



RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

RESOLUTION ESTABLISHING PLANNING AND BUILDING DEPARTMENT FEE SCHEDULE AND POLICIES AND PROCEDURES

(Supersedes: Resolution 186-2019)

WHEREAS, pursuant to Government Code Sections 54985 and 66016 and County Ordinance Code Section 1.04.260, the Board of Supervisors of El Dorado County (Board) has established rates, charges, and fees for certain activities; and

WHEREAS, once established, rates, charges, and fees may be modified, set, or fixed by the Board by Resolution; and

WHEREAS, the Board adopted Resolution 204-93 on July 13, 1993, which established a consolidated fee schedule including Fee Schedule Policies for the Planning Department, Department of Transportation, and Environmental Management Department related to permit processing; and

WHEREAS, the Board adopted Resolution 180-2007 on July 10, 2007, which established the Building Fee Schedule and Policy; and

WHEREAS, all the functions covered by various resolutions included herein had been consolidated within the Community Development Agency (CDA); and

WHEREAS, the Board adopted a series of Resolutions establishing and amending a consolidated fee schedule and policies and procedures for those functions formerly under the CDA, which has been amended in various resolutions and was most recently amended by Resolution 186-2019 on October 22, 2019; and

WHEREAS, at the time the fees were adopted in the Consolidated Fee Schedule and Policies and Procedures by Resolution 079-2016, adopted by the Board on May 3, 2016, the cost of providing services included on the consolidated fee schedule was documented in the CDA Fee Study, dated March 22, 2016; and

WHEREAS, it was discussed by the Divisions of CDA at the Board that they would return every couple years with an updated fee that is calculated based on the current approved hourly rate multiplied by the approved number of hours per cost of service provided by the Divisions; and

WHEREAS, on April 18, 2017, the Board adopted Ordinance 5051 reorganizing the CDA into separate departments. The CDA's Planning and Building Division and Long Range Planning Division, is now referred to as the El Dorado County, Planning and Building Department; and

WHEREAS, Planning and Building Department has performed the analysis to determine that the fees and charges for services included in Exhibit A, which is attached hereto and incorporated herein, do not exceed the estimated amount of time required to provide the services for which they are charged and the fees and charges represent only amounts necessary to recover the cost of providing the service and/or enforcing the regulations for which they are charged; and

WHEREAS, adoption of Planning and Building Department Policies and Procedures for the fees and charges in Exhibit B are necessary; and

WHEREAS, the Planning and Building Department has determined it necessary to amend the current fee structure for site grading permits to replace the existing Time and Materials fee with a valuation fee based on square footage, as described in the Grading Valuation Study attached and incorporated herein as Exhibit C; and

WHEREAS, the Grading Valuation Study presents the analysis to determine that the amended grading permit fees and charges for services included in Exhibit C do not exceed the estimated amount of time required to provide the services for which they are charged and the fees and charges represent only amounts necessary to recover the cost of providing the service and/or enforcing the regulations for which they are charged.

NOW, THEREFORE, BE IT RESOLVED, the Board finds that the amended fees and charges for services included in Exhibit A do not exceed the estimated amount of time required to provide the services for which they are charged and the fees and charges represent only amounts necessary to recover the cost of providing the service and/or enforcing the regulations for which they are charged; and

BE IT FURTHER RESOLVED, pursuant to applicable provisions of state law and County Ordinance Code, the new, increased, or reduced fees set forth in Exhibit A – Planning and Building Department Fee Schedule, are hereby adopted and shall take effect sixty (60) days from execution of this Resolution; and

BE IT FURTHER RESOLVED, any existing fees not modified in Exhibit A shall remain in full force and effect; and

BE IT FURTHER RESOLVED, individual fees may be added and/or modified from time to time by Resolution amending or modifying fees in the Planning and Building Department Fee Schedule, subject to the necessary notice and analysis under the applicable provisions of state law; and

BE IT FURTHER RESOLVED, the Policies and Procedures set forth in Exhibit B – Planning and Building Department Policies and Procedures that were previously adopted remain unchanged and remain in effect as previously adopted; and

BE IT FURTHER RESOLVED, the Policies and Procedures may be modified from time to time by Resolution amending the Planning and Building Department Policies and Procedures; and

BE IT FURTHER RESOLVED, all rates, charges, and fees established by either Resolution or Ordinance Code shall be subject to the Board of Supervisors Policy No. B-4 related to Recovery of Funds, and unpaid balances shall be subject to increase to include costs incurred by the County Department responsible for administering Revenue Recovery Services, as updated from time to time.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 27th day of July, 2021, by the following vote of said Board:

