



## GENERAL GOVERNMENT FEE SCHEDULE

\* 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 Resolution No. 4016611/20/18

| Ref. No. | Originating Department   | Description of Service to be Furnished  | Exemptions  | Fee  | Fee Collected By                            |
|----------|--|---|---|--|---|
| 1        | City Attorney  | City of Tacoma 3 X 5 Flags  |   | Single-Reverse \$50.00<br>Double-Sided Nylon (outdoor) \$125.00<br>Double-Sided Nylon with Gold Fringe (indoor) \$125.00                         | City Clerk                                  |
| 2        | City Attorney  | Reproduction of City Council audio tapes  |   | \$2/tape   | City Clerk                                  |
| 3        | 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<br>\$50 teleprompter<br>\$50 replay of Primary for General Election  | CMO/Media and Communications                |
| 4        | City Manager/Media and Communications/ Cable Communications and Franchise Services | <u>Platinum</u> – Exclusive Program Sponsor<br>Monthly fee - 6 mo. min.<br>Annual fee             |   | \$1,000<br>\$12,000  | Cable Communications and Franchise Services |
|          |  | <u>Gold</u> – Exclusive Program Sponsor<br>Monthly fee - 6 mo. min.<br>Annual fee                 |   | \$300<br>\$3,600   |   |
|          |  | <u>Silver</u> – Exclusive Program Sponsor<br>Monthly fee - 3 mo. min.<br>Annual fee               |   | \$100<br>\$1,200   |   |
| 5        | City Manager/Media and Communications/ Cable Communications and Franchise Services | DVD or <u>Blu-Ray</u> (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<br>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  |
|----------|------------------------|--|------------|---|---|
| 6        | Tacoma Venues & Events | Film production permit   |            | Commercial Rate: \$100<br>Student Rate: \$50<br><br>All other fees required by Permitting Authority apply.  | Tacoma Venues & Events  |
| 7        | Tacoma Venues & Events | Special Events - Non-profit; block party; constitutionally protected |            | <p>Attendance</p> <p>50-250 ————— \$25<br/>251-1,000 ————— \$50<br/>1,001-10,000 — \$100<br/>10,001-50,000 — \$250<br/>&gt;50,000 ————— \$500</p> <p><del>A 10% discount will be applied to all applications received more than 60 days prior to the event date. All other fees required by Permitting Authority apply.</del></p> <p>Base Permit Fee: \$50</p> <p>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.</p> <p>Late Application Fee: 10% fee added to all applications received less than 60 days prior to the event.</p>     | Planning & Development Services - Fee to be transferred to TVE after Collection |
| 8        | Tacoma Venues & Events | Special Events - Commercial  |            | <p>Attendance</p> <p>50-250 ————— \$50<br/>251-1,000 ————— \$100<br/>1,001-10,000 — \$200<br/>10,001-50,000 — \$500<br/>&gt;50,000 ————— \$1000</p> <p><del>A 10% discount will be applied to all applications received more than 60 days prior to the event date. All other fees required by Permitting Authority apply.</del></p> <p>Base Permit Fee: \$75</p> <p>Mailing Distribution Fee: \$1000 per block for each city block or partial city block impacted by the event. First city block included in the Base Permit Fee.</p> <p>Late Application Fee: 10% fee added to all applications received less than 60 days prior to the event.</p> | Planning & Development Services - Fee to be transferred to TVE after Collection |

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|----------|-----------------------------------|--|---|-------------------------|-----------------------------------|
| 9        | Finance                           | Biennial Budget  | City departments, other governmental entities, banks holding bonds or performing in a trustee role for the City's indebtedness, rating agencies, and bondholders  | \$40                    | Finance                           |
| 10       | Finance                           | Capital Facilities Program   |   | \$60                    | Finance                           |
| 11       | Finance                           | Comprehensive Annual Financial Report (CAFR)   | City departments, other governmental entities, banks holding bonds or performing in a trustee role for the City's indebtedness, rating agencies, and bondholders  | \$50                    | Finance                           |
| 12       | Hearing Examiner                  | Reproduction of Hearing Examiner's tapes/CDs   |   | \$2/Tape<br>\$2/CD      | Hearing Examiner                  |
| 13       | 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 |
| 14       | 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 |
| 15       | Planning and Development Services | Comprehensive Plan Amendments and Land Use Regulatory Code Revisions                                     | A. Fee is not applicable to City of Tacoma general government departments except for the utilities<br>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 | \$1,400 per application | Planning and Development Services |

| Ref. No. | Originating Department                                  | Description of Service to be Furnished   | Exemptions  | Fee   | Fee Collected By                  |
|----------|---|--|---|---|-----------------------------------|
| 16       | 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 |
| 17       | 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 |
| 18       | 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 |
| 19       | Planning and Development Services/Historic Preservation | Review of Special Tax Valuation Applications   |   | \$100 for single family projects; \$300 for commercial  | Planning and Development Services |
| 20       | 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              |
| 21       | Police  | Service of process   | Court-determined indigents  | <p>Service per person \$12</p> <p>Return services \$10</p> <p>Mileage \$.50/mile round trip</p>   | TPD Budget & Finance              |

