



## RESOLUTION NO. 41566

1 A RESOLUTION relating to fee schedule rates; approving the General  
2 Government Fee Schedule for special and miscellaneous services to  
include charges to the public for various departmental services.

3 WHEREAS various departments of the City's General Government provide  
4 services to the public and charge the recipients the cost of such services, and

5 WHEREAS the cost and description of such services are set forth in a  
6 Fee Schedule, which was approved pursuant to prior resolutions and last approved  
7 by Resolution No. 41065, adopted November 15, 2022, and  
8

9 WHEREAS some of the existing Fee Schedule rates are not current and  
10 need to be adjusted accordingly, and  
11

12 WHEREAS the updated Fee Schedule increases fees charged for permits  
13 administered by the Tacoma Fire Department, title work performed by Real  
14 Property Services, the fees charged for off-duty Police Officers, and Hearings  
15 Examiner recordings, and  
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17 WHEREAS the updated Fee Schedule was presented at the Government  
18 Performance and Finance Committee meeting on October 15, 2024; Now,

19 Therefore,

20 BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

21 That the City of Tacoma General Government Fee Schedule for special  
22 and miscellaneous services, which includes charges to the public for various  
23 departmental services and reflects the organization structure, attached hereto as  
24 Exhibit "A" and by this reference fully incorporated herein, is hereby approved by  
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the City Council for use in accordance with the terms thereof by the General  
Government departments, and such Fee Schedule replaces and supersedes the  
prior schedule adopted by Resolution No. 41065.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
Deputy City Attorney

EXHIBIT A



**GENERAL GOVERNMENT FEE SCHEDULE  
SPECIAL AND MISCELLANEOUS SERVICES**

\* Previous legislative history follows at the end of this document

This fee schedule summarizes special fees not otherwise provided for by ordinances of the City of Tacoma or statutes of the State of Washington. Copies of records and documents requested by the public are provided at cost of reproduction. The furnishing of records and documents is subject to RCW Chapter 42.56.

Auhtorized by

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
1	City Attorney's Office	City of Tacoma 3 X 5 Flags		Single-Reverse \$50.00 Double-Sided Nylon (outdoor) \$125.00 Double-Sided Nylon with Gold Fringe (indoor) \$125.00	City Clerk
2	City Manager/Media and Communications/ Cable Communications and Franchise Services	Candidates' statements for Video Voters' Pamphlet	Candidates meeting Auditor's determination of indigence	\$100 studio taping \$50 teleprompter \$50 replay of Primary for General Election	CMO/Media and Communications
3	City Manager/Media and Communications/ Cable Communications and Franchise Services	Platinum – Exclusive Program Sponsor Monthly fee - 6 mo. min. Annual fee		\$1,000 \$12,000	Cable Communications and Franchise Services
		Gold – Exclusive Program Sponsor Monthly fee - 6 mo. min. Annual fee		\$300 \$3,600	
		Silver – Exclusive Program Sponsor Monthly fee - 3 mo. min. Annual fee		\$100 \$1,200	
4	City Manager/Media and Communications/ Cable Communications and Franchise Services	DVD or Blu-Ray (up to 2 hours) - may not be used for commercial use.		\$20 each	CMO/Media and Communications
		BETA and HD XDCAM Dubs/Stock Fee, plus shot fee charge for <b>non-profit/non-commercial use</b> :		BETA stock \$15 each + shot fee. HD XDCAM stock \$25 each + shot fee.	
		Shot fee		\$20	
		BETA and HD XDCAM Dubs/Stock Fee, plus shot fee for use in <b>for-profit productions</b> :		\$100 flat rate Rush rates (less than 72 hour turn around) assessed at 150% of scheduled rate (BETA and HD XDCAM Dubs plus clip or shot fee).	
		Library Research Fee		Hourly staff rate including benefits times number of research hours.	