Attest:
Kim Dawson
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

_____ Chair, Board of Supervisors

PLANNING AND BUILDING DEPARTMENT FEE SCHEDULE

	Current Fee	Proposed Fee	Net Change																		
BUILDING SERVICES																					
Hourly Rate	\$126.12	\$126.12	-																		
Building Permit Valuation																					
Construction - Building (This Multiplier is used to calculate the cost of building permits. Square footage of the building x Building International Code Council valuation data table x 0.0139) *	0.0139 x value with a minimum of \$126.00	0.0139 x value with a minimum of \$126.00	-																		
Trade Permits Plumbing, Mechanical, Electrical, etc.	0.0139 x value with a minimum of \$126.00	0.0139 x value with a minimum of \$126.00	-																		
Building Master Plan																					
Plan Review Fee (25% of Building fee)	0.0035 x value, with a minimum of \$126.00	0.0035 x value, with a minimum of \$126.00	-																		
Master Plan Options Fee	\$126.00 x each option provided	\$126.00 x each option provided	-																		
Site Specific Permit Fee	0.0104 x value with a minimum of \$126.00	0.0104 x value with a minimum of \$126.00	-																		
Business License Inspection Fee (if inspection for Zoning & Code compliance required)	\$126.00	\$126.00	-																		
Grading Permit Fee (including improvement plans)*																					
Grading <1504-C.Y.-																					
Application	\$126.00	\$126.00	-																		
Plan Check	\$189.00	\$189.00 0.01 x valuation with \$252.00 minimum	\$63.00																		
Inspections	\$363.00	\$363.00 0.01 x valuation with \$378.00 minimum	\$15.00																		
Grading >1500-C.Y.-																					
Application	\$126.00	\$126.00	(\$126.00)																		
Plan Check	1% of Engineer's estimate of cost, or \$1,000 whichever is greater & T&M	1% of Engineer's estimate of cost, or \$4,000 whichever is greater & T&M																			
Inspections-	1% of Engineer's estimate of cost, or \$1,000 whichever is greater & T&M	1% of Engineer's estimate of cost, or \$4,000 whichever is greater & T&M																			
General Plan Implementation Fee	\$2 minimum up to \$300 maximum, based on 0.0267% valuation	\$2 minimum up to \$300 maximum, based on 0.0267% valuation	-																		
Inspection Exempt Barn	\$126.00	\$126.00	-																		
Outside Business Hours/Special Inspections	1.5 times the hourly rate, 2 hour min (\$378.00 minimum)	1.5 times the hourly rate, 2 hour min (\$378.00 minimum)	-																		
Plan Reviews/Revised and Resubmittals	T&M	T&M	-																		
Reinspections - All	\$126.00	\$126.00	-																		
Renewal Fee																					
Permits not based on Valuation	\$126.00	\$126.00	-																		
Permits based on Valuation																					
<table border="1"> <thead> <tr> <th>% Completed</th> <th>% Remaining</th> <th>Stage of Completion</th> </tr> </thead> <tbody> <tr> <td>10%</td> <td>90%</td> <td>Stem walls or footings</td> </tr> <tr> <td>15%</td> <td>85%</td> <td>Floor deck or slab</td> </tr> <tr> <td>50%</td> <td>50%</td> <td>Rough frame without Plumbing, Electrical, and HVAC</td> </tr> <tr> <td>75%</td> <td>25%</td> <td>Frame with ALL Plumbing, Electrical, and HVAC</td> </tr> <tr> <td>80%</td> <td>20%</td> <td>Through sheetrock</td> </tr> </tbody> </table>	% Completed	% Remaining	Stage of Completion	10%	90%	Stem walls or footings	15%	85%	Floor deck or slab	50%	50%	Rough frame without Plumbing, Electrical, and HVAC	75%	25%	Frame with ALL Plumbing, Electrical, and HVAC	80%	20%	Through sheetrock	Original valuation x .005 x % remaining work, or \$126.00 whichever is greater	Original valuation x .005 x % remaining work, or \$126.00 whichever is greater	-
% Completed	% Remaining	Stage of Completion																			
10%	90%	Stem walls or footings																			
15%	85%	Floor deck or slab																			
50%	50%	Rough frame without Plumbing, Electrical, and HVAC																			
75%	25%	Frame with ALL Plumbing, Electrical, and HVAC																			
80%	20%	Through sheetrock																			
Road Encroachment Fees																					
Application	\$126.00	\$126.00	-																		
Inspections																					
A. On improved County Rd w/curb and gutter or with an approved drainage facility (Site Review, Final)	\$252.00	\$252.00	-																		
B. Permit with non-improved road with stamped plans (Site Review, Sub Grade, Final)	\$378.00	\$378.00	-																		
C. Permit with non-improved road with unstamped plans (Site Review, Sub Grade, Rock Grade, Final)	\$504.00	\$504.00	-																		
Solar Permit Fees																					
Residential Ground Mount																					
Application	\$172.00, then \$15/kW for each kW above 15 kW	\$172.00, then \$15/kW for each kW above 15 kW	-																		
Inspection	\$252.00	\$252.00	-																		
Residential Roof Mount																					
Application	\$154.00, then \$15/kW for each kW above 15 kW	\$154.00, then \$15/kW for each kW above 15 kW	-																		
Inspection	\$126.00	\$126.00	-																		

PLANNING AND BUILDING DEPARTMENT FEE SCHEDULE

BUILDING SERVICES (Cont.)

Non-Residential Ground Mount Application	\$364.00, then \$7/kW for kW between 51kW and 250kW, then \$5/kW above 251kW	\$364.00, then \$7/kW for kW between 51kW and 250kW, then \$5/kW above 251kW	-
Inspection	\$252.00	\$252.00	-
Non-Residential Roof Mount Application	\$206.00, then \$7/kW for kW between 51kW and 250kW, then \$5/kW above 251kW	\$206.00, then \$7/kW for kW between 51kW and 250kW, then \$5/kW above 251kW	-
Inspection	\$126.00	\$126.00	-
Master Plan Solar Plan Review Fee	\$126.00	\$126.00	-
Site Specific Permit Fee-Application, per site	\$126.00	\$126.00	-
Site Specific Permit Fee-Inspection, per site	\$77.00	\$77.00	-
Tahoe Regional Planning Agency (TRPA) County Administrative Fee	\$300.00	\$300.00	-
Tahoe Regional Planning Agency (TRPA) Reservation of Allocation Fee	\$1,000.00	\$1,000.00	-
Technology Fee	\$3 minimum up to \$300 maximum, based on 0.0356% valuation	\$3 minimum up to \$300 maximum, based on 0.0356% valuation	-
Temporary Commercial Modular on Construction Site	\$216.00	\$216.00	-
Temporary Mobile Home for Residential Use Application	\$478.00	\$478.00	-
Temporary Mobile Home or Commercial Modular Inspection	\$269.00	\$269.00	-
State / Mitigation / Impact Fees			
Community Service District Fee	per permit basis	per permit basis	-
Fire District Fees	per permit basis	per permit basis	-
Green Building Fee	per permit basis	per permit basis	-
Parks and Recreation Fee	per permit basis	per permit basis	-
Planning Mitigation Fee	per permit basis	per permit basis	-
School District Fee	per permit basis	per permit basis	-
Strong Motion Instrumentation & Seismic Hazard Mapping (SMP) Fee	per permit basis	per permit basis	-
Traffic Impact Mitigation Fee	per permit basis	per permit basis	-

* The multiplier is permit valuation shall be adjusted yearly based upon the August issue of ICC Building Valuation Data August issue. An area costs adjustment will also be applied. On work not described on the Valuation Table, the valuation shall be determined from the contract value or the value from the latest issue of the National Construction Estimator.