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|----------|---|--|---|---|---|
| 22       | Police                                    | Tacoma Police Range Use  |   | <p><del>8 a.m. to 6 p.m. (Monday – Friday):</del><br/>\$60/hour</p> <p>8 a.m. to 6 p.m. (Monday – Friday):<br/>\$65/hour</p> <p>6 p.m. to 10 p.m. (Monday – Friday)<br/>and 8 a.m. to 10 p.m. Saturday &amp;<br/>Sunday: \$120/hour</p> <p>4-hour Minimum for all range<br/>reservations.</p> <p>\$240 Range Reservation Cancellation<br/>Fee if range reservation is cancelled<br/>within 14 days of the reservation.</p> <p>\$120 Range Reservation Cancellation<br/>Fee if range reservation is cancelled<br/>within 14 to 28 days of the reservation.</p> | TPD Budget & Finance                      |
| 23       | Police                                    | <p>Civil interviews, on-duty, off-duty or first<br/>day off, one (1) hour minimum charge for<br/>all occurrences. If inter-views occur on or<br/>beyond an officer's second day off, there<br/>will be a two (2) hour minimum charge.<br/>First hour's fee must be paid in advance.</p> <p>Police Chief</p> <p>Assistant Chief</p> <p>Captain</p> <p>Lieutenant</p> <p>Sergeant</p> <p>Detective</p> <p>Police Officer Specialist</p> <p>Police Officer</p> <p>Forensic Supervisor</p> <p>Forensic Specialist</p> <p>Latent Print Examiner</p> <p>Crime Scene Technician</p> | <p>Discretionary waiver by<br/>Chief of Police for<br/>exceptional cases, [i.e.,<br/>attorneys acting pro bono<br/>(without payment)]</p> | <p>\$180 (\$160 per additional hour)</p> <p>\$169 (\$143 per additional hour)</p> <p>\$135 (\$128 per additional hour)</p> <p>\$118 (\$113 per additional hour)</p> <p>\$96 (\$92 per additional hour)</p> <p>\$85 (\$81 per additional hour)</p> <p>\$85 (\$81 per additional hour)</p> <p>\$78 (\$73 per additional hour)</p> <p>\$89 (\$77 per additional hour)</p> <p>\$77 (\$65 per additional hour)</p> <p>\$85 (\$71 per additional hour)</p> <p>\$77 (\$58 per additional hour)</p>   | TPD Budget & Finance                      |
| 24       | Police                                    | <p>Special Events, off-duty three (3) hour<br/>minimum</p> <p>Police Officer</p> <p>Supervisor</p> <p>Commander</p>  | <p>City-sponsored events that<br/>have such a provision in a<br/>written agreement; Events<br/>put on by the City</p>                     | <p>\$75/hour</p> <p>\$85/hour</p> <p>\$95/hour</p>  | TPD Budget & Finance                      |
| 25       | Public Works/ Facilities<br>Management    | Preparation of deeds and easements<br>Management   |   | \$400   | Facilities                                |
|          | Public Works/ Facilities<br>Management    | Release of easements   |   | \$400   | Facilities                                |
|          | Public Works/ Facilities<br>Management    | Processing of permits to use City Real<br>property   |   | \$400   | Facilities                                |
|          | Various General Government<br>Departments | Printed address labels on computer labels  |   | \$.01/label   | Various General<br>Government Departments |

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|----------|------------------------------------|--|---|--|-----------------------|
| 26       | 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 |
| 27       | 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.  |                       |
| 28       | Fire                               | Construction Permits Administered by the Prevention Division   |   |  |                       |
| 29       |                                    | Above-ground Tank Permit   |   | \$371 per tank   | TFD                   |
| 30       |                                    | Underground Tank Installation Permit   |   | \$371 per tank   | TFD                   |

