19 monitoring of cost of services, along with continued work to improve efficiencies in
20 these services, will be performed in 2018 to determine if the remaining fee
21 adjustments to achieve full cost recovery should be implemented in 2018, and

22
23 WHEREAS, as an operating Enterprise Fund service delivery department,
24 economic fluctuations in the construction industry and subsequent fluctuations in
25 the permit revenues collected during economic downturns, necessitates the need
26 for PDS to create a dedicated reserve fund, which will allow PDS the ability to



1 mitigate the effects of a rapid loss of permitting revenue and make adjustments to
 2 PDS operations; Now, Therefore,

3 BE IT ORDAINED BY THE CITY OF TACOMA:

4 Section 1. That Chapter 2.09 of the Tacoma Municipal Code is hereby
 5 amended substantially as set forth in the attached Exhibit "A."
 6

7 Section 2. That Chapter 2.19 of the Tacoma Municipal Code is hereby
 8 amended substantially as set forth in the attached Exhibit "B."
 9

10 Section 3. That Chapter 3.09 of the Tacoma Municipal Code is hereby
 11 amended substantially as set forth in the attached Exhibit "C."
 12

13 Passed _____

14
 15 _____
 Mayor

16 Attest:
 17
 18 _____
 City Clerk

19 Approved as to form:
 20
 21 _____
 22 Deputy City Attorney

23
 24
 25
 26

EXHIBIT “A”

Chapter 2.09

FEE CODE

Sections:

- 2.09.010 ~~Title~~Purpose.
- 2.09.020 Adjustments.
- 2.09.030 Fee refunds and exemptions.
- 2.09.040 Dedicated funds.
- 2.09.050 Building permit fees.
- 2.09.060 *Repealed.*
- 2.09.070 Mechanical and plumbing permit fees.
- 2.09.080~~2.09.080 Plumbing permit fees~~*Repealed.*
- 2.09.090 Signs and billboards p~~Permit fees for signs.~~
- 2.09.100 *Repealed.*
- 2.09.110~~2.09.110 Permit fees for billboards~~*Repealed.*
- 2.09.120~~2.09.120 Fee schedule—special and miscellaneous services.~~*Repealed.*
- 2.09.130 ~~Overtime parking permits~~Right-of-way use permit fees.
- 2.09.140 ~~Grading~~Site development and right-of-way construction permit fees.
- 2.09.150~~2.09.150 Appearance as witnesses or to provide testimony for depositions and court appearances~~*Repealed.*
- 2.09.160~~2.09.160 Concurrence fees~~*Repealed.*
- 2.09.170 Required filing fees for land use applicationsLand use permits fees.
- 2.09.175 Special fees
- 2.09.176 General permit services and fees
- 2.09.180 Severability

2.09.010 ~~Title~~Purpose.

The purpose of this section is to establish the fee code for permit services provided by Planning and Development Services (“PDS”) and shall be herein referred to as the Fee Code. This Fee Code establishes the types of fees to be charged for providing these services and methodology for calculating those fees. Fee amounts shall be ratified by Resolution and shall be calculated pursuant to the PDS Fee Schedule (on file in TacomaPermits.org). The fee schedule includes administrative/processing fees, permit and plan review fees, and inspection fees as applicable for building/mechanical/plumbing permits, land use permits, site development and right-of-way permits, and preapplication and other special permit services.

The payment of fees pursuant to this Chapter does not preclude the assessment of other applicable fees. Permit fees for fire permits are in TMC Chapter 3.09, and permit fees for electrical and water service permits are on file in the Customer Service Policies for Power and Water.

This chapter shall be known as the “Fee Code,” may be cited as such, and shall be referred to herein as said Code.

2.09.020 Adjustments.

Fees will be evaluated and adjusted as needed on an annual basis in accordance with the PDS Financial Policy. Additional adjustments may be made or new fees may be added as necessary to recover the costs to perform the work in the interim period between annual adjustments. Annual adjustments to fees shall be ratified by Resolution.

Beginning January 1, 2001, the fees and charges specified in this chapter shall be adjusted as soon after the first of each year as the Consumer Price Index (“CPI”) information becomes available in accordance with the “Seattle Tacoma Bremerton, WA Consumer Price Index (CPI) for All Urban Consumers.” At the beginning of each year, the CPI for the year end of 2004 shall be compared with the year end CPI for the year just past, and the fees and charges shall be adjusted accordingly.

2.09.030 Fee refunds and e~~E~~xemptions.

A. Fee refunds.

1. Permit fees. In the event of abandonment or discontinuance of work, a refund of certain portions of permit fees may be approved subject to the following:

- a. A written request is made by the Permit Applicant.
- b. The period of time since the permit was issued is less than 180 days.

c. The work approved to date does not present negative visual, health, safety, environmental, or fiscal impacts to adjacent properties or the neighborhood.

d. The permit has not been revoked by the Building Official.

e. The following charges shall be deducted from any fee amount that may be refunded:

(1) Dedicated fund charges including the Technology Fund, Emergency Preparedness Fund, Natural Resources Fund, and Reserve Fund, and

(2) State Building Code fee and other applicable sales taxes and charges, and

(3) Metered parking charges, where applicable, and

(4) Minimum Counter Transaction fee per the PDS Fee Schedule, or

(5) Twenty-five percent of the permit fee as calculated from the PDS Fee Schedule, whichever is greater.

2. Plan Review Fees. In the event of abandonment or discontinuance of work, a refund of a portion of the plan review fee may be approved subject to the following:

a. The period of time since the permit application has been submitted is less than 180 days.

b. Review of the permit has not started.

c. The following charges shall be deducted from any fee amount that may be refunded:

(1) Dedicated fund charges including the Technology Fund, Emergency Preparedness Fund, Natural Resources Fund, and Reserve Fund, and

(a) State Building Code fee and other applicable sales taxes and charges, and

(b) Metered parking charges, where applicable, and

(c) Minimum Counter Transaction fee per the PDS Fee Schedule, or

(d) Twenty-five percent of the plan review fee as calculated from the PDS Fee Schedule, whichever is greater.

3. Land use fees. In the event of abandonment or discontinuance of the permit, a refund by the City of a portion of the fee may be approved subject to the following:

a. Discretionary land use permits. The applicant may submit a written request for a refund of the fee for a discretionary land use permit. The maximum fee refund in accordance with the PDS Fee Schedule shall be as follows:

(1) Permit intake completed, but review not started – Maximum of 75 percent of the fee may be refunded

(2) Staff review completed, but public notice has not been prepared or sent – Maximum of 25 percent of the fee may be refunded

(3) Public notice is completed – permit is not eligible for any refund.

(4) The following charges shall be deducted from any fee amount that may be refunded:

(a) Dedicated fund charges including the Technology Fund, Emergency Preparedness Fund, Natural Resources Fund, and Reserve Fund, and

(b) Minimum Counter Transaction fee per the PDS Fee Schedule, or

(c) Twenty-five percent of the permit fee as calculated from the PDS Fee Schedule, whichever is greater.

b. Non-discretionary land use permits. The applicant may submit a written request for a refund of the fee for a non-discretionary land use permit. The maximum percent of the permit fee in accordance with the PDS Fee Schedule shall be as follows:

(a) The period of time since the permit application has been submitted is less than 180 days.

(b) Review of the permit has not started.