CODE ENFORCEMENT

Hourly Rate	Variable - Per Classification	Variable - Per Classification	
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COMMERCIAL CANNABIS

Pre-Application	See Current Fee Schedule *	See Current Fee Schedule *	
Conditional Use Permit	See Current Fee Schedule **	See Current Fee Schedule **	
Cultivation			
Commercial Cannabis Annual Operating Permit - Initial Application	\$7,284.00	\$7,284.00	-
Commercial Cannabis Monitoring Program	\$4,933.00	\$4,933.00	-
Commercial Cannabis Annual Operating Permit - Renewal	\$4,983.00	\$4,983.00	-
Existing Retailers			
Commercial Cannabis Annual Operating Permit - Initial Application	\$4,553.00	\$4,553.00	-
Commercial Cannabis Monitoring Program	\$3,318.00	\$3,318.00	-
Commercial Cannabis Annual Operating Permit - Renewal	\$3,836.00	\$3,836.00	-
Retailers, Distribution, and Testing Laboratories			
Commercial Cannabis Annual Operating Permit - Initial Application	\$5,642.00	\$5,642.00	-
Commercial Cannabis Monitoring Program	\$3,318.00	\$3,318.00	-
Commercial Cannabis Annual Operating Permit - Renewal	\$3,836.00	\$3,836.00	-
Manufacturing			
Commercial Cannabis Annual Operating Permit - Initial Application	\$6,445.00	\$6,445.00	-
Commercial Cannabis Monitoring Program	\$4,158.00	\$4,158.00	-
Commercial Cannabis Annual Operating Permit - Renewal	\$4,419.00	\$4,419.00	-

CURRENT PLANNING SERVICES

Hourly Rate	\$139.82	\$139.82	-
Administrative Permits			
Administrative Permit - General	\$140.00	\$140.00	-
Administrative 10% Relief	\$909.00	\$909.00	-
Administrative Reduction - Front Setback Reduction	\$70.00	\$70.00	-
Administrative Relief - for Agricultural/Mineral Resources Setbacks	\$594.00	\$594.00	-
Administrative Relief - for Riparian Setbacks	\$419.00	\$419.00	-
Commercial Building Permit Pre-Submittal Review	\$684.00	\$684.00	-
Ranch Marketing or Winery - Specific Uses	\$1,398.00	\$1,398.00	-
Appeals	\$239.00	\$239.00	-
Bass Lake Hills Specific Plan - Supplemental Tentative Map Submittal Fee	See Ordinance 130.70.010	See Ordinance 130.70.010	
Building Permits			
Grading (Not associated with a structure)	\$186.00	\$186.00	-
Non-residential, New Construction (new floor plan)	\$496.00	\$496.00	-
Tenant Improvements with a change in use or occupancy	\$288.00	\$288.00	-
Tenant Improvements with no change in use or occupancy	\$169.00	\$169.00	-

PLANNING AND BUILDING DEPARTMENT FEE SCHEDULE

CURRENT PLANNING SERVICES (Cont.)

Wall signs and misc. other non-residential	\$131.00	\$131.00	-
Miscellaneous: Plan check Revisions, review of 2nd Corrections, and any other activity not covered in the fee schedule	T&M	T&M	-
Residential: new dwellings, second dwelling units, multi-family	\$294.00	\$294.00	-
Accessory structures, expansion of existing structures, ag buildings, pools	\$144.00	\$144.00	-
Minor permit review (permits requiring limited review)	\$77.00	\$77.00	-
Special Zoning Review (Additional fee for flood zone, development eligibility review, TRPA MOU, or similar)	\$94.00	\$94.00	-
Certificate of Compliance			
Discretionary - Hearing Required	\$4,894.00	\$4,894.00	-
Discretionary - No Hearing Required	\$839.00	\$839.00	-
Major Revision to Approved Certificate	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Minor Revision to approved Certificate (No Changes to environmental document)	\$1,223.00	\$1,223.00	-
Conditional Use Permit	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Revision to Approved Conditional Use Permit	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Design Review	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Revision to Approved Design Review	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Development Agreement			
Initial Application	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Annual Review	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Environmental Impact Report (EIR)			
Notice of Preparation	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
EIR and Hearings and Staff Time (Consultant charges are based on cost identified by contract)	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Finding of General Plan Consistency	\$719.00	\$719.00	-
Fiscal Impact Analysis / Public Facilities Financing Plan	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
General Plan			
Map Amendment	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Text Amendment, Major (not CEQA exempt)	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Text Amendment, Minor (CEQA exempt)	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Hearing Continuation Off-Calendar, Requested by Applicant	\$419.00	\$419.00	-
Lot Line Adjustment	\$419.00	\$419.00	-
Lot Adjustment Time Extension	\$96.00	\$96.00	-
Lot Line Merge	\$140.00	\$140.00	-
Mitigation Monitoring and Reporting Program / Conditions of Approval	\$500 deposit, T&M	\$500 deposit, T&M	-
Model Water Efficient Landscape Ordinance			
MWELO Application/Master Plan Verification Review	\$35.00	\$35.00	-
MWELO Prescriptive Review (500-2500 square feet)	\$140.00	\$140.00	-
MWELO Prescriptive Review (2501square feet or greater)	\$280.00	\$280.00	-
MWELO Master Plan Review	\$500 deposit, T&M	\$500 deposit, T&M	-
Parcel Maps			
Residential/Commercial Parcel Map	\$9,743.00	\$9,743.00	-
Major Revision to Approved Parcel Map	\$7,307.00	\$7,307.00	-
Minor Revision to Approved Parcel Map	\$2,436.00	\$2,436.00	-
Time Extensions	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Corrections to Recorded Final/Parcel Map	\$2,117.00	\$2,117.00	-
Parcel Map Waiver	\$706.00	\$706.00	-
Planned Development			
Planned Development	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Major Revision to Approved Development Plan	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Minor Revision to Approved Development Plan (No change to environmental document)	\$1,616.00	\$1,616.00	-
Pre Application Review			
Minor	\$1,103.00	\$1,103.00	-
Major	\$4,213.00	\$4,213.00	-
Reactivation or Revision: Applications that are continued off-calendar, on hold, or incomplete one year or longer, when such delay is caused by or at the request of the applicant. Also, applications that are revised by applicant during the review process and require redistribution due to design changes or other significant change in the project.			
Reactivation	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Revision (Actual percentage to be determined by Planning Service based on extent of revision proposed)	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Reclamation			
Reclamation Plan	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Reclamation Plan Revision	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Annual Inspection and Report	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Research Requests and Zoning Letters			
Reconstruction After Burn-Down Letter	\$140.00	\$140.00	-
ABC License Verification, DMV Zoning, and HCD Compliance	\$70.00	\$70.00	-
Public Convenience and Necessity	\$350.00	\$350.00	-
Unlisted Services and Research	\$140 deposit, T&M	\$140 deposit, T&M	-
Reversion to Acreage	\$210.00	\$210.00	-
Specific Plans and revisions (Staff costs only. Consultant costs are covered by separate contract)	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Subdivision Maps			
Preliminary Map	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Tentative Map (All types)	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Major Revision to Approved Tentative Map	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Minor Revision to Approved Tentative Map	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Final Map	\$2,796.00	\$2,796.00	-
Time Extensions	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-

PLANNING AND BUILDING DEPARTMENT FEE SCHEDULE

CURRENT PLANNING SERVICES (Cont.)