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
5	Tacoma Venues & Events	Film production permit		Commercial Rate: \$100 Student Rate: \$50  All other fees required by Permitting Authority apply.	Tacoma Venues & Events
6	Tacoma Venues & Events	Non-profit; constitutionally protected **we do not conduct mailings for single block neighborhood block parties**		Base Permit Fee: \$50  Mailing Distribution Fee: \$75 per block for each city block or partial city block impacted by the event. First city block included in the Base Permit Fee.  Late Application Fee: 10% fee added to all applications received less than 60 days prior to the event.	Planning & Development Services - Fee to be transferred to TVE after Collection
7	Tacoma Venues & Events	Special Events - Commercial		Base Permit Fee: \$75  Mailing Distribution Fee: \$100 per block for each city block or partial city block impacted by the event. First city block included in the Base Permit Fee.  Late Application Fee: 10% fee added to all applications received less than 60 days prior to the event.	Planning & Development Services - Fee to be transferred to TVE after Collection
8	Hearing Examiner	Reproduction of Hearing Examiner's tapes/CDs		\$5/Tape \$5/CD	Hearing Examiner
9	Office of Equity and Human Rights	Crime Free Housing Program Landlord Training class for properties outside the City of Tacoma city limits		\$50	Office of Equity and Human Rights
10	Office of Equity and Human Rights	Equity 101 Training for Community Members	City of Tacoma Staff Members	\$100 per person	Office of Equity and Human Rights

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
11	Planning and Development Services	Comprehensive Plan Amendments and Land Use Regulatory Code Revisions	<p><b>A.</b> Fee is not applicable to City of Tacoma general government departments except for the utilities</p> <p><b>B.</b> Fee is not applicable to Neighborhood Councils or Business Districts with formal written approval submitted to the City by duly elected Board of Directors or community groups involved in ongoing, long-range, planning studies with the Planning and Development Services Department</p>	\$1,400 per application	Planning and Development Services
12	Planning and Development Services/Historic Preservation	Landmarks Commission Design Review	<p><b>A.</b> Fees shall be charged only once per project and once fees have been paid no other fees shall be charged for subsequent reviews of the same project during that duration, except for projects that fall under 'B'</p> <p><b>B.</b> New fees may be charged for subsequent applications for review if the previous application has been denied by a vote of the Landmarks Commission</p> <p><b>C.</b> General Government-funded City projects are exempt</p>	<p><u>Flat Fees:</u></p> <p><b>A.</b> Administrative Review Type 1: Permits that require historic preservation review but are appropriate for staff level review: \$60.</p> <p><b>B.</b> Design Review, Minor Projects: Projects under \$5,000 in project value: \$175.</p> <p><b>C.</b> Sliding Scale Fees:</p> <p>1. Single Family: \$175 + \$25 per \$1000 of estimated project cost above \$5,000. Minimum fee per review is \$175 for residential. Maximum fee is \$500.</p> <p>2. Commercial: under \$1 million in project value: \$30 per \$1,000, above \$5,000. Minimum fee is \$175. Maximum fee is \$2,000.</p> <p>3. Major Commercial Projects (exceeding \$1 million in project value): \$3,000 + \$10 per additional \$10,000 of project value, to a maximum of \$4,000.</p>	Planning and Development Services
13	Planning and Development Services/Historic Preservation	Review fee for the demolition of properties listed on the Tacoma Register of Historic Places or contributing properties in local historic special review districts	<p><b>A.</b> Demolitions of garages and other accessory structures in the North Slope Historic Special Review District are exempt from demolition fees for garage demolitions</p> <p><b>B.</b> Demolition of noncontributing buildings and structures in local special review historic districts</p> <p><b>C.</b> General Government funded City Departments and agencies of the Federal</p>	\$1,500 per application	Planning and Development Services
14	Planning and Development Services/Historic Preservation	Review of nominations to the Tacoma Register of Historic Places	Nominations initiated by Neighborhood Councils or the City (including City Council Members)	\$100 flat fee	Planning and Development Services
15	Planning and Development Services/Historic Preservation	Review of Special Tax Valuation Applications		\$100 for single family projects; \$300 for commercial	Planning and Development Services
16	Planning and Development Services/Urban Design	Administrative Review	General Government-funded City projects are exempt	\$3,000	Planning and Development Services

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
17	Planning & Development Services/Urban Design	Board-Level Review	General Government-funded City projects are exempt	\$5,000	Planning and Development Services
18	Planning & Development Services/Urban Design	Voluntary Departure Review	General Government-funded City projects are exempt	\$3,000	Planning and Development Services
19	Police	Testimony of officer in civil court case	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting pro bono (without payment)]	Same as Item 22 with a two (2) hour minimum charge	TPD Budget & Finance
20	Police	Tacoma Police Range Use		<p>8 a.m. to 6 p.m. (Monday – Friday): \$70/hour</p> <p>6 p.m. to 10 p.m. (Monday – Friday) and 8 a.m. to 10 p.m. Saturday &amp; Sunday: \$130/hour</p> <p>4-hour Minimum for all range reservations.</p> <p>\$280 Range Reservation Cancellation Fee if range reservation is cancelled within 14 days of the reservation.</p> <p>\$140 Range Reservation Cancellation Fee if range reservation is cancelled within 14 to 28 days of the reservation.</p>	TPD Budget & Finance