(c) The following charges shall be deducted from any fee amount that may be refunded:

(d) Dedicated fund charges including the Technology Fund, Emergency Preparedness Fund, Natural Resources Fund, and Reserve Fund, and

(e) Minimum Counter Transaction fee per the PDS Fee Schedule, or

(f) Twenty-five percent of the permit fee as calculated from the PDS Fee Schedule, whichever is greater.

c. Land use appeal fees. Where an appeal is made for a land use application, the appeal fee shall be refunded if the appellant substantially prevails in the appeal, in the judgment of the Hearing Examiner, City Council, or superior court which finally rules on the appeal.

4. Special Fees. Special fees in accordance with the PDS Fee Schedule are eligible for refunds as follows:

a. Preapplication fees – not eligible for refund.

b. Expedited plan review – may be eligible per the conditions of this chapter for plan review fees.

- c. Project services – not eligible for refund.
 - d. Special inspection fees - not eligible for refund.
 - e. E-permits - not eligible for refund.
 - f. Alternate method or modification request - may be eligible per the conditions of this chapter for plan review fees.
 - g. Noise variance - may be eligible per the conditions of this chapter for plan review fees.
 - h. Floodplain development review – may be eligible per the conditions of this chapter for plan review fees.
 - i. Appearance as a witness – not eligible for refund.
5. General services and fees: General services and fees per the PDS Fee Schedule are not eligible for any refund.

B. Fee exemptions/adjustments.

1. Building permit and plan review fees.

Where approved by the Planning and Development Services Director and/or Fire Chief, building, mechanical, plumbing, and fire permit fees and associated plan review fees may be waived or modified for the permits in Table I:

Table I. Permits eligible for fee exemptions or adjustments

<u>Type of Project</u>	<u>Type of Permit Fees</u>	<u>Eligibility Requirements</u>
<u>Residential</u>		
<u>Single family/duplex</u>	<u>Building, plumbing, mechanical, permits for:</u> <u>– Alterations and repairs</u>	<u>Owned and occupied by:</u> <u>– senior citizen(s)⁽¹⁾ and</u> <u>– eligible for tax exemption due to financial status</u>
		<u>Owned and occupied by:</u> <u>– permanently disabled person(s) ⁽²⁾ and</u> <u>– eligible for tax exemption due to financial status</u>
	<u>Building, plumbing, mechanical, fire permits for:</u> <u>Alterations and repairs</u> <u>New construction</u>	<u>All of the following conditions:</u> <u>– intended for low income families</u> <u>– construction involves volunteer labor</u> <u>– constructed by 501(c)(3) organization</u>
	<u>Building, plumbing, mechanical, fire permits for:</u> <u>– Alterations and repairs</u> <u>– New construction</u>	<u>Projects sponsored and developed by a public authority created under RCW 35.82.030</u>
<u>Multifamily</u>	<u>Building, plumbing, mechanical, fire permits for:</u> <u>– Alterations and repairs</u>	<u>All of the following conditions:</u> <u>– intended for low income families</u> <u>– construction involves volunteer labor</u> <u>– constructed by 501(c)(3) organization</u> <u>– primarily owned and operated by a 501(c)(3) non-profit organization.</u>
	<u>Building permits for:</u> <u>– Alterations and repairs</u> <u>– New construction</u>	<u>Projects sponsored and developed by a public authority created under RCW 35.82.030</u>
<u>Commercial</u>	<u>Building, plumbing, mechanical, fire, land use, or site development</u>	<u>Community service program(s) subsidized by the City of Tacoma</u>
	<u>building, plumbing, mechanical, fire, land use, or site development</u>	<u>Projects that meet the Strategic Goals of the City and are funded by the General Fund, as approved by the City Manager</u>

⁽¹⁾ Senior Citizen: Any person having attained the age of 62 years or older who qualifies for property tax reduction under the limited income guidelines as established by the State of Washington.

⁽²⁾ Disabled Person: Any person who has permanent physical or mental impairment which substantially limits that person’s ability to perform one or more of the following activities: walking, seeing, hearing, speaking, breathing, learning, and/or manual tasks. “Substantially” shall mean a degree of impairment which places that person at an obvious disadvantage when compared to a person without said impairment. The applicant has the burden of establishing the fact of disability to the satisfaction of the Building Official. The applicant must also qualify for property tax reduction under the limited income guidelines established by the State of Washington.

2. Other fee waivers.

The Building Official or designee may waive or modify fees for building permits under the following situations:

A. Re-inspection fees if the Building Official determines that the original order or notice of non-compliance was invalid or when mitigating circumstances beyond the responsible party's control exist including, but not limited to, conflicting enforcement requirements by other agencies or conditions caused by third parties.

B. Permit and plan review fees where the project valuation may need to be adjusted.

C. Other fees as determined by the City Manager to be paid for by the General Fund.

The following exemptions shall not apply to monies collected for merchandise sold at the Public Works Permit Counter, for fees collected for the state of Washington, and for fees charged for witness services as set forth in Section 2.09.150 herein.

A. Permit fees and plan review fees for alterations and repairs to single family dwellings will be waived when:

1. The dwelling is owned and occupied by a person or persons who qualify as senior citizen(s) and who are eligible for tax exemption because of their financial status.

Definition—Senior Citizen: Any person having attained the age of 62 years or older and who qualifies for property tax reduction under the limited income guidelines as established by the state of Washington.

2. The dwelling is owned and occupied by a person or persons who are permanently disabled and are eligible for tax exemption because of their financial status.

Definition—Disabled Person: Any person who has a permanent physical or mental impairment which substantially limits that person's ability to perform one or more of the following activities: walking, seeing, hearing, speaking, breathing, learning, and/or manual tasks. "Substantially" shall mean a degree of impairment which places that person at an obvious disadvantage when compared to a person without said impairment. The applicant has the burden of establishing the fact of the disability to the satisfaction of the Building Official. The applicant must qualify for property tax reduction under the limited income guidelines as established by the state of Washington.

Persons wishing to claim status under either of the above must file an exemption request with their application for a permit.

B. Permit fees for alterations and repairs in conjunction with community service programs subsidized by the City shall be waived.

C. Permit fees for improvements by departments and divisions of the City and other public agencies receiving funding for those improvements from the City's General Fund shall be waived.

D. Permit fees for residential projects sponsored and developed by a public authority created under RCW 35.82.030 shall be waived.

E. Permit fees for the construction, alteration, and repairs of single family or duplex dwellings shall be waived when all of the following conditions apply:

1. The residential structure is intended for low income families.

2. The construction of the structure involves some volunteer labor.

3. The structure is being constructed by an organization classified as a 501(c)(3) non profit organization by the Internal Revenue Service.

F. Building permit fees for the alteration and repair of structures to provide multi family residential housing shall be waived when all of the following conditions apply:

1. The multi family residential structure is intended for low income individuals.

2. The alteration and repair involves some volunteer labor.

3. The alteration and repairs are being constructed by an organization classified as a 501(c)(3) non profit organization by the Internal Revenue Service.

4. The multi family residential structure is primarily owned and operated by a 501(c)(3) non profit organization.

G. The Building Official may modify permit fees for development projects which support the goals of the City's Strategic Plan.

2.09.040 Dedicated funds.

Additional fees in accordance with the PDS Fee Schedule shall be collected for the administration, management, and capital purchases under the following funds. Funds collected shall be placed in the Permit Enterprise Fund. The PDS Financial Policy shall establish policies for adjustments to the collection of these funds on a yearly basis.

A. Technology Fund. The fees collected are to be used for expenditures related to technology operations and modernization in support of permitting and development services.

B. Emergency Preparedness Fund. The fees collected are to be used for expenditures to support emergency preparedness programs related to buildings, structures, and associated site development.

C. Natural Resources Fund. The fees collected are to be used for expenditures related to the protection of natural resources in and surrounding the City.