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|----------|------------------------|---|---|--|------------------|
| 31       |                        | Underground Tank Removal or Decommissioning   |   | \$315 per site;<br>\$138 for residential fuel tanks with capacity of less than 1,100 gallons   | TFD              |
| 32       |                        | Liquid Petroleum Gas "LPG" Tank Permit  |   | \$140 for tanks with 125-gallon capacity or less;<br>\$315 for all other permanent and temporary installations above 125-gallon capacity | TFD              |
| 33       | Fire                   | Operational Permits and Fees  |   |  |                  |
| 34       |                        | Assembly Permit-Annual  |   | \$280  |                  |
| 35       |                        | Assembly Temporary Special Event Permit   |   | \$280 operating a fair, carnival, outdoor concert, festival, or other event with groups of 100 people or more gather                     | TFD              |
| 36       |                        | Bonfire Permit - outdoor fire with a fuel diameter greater than 3 feet and a height greater than 2 feet         |   | \$140  | TFD              |
| 36       |                        | Indoor and Outdoor Booth-Assembly Permit  |   | Number of Booths:<br>\$70 for 1-10;<br>\$140 for 11-20;<br>\$280 for 21-30;<br>\$420 for 31-50;<br>\$560 for 51 or more                  | TFD              |
| 37       |                        | LPG or Natural Gas Use in Assembly Occupancy-Temporary Use  |   | \$175  | TFD              |
| 38       |                        | LPG Outdoor Assembly-Temporary Use  |   | Number of Users:<br>\$70 for 1-10;<br>\$140 for 11-20;<br>\$280 for 21-30;<br>\$420 for 31-50;<br>\$560 for 51 or more                   | TFD              |
| 39       |                        | Open Flame in Assembly Permit - open flame entertainment, Fire Acts, etc.                                       |   | \$280  | TFD              |
| 40       |                        | Tents, Canopies, and Membrane Structures Permit - structures over 200 sq. ft. and canopies over 400 sq. ft.     |   | \$280  | TFD              |
| 41       |                        | Hazardous Materials or Processes  |   |  |                  |
| 42       |                        | 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. | \$280 per hazardous material by UN Hazard Class  | TFD              |
| 43       |                        | Hazardous Waste Facility Permit-Annual - storing, using, or handling  |   | \$953  | TFD              |
| 44       |                        | Special Hazardous Material Permit   |   | \$420 per event  | TFD              |
| 45       |                        | Application of Flammable Finishes Permit  |   | \$204 annually   | TFD              |
| 46       |                        | Pyrotechnic Display Permit  |   | \$306 for initial fee;<br>additional fees per hour if fire watch inspector exceeds two hours   | TFD              |
| 47       | Fire                   | Hot Work  |   |  |                  |

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|----------|------------------------|--|------------|---|------------------|
| 48       |                        | Hot Work Permit - operations including brazing, torch cutting, grinding or electric welding            |            | \$280   | TFD              |
| 49       |                        | Roofing Operations Permit - open flame for torching down roofing materials or hot tar tanks or kettles |            | \$280   | TFD              |
| 50       | Fire                   | Marine Facilities  |            |   |                  |
| 51       |                        | Marine Terminal Permit-Annual - Marine terminal that stores or handles one or more hazardous materials |            | \$2,802   | TFD              |
| 52       |                        | Marine Fuel Transfer Permit-Annual   |            | \$280   | TFD              |
| 53       |                        | Shore to Ship Refueling Permit-Annual  |            | \$351   | TFD              |
| 54       |                        | Mobile Fueling   |            |   |                  |
| 55       |                        | Mobile Fueling Site Permit   |            | \$280   | TFD              |
| 56       |                        | Mobile Fueling Company Permit  |            | \$280;<br>Additional \$102 fee for companies requiring vehicle inspections outside the City of Tacoma   | TFD              |
| 57       | Fire                   | Miscellaneous Fire Services and Fees   |            |   |                  |
| 58       |                        | Advisory Inspection With Written Report  |            | \$280   | TFD              |
| 59       |                        | Advisory Inspection With No Written Report   |            | \$140   | TFD              |
| 60       |                        | Federal- or State-Mandated Inspection  |            | \$102   | TFD              |
| 61       |                        | Alternate Method Review Fee  |            | \$351 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              |
| 62       |                        | Re-test Fee for Fire Protections System Acceptance Testing   |            | \$238 per participating staff or the hourly rate of staff multiplied by the hours worked  | TFD              |
| 63       |                        | Off Duty Hours Inspection Fee - performed outside regular business hours between 7 A.M. and 5 P.M. PST |            | \$280 per participating staff member four 2 hours or less;<br>\$140 per participating staff member for each additional half-hour beyond 2 hours | TFD              |
| 64       |                        | Re-Inspection Fee - Performing an inspection after three inspections with noncompliance as the result  |            | \$210   | TFD              |
| 65       |                        | Late Fee for Annual Fire Protection System ("FPS") Confidence Test Reports                             |            | \$280 for initial fee past 60 days;<br>\$102 for each additional month  | TFD              |
| 66       |                        | Failure to Monitor an FPS  |            | \$336   | TFD              |
| 67       |                        | Fire Department Application Review Inspection Fee  |            | \$140   | TFD              |
| 68       |                        | Public Documents of the Fire Department  |            | \$0.15 per page / \$0.31 per double-sided page  | TFD              |
| 69       |                        | Nonpublic Records of the Fire Department   |            | \$185 per incident report   | TFD              |
| 70       |                        | Employee Fire Emergency Procedures Training  |            | \$10 per person   | TFD              |
| 71       |                        | Fire Safety and Evacuation Planning Training   |            | \$25 per person   | TFD              |