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
21	Police	Civil interviews, on-duty, off-duty or first day off, one (1) hour minimum charge for all occurrences. If inter-views occur on or beyond an officer's second day off, there will be a two (2) hour minimum charge. First hour's fee must be paid in advance.	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting pro bono (without payment)]		TPD Budget & Finance
		Police Chief		\$180 (\$160 per additional hour)	
		Assistant Chief		\$169 (\$143 per additional hour)	
		Captain		\$135 (\$128 per additional hour)	
		Lieutenant		\$118 (\$113 per additional hour)	
		Sergeant		\$96 (\$92 per additional hour)	
		Detective		\$85 (\$81 per additional hour)	
		Police Officer Specialist		\$85 (\$81 per additional hour)	
		Police Officer		\$78 (\$73 per additional hour)	
		Forensic Supervisor		\$89 (\$77 per additional hour)	
		Forensic Specialist		\$77 (\$65 per additional hour)	
		Latent Print Examiner		\$85 (\$71 per additional hour)	
		Crime Scene Technician		\$77 (\$58 per additional hour)	
22	Police	Special Events, off-duty three (3) hour minimum	City-sponsored events that have such a provision in a written agreement; Events put on by the City		TPD Budget & Finance
		Police Officer		\$105/hour	
		Supervisor		\$120/hour	
		Commander		\$135/hour	
23	Public Works/ Facilities Management	Preparation of deeds and easements Management		\$1,000	Real Property Services
	Public Works/ Facilities Management	Release of easements		\$1,000	Real Property Services
	Public Works/ Facilities Management	Processing of permits to use City Real property		\$1,000	Real Property Services
	Various General Government Departments	Printed address labels on computer labels		\$.01/label	Various General Government Departments

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
24	City Manager/Public Records Office	Production of public records requested under the Washington State Public Records Act (Chapter 42.56 RCW)*	No fee will be charged if, in the determination of the Public Records Officer, the cost of processing and collecting the fee exceeds the authorized fee amount.	<p>A. \$0.15 per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use by requester of City equipment to photocopy public records.</p> <p>B. \$ 0.10 per page for public records scanned into an electronic format or for the use by requester of City equipment to scan the records.</p> <p>C. \$0.05 per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery.</p> <p>D. \$0.10 per gigabyte for the transmission of public records in an electronic format or for the use by requester of City equipment to send the records electronically. The City shall take reasonable steps to provide the records in the most efficient manner available to the City in its normal operations.</p> <p>E. The actual cost of any digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.</p> <p>F. The above fees may be combined to the extent that more than one type of charge applies to records produced in response to a particular request.</p>	Public Records Office
25	City Manager/Public Records Office	Production of public records requested under the Washington State Public Records Act (Chapter 42.56 RCW)* for Body Worn Camera Footage		The City intends to charge requestors at the rate of \$0.49 per minute of Public Disclosure Analysts time to redact body camera videos. The City Will Charge Redaction Costs Based on Actual Redaction Time. This amount does not include benefits paid to the Disclosure Analysts or other overhead costs.	Public Records Office
26	Fire	Above-ground Tank Permit		\$442 per tank	TFD
27	Fire	Underground Tank Installation Permit		\$442 per tank	TFD



Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
28	Fire	Underground Tank Removal or Decommissioning		\$442 per site; \$225 for residential fuel tanks with capacity of less than 1,100 gallons	TFD
29	Fire	Liquid Petroleum Gas "LPG" Tank Permit		\$166 for tanks with 125-gallon capacity or less; \$375 for all other permanent and temporary installations above 125-gallon capacity	TFD
30	Fire	Assembly Permit-Annual		\$334	TFD
31	Fire	Assembly Temporary Special Event Permit		\$334 operating a fair, carnival, outdoor concert, festival, or other event with groups of 100 people or more gather	TFD
32	Fire	Bonfire Permit - outdoor fire with a fuel diameter greater than 3 feet and a height greater than 2 feet		\$166	TFD
33	Fire	Indoor and Outdoor Booth-Assembly Permit		Number of Booths: \$84 for 1-10; \$166 for 11-20; \$334 for 21-30; \$500 for 31-50; \$667 for 51 or more	TFD
34	Fire	LPG or Natural Gas Use in Assembly Occupancy-Temporary Use		\$209	TFD
35	Fire	LPG Outdoor Assembly-Temporary Use		Number of Users: \$84 for 1-10; \$166 for 11-20; \$334 for 21-30; \$500 for 31-50; \$667 for 51 or more	TFD
36	Fire	Open Flame in Assembly Permit - open flame entertainment, Fire Acts, etc.		\$334	TFD
37	Fire	Tents, Canopies, and Membrane Structures Permit - structures over 200 sq. ft. and canopies over 400 sq. ft.		\$334	TFD
38	Fire	Hazardous Materials Permit - Annual - storing, using, or handling in quantities greater than allowed in the IFC	A marine terminal with an Annual Marine Terminal Permit shall not pay this fee.	\$334 per hazardous material by UN Hazard Class	TFD
39	Fire	Hazardous Waste Facility Permit-Annual - storing, using, or handling		\$1,135	TFD
40	Fire	Special Hazardous Material Permit		\$500 per event	TFD
41	Fire	Application of Flammable Finishes Permit		\$334 annually	TFD
42	Fire	Pyrotechnic Display Permit		\$365 for initial fee; additional fees per hour if fire watch inspector exceeds two hours	TFD
43	Fire	Hot Work Permit - operations including brazing, torch cutting, grinding or electric welding		\$334	TFD
44	Fire	Roofing Operations Permit - open flame for torching down roofing materials or hot tar tanks or kettles		\$334	TFD
45	Fire	Marine Terminal Permit-Annual - Marine terminal that stores or handles one or more hazardous materials		\$3,337	TFD
46	Fire	Marine Fuel Transfer Permit-Annual		\$334	TFD
47	Fire	Shore to Ship Refueling Permit-Annual		\$418	TFD

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
48	Fire	Mobile Fueling Site Permit		\$334	TFD
49	Fire	Mobile Fueling Company Permit		\$334; Additional \$122 fee for companies requiring vehicle inspections outside the City of Tacoma	TFD
50	Fire	Advisory Inspection With Written Report		\$334	TFD
51	Fire	Advisory Inspection With No Written Report		\$166	TFD
52	Fire	Federal- or State-Mandated Inspection		\$122	TFD
53	Fire	Alternate Method Review Fee		\$418 for initial fee; additional fee when more than 4 hours of work is performed based on hourly rate of staff time and hours worked	TFD
54	Fire	Re-test Fee for Fire Protections System Acceptance Testing		\$283 per participating staff or the hourly rate of staff multiplied by the hours worked	TFD
55	Fire	Off Duty Hours Inspection Fee - performed outside regular business hours between 7 A.M. and 5 P.M. PST		\$333 per participating staff member four 2 hours or less; \$166 per participating staff member for each additional half-hour beyond 2 hours	TFD
56	Fire	Re-Inspection Fee - Performing an inspection after three inspections with noncompliance as the result		\$250	TFD
57	Fire	Late Fee for Annual Fire Protection System ("FPS") Confidence Test Reports		\$334 for initial fee past 60 days; \$122 for each additional month	TFD
58	Fire	Failure to Monitor an FPS		\$401	TFD
59	Fire	Fire Department Application Review Inspection Fee		\$166	TFD
60	Fire	Public Documents of the Fire Department		\$0.20 per page / \$0.40 per double-sided page	TFD
61	Fire	Nonpublic Records of the Fire Department		\$220 per incident report	TFD
62	Fire	Employee Fire Emergency Procedures Training		\$12 per person	TFD
63	Fire	Fire Safety and Evacuation Planning Training		\$30 per person	TFD
64	Fire	Civil Interview, Trial and Deposition, and Declaration/Affidavit/Statement Fee Schedule		Please see TMC 3.09.040.P	TFD
65	Fire	City's Contractor Fees for Third-Party Inspection, Testing, and maintenance		\$25 per occurrence	TFD's Contractor
66	Fire	Building Inspection Program Fees Occupancy Groups: 1 - Business, Mercantile, and Miscellaneous 2 - Assembly and Education 3 - Factory, Hazardous, Institutional, and Storage 4 - Residential			
		Base Inspection Fee by Building Area Square Feet		Occupancy Groups 1 2 3 4	
		0 – 1,500		\$ 54 \$122 \$181 \$ 54	TFD
		1,501 – 3,000		\$ 89 \$161 \$222 \$ 54	TFD
		3,001 – 5,000		\$128 \$198 \$261 \$ 54	TFD
		5,001 – 7,500		\$167 \$235 \$301 \$ 54	TFD