D. Reserve Fund. The fees are to be used for providing adequate reserve funds for maintaining staffing and service levels during periods of economic fluctuation or to cover other unanticipated needs.

~~A. Integrated Permit Management System (IPMS) Funds. Five percent (5%) of the dollar amount of all Permit Counter transactions shall be placed in the 1145 Building and Land Use Services Division Scheme Fund to provide for technical labor support and capital purchases related to permitting and office automation, and plan archiving and management.~~

~~Exceptions:~~

- ~~1. The IPMS funds shall not be charged against the collection of Strong Motion Instrumentation Fees (SMIF).~~
- ~~2. The IPMS funds shall not be collected from charges for merchandise sold at the Public Works Permit Counter.~~
- ~~3. The IPMS funds shall not be charged against moneys collected for the state of Washington.~~
- ~~4. The IPMS funds shall not be charged against moneys collected for the Endangered Species Fund (ESF).~~

~~B. Strong Motion Instrumentation Fund (SMIF): In accordance with the provisions of Section 2.02.1000 a SMIF fee equal to 10 percent of the building permit fee shall be assessed for all building permits and shall be collected in addition to all other permit fees. (Note: The strong motion instrumentation fund and present level of assessment was established in 1974 by Ordinances 20208 and 20273.)~~

~~C. Endangered Species Fund (ESF). The Director of Planning and Development Services is authorized to collect a fee from all applicants for building permits, sanitary and storm sewer permits, public work special permits, work order permits, grading and excavation permits, and any other permit which may have direct or indirect effects on the water quality of the waters in and surrounding the City which shall not exceed 7 percent of the cost of the permit plus the plan review fees. The ESF funds are to be deposited to the 1145 Building and Land Use Services Division Scheme Fund. Such funds are to be used for administration and management of the Endangered Species Act mandated by the United States Federal Government.~~

~~New plats for the construction of residential single family or duplex construction shall be charged and Endangered Species Fee of \$91.42 per lot, which shall be deposited in the ESF. When a single family or duplex is constructed on a lot for which an Endangered Species Fee has been paid, an Endangered Species Fee shall not be charged at the time the building permit is issued.~~

2.09.050 Building permit fees.

A. Permit fees.

Building permit fees shall be charged in accordance with the PDS Fee Schedule for the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures, unless exempt by Chapter 2.02.A. Building Permit Fees. A fee for each building permit shall be paid to the Building Official based upon the evaluation of the work,

~~to be performed in accordance with the following schedules and procedures as set forth herein.~~

1. Valuation. The determination of value or valuation under any of the provisions of this Code shall be made by the Building Official. The valuation to be used in computing the permit and plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, site work, and any other permanent work or permanent equipment shall be considered part of the valuation.

~~Where work for which a permit is required by the regulations for which this Code sets fees is started or proceeded with prior to obtaining said permit, the fees specified in this Code, including plan review fees, shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with applicable Codes in the execution of the work, nor from any other penalties prescribed. In no case shall such double fee be less than \$200.~~

~~Construction permits may be transferred from one permit holder to a new permit holder on approval of the Building Official. A minimum fee of \$80 shall be charged for such transfer, plus \$60 per person hour of time or portion thereof assessed to the transfer in excess of one person hour.~~

~~The permit fees shall be calculated at the rates shown below.~~

The valuation of construction for new structures and additions shall be based upon floor area whenever possible, and shall be calculated from the most recent available "Building Valuation Data" ("BVD") published by the International Code Council. The BVD shall be updated at the first of the month following publication of new data. Where fees are based on building floor area, such floor area shall include all floor area within the exterior surfaces of the exterior walls, basement areas, areas of exterior exit stairways and balconies, and those parts of other exterior balconies and walkways under roof overhangs. Where it is not possible to base the permit fee on floor area, the permit shall be based on valuation of work directly, subject to approval

by the Building Official. The building permit fee for alterations, repairs, towers, retaining walls tanks (other than domestic fuel oil tanks), and similar construction shall be based on valuation.

The method used for determining building permit fees shall be based upon the rates provided in Table I. Table I Building Permit Fees	
TOTAL VALUATION	FEE
\$1 to \$500	\$30.48
\$501 to \$2,000	\$30.48 for the first \$500 plus \$3.81 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$87.63 for the first \$2,000 plus \$17.57 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$491.74 for the first \$25,000 plus \$12.80 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to 100,000	\$811.74 for the first \$50,000, plus \$8.79 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,251.24 for the first \$100,000, plus \$7.06 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4,075.24 for the first \$500,000, plus \$5.94 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$7,045.24 for the first \$1,000,000, plus \$4.57 for each additional \$1,000, or fraction thereof
Other Inspections and Fees:	\$111 per hour ¹
1. Inspection outside of normal business hours on regular workdays (minimum charge—two hours)	
2. Inspections on non-work days (includes inspector's travel time, minimum charge—four hours)	\$111 per hour ¹
3. Inspections on Sundays or holidays (Includes inspector's travel time, minimum charge—four hours)	\$127 per hour ¹
4. Reinspection fees assessed (minimum charge—one hour)	\$95 per hour ^{1,2}
5. Inspections for which no fee is specifically indicated (minimum charge—one hour)	\$95 per hour ¹
6. Additional plan review required by changes, additions, or revisions to plans (minimum charge—one hour)	\$95 per hour ¹
7. For use of outside consultants for plan checking and inspections, or both	Actual costs ³

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Reinspections. A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.

This provision is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirement of the code for which the inspection is being made, but as controlling the practice of calling for inspections before the job is ready for such inspection or reinspection.

Reinspection fees may be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the Building Official.

To obtain a reinspection, the applicant shall file an application therefor, in writing, on a form furnished for that purpose and shall pay the reinspection fee in accordance with Table I above.

In instances where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

³Actual costs include administrative and overhead costs.

Special Provisions.

2. Phased building permits. Fees for phasing building permits shall be in accordance with the PDS Fee Schedule. For the purposes of determining fees, the building permit can be separated into the following phases:

a. Foundation/Structural permit: Where the foundation and structural elements are being authorized by the permit and there are no building walls or spaces above the foundation approved for occupancy.

b. Fees for the "shell" of a shell building: Where tenant spaces are not included as being authorized by the building permit and the spaces do not receive certificate of occupancy. A certificate of completion is issued for the completed shell space, shall be charged at a rate based on 80 percent of the square footage evaluation listed in the Building Valuation Data

c. Initial tenant improvement: Fees for non-structural initial tenant alterations, which were not included in the building permit for the new building, will be charged at a rate based on 50 percent of the square footage evaluation listed in the Building Valuation Data. Work authorized at this rate will be limited to improvements to previously unoccupied space.

Fees for all tenant alterations beyond the first permit will be computed on the basis of evaluation.

3. Permits fees for single-family residential and duplex buildings.

Type V N Residential Combination Permit. A residential combination permit shall be a combined permit for new single-family/duplex and remodels and additions to single-family/duplex buildings. The combined permit includes the following permits:

a. New single-family/duplex. Building, plumbing, mechanical, heating, and site development/right-of-way construction permit. The site development work includes the water service connection (from meter to house), storm and sanitary sewer connections, driveway, and grading and erosion control.

b. Addition to single-family/duplex, and electrical permit (single family dwellings only). Building, plumbing, and mechanical, and site development permit. The site development work includes only grading and erosion control. The permit fee shall be the combined costs of the building, plumbing, heating, and electrical permits as calculated separately.

c. Remodel to single-family/duplex. Includes building, plumbing, and mechanical permits.

