



RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

RESOLUTION TO ADOPT BUILDING SAFETY DIVISION FEE SCHEDULE

(Replaces Resolution No. 180-2007)

WHEREAS, the El Dorado County Board of Supervisors adopted Resolution 180-2007 on July 20, 2007, establishing a fee schedule for the Building Division of the Development Services Department; and

WHEREAS, substantial changes have occurred since 2007 affecting the cost of providing services, and it has been determined that the Building Fee Schedule no longer reasonably reflects the actual cost of providing services; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of El Dorado County, that Resolution 180-2007 be replaced and that the Building Safety Division Fee Schedule shall be attached herewith; and, this Resolution shall take effect sixty (60) days from adoption.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____, 20__, by the following vote of said Board:

Attest: Suzanne Allen de Sanchez Clerk of the Board of Supervisors	Ayes: Noes: Absent:
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By: _____
Deputy Clerk
Chairman, Board of Supervisors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Attest: Suzanne Allen de Sanchez, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____ Date: _____
Deputy Clerk

DEVELOPMENT SERVICES DEPARTMENT BUILDING SAFETY DIVISION FEE SCHEDULE

Part 1. Permit Fees:

A. Permit Fees:

1. Permit fees shall be determined using the Valuation Table in the August issue of the *Building Safety Journal*. The permit fee shall be 0.0125 per \$1.00 valuation of the work proposed plus a 10 percent regional cost modifier. The valuation of work not described on the Valuation Table shall be determined from the contract value or the value determined using the latest issue of the *National Construction Estimator*. The minimum building permit fee under this part shall be \$100.⁰⁰.
2. When a separate permit is required, permit fees for plumbing, mechanical, electrical, and other work shall be 0.0125 of the contract value or the value from the latest issue of the *National Construction Estimator*. The permit applicant shall provide a detailed project valuation when requested by the Development Services Department (Department). The minimum permit fee for these separate "Trade Permits" shall be \$100.⁰⁰.
3. The minimum fee for agricultural buildings shall be \$100.⁰⁰.
4. Additional Miscellaneous permit fees may be required. See Part 2.

B. Permit Fees for Manufactured Buildings:

1. Permit Fees for the installation of temporary residential and non-residential manufactured units shall be \$480.⁰⁰.
2. Permit Fees for the installation of permanent residential and non-residential manufactured units is set forth in Sections 1.A, 1.C, and 1.D.
3. Permit Fees for the storage of unoccupied manufactured units as required by Title 15 shall be \$120.⁰⁰.
4. Permit Fees for the installation of permanent "shipping containers" or similar units shall be a minimum of \$240.⁰⁰ for individual units or 75 percent of the square foot valuation for construction type VB warehouse permits as determined in Part 1.A for "grouped" units. The 75 percent fee is collected only if there are no modifications to the "shipping containers." If the "shipping containers" are modified, the permit fee shall be equal to construction type VB warehouse permit fees as determined in Part 1.A.

5. Permit Fees for the installation of temporary (as defined in the California Building Code) "shipping containers" or similar units shall be \$100.⁰⁰.
6. Additional Miscellaneous permit fees may be required. See Part 2.

C. Site Development, Grading, and Road Encroachment Permit Fees:

1. Single family residential site development/grading permit fees shall be \$435.⁰⁰. Residential grading projects exceeding 1,000 cubic yards shall be charged the same as non-residential grading projects.
2. Non-residential site development/grading permit fees shall include a \$120.⁰⁰ application processing fee and a plan review deposit of one percent of the Engineer's Estimated Cost for the project (excluding the cost of water and sewer improvements), or \$2,000.⁰⁰, whichever is greater, up to a maximum of \$100,000.⁰⁰. Monthly billing at the rate of \$100.⁰⁰ per hour for County staff time and actual cost for outside contract time will be charged against the deposit until the deposit is depleted to a \$600.⁰⁰ retention withholding requirement. The financially responsible party or his/her agent shall sign an "Agreement for Payment of Processing Fees." If the permit application expires, a written request from the applicant is required to refund the balance of the deposit.
3. At issuance of the permit or authorization of project, an inspection services deposit of one percent of the Engineer's Estimated Cost for the project (excluding the cost of water and sewer improvements), or \$1,000.⁰⁰, whichever is greater, is required. The billing rate shall be as defined in Section C.2. If the deposit exceeds the Department processing costs, the financially responsible party for the permit will be refunded the remainder of the deposit following permit finalization.
4. Driveway encroachment permits shall be charged a fee of \$360.⁰⁰, due at time of permit application.