Temporary Use Permit (All Categories)			
A. Subdivision Model Homes, Construction Yard, Office, Outdoor Sales	\$482.00	\$482.00	-
B. Christmas Tree Lots, Auctions, Temporary Signs	\$425.00	\$425.00	-
C. Outdoor Concerts, Itinerate Shows, Carnivals, Circuses, Rodeos, and Religious Revival Meetings	\$593.00	\$593.00	-
D. Other Uses: As determined by Department Development Services Division Director	\$496.00	\$496.00	-
Vacation Home Rentals			
Application	\$190.00	\$190.00	-
Renewal	\$178.00	\$178.00	-
Permit Modification	\$35.00	\$35.00	-
Variance	\$3,076.00	\$3,076.00	-
Williamson Act Contracts (Agricultural Preserve)			
Establish and Amendments (Rezone to LA is no charge; Rezone to AG or PA requires the full rezone fee)	\$1,376.00	\$1,376.00	-
Immediate Cancellation (no fee for notice of non-renewal)	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-
Zone Change	\$1,000 deposit, T&M	\$1,000 deposit, T&M	-

*Based on a percentage of current fee shown under original application type.

LONG RANGE PLANNING

Hourly Rate	Variable - Per	Classification	Variable - Per	Classification
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ADDITIONAL DEPARTMENT FEES

Returned Check Fee - Tied to Maximum allowed by State	\$25.00	\$25.00	-
Copies/Duplication	15 cents per page or "printer handling fee"	15 cents per page or "printer cost" plus 5% handling fee	-
Scanning Fee	10 cents per page or "scan cost"	10 cents per page or "scan cost" plus 5% handling fee	-
Size A (8 1/2" x 11")	\$5.00	\$5.00	-
Size B (11"x 17")	\$7.50	\$7.50	-
Size C (18" x 24")	\$10.00	\$10.00	-
Size D (24" x 36")	\$15 + \$2.50 per SF over 6 SF	\$15 + \$2.50 per SF over 6 SF	-
Miscellaneous Manuals, Etc.	Actual cost	Actual cost	-
Public Record Requests	Per Evidence Code 1563	Per Evidence Code 1563 15 cents per page	-
Research Records	T&M	T&M	-
Revenue Recovery Referral Charge	14% of amount sent to collections	14% of amount sent to collections	-
Witness Fee	T&M per applicable Government Code	T&M per applicable Government Code	-

* As established by the most recent Pre-Application Review - both minor and major - set by resolution ay the time of application submission for the Planning and Building Department, Environmental Management Department, and the Department of Transportation.

** As established by the most recent Conditional Use Permit set by resolution ay the time of application submission for the Planning and Building Department, Environmental Management Department, and the Department of Transportation.

PLANNING AND BUILDING DEPARTMENT POLICIES & PROCEDURES

The following fee policies are applicable to fees collected or charged by the Planning and Building Department.

A. APPLICABILITY

All fees are due at time of filing the application or requesting the service. Fees are charged as either: fixed rates, fees, or charges or "Time and Materials." The fixed rates, fees, or charges are intended to cover the ordinary costs of Planning and Building Department for providing that service. The "Time and Materials" fees listed are an initial deposit and are described in more detail in the "Time and Materials" section.

B. TIME AND MATERIALS

In all of those instances in Exhibit A – Planning and Building Fee Schedule where a dollar amount is provided followed by a reference to "T&M," the dollar amount is the initial minimum deposit, and the T&M means the actual cost to the applicant to process the application or permit is based on a Time and Materials method of billing. For services subject to T&M charges, the applicant will receive a billing statement identifying the remaining deposit balance on account or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid within thirty (30) days as specified in Board of Supervisors Policy B-4. Any outstanding balances must be paid before action by the approving authority. To make certain there is no misunderstanding regarding the application deposit and billing process, the applicant will be required to sign an "Agreement to Pay" statement with application submittal acknowledging agreement to pay the processing costs regardless of whether the application is approved or denied.

C. CONVERSION TO TIME AND MATERIALS

When, in the opinion of the Chief Administrative Officer (CAO) or Planning and Building Department Director, or their designees, the costs of processing an application will significantly exceed the required fixed fee due to the unusual complexity of the project, either the CAO or Planning and Building Department Director may convert the application to a Time and Materials billing process. When this conversion is proposed, the applicant will be notified in writing and will be requested to submit a deposit in an amount estimated to be sufficient to cover the remaining staff work to bring the application to a final decision. Staff work on the application will stop until the required deposit is provided. This conversion would occur when it is obvious the required fee is going to be insufficient, which would typically occur during or soon after the Technical Advisory Committee meeting. However, it could occur later in the process if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or public concerns. After the conversion, the applicant will receive a monthly billing statement identifying the remaining processing fee and/or deposit, or the amount due if deposited funds have been exhausted. If monies are owed, they should be paid before action by the approving authority.

D. COUNTY AND NON-COUNTY AGENCIES ARE SUBJECT TO STANDARD FEES

All County and non-County agencies (special districts, non-profit, etc.) shall be required to pay full application costs to offset the affected departments' processing costs. No charges shall be levied for documents/plans (one copy each) provided to public agencies.

E. OTHER FEES

Where no fee exists to cover an application process or service not normally provided by Planning and Building, or when the circumstances of the application process are unique, and when it will take more than one hour to process the application or provide the service, a fee shall be paid or deposit collected, based on an estimate of processing costs by the CAO or Planning and Building Department Director, or their designees, using the approved hourly billing rate. If a deposit is collected, the applicant will be billed based on the Time and Materials basis described above. Or as an option, the CAO or Planning and Building Department Director, or their designees, may apply a fee in another category, if such fee would adequately cover the anticipated level of effort required to process the application.