Separate permits are required, as follows:

a. Other right-of-way construction permits that were not included in the combination permit as described above.

b. Electrical permits for all single-family/duplex buildings in accordance with the TPU Fixed Fee Schedule.

c. Water meter and system development charges in accordance with the TPU Fixed Fee Schedule.

d. Fire permits in accordance with TMC 3.09.

Additional provisions for adjusting the valuations for single-family/duplex permits and/or carports/decks associated with such permits are provided in the PDS Fee Schedule.

The evaluation of construction for new structures and additions shall be based upon floor area whenever possible and shall be calculated from the most recent available "Building Valuation Data" ("BVD") published in the Building Safety Journal. The BVD shall be updated at the first of the month following publication of new data.

In calculating the building value for dwellings over 2,000 square feet of gross floor area (including basements and garages), or any dwelling regardless of area having a wood shake roof, tile roof, or any amount of masonry veneer; the square foot value shall be 125 percent of the value listed in the BVD table for Group R, Division 3 Occupancies and Type VB construction. In all other cases, the value listed in the BVD Table for Group R, Division 3 Occupancies and Type VB construction shall be used without modification.

Permits for State Certified, Pre-inspected Manufactured Housing or Factory Built Housing shall be based on the square footage and on one-half the tabulated value listed in the BVD Table for Group R, Division 3 Occupancies and Type VB construction.

For carport structures classified as Group U Occupancies and VB construction, the square-foot value of the carport structure shall be 75 percent of the value listed in the BVD Table for that occupancy group and construction type.

For uncovered wood deck structures attached to single-family dwellings, the square-foot value of the wood-deck structure shall be 67 percent of the value listed in the BVD Table for Group U Occupancies and VB construction. Where it is not possible to base the permit fee on floor area, the permit shall be based on evaluation directly, and the amount of evaluation shall be approved by the Building Official. The building permit fee for alterations, repairs, towers, retaining walls, tanks (other than domestic fuel oil tanks), and similar construction shall be based on evaluation, and the permit fee shall be calculated from Table I.B. Plan Review Fees. A plan review fee shall be charged for all building permits in accordance with the PDS Fee Schedule, and shall be based on a percentage of the permit fee. The fee for combination permits for new or additions to single-family/duplex buildings includes building, mechanical and plumbing plan reviews and site development plan reviews for the site development work included in those permit types. The fee for combination permits for remodels to single-family/duplex buildings includes the building, mechanical and plumbing plan reviews.

Deferred submittals may be allowed upon approval of the Building Official. All deferred submittals shall be assessed an additional plan review fee based on an hourly rate established in the PDS Fee Schedule, construction permits and shall be in addition to other construction permit fees. Plan review fees shall be assessed as follows, but in no case shall be less than \$31.49:

For each new single-family dwelling, the plan review fee shall be \$223.49, and for each new duplex (two-family dwelling) building, the plan review fee shall be \$284.44.

The plan review fee for new detached accessory buildings related to buildings containing one or two dwelling units shall be 22 percent of the cost of the building permit.

The plan review fee for additions, alterations, or remodels of buildings containing one or two dwelling units, additions, alterations, or remodels to accessory buildings related to buildings containing one or two dwelling units, and all other miscellaneous construction related to buildings containing one or two dwelling units, shall be 22 percent of the cost of the building permit(s).

The plan review fee for residential construction containing three dwelling units or more and accessory buildings related to such residential buildings shall be 65 percent of the building permit cost, as specified in this section.

The plan review fee for all other construction not specifically addressed shall be 65 percent of the building permit cost, as specified in this section.

The plan review fee shall be paid at the time of submittal. An application is not considered complete until the plan review fee has been paid as required, for all work evaluated at \$50,000 or more, and for all residential additions and remodels, regardless of the improvement evaluation. Any discrepancies between the plan review fee calculated at the time of submittal and the actual plan review fee shall be corrected at the time the permit is issued. The plan review fee for all work evaluated at less than \$50,000 shall be paid at the time the construction permit is issued. Plan review fees shall be charged only for improvement permits.

When, in the course of plan review, it is determined that the plans must be substantially revised and resubmitted, or if the plans are substantially revised by the proponent during or after the plan review, an additional plan review fee shall be assessed and charged. A new plan review fee shall be charged for each resubmittal.

Exception: Where the aspects of the plans required to be resubmitted are minor in nature, or revisions instituted by the proponent are limited in scope, the Building Official may waive the additional plan review fee or and instead may assess the additional plan review fee based on an hourly rate established in Table I, the PDS Fee Schedule. Such additional plan review fee shall not exceed the original plan review fee for each resubmittal or additional review.

C. Foundation Permits. Foundation permits, while being necessary in a few instances, are normally to be discouraged. In such cases where it is judged to be necessary by the Building Official, a foundation permit fee shall be charged to cover additional City administrative costs, and said fee shall not be credited as part of the building permit fee. The foundation permit fee shall be 10 percent of the building permit fee where the building permit fee is \$7,618.86 or less. Where the building permit fee is over \$7,618.86, the foundation permit fee shall be \$761.89 plus 5 percent of the building permit fee over and above \$7,618.86, but in no instance shall it be less than \$187.93.

CD. Demolition pPermits.

Table H Building Permit Fees – Demolition	
BUILDING SIZE	FEE
Single family dwelling, two family dwellings, and accessory buildings less than 2,500 sq. ft.	\$ 76.19

Buildings 20,000 sq. ft. or less	\$106.66
Buildings over 20,000 sq. ft.	\$172.69

OTHER THAN BUILDINGS: Fees shall be calculated in accordance with Table I. Demolition permit fees for buildings shall be charged in accordance with the PDS Fee Schedule. All demolition that is not the full building demolition or is for a non-building structure, including signs and billboards, shall be charged based on valuation of the work.

EXEMPTION: A “no fee” permit will be issued for demolition of accessory buildings associated with single family dwellings where no sewer connection is involved.

E. Permits for Miscellaneous Structures-

Table III Building Permit Fees – Miscellaneous Structures	
UNIT (Separate Construction)	FEE
Masonry fireplace or zero clearance pre-fab fireplace	\$76.19
Freestanding pre-fab solid fuel burning appliance (excluding solid fuel burning furnaces)	\$66.03

NOTE: Fireplaces constructed in conjunction with new construction are included in the building permit fee. Such fireplaces must be noted on the original permit.

F. Special Fees-

2.09.070 Mechanical and plumbing permit fees.

A. Mechanical permit fees.

1. Mechanical permit fees shall be charged in accordance with the PDS Fee Schedule for all work to add to, alter, relocate, or replace any mechanical system, system components, equipment, and appliances. In addition, permit fees shall be charged for fuel gas distribution, piping and equipment, fuel gas-fired appliances, and fuel gas-fired appliance venting systems regulated by the International Fuel Gas Code.

Exception:

a. A separate mechanical permit fee is not required for mechanical work associated with a building permit for a new, addition, or remodeled single-family/duplex building.

2. A plan review fee in accordance with the PDS Fee Schedule shall be charged for all mechanical permits that are either not associated with a building permit or are a deferred submittal from the building permit.

A. Mechanical permit fees shall be based on the total evaluation of the mechanical system or systems, and shall be calculated from Table I based on evaluations determined by the percentages listed in Table V applied to the dollar per square foot value listed in accordance to the occupancy and type of construction in the “Building Valuation Data,” as defined in Section 2.09.050.

Exceptions:

1. For Group R Division 3 (one and two dwelling unit buildings) occupancies, the permit fee for new or replacement heating, regardless of the type, and ventilating systems, including bathroom and kitchen fans and kitchen hoods, shall be \$92.80 for the first dwelling unit and \$50.79 for the second dwelling unit.