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|----------|------------------------|---|------------|---|------------------|
| 72       |                        | Civil Interview, Trial and Deposition, and Declaration/Affidavit/Statement Fee Schedule |            | Please see TMC 3.09.040.P   | TFD              |
| 73       |                        | City's Contractor Fees for Third-Party Inspection, Testing, and maintenance             |            | \$25 per occurrence   | TFD's Contractor |
| 74       | Fire                   | Building Inspection Program Fees  |            |   |                  |
| 75       |                        | Occupancy Groups:<br>1 - Business, Mercantile, and Miscellaneous                        |            |   |                  |
| 76       |                        | Base Inspection Fee by Building Area Square Feet  |            | Occupancy Groups<br>1    2    3    4  |                  |
| 77       |                        | 0 – 1,500   |            | \$ 45   \$102   \$152   \$ 45   | TFD              |
| 78       |                        | 1,501 – 3,000   |            | \$ 75   \$135   \$186   \$ 45   | TFD              |
| 79       |                        | 3,001 – 5,000   |            | \$108   \$166   \$219   \$ 45   | TFD              |
| 80       |                        | 5,001 – 7,500   |            | \$141   \$198   \$253   \$ 45   | TFD              |
| 81       |                        | 7,501 – 10,000  |            | \$171   \$230   \$286   \$ 45   | TFD              |
| 82       |                        | 10,001 – 12,500   |            | \$206   \$261   \$318   \$206   | TFD              |
| 83       |                        | 12,501 – 15,000   |            | \$237   \$291   \$350   \$206   | TFD              |
| 84       |                        | 15,001 – 17,500   |            | \$267   \$325   \$389   \$206   | TFD              |
| 85       |                        | 17,501 – 20,000   |            | \$298   \$357   \$420   \$206   | TFD              |
| 86       |                        | 20,001 – 30,000   |            | \$328   \$390   \$453   \$206   | TFD              |
| 87       |                        | 30,001 – 40,000   |            | \$362   \$422   \$487   \$362   | TFD              |
| 88       |                        | 40,001 – 50,000   |            | \$398   \$454   \$518   \$362   | TFD              |
| 89       |                        | 50,001 – 60,000   |            | \$428   \$486   \$551   \$362   | TFD              |
| 90       |                        | 60,001 – 70,000   |            | \$459   \$516   \$590   \$362   | TFD              |
| 91       |                        | 70,001 – 100,000  |            | \$491   \$546   \$622   \$362   | TFD              |
| 92       |                        | 100,001 – 150,000   |            | \$522   \$577   \$652   \$522   | TFD              |
| 93       |                        | 150,001 – 200,000   |            | \$558   \$615   \$688   \$522   | TFD              |
| 94       |                        | Over 200,000  |            | \$591   \$646   \$719   \$522   | TFD              |
| 95       |                        | Additional Follow-Up Inspection Fees  |            | \$181 per hour  | TFD              |
| 96       |                        | Inspection Fee Collection Procedure - delinquent accounts                               |            | Monthly fee of 1% per month of unpaid balance with a minimum of \$3   | TFD              |
| 97       | Fire                   | Non-emergent Lift Assistance at Licensed Care Facilities                                |            | \$850   | TFD              |
| 98       | Fire                   | False Alarm Fees - Penalty for signalling or transmitting a fire false alarm.           |            | \$150 per each residential response<br>\$250 per each commercial response                                     | TFD              |
| 99       | Fire                   | Patient Transport Rates   |            | \$980 for Basic Life Support (BLS);<br>\$1,220 for Advanced Life Support (ALS);<br>\$20 per mile of transport | TFD              |

\*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

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|----------|------------------------|---|------------|-----|------------------|
| 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                 |            |     |                  |
| 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       |            |     |                  |
| 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 |            |     |                  |