D. Permit Fee Collection:

1. One-third of the estimated permit fee shall be collected for permit application processing plus one-third for plan review. The processing and plan review fees shall be collected at the time of permit application. The remaining one-third of the permit fee and any additional charges shall be collected at the time of permit issuance. The minimum fee collected at the time of application is \$100.⁰⁰.
2. An issuance fee is not required for an "Original Master Plan." The plan review fee for "Site Specific Plot Plans" associated with Master Plans shall be one-half of the fees in Part 1.C.1.
3. The plan review fee for third-party plan reviews shall be two-thirds of the fee in Part 1.A.

4. Project plans revised by the applicant such that additional plan review is required, shall pay a fee of \$100.⁰⁰ per hour for the additional work.
5. The applicant shall pay an additional \$100.⁰⁰ per hour for the review of resubmittals when previously identified corrections have not been made.
6. It is the applicant's responsibility to keep track of the fees submitted and to inform the Department of all changes in address or ownership. If an account is inactive for three years, any unclaimed funds in that account will become the property of the County.

Part 2. Miscellaneous Fees:

- A. Investigation Fees: An investigation fee may be required before a permit is issued for work done without the required permit. An investigation fee, in addition to the permit fee in Part 1, may be collected by the Department. The investigation fee shall be equal to three times the amount of the permit fee from Part 1. The payment of an investigation fee shall not exempt any person from penalties prescribed by law. The Department may collect this investigation fee at the time of the permit application.

For Time and Materials permits, the investigation fee shall be limited to three times the amount of the permit fees due at time of permit issuance.

The Department has latitude to waive the investigation fees in cases when the owner of the property is voluntarily revealing work done without a permit and is securing a permit for the work. Fees may also be waived where it can be demonstrated that the owner had no knowledge of the violation. The permit fees for non-permitted work shall be current fees.

- B. Inspections Not Related to a Permit: Inspections that are requested by the public and not otherwise required by a valid permit may be authorized by the Department at the hourly rate of \$100.⁰⁰ per hour, with a minimum one hour charge. The fee shall be collected at the time of application. When the inspection is outside of the County, a mileage fee will be collected at a rate established by the County. The person requesting an inspection not related to a permit shall be the property owner of record or his/her authorized agent. Proof of authorization is required at the time the inspection is requested.

Applications for inspections not related to a permit that are requested in error or are based on incorrect information will be null and void and all fees collected for such inspection are non-refundable.

- C. Building Relocation Inspection Fee – Moved Buildings: The inspection fee for buildings or structures relocated within the County shall be as specified in Parts 1.A, 1.C, and 2.B.
- D. Business License Inspection Fees: When it is determined by the Department to be necessary, an inspection to determine code compliance shall be required prior

to the issuance of a business license. A fee of \$100.⁰⁰ per hour for this inspection shall be paid at the time of application. The minimum inspection fee shall be \$100.⁰⁰.