2. For Group R Division 1 occupancies, the permit for new or replacement heating and ventilating systems shall be \$116.82 for the first unit and \$50.79 per unit for each additional unit for complex heating systems (combustion and/or ducted systems), and \$116.82 for the first unit and \$25.40 per unit for each additional unit for simple systems (baseboard or wall heater systems whether combustion units or electric resistance units, involving no ducting).

3. The permit fee for those unit items specifically set forth in Table V.

Boilers and pressure vessel installations require separate permits, which shall be in addition to the permits for HVAC systems and other mechanical systems. The fees for boiler or pressure vessel installations shall be calculated in accordance with Table V. Table V	
Equipment Item or Aspect	Fee Basis
Commercial refrigeration assembled on site	Table No. I, use 5 percent of the square foot value listed in the data valuation data applied to total gross floor area

Heating, ventilating, and air conditioning systems	Table No. I, use 10 percent of the square foot value listed in the data valuation data applied to total gross floor area
Replacement of individual mechanical units in single-family or two-family buildings	\$92.80 per unit
Replacement of individual mechanical units	\$116.82 per unit
Residential duct work and/or exhaust fan installation	\$81.27 per dwelling unit
Residential gas piping (piping only)	\$81.27 per dwelling unit
Commercial duct work and 5-unit or larger residential buildings	\$116.82 per tenant space or dwelling unit
Commercial gas piping (piping only)	\$116.82 per tenant space
Pre-manufactured commercial refrigeration units	\$81.27 per refrigeration unit
Piping, venting, and accessory equipment to boilers over 10 boiler horsepower (Over 334,800 BTU/Hr)	\$182.85
Piping and accessory equipment for boilers rated at 10 boiler horsepower or less (334,800 BTU/Hr or less) and for other fired or unfired pressure vessels other than boilers	\$116.82

B. Mechanical Plan Review Fees. For applications for mechanical permits not associated with building permit applications, a plan review fee equal to 65 percent of the mechanical permit fee shall be charged.

Exception: Such plan review fee shall not be charged for residential building where the mechanical permit fees are assessed on a per-unit basis. B. Plumbing permit fees.

1. Plumbing permit fees shall be charged in accordance with the PDS Fee schedule for all work to add to, alter, relocate, or replace any plumbing, drainage, or part thereof. Plumbing permits also include any boilers or water heaters not inspected and approved by Washington State Labor & Industries, and any piping, venting, and accessory equipment for all boilers, including those inspected and approved by Washington State Labor & Industries.

Exception:

a. A separate plumbing permit fee is not required for plumbing associated with a building permit for a new, addition, or remodeled single-family/duplex building.

2. A plan review fee in accordance with the PDS Fee Schedule a plan review fee shall be charged for all plumbing permits that are either not associated with a building permit or are a deferred submittal from the building permit.

2.09.080 Plumbing permit fees.

<p>Every applicant for a permit to install, add to, alter, relocate, or replace any plumbing, drainage, or part thereof, shall state in writing, on the application form provided for that purpose, the character of the work proposed to be done and the amount and kind in connection therewith, together with such information pertinent thereto as may be required. Table VI-A</p> <p style="text-align: center;">Schedule of Plumbing Permit Fees</p>		
1.	For issuing each permit	\$35
In addition:	For the first unit of any one of the elements listed below	\$25
	For each additional unit of any element listed below:	
	a. For each plumbing fixture or trap (including water and drainage piping)	\$9.65
	b. For each sewage back water valve	\$9.65
	c. For installation, alteration, or repair of water piping and/or water treating equipment	\$9.65
	d. For repair or alteration of drainage or vent piping	\$9.65
	e. For vacuum breakers or back flow protective devices (each)	\$9.65
	f. Interior roof drain (each)	\$9.65
	g. Final test (factory built structures, each fixture or trap)	\$6.86
	h. Water heaters	\$9.65
3.	Under slab or ground work plumbing	\$34.03

4.	For inspection request after two (2) inspections or attempts, rough or final	See Table I
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Table VI-B Schedule of Sewer Permit Fees		
1.	For issuing each permit	\$67
2.	For each house sewer to City main (add \$60 if contractor is to repair street)	\$250
3.	Repair house sewer to City main or to septic tank (add \$60 if contractor is to repair street)	\$220
4.	Reinspection	See Table I

2.09.090 Signs and billboards pPermit fees for signs.

A. Permit fees and plan review fees for signs shall be based on the value of the sign and the cost of its installation and shall be assessed according to the provisions of Section 2.09.050 and Table I of this Code in accordance with the PDS Fee Schedule.

B. Permit fees for the issuance of relocation, inactive relocation, and transfer of inactive relocation of billboards shall be in accordance with the PDS Fee Schedule. Such fees are subject to the special dedicated fees assessed in accordance with the provisions of Section 2.09.040 of this Code, along with any Washington State fees.

~~B. Reissuance of expired permits shall be in accordance with the provisions of the Building Code as adopted and amended by TMC Chapter 2.02.~~

C. ~~Permit Fees for Street Banners, Streamers, Holiday Decorations, and Awnings.~~

~~Street Banners and Streamers. Street banners and streamers which are installed over public right of way or property may be installed either by the Public Works Department or by a private contractor bonded to work in street rights of way.~~

~~Application for a banner or streamer permit shall require a fee of \$365.71 for each banner or streamer when the banners or streamers are to be installed by the Public Works Department. A deposit of \$223.49 for each banner or streamer shall be paid when installed by a private contractor. Any labor costs incurred by the Public Works Department for maintenance will be deducted from the deposit, and the remainder of the deposit will be refunded to the applicant.~~

TABLE VII-B Permit Fees	
Street banners and streamers—Public Works Department installed	\$25.40 each location (or per City block) for 2 weeks maximum
Street banners and streamers—private contractor installed	\$60.95 each location (or per City block) for 2 weeks maximum
Holiday decorations	\$40.63 per City block
Awnings	See Section 2.09.050, Table I

~~D. Inspection of Existing Projection and Rotating Signs. A fee of \$81.27 shall be charged for the inspection of existing rotating signs and existing signs that project more than 18 inches beyond the property line.~~

* * *

2.09.110—Permit fees for billboards.

Permit fees for the issuance of relocation permits, inactive relocation permits, billboard demolition permits, and for the transfer of inactive relocation permits shall be charged as follows:

Table VIII	
For issuance of a relocation permit	\$160, plus \$1.00 per sq. ft. over 100 sq. ft.
For issuance of an inactive relocation permit	\$240
For transfer of an inactive relocation permit	\$160
For a billboard demolition permit	\$80

2.09.120 — Fee schedule — special and miscellaneous services.