F. FEE WAIVERS

Fee waivers cannot be approved by Planning and Building Department. Pursuant to Board of Supervisors Policy B-2, or its equivalent, the CAO has limited authority to waive certain fees.

G. COLLECTIONS

Unpaid balances are subject to Board of Supervisors Policy B-4, Collections – Recovery of Public Funds. Balances referred to County Revenue Recovery will be assessed an amount equal to the costs incurred by the County for administering revenue recovery services.

H. REFUNDS

- 1) Fixed application fees are not refundable except as designated in 2.b. and 2.f, below.
- 2) The CAO or Planning and Building Department Director, or their designees, may authorize a refund of any unexpended Time and Materials or fixed fees upon any of the following circumstances:
 - a) The project/application is approved or denied and no further work will be required and the Time and Materials account is closed.
 - b) The applicant withdraws the application and requests a refund in writing.
 - i) The County shall discontinue work on the application within one working day from the receipt of said request, except that the County may continue to process an application involving the violation of a County ordinance.
 - ii) Where a refund is requested of a fixed fee, the refund amount shall be based upon the percentage of work completed as estimated by the CAO or Planning and Building Department Director, or their designees.

- c) The application has been deemed incomplete, information has been requested in writing by Planning and Building, and the applicant has not provided the information within a one year period.
 - d) The project/application has been placed on-hold or moved off-calendar of a Planning Commission or Board of Supervisors hearing at the request of the applicant and the applicant has not responded or requested the matter to be rescheduled for hearing within a one-year period.
 - e) The project/application was moved off-calendar of a Planning Commission or Board of Supervisors hearing by the decision maker and the applicant has been requested to perform additional tasks such as: provide more information, consult with other agencies, or make revisions, but the necessary information has not been provided within a one-year period.
 - f) The deposit or fee was erroneously collected by the County.
- 3) Additional conditions applicable to refunds related to building permits are described in Section J.
 - 4) Any refund of \$25.00 or less will not be issued; therefore any deposit balance of \$25.00 or less will not be eligible for refund and will be retained by the County.
 - 5) It is the applicant's responsibility to keep track of the amounts submitted and to inform Planning and Building of all changes in address or ownership, including submission of a successor Agreement to Pay in the event of a change in ownership.
 - 6) After all notices have been given and four (4) years have passed the County can follow the County's escheatment process per Government Code Section 50050 – 50057 for disposing of unexpended fees.

I. VIOLATIONS

- 1) Whenever any work or activities for which a permit is required has been commenced, without first obtaining said permit, an investigation may be required before a permit is issued for such work.
- 2) An investigation fee, in addition to the permit fee, may be collected by the CAO or Planning and Building Department Director, or their designees, whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee. The payment of such investigation fee shall not exempt any person from penalty prescribed by ordinance or law. The CAO or Planning and Building Department Director, or their designees may, at his or her discretion, collect this investigation fee at the time of the application or permit issuance. The CAO or Planning and Building Department Director, or their designees, at his or her discretion, may not require investigation fees in cases where the owner of property is voluntarily revealing work done without a permit and securing a permit for the work.

- 3) When a violation of any County Ordinance includes or results from the failure to attain a required permit, the fee or deposit for obtaining the permit required to correct the violation shall be double the fee or deposit amount shown, unless another ordinance or law provides for a greater amount, in which case the greater amount shall apply. The additional fee or deposit shall be treated as a non-refundable fixed fee, even if the initial amount is a deposit.

J. DEPARTMENT SPECIFIC FEES

1) Building Services

- a) **Application and Plan Review - Required Plans**
When plans are required to be submitted, an application/plan review fee shall be paid at the time of the building application, in the amount equal to one-half (1/2) of the fee. Upon issuance of the permit these fees shall be applied to the total fee collected.
- b) **Application and Plan Review – 50% Reduction**
When plans referenced in (J.1.a) above are from a master plan previously approved by the County with no modifications, are for a permanent manufactured dwelling on a permanent foundation, or have been reviewed and approved by a third-party professional previously approved by the County, the application/plan review fee as described in (J.1.a) above shall be reduced by fifty percent (50%).
- c) **Credit toward Replacement Application**
An application submitted to replace one that has expired may be eligible for a credit toward the new application/plan review fee if it is re-submitted within 6 months of the time of the original application expiration. Based on a schedule established by the CAO or Planning and Building Department Director, or their designees, credit may be given for administration/plan review work already performed, which is still applicable under codes and regulations in force at the time of the new application. It is the responsibility of the applicant to provide documentation substantiating work eligible for credit as part of the original application.
- d) **Refund on Withdrawal**
The CAO or Planning and Building Department Director, or their designees, may authorize the refund of not more than 80% of the building permit fee paid, less the application fee if any plan review activity has occurred. The minimum fee retained by the County shall be equal to the hourly rate applicable to the permit activity.
- The CAO or Planning and Building Department Director, or their designees, shall not authorize the refunding of Building Services fees paid unless:
- i) Written request to withdraw an application or permit is provided by the current owner or original applicant or an authorized agent of either;
 - ii) Said request is made within one year of the application or within two years of the original date of issuance to the Planning and Building Department; and
 - iii) No work of any sort has been done under the permit in question.

e) Special Inspection

On those occasions where an inspection is authorized by the CAO or Planning and Building Department Director, or their designees, and to otherwise required by a valid construction permit, a fee shall be charged for the special inspection and collected at the time if the application or request.

Special inspection applications must be one of the following:

- i) The record of owner of the property or his/her authorized agent. Proof of authorization is required.
- ii) A legal renter or leaseholder of the property. Proof of such lease or rent must be provided.

Any special inspection applications issued in error because of false or incorrect information on such application will be null and void and all fees collected for such application will be non-refundable.

f) Work Performed Outside of Normal Business Hours

Any work, such as plan review or inspection services, performed outside of normal business hours shall be charged to cover increased employee cost. The minimum charge shall be two hours minimum, at 1.5 times the hourly rate.