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
		7,501 – 10,000		\$204 \$273 \$340 \$ 54	TFD
		10,001 – 12,500		\$245 \$311 \$378 \$245	TFD
		12,501 – 15,000		\$282 \$347 \$417 \$245	TFD
		15,001 – 17,500		\$318 \$387 \$463 \$245	TFD
		17,501 – 20,000		\$355 \$425 \$500 \$245	TFD
		20,001 – 30,000		\$391 \$464 \$540 \$245	TFD
		30,001 – 40,000		\$431 \$502 \$580 \$431	TFD
		40,001 – 50,000		\$474 \$541 \$617 \$431	TFD
		50,001 – 60,000		\$510 \$579 \$656 \$431	TFD
		60,001 – 70,000		\$547 \$615 \$703 \$431	TFD
		70,001 – 100,000		\$585 \$650 \$741 \$431	TFD
		100,001 – 150,000		\$622 \$687 \$777 \$622	TFD
		150,001 – 200,000		\$665 \$732 \$819 \$622	TFD
		200,001 – 500,000		\$704 \$770 \$856 \$622	TFD
		500,001 – 1,000,000		\$746 \$816 \$907 \$622	TFD
		Over 1,000,000		\$792 \$865 \$962 \$622	TFD
		Additional Follow-Up Inspection Fees		\$215 per hour	TFD
		Inspection Fee Collection Procedure - delinquent accounts		Monthly fee of 1% per month of unpaid balance with a minimum of \$4	TFD
67	Fire	Non-emergent Lift Assistance at Licensed Care Facilities		\$850	TFD
68	Fire	False Alarm Fees - Penalty for signalling or transmitting a fire false alarm.		\$150 per each residential response \$250 per each commercial response	TFD
69	Fire	Patient Transport Rates		\$1,250 for Basic Life Support (BLS); \$1,570 for Advanced Life Support (ALS); \$25 per mile of transport	TFD
70	Community and Economic Development	Review of Multifamily Property Tax Exemption Applications		\$2000 for the first 4 units and \$200 for each additional unit up to a maximum for \$10,000	Community and Economic Development

\*The City finds that calculating the actual cost of copying, scanning, uploading and otherwise processing the records required to fulfill a public records request would be unduly burdensome including for the following reasons:

1. The City employs over 3000 employees. Because the City's methodology for satisfying public records requests includes each employee conducting a search for and processing responsive records that may be in their possession, and all employees earn different rates of pay, the Public Records Officer would have to determine and calculate the salaries of all involved employees in order to invoice for actual costs.
2. The City's Public Records Officer would be required to maintain a record of each employee who contributed to each part of a public records request and potentially charge different rates for different items in the same records production.
3. The City's Public Records Office has limited staff and the response time to fulfill records requests may be delayed if it is required to calculate the actual costs of processing records and to create customized invoices or billing statements reflecting different rates and charges.

**History of Legislation related to this document:**

- Authorized by Resolution No. 41065 11/15/22
- Authorized by Resolution No. 40694 11/24/20
- Authorized by Resolution No. 4016611/20/18
- Authorized by Resolution No. 39587 11/22/16
- Authorized by Resolution No. 39075, 12/9/14
- Authorized by Resolution No. 38680, 06/11/13
- Authorized by Resolution No. 38588, 12/18/12
- Authorized by Amended Resolution No. 37970, 01/12/10
- Amended by Resolution No. 36804, 03/21/06
- Authorized by Resolution No. 36447, 03/08/05
- Authorized by Resolution No. 36384, 12/14/04

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
Authorized by Resolution No. 36317, 10/12/04					
Amended by Resolution No. 35658, 10/15/02					
Amended by Resolution No. 34255, 12/15/98					
Amended by Resolution No. 33520, 10/22/96					
Amended by Resolution No. 32187, 5/11/93					
Amended by Resolution No. 32075, 2/2/93					
Amended by Resolution No. 31879, 9/18/92					
Amended by Resolution No. 31680, 3/17/92					