Table IX Special and Miscellaneous Service Fees		
A.	Permits For:	Fee
1.	Asphalt paving of planting strips or private access way	\$210
2.	Asphalt parking lots	\$180 for first 3,000 sq. ft., plus \$30 for each 1,000 sq. ft. or fraction thereof over 3,000 sq. ft.
3.	Asphalt driveways, temporary	\$180
4.	Permanent Portland cement concrete driveway, up to 30 ft. maximum width	\$280
5.	Storm sewer connection (add \$30 if contractor is to repair street)	\$300
6.	Standard sidewalk drain (includes sidewalk replacement inspection)	\$300
7.	Trench for water line, etc. (miscellaneous trench) (add \$60 if contractor is to repair street)	\$190 for the first 100 linear ft., plus \$0.70 per linear ft. over 100 linear ft.
8.	New sidewalk (existing curb and gutter is present)	\$240 + \$2 per sq. yd. over 30 sq. yds.
9.	New curb and gutter (existing sidewalk is present) Staking is required but no design necessary	\$180 + \$2 per linear ft. over 50 ft. Add \$900
10.	New sidewalk, or curb and gutter, or combination of both (no existing improvements, staking required) Staking required and design time	\$250 + \$2 per linear ft. of curb and gutter over 50 linear ft., plus \$2 per sq. yd. of sidewalk over 30 sq. yds. Add \$1,600
11.	Remove and replace sidewalk and/or curb and gutter	\$300 + \$2 per linear ft. of curb and gutter over 50 linear ft., plus \$2 per sq. yd. of sidewalk over 30 sq. yds.
12.	Water service installation (repair)	\$60
13.	Water service installation (new)	\$120
14.	Building moving (over width motor vehicle permit)	\$319.99
15.	Over legal moving permit, each	\$30.48
16.	Annual over legal moving permit	\$30.48
17.	Tree planting permit in business, commercial, and industrial areas	\$25.40
18.	City verification and documentation of property released from sanitary sewer connection costs (no fee is to be charged if property is subject to in lieu of assessment fees, or if the property is owned by any governmental entity)	\$36.06
19.	Communications antenna and related equipment installed in right-of-way	\$203.17
20.	Work order permit (issuance of a permit related to a billable work order)	\$50
21.	Modified work order permit (issuance of a permit related to a modified work order)	\$50
22.	Reinspections	See Table I
B.	Charges For:	Fee
1.	GIS hardcopies—standard color maps Up to 11" x 17" 24" x 36" 36" x 36" Per additional linear foot	\$20 \$30 \$42.50 \$5

**Table IX
Special and Miscellaneous Service Fees**

A.	Permits For:	Fee
2.	GIS hardcopies—custom/ortho photomaps: Up to 11" x 17" 24" x 36" 36" x 36" Per additional linear foot	\$40 \$60 \$85 \$10
3.	GIS or zoning information on CD's—standard files One quarter section file 1 to 3 entire section files 4 to 8 entire section files 9 to 16 entire section files 17 to 24 entire section files Entire City \$100 credit for previous purchase(s) of 1 entire section or more First upgrade Subsequent annual updates Custom files:	\$50 \$200 \$350 \$500 \$700 \$900 \$0 \$165 Standard file prices, plus \$45 per hour
4.	Digital Ortho Photo CD—Limit 4 tiles Disk and 1 tile Disk and 2 tiles Disk and 3 tiles Disk and 4 tiles	\$200 \$350 \$450 \$550
5.	GIS drafting of plats, short plats, and BLA's New plats New short plat, boundary line adjustment, street vacation, or annexation Submitted in acceptable electronic format—Reduce submittal fee by 50 percent Submitted in electronic format to City standards—Reduce submittal fee by 90 percent Scanning hardcopies and indexing into E Vault	\$35 per lot \$165 \$17.50 per lot \$3.50 per lot \$25 per page
6.	Digital hardcopies—bond prints—color or B/W Up to 18" x 32" 24" x 36" 36" x 36" Oversized bond copies	\$3 \$4 \$5.50 \$2 per linear ft.
7.	Digital hardcopies—mylar prints—B/W 18" x 32" 24" x 36" 36" x 36" Oversized mylar copies	\$5 \$7 \$10 \$3.50 per linear ft.
8.	Digital information on compact disk (CD) Disk and one file Disk and 2 to 9 files Disk and 10 to 99 files Disk and 100 and more files	\$15 \$15, plus \$4 per file over 1 file \$45, plus \$3.50 per file over 9 files \$360, plus \$3 per file over 99 files
9.	Record Drawings Submitted as hardcopy Submitted in electronic format Submitted in electronic format to City standards Scanning hardcopies and indexing into E Vault	\$85 per page Reduce cost by 50 percent Reduce cost by 90 percent \$25 per page

Table IX Special and Miscellaneous Service Fees		
A.	Permits For:	Fee
10.	Service Fees	
	Fee per transaction on all services obtained from the Information Center	\$15
	Fee per transaction on various services obtained from the govME website	\$15
C. Charges For:		Fee
Determination of off-site improvement requirement with formal report		\$680.00
Street barricade		
	Per day/per block	\$40.63
	Per month/per block	\$203.17

2.09.130 Overtime parking Right-of-way use permits fees.

Fees shall be charged in accordance with the Permit Services Fee Schedule for the following uses of the right-of-way:

- A. Special events and barricade permits. Barricade permits shall also be charged for metered parking fees for the equivalent number of spaces being used and any applicable taxes that must be paid to other agencies.
- B. Temporary street occupancy permits – Fees are in accordance with Chapter 9.08.
- C. Building and over legal moving permits.
- D. Overtime parking permits, including metered parking fees for the equivalent number of spaces being used and any other applicable taxes that must be paid to other agencies.
- E. Street banners and streamers, and holiday decorations.

Permit counter transaction fees may be charged for these permits as required in the PDS Fee Schedule.

Overtime parking permit fees shall be according to Table X and shall be charged per vehicle per location. Application for an extension to a permit will be considered a new application Table X Overtime Parking Permit Fees	
Permit for:	Fee
Minimum Fee	\$10.16
1 day only	\$25.40
2 days to 1 week	\$50.79
1 week to 2 weeks	\$76.19
2 weeks to 3 weeks	\$101.58
3 weeks to 1 month	\$152.38
Beyond 1 month	\$152.38 for the first month, plus \$10.16 for each day over 1 month

2.09.140 Grading Site development and right-of-way construction permit fees.

Permit fees in accordance with the PDS Fee Schedule shall be charged for development which includes, but is not limited to, grading, clearing, erosion control, storm and sanitary installations, trenches and drains, City survey work, ROW tree planting, sidewalks, pathways, parking lots, roadways and all other site surface development. Additional criteria for Site Development and Right-of-Way Construction permits are as follows:

- 1. Site development permits shall be categorized as either minor or major and fees shall be charged in accordance with the PDS Fee Schedule.
- 2. Individual permit fees shall also be charged for:
 - a. Storm and sanitary sewer connections and repairs;
 - b. Sidewalk, curb and gutter;
 - c. New or repaired water service connections (meter to house);
 - d. Asphalt or concrete paving for parking lots or driveways;
 - e. Miscellaneous trenching; and
 - f. Any retaining walls or other structures.

Exceptions:

1. The combination permit fee for new single-family/duplex buildings includes the storm and sanitary sewer connection, new water service connection (meter to house), driveway access from the City right-of-way, and grading and erosion control on the site.

2. The combination permit for residential additions includes grading and erosion control on the site.

Additional charges for review and inspection of all other work in the City right-of-way as required by Chapter 10.22 shall be paid in addition to the fees in the PDS Fee Schedule. Permit counter transaction fees may be charged for these permits as required in the PDS Fee Schedule.

~~A. General. Fees shall be assessed in accordance with the provisions of this section.~~

~~B. Plan Review Fees. When a plan or other data is required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be as set forth in Table XI A. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this Code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.~~

2.09.160 — Concurrency fees.

~~A fee of \$200 shall be paid for any appeal of a concurrency test as allowed in Section 13.16.030.C.2.d. Such fee shall be paid at the Public Works permit counter.~~

2.09.170 Required filing fees for land use applications. Land use permit fees.

The following schedule indicates the fee requirements for land use permits within the City. Said fee must be submitted concurrently with the application for a land use permit. The fee for any activity begun prior to receiving the appropriate approval shall be double the base fee herein set forth; provided, that such fee shall not exceed \$2,500 above the required filing fee.