2) Planning Services

Multiple Application Fees

In those instances where two or more applications are filed with Planning Services at the same time for the same project, all fees collected for that submittal shall be adjusted as follows:

First Application	=	Full fees
Second Application	=	20% reduction, requiring payment of 80% of the fees for the second application
Any Additional Applications	=	40% reduction, requiring payment of 60% of the third or additional application fees

The determination of which application pays the full amount, which has a 20 percent reduction, etc., is based on the amount of the application fee. The type of application which has the highest Planning Services fee is considered the first application; the application with the second highest Planning Services fee is the second application, etc. For multiple applications that are reviewed on a Time and Materials basis, only the deposit for the application with the highest listed deposit amount on the fee schedule shall be collected at the time of application submittal.

K. SEVERABILITY

If any title, article, section, subsection, sentence, clause, or phrase of these Policies and Procedures or any amendment thereto is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of these Policies and Procedures or amendments thereto. The Board of Supervisors declares that it would have approved these Policies and Procedures and each title, article, section, subsection, sentence, clause, and phrase of these Policies and Procedures irrespective of the fact that any one or more titles, sections, subsections, sentences, clauses, or phrases are declared invalid or unconstitutional.

L. NON EXCLUSIVITY

Nothing in these Policies and Procedures or any amendment thereto shall limit or preclude the enforcement of other county ordinances, including penalties therein or any other federal, state, or local laws or regulations. The remedies provided herein are cumulative to all other remedies now or hereafter available to abate or otherwise enforce a fee or permit requirement for conduct described herein. The collection or acceptance of any fee does not constitute and shall not be construed as approval or authorization of any conduct, activity, or condition that violates any federal, state, or local laws or regulations.

Grading Valuation Study

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SECTION 1: INTRODUCTION

The purpose of this study is to evaluate changing the current fee structure for site grading permits. The current fee structure is based solely on earthwork (cut/fill) quantities; permits involving earthwork under 1500 cubic yards are charged a Flat (fixed) Fee and permits involving earthwork of 1500 cubic yards or more are charged a deposit and then billed on a Time and Material basis. This current process, mainly for Time and Material permits, requires additional staffing resources and paperwork due to the financial agreements, fiscal billings, and frequent refunds involved. The proposed change outlined below would significantly reduce the administrative resources required to oversee the Time and Material site grading permits. In addition, by shifting to valuation based site grading permit, there are two primary benefits: (1) the fees can better reflect the costs that the department incurs through the plan check and inspection phases by directly relating to the scope of work proposed; and (2) It will be more in line with permit fees for buildings, which are based on the valuation of proposed work.

SECTION 2: PROPOSED MEASUREMENTS

As mentioned above, most building permits are set up with a fee structure that is valuation based. Often, the valuation is based on the square footage of the structure that is being built. When the valuation is not based on square footage, it is based on contract valuation. The square footage values are based on nationally published rates, adjusted for local construction markets. The proposed fee structure described below will attempt to justify using a similar model for site grading permits. Site grading permits can be simplified to the following quantifiable measures:

- **MOBILIZATION** – base cost associated with site development like surveying, staking, equipment, and basic erosion control measures, to be measured as a lump sum cost.
- **EARTHWORK** – commonly referred to as cut and fill, measured in cubic yards.
- **AREA OF DISTURBANCE** – the surface area that is disturbed during the course of grading, measured in square feet or acres.
- **RETAINING WALLS** – various materials (concrete, masonry, rock, etc) used to stabilize slopes and steps in grade elevations, measured in linear feet. Alternately, this can be measured by exposed face of wall, in square feet.
- **STORM DRAINAGE/UTILITIES** – Storm drains, sewer, water, fire service, power, etc. typically placed in trenches, best measured in linear feet.
- **IMPERVIOUS AREA** – the hard surface area that is created as part of a development. This often includes parking lots, curb, gutters, paving, etc., measured by surface square footage.

Grading Valuation Study

Most site grading permits will have a combination of the above measures, but not all permits will have all the measures. That is why it is hard to estimate the valuation based on only one factor. El Dorado County permits already collect data for Earthwork, Area of Disturbance, and Impervious Area; the other quantities can be determined from the construction plans submitted.

SECTION 3: PROPOSED VALUATIONS

For valuations outside of the published International Code Council occupancy and type of construction categories, the current El Dorado County ordinance references the current edition of the *National Construction Estimator* for determining permit valuation. Therefore, the *2020 National Construction Estimator* was used to compile the break down of valuations for each category identified in Section 2. The summary of proposed valuations is shown in Table 1 below.

Measurement	Proposed Valuation	Proposed Unit
MOBILIZATION	\$20,462.60	LUMP SUM (LS)
EARTHWORK	\$10.00	CUBIC YARD (CY)
AREA OF DISTURBANCE	\$1.14	SQUARE FOOT (SF)
RETAINING WALLS	\$101.83	LINEAR FOOT (LF)
STORM DRAINAGE/ UTILITIES	\$43.87	LINEAR FOOT (LF)
IMPERVIOUS	\$5.57	SQUARE FOOT (SF)

The break down for how each valuation was determined is shown on Tables 2-8 on the following pages:

Table 2 - Valuation Break Down for MOBILIZATION

Table 3 - Valuation Break Down for EARTHWORK (CUT)

Table 4 - Valuation Break Down for EARTHWORK (FILL)

Table 5 - Valuation Break Down for AREA OF DISTURBANCE

Table 6 - Valuation Break Down for RETAINING WALLS

Table 7 - Valuation Break Down for STORM DRAINAGE/ UTILITIES

Table 8 - Valuation Break Down for IMPERVIOUS

Note: the line items in grey in the break down tables have *not* been included in the calculated valuation. These are only included for discussion or possible consideration. Assumptions made for each measurement are listed in the keynotes under each table.