- E. Records Research Fee: A fee of \$60.⁰⁰ per hour (minimum fee is \$30.⁰⁰) shall be charged for staff research time. The minimum fee shall be collected prior to any research being done. The fee for additional research time shall be collected prior to releasing the research information.
- F. Document Duplication Fee: Fees for document duplication shall be as specified in state law (Evidence Code Section 1563) and applicable Board of Supervisors' Resolution.
- G. Witness Fees: Witness fees shall be as specified in state law (Government Code Sections 68097.1 and 68097.2). A minimum fee of \$100.⁰⁰ per hour per person shall be paid for the appearance of any Department staff as a witness for depositions or appearance in any court of law. If such appearance is outside of the County, there shall be an additional charge of the annually established IRS mileage rate per mile traveled. This fee shall also apply in cases when the Department has received a subpoena and has made an appearance when the case has been previously settled or rescheduled and the Department has not been so notified by 5:00 p.m. of the preceding workday.
- H. Dishonored Check Penalty Fee: A dishonored check penalty fee of \$60.⁰⁰ shall be paid, in addition to all other required fees, for any check received by the Department which is subsequently dishonored. When fees for multiple permits have been paid with one check and that check is subsequently dishonored, a \$60.⁰⁰ fee shall be collected for each separate permit paid for by the dishonored check.
- I. Work Performed Outside of Normal Business Hours: Any work requested by the permit applicant, such as plan review or inspection services, performed outside of normal business hours shall be charged at 150 percent of the normal rate to cover increased employee cost. The minimum charge shall be for two hours.
- J. Records Archiving and Technology Fee: An additional fee of \$30.⁰⁰ shall be paid at the time of application for permits identified in Part 1.A and Part 1.B, except for "\$100.⁰⁰ minimum fee" permits.
- K. Notice of Compliance Fee/Notice of Cancellation Fee: A \$100.⁰⁰ fee shall be paid to process a Notice of Compliance.
- L. Re-inspection Fee: A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which each inspection is called is not complete or when corrections are not made as identified at a previous inspection. A re-inspection fee of \$100.⁰⁰ shall be collected prior to resuming inspection services.
- M. Hourly Fee for Work Not Listed: A \$100.⁰⁰ per hour fee shall be paid for activities not specifically identified elsewhere in this resolution.

- N. Review of Alternate Methods and Materials: A \$100.⁰⁰ fee shall be paid at the time of application for the review of the use of alternate methods and materials.
- O. Pre-Application Consultation Fee: A consultation may be requested by the public for pre-application or special consultation meetings at \$100.⁰⁰ per hour.
- P. Administrative Hearing for Code Enforcement: Pursuant to Section 9.02.038, the administrative hearing fee shall be \$200.⁰⁰ and is subject to the deposit and refund provisions of that section and not this fee schedule.

Part 3. Fee Refunds:

- A. The Director of the Development Services Department (Director) or designee may authorize the refunding of the Department, fees paid which were erroneously collected.
- B. The Director or designee may authorize the refunding of the plan review fee required under Part 1 if no plan review activity has occurred. No issuance fee shall be refunded if any inspections have been done on an issued permit. Once a permit application is received, the one-third application processing fee is not refundable.
- C. The Director or designee shall not authorize the refunding of any Department fee paid unless:
 - 1. Written request to withdraw an application or permit is provided by the current owner or original applicant or an authorized agent of either.
 - 2. Said request is made prior to expiration of the application or permit.
 - 3. No work of any sort has been done under the permit.
- D. The refund will be made payable to the owner(s) of record at the time the request required in Part 3.C.1 is received by the Department or to whomever that owner legally designates. Refunds will be processed in a timely manner.
- E. A refund processing fee of \$100.⁰⁰ shall be deducted from all refunds. No refund of less than \$10.⁰⁰ will be issued and will be retained as property of the County.
- F. Fee waivers are not generally approved, but may be requested pursuant to Board of Supervisors Policy B-2 or its equivalent.

Part 4. Unpaid Fee Collection: The Financially Responsible Party is responsible for payment of all permit processing costs associated with a project, including actual costs billed by an outside contractor, should the County engage their services in connection with a permit. Accounting of time spent on the project will be detailed in a monthly statement/invoice identifying the remaining deposit balance on account and the amount due if deposited funds have been exhausted. This statement/invoice will be mailed to the Financially Responsible Party at the address noted on the permit

application. If payment is not received within 25 days of the date of the invoice, the County may elect to stop work and close the file. The County may require a new application and/or new deposit before resuming processing of the project. If payment is not received within 90 days of said invoice, collection may be processed through small claims court and/or by filing a lien on the subject property. If a delinquent account is sent to the County's Revenue Recovery Division for collection, an additional 15 percent administrative fee will be charged.

- Part 5. Resolution Establishing Fees: This resolution establishes fees to be collected from the effective date of this resolution until changed by the Board of Supervisors. Any other Development Services Department, Building Safety Division, fees established previous to the effective date of this resolution is hereby superseded and is of no force or effect. Permit fees collected shall be the fees in effect on the date a permit application is deemed complete.