Fees for land use permits and land use services are in the PDS Fee Schedule. ~~A. Required Filing Fees for Land Use Applications. Land use permits include both discretionary and non-discretionary permits, including the following permit types:~~

1. Subdivision – BLA, Short Plat (2-4 lots), Subdivision (5 or more lots), Final Plat, Plat by binding site approval.
2. Reclassification – 1-2 family dwelling districts, and all other districts.
3. Site Approval.
4. Conditional Use Permit.
5. Shoreline Permit – Substantial development permit, Conditional use, Variance; Revision, Sign waiver, and Exemption approval.
6. Wetland Permit – Development permit, Minor Development permit, Verification, Mitigation Monitoring Review, Activities Allowed with Staff Review.
7. Variance – 1-2 family, Other than 1-2 family, and height of main building or accessory building.
8. Special Development Permit.
9. Environmental Permits: SEAPA, EIS, Supplemental/addendum EIS.
10. Open Space Use Classification.
11. Accessory Dwelling Unit (ADU) – New, Legalization of existing, Reauthorization.
12. Temporary Homeless Encampment.

Other land use permit services include the following:

1. Permit Waiver.
2. Permit Modification.
3. Appeal of a land uses permit.
4. Additional Notice.
5. Information Requests: Determination/interpretation by Director, Determination of Off-site improvement requirements and/or wetland inspection review, or Zoning Verification letter
6. GIS Drafting and scanning/indexing of plats, short plats, and BLAs.

1.		Plats	
	a.	Boundary line adjustment	\$751.73

	b.	Short plat —— 2 lots —— 3 lots —— 4 lots	\$1,005.69 \$1,503.46 \$2,006.30
	e.	Subdivision —— 5-9 lots —— 10 lots	\$3,149.13 \$3,250.71 + \$93.97 each lot over 10
	d.	Final plat	\$1,254.57
	e.	Plat by binding site approval	\$1,254.57
2.		Reclassification	
	a.	One family dwelling district (R-1, R-2 SRD, R-2)	\$1,879.32 + \$126.98 each complete acre
	b.	Two family dwelling district (R-3)	\$2,539.62 + \$126.98 each complete acre
	e.	All other districts	\$7,517.28 + \$629.83 each complete acre
3.		Site approval	\$7,517.28
4.		Conditional use permit	\$3,758.64
	a.	Day care centers less than 50 children	\$629.83
5.		Shoreline	
	a.	Substantial development permit/conditional use/variance Single family Other than single family Up to \$500,000 project value \$500,001 to \$1,000,000 project value \$1,000,001 to \$1,500,000 project value \$1,500,001 to \$2,000,000 project value Over \$2,000,000 project for the first \$2,000,000	\$629.83 \$5,028.45 \$6,298.26 \$7,517.28 \$8,787.09 \$8,787.09 + \$1,269.81 for each \$1,000,000, or fraction thereof, project value in excess of \$2,000,000
	b.	Revision to shoreline permit— Other than single family Single family revisions	\$1,879.32 \$375.86
	e.	Shoreline sign waiver	\$1,879.32
	d.	Shoreline exemption	\$126.98
6.		Wetland	
	a.	Development permit	\$6,630.00
	b.	Assessment	\$2,530.00
	e.	Delineation verification	\$1,330.00
	d.	Mitigation Monitoring Review	\$530.00
	e.	Wetland/Stream Exemptions	\$680.00
7.		Variance:	
	a.	Single family residential	\$629.83
	b.	Other than single family	\$1,879.32
	e.	Height—main building	\$1,269.81
	d.	Height—accessory building	\$629.83
8.		Special development permit	\$3,758.64
9.		Waiver	\$2,539.62
10.		Modification of permit	
	a.	Single family residential	\$375.86
	b.	All others	\$1,879.32

11.		Extension of permit	\$314.91
12.		Determination/interpretation by Land Use Administrator	\$690.78
13.		Additional notice (request of applicant)	\$441.89
14.		Open space use classification	\$629.83
15.		Zoning verification letter	\$126.98
16.		Accessory dwelling unit (“ADU”) Legalization of existing ADU before 1/1/96 ADU Reauthorization	\$629.83 \$126.98 \$126.98
17.		Appeal (including environmental appeals)	\$253.96
18.		Environmental fees	
	a.	SEPA checklist/threshold determination	\$375.86
	b.	Parking lots, signs, and buildings 6,000 sq. ft. or less	\$507.92
	c.	Grading permits and buildings 6,001–10,000 sq. ft.	\$888.87
	d.	Buildings 10,001–20,000 sq. ft.	\$1,269.81
	e.	Buildings over 20,000 sq. ft.	\$1,879.32
	f.	Environmental Impact Statement (“EIS”)	\$1,879.32 base fee + \$76.19 each hour or fraction thereof over 12 hours
	g.	Supplemental EIS	\$1,269.81 base fee + \$76.19 each hour or fraction thereof over 8 hours
	h.	Addendum EIS	\$629.83 base fee + \$76.19 each hour or fraction thereof over 4 hours
19.		Temporary Homeless Camp Permit	\$1,500.00

B. Refund of appeal fee. The appeal fee shall be refunded if the appellant substantially prevails in the appeal, in the judgment of the Hearing Examiner, City Council, or superior court which finally rules on the appeal.

2.09.175 Special fees.

A. Preapplication services. For inspection of existing buildings made at the request of the owner, tenant, mortgage company, or realty firm, to determine compliance with applicable City ordinances, or when inspections are requested of a structure for which a permit is only contemplated or for any special application review conducted by the Fire Department, an hourly fee shall be charged for review and/or inspection in accordance with the PDS Fee Schedule. This shall also include review and inspection of Adult Family Homes that are exempt from building permits.

B. Expedited Plan Review Fees. Where requested by the applicant and approved by the Planning and Development Services Director or designee, expedited permit fees may be paid to shorten the review time for a permit application. Expedited plan review fees shall be paid in accordance with the PDS Fee Schedule and shall be in addition to all other permit and plan review fees for the permit application.

C. Project services. Planning and Development Services may require a contract for outside services to meet specific project or permit needs. Additional fees shall be charged for the actual cost of said services and shall be added to all other permit and/or plan review fees, including all administrative and overhead costs.

D. Special inspection fees. When, in the opinion of the Building Official, special inspections are necessary to review or evaluate the correction of noted violations for buildings or structures, the Building Official shall charge inspection fees in accordance with the PDS Fee Schedule.

E. E-Permits. E-permits are a type of permit of limited scope that does not require a plan review and can be applied for and issued online. Additional charges for Dedicated Funds in accordance with this chapter or other applicable taxes, charges, and fees for other agencies shall be applied to E-permits.

E. Alternate method or modification request: Whenever a building owner or other responsible party proposes to use an alternate material or method to meet the intent or requirement of the Building Code or Fire Code, the responsible party shall pay an hourly fee in accordance with the PDS Fee Schedule for field inspection, research and analysis performed by City staff to evaluate the proposal.

F. Noise variance. Fees for review and inspection of projects submitting a noise variance shall be charged an hourly fee in accordance with the PDS Fee Schedule.

G. Floodplain development review. FEMA defines “development” as any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. For any development, as defined by FEMA, in a floodplain regulated by Chapter 2.02 of this code, and where the work is exempt from a building or site development permit, fees for plan review and inspection shall be charged an hourly fee in accordance with the PDS Fee Schedule for this development.