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Table 2: Valuation Break Down for

based on 2020 National Construction Estimator

Scope	Page	Section	Description	Published Price	Published Unit	Use?	Calculated Price	Calculated Unit
Survey/Layout	595	Earthwork, Building Layout	Initial Boundary control survey	\$1,040.00	LUMP	Y	\$1,040.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Site rough grading, set lath	\$1,500.00	LUMP	Y	\$1,500.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Sewer, alignment and grade	\$720.00	LUMP	Y	\$720.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Storm drainage, alignment and grade	\$2,250.00	LUMP	Y	\$2,250.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Water main, hydrants, alignment and grade	\$2,250.00	LUMP	Y	\$2,250.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Curb, stake at 25' stations	\$4,170.00	LUMP	Y	\$4,170.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Building corners, location and grade	\$1,150.00	LUMP	Y	\$1,150.00	LUMP
Equipment	138-139	Excavation Equip Rental (week)	Bulldozer + Loaders + Dump Truck	\$5,300.00	LUMP	Y	\$5,300.00	LUMP
Erosion Control	604	Construction Entrance	Gravel bed, 24' w x 50' long x 6" deep	\$1,032.60	LUMP	Y	\$1,032.60	LUMP
Survey/Layout	595	Earthwork, Building Layout	Retaining walls, alignment and grade	\$1,050.00	LUMP	Y	\$1,050.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Run-off detention pond, position and grade	\$900.00	LUMP	N	\$0.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Walkways, alignment and grade	\$1,020.00	LUMP	N	\$0.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Light pole bases, location and grade	\$750.00	LUMP	N	\$0.00	LUMP
Survey/Layout	595	Earthwork, Building Layout	Building ID sign, location and grade	\$350.00	LUMP	N	\$0.00	LUMP
			SURVEY/LAYOUT TOTAL				\$20,462.60	LUMP

Table 3: Valuation Break Down for EARTHWORK (CUT)

based on 2020 National Construction Estimator

Scope	Page	Section	Description	Published Price	Published Unit	Use?	Calculated Price	Calculated Unit
Cut/Fill	603	Embankment Earthwork Cut & Fill	Most soil types (clear/finish not incl.)	\$5.01	CY	Y	\$5.01	CY
Cut	600	Hauling	10 CY dump truck, 1 mile	\$3.09	CY	Y	\$3.09	CY
Cut	600	Moving/Loading Excavated Mat.	2 CY loader	\$1.73	CY	Y	\$1.73	CY
Cut	137	Excavation with Heavy Equipment	Dump truck, 5 CY, short haul	\$4.37	CY	N	\$0.00	CY
Cut	137	Excavation with Heavy Equipment	Excav. Rule of thumb	\$2.85	CY	N	\$0.00	CY
Cut	138	Excavation with Heavy Equipment	Loader, piling on premises	\$0.98	CY	N	\$0.00	CY
Cut	138	Excavation with Heavy Equipment	Loader, loading trucks	\$0.98	CY	N	\$0.00	CY
Cut	599	Dragline or Backhoe Excavation	Unclassified Soil, 100-ton crawler	\$6.73	CY	N	\$0.00	CY
Cut	601	Dozer Excavation	100HP D4 dozer, shale or rock	\$6.09	CY	N	\$0.00	CY
			CUT TOTAL				\$9.83	CY

Table 4: Valuation Break Down for EARTHWORK (FILL)

based on 2020 National Construction Estimator

Scope	Page	Section	Description	Published Price	Published Unit	Use?	Calculated Price	Calculated Unit
Cut/Fill	603	Embankment Earthwork Cut & Fill	Most soil types (clear/finish not incl.)	\$5.01	CY	Y	\$5.01	CY
Fill	137	Excavation with Heavy Equipment	Spread Dumped soil, 90 HP bulldozer	\$0.98	CY	Y	\$0.98	CY
Fill	597	Embankment Grading	Shaping, 6" to 10" lifts	\$1.45	CY	Y	\$1.45	CY
Fill	597	Embankment Grading	Compacting with sheepsfoot roller	\$2.05	CY	Y	\$2.05	CY
Fill	597	Embankment Grading	Cost of water	\$0.10	CY	Y	\$0.10	CY
Fill	597	Embankment Grading	Compacting and watering	\$0.58	CY	Y	\$0.58	CY
Fill	137	Excavation with Heavy Equipment	Backfill, 90 HP Bulldozer	\$1.06	CY	N	\$0.00	CY
			FILL TOTAL				\$10.17	CY

Table 5: Valuation Break Down for AREA OF DISTURBANCE

based on 2020 National Construction Estimator

Scope	Page	Section	Description	Published Price	Published Unit	Use?	Calculated Price	Calculated Unit
Area of Disturbance	594-595	Earthwork, Site Clearing	Clear brush and trees, medium	4,620.00	ACRE	Y	\$0.11	SF
Area of Disturbance	594-595	Earthwork, Site Clearing	Moving Equipment on/off site	4,620.00	ACRE	Y	\$0.11	SF
Area of Disturbance	596	Earthwork, Site Grading	Finish grading for building slab	0.17	SF	Y	\$0.17	SF
Area of Disturbance	603	Soil Covers	Straw erosion control blankets	1.54	SY	Y	\$0.06	SF
Area of Disturbance	603	Soil Covers	Straw wattles (1)	10.75	LF	Y	\$0.54	SF
Area of Disturbance	624	Ext. Imp., Seeding and Planting	Hydroseeding	150.00	1000 SF	Y	\$0.15	SF
Area of Disturbance	596	Earthwork, Site Grading	General area rough grading	283.00	ACRE	N	\$0.00	SF
Area of Disturbance	612	Exterior Improvements	Clean and Sweep	33.80	1000 SF	N	\$0.00	SF
Area of Disturbance	137	Excavation with Heavy Equipment	Clearing brush, 90 HP Bulldozer	0.04	SF	N	\$0.00	SF
Area of Disturbance	138	Excavation with Heavy Equipment	Sheepsfoot roller	0.04	SF	N	\$0.00	SF
Area of Disturbance	138	Excavation with Heavy Equipment	Sprinkling with truck	0.03	SF	N	\$0.00	SF
Area of Disturbance	138	Excavation with Heavy Equipment	Tree and brush removal, light brush	1,260.00	ACRE	N	\$0.00	SF
Area of Disturbance	138	Excavation with Heavy Equipment	Tree and brush removal, heavy brush	1,640.00	ACRE	N	\$0.00	SF
Area of Disturbance	596	Earthwork, Embankment Grading	Finish shaping of embankments with D8	1.69	SY	N	\$0.00	SF
Area of Disturbance	596	Earthwork, Ripping Rock	Clay or glacial tills	0.70	CY	N	\$0.00	SF
			AREA OF DISTURBANCE TOTAL				\$1.14	SF