H. Appearance as a witness or to provide testimony. A fee may be required in accordance with the PDS Fee Schedule for civil interviews with City staff. A civil interview shall include any conversation with City employees regarding the employee’s knowledge regarding a referenced incident or generalized knowledge relating to expert testimony and written exchange, including, but not limited to, informal interviews, depositions, court testimony, arbitrations and similar hearings, and requests to review and/or sign documents. Determination of whether a fee will be required will be made by the Planning and Development Services Director, or designee.

2.09.176 General permit services and fees.

Fees shall be charged in accordance with the PDS Fee Schedule for the following services:

A. Inspections.

1. Building, plumbing, mechanical, site development and right-of-way permit reinspections. A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections previously identified are not made. Reinspection fees may be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from the approved plans.

In instances where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid. Reinspection fees are at the discretion of the inspector; however, for all E-permits, a reinspection fee shall be charged if a second inspection is required due to the conditions stated above.

2. Other inspections. A fee shall be paid on an hourly basis in accordance with the PDS Fee Schedule for inspections outside of normal business hours.

B. Minimum counter transaction fee.

A counter transaction fee may be charged for any permit in this chapter. This fee shall not apply to E-permits as defined in this chapter and in the PDS Fee Schedule.

C. Work without permits.

Where work for which a permit is required by the regulations for which this chapter sets fees is started or proceeded with prior to obtaining said permit, the fees specified in the PDS Fee Schedule, including plan review fees, shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with all applicable codes in the execution of the work, nor from any other penalties prescribed by law. In no case shall such double fee be less than double the minimum permit fee.

In addition, additional Special Inspection Fees in accordance with this chapter may be charged where it is determined to be necessary to evaluate the correction of noted violations.

D. Permit extensions.

For unexpired permits, the permittee may pay a fee to request an extension of time within which work under that permit may be continued when permittee is unable to commence or continue work within the time required. Fees will be charged for each permit extension in accordance with the PDS Fee Schedule.

For expired permits, a new plan review and permit fee shall be paid in accordance with the PDS Fee Schedule. The Building Official may adjust the plan review or permit fee for building permits where the Building Official determines the full fees are not required.

Approval of permit extensions shall be at the discretion of either the Planning Director, Building Official, Environmental Services Director, City Engineer, or other designee who has authority over the code for which a permit has been issued.

E. Permit transfers.

A fee shall be charged for transferring a permit in accordance with the PDS Fee Schedule. Permits may be transferred from one permit holder to a new permit holder on approval of the Planning Director, Building Official, Environmental Services Director, City Engineer, or other designee who has authority over the code for which a permit has been issued.

F. Certificate of Occupancy fees.

A Temporary Certificate of Occupancy may be issued at the discretion of the Building Official for a time certain set by the Building Official, not to exceed 180 days when, in the Building Official’s opinion, work has progressed sufficiently to allow occupancy of a structure, but where a Final Certificate of Occupancy cannot be issued. When a Temporary Certificate of Occupancy is issued, a fee in accordance with the PDS Fee Schedule shall be charged.

Temporary Certificates of Occupancy may be extended by the Building Official for a time certain, not to exceed 180 days. Application for such extension must be made in writing to the Building Official prior to expiration of the previous temporary certificate of occupancy. A fee in accordance with the PDS Fee Schedule shall be charged for each extension of Temporary Certificates of Occupancy.

In the event that a Temporary Certificate of Occupancy is allowed to expire prior to issuance of a Final Certificate of Occupancy, a new Temporary Certificate of Occupancy fee shall be charged.

A separate fee in accordance with the Chapter 3.09 shall be charged for Fire Department inspection and approval of the Temporary Certificate of Occupancy.

A separate fee shall be charged for review and inspection of buildings where the owner has requested a new certificate of occupancy be provided when there is no associated building permit.

2.09.180 Severability.

The provisions of this chapter are declared to be separate and severable. If any clause, sentence, paragraph, subdivision, section, subsection or portion of this chapter, or the application thereof to any person or circumstance, is held to be invalid, it shall not affect the validity of the remainder of this chapter, or the validity of its application to other persons or circumstances.

EXHIBIT "B"

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2.19.030 Site development.

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B. Permits Required.

1. Permits Required. Except as specified in subsection 2.19.030.B.3, no person shall do any grading and/or clearing in the City of Tacoma without first having obtained a Clearing and Grading permit from the Building Official.

2. Application. Application for a clearing and grading permit shall be accompanied by plans and, as applicable, specifications, and shall conform to the provisions of IBC Section 106. In addition, the application shall state the estimated quantities of excavations, fills, grubbing, and relocation of soil in cubic yards and the area to be graded or cleared in square feet. Prior to plan submittal the applicant shall determine whether the proposed project is located in a Critical Area as governed by TMC 13.11 and so state on the permit application.

3. Clearing and Grading Prohibited. No permits to perform grading and/or clearing during the period from October 1st through April 30th shall be issued.

EXCEPTION: The Building Official may approve a grading, and clearing plan, prepared by a civil engineer which is designed in accordance with the Recognized Engineering Practices that address surface water runoff during the winter season (October 1 to April 30), and issue a permit based on such plan.

4. Exempted Work. A grading and clearing permit is not required for the following unless such work is in a Critical Area governed by TMC Chapter 13.11; however, all such work is subject to application of the Recognized Engineering Practices to mitigate the anticipated conditions:

a. Grading, to include grubbing, less than 50 cubic yards or an area not to exceed 7,000 square feet, whichever is less, performed in a 2 year period unless part of a building addition or new building construction.

b. All clearing less than one acre in area meeting at least one of the following:

i. Activities in preparation for site surveying, or other associated work. This does not permit grubbing or activities that cause soil disturbance.

ii. Clearing within ten feet of the perimeter of buildings.

iii. General property and utility maintenance, landscaping, or gardening in pre-existing developed land.

c. An excavation below finished grade for basements and footings of a building, retaining wall, or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation, or exempt any excavation having an unsupported height greater than five feet after the completion of such structure.

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EXHIBIT "C"

Chapter 3.09

FIRE CODE PERMITS AND FEES

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3.09.015 Adjustments.

Beginning January 1, 2010, the fees and charges specified in this chapter shall be adjusted ~~as soon after the first of each year as the using the Consumer Price Index ("CPI") information becomes available in accordance with the~~ "Seattle-Tacoma-Bremerton, WA Consumer Price Index (CPI) for All Urban Consumers." ~~At the beginning~~ In January of each year, the CPI for the year end of 2008 shall be compared with the ~~year-end most recent June-to-June index comparison~~ CPI for the year just past, and the fees and charges shall be adjusted accordingly. Permit fees adjusted by the CPI will be rounded to the nearest \$0.50 for fees under \$10, to the nearest \$1 for fees between \$10 and \$100, and to the nearest \$10 for fees greater than \$100. Total permit fees due at issuance will be rounded to the nearest dollar.

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3.09.032 Construction permits.

The following are Fire Protection System Permits and Inspection Fees that shall be collected by the Planning and Development Services Department.

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K. Additional Fund Fees. In addition to the stated permit fee, ~~a Strong Motion Instrumentation Fund ("SMIF") administration fee shall be paid as set forth in Chapter 2.09 TMC. For purposes of determining the SMIF Plan Review fee, the fee for the plan review component of total Fire Department services provided in Section 3.09.032 TMC shall be considered 50 percent of the fees set forth in Section 3.09.032 TMC. Any fire protection system in which the permitted system utilizes water shall also pay an Endangered Species Fund ("ESF") fee, as set forth in Chapter 2.09 TMC.~~ additional fees for dedicated funds as outlined in TMC 2.09.040 and the PDS Fee Schedule shall be collected.