(1) Straw wattles assumed based on 20' o.c. per CASQA SE-5

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Table 6: Valuation Break Down for RETAINING WALLS
based on 2020 National Construction Estimator

Scope	Page	Section	Description	Published Price	Published Unit	Use?	Calculated Price	Calculated Unit
Retaining Walls	375	Concrete Block Retaining Walls	4'-8" high, vertical reinf at 16" o.c.	\$57.20	LF	Y	\$57.20	LF
Retaining Walls	377	Concrete Foundations for Ret Walls	36" w x 12" d ftg, 2' deep, Excavation	\$16.90	LF	Y	\$16.90	LF
Retaining Walls	377	Concrete Foundations for Ret Walls	36" w x 12" d ftg, 2' deep, Reinforcing steel	\$8.15	LF	Y	\$8.15	LF
Retaining Walls	377	Concrete Foundations for Ret Walls	36" w x 12" d ftg, 2' deep, Concrete	\$19.58	LF	Y	\$19.58	LF
Retaining Walls	595	Earthwork, Building Layout	Retaining walls, alignment and grade	\$1050.00	LUMP	N	\$0.00	LUMP
Retaining Walls	604	Ornamental Large Rock	featherrock	\$500.50	CY	N	\$0.00	LF
RETAINING WALL TOTAL							\$10183	LF

Table 7: Valuation Break Down for STORM DRAIN/UTILITIES
based on 2020 National Construction Estimator

Scope	Page	Section	Description	Published Price	Published Unit	Use?	Calculated Price	Calculated Unit
Drainage	136	Trenching/Backfill w/ Equipment	24" bucket, medium soil	\$2.59	LF	Y	\$2.59	LF
Drainage	136	Trenching/Backfill w/ Equipment	Backfill Soil, Front End Loader (2)	\$2.25	CY	Y	\$0.67	LF
Drainage	137	Trenching/Backfill w/ Equipment	Compaction, Pneumatic tampers (3)	\$2.85	CY	Y	\$0.84	LF
Drainage	634	Corrugated Pipe, HDPE or Metal	12" HDPE/metal pipe or 4' w rock lined ditch	\$18.92	LF	Y	\$18.92	LF
Drainage	634	Pipe Couplings	10" coupling (4)	\$16.22	EA	Y	\$0.81	LF
Drainage	604	Rip Rap/outlet dissipators	Stone under 30 lbs, by hand (5)	\$106.50	CY	Y	\$0.32	LF
Drainage	604	Rock lined Ditch	5' x 1' deep	\$106.50	CY	Y	\$19.72	LF
Drainage	633	Corrugated Polyethylene Pipe	12" pipe	\$14.40	LF	N	\$0.00	LF
Drainage	628	Polyethylene Pipe	6" pipe	\$0.00	LF	N	\$0.00	LF
Drainage	633	Corrugated Metal Pipe, Galvanized	12" pipe	\$23.44	LF	N	\$0.00	LF
DRAINAGE/UTILITIES TOTAL							\$43.87	LF

(2) assumed 24" wide x 48" deep trench
 (3) assumed 24" wide x 48" deep trench
 (4) assumed 1per 20' length
 (5) assumed 8 cubic feet per 100' of drain

Table 8: Valuation Break Down for IMPERVIOUS
based on 2020 National Construction Estimator

Scope	Page	Section	Description	Published Price	Published Unit	Use?	Calculated Price	Calculated Unit
Paving	243	Paving, Subcontract	Asphalt, 4"	\$4.06	SF	Y	\$4.06	SF
Paving	635	Catch Basins	4' dia x 4' deep (6)	\$3,269.00	EA	Y	\$0.65	SF
Paving	609	Subbase and aggregate	4" thick base	\$6.17	SY	Y	\$0.23	SF
Paving	614	Curb Gutter	6" x 12" straight (7)	\$11.79	LF	Y	\$0.39	SF
Paving	637	Curb/Gutter Inlets	20" x 11" (8)	\$708.90	EA	Y	\$0.24	SF
Paving	243	Paving, Subcontract	Asphalt, 3"	\$3.16	SF	N	\$0.00	SF
Paving	344	Paving, Subcontract	Concrete, 4"	\$4.58	SF	N	\$0.00	SF
Paving	611	Concrete Paving	4" thick	\$2.17	SF	N	\$0.00	SF
PAVING TOTAL							\$5.57	SF

(6) assumed 1per 5000 SF
 (7) assumed 30' tributary from paved area
 (8) assumed 1per 3000 SF

Grading Valuation Study

SECTION 4: TEST PERMITS

Twenty-four existing site grading permits were selected to test the valuation calculator. These permits cover a wide range of site grading permits: residential, commercial, and various combinations of the five measurements outlined in section 2 above. The test permits used are identified in columns 1 and 2 in Table 9 below.

Where available, information for the critical measurements was pulled from Trakit. Otherwise, the plans on file were used to get quantities to define the scope and extent of site work. These quantities are listed in columns 3, 5, 7, 9, and 11 of Table 9.

Once the measurement quantities were known, the proposed valuations were calculated using the unit values identified in Section 3 above. Columns 4, 6, 8, 10, and 12 show the valuation by item with the sum for Total Proposed Valuation listed in column 13.

The Proposed Fee that the department would charge is listed in column 15 and is based on 2% of Proposed Valuation; 1% for plan check and 1% for inspection (similar to current site grading permits) with a minimum fee of \$252 for plan (2 hours) and \$378 for inspection (3 hours). The minimum fee is justified by our current flat fee grading permit schedule and reflects the minimum processing time required by staff.

Grading Valuation Study

Table 9: Test Permit Valuation Calculator														
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
PERMIT	DESCRIPTION	Base Valuation	EARTHWORK CUT + FILL (CY)	EARTHWORK Valuation	AREA of DISTURBANCE (SF)	AREA of DISTURBANCE Valuation	RET. WALL (LF)	RET. WALL Valuation	DRAINAGE (LF)	DRAINAGE Valuation	IMPERVIOUS (SF)	IMPERVIOUS Valuation	TOTAL PROPOSED Valuation (V)	Proposed Fee (V x 0.02)
-0301542	SANDSTONE BUS. PARK GRADING/STORM/RETAINING WALLS	\$20,462.60	6,716	\$67,160.00	71,295	\$81,276.30	300	\$30,549.00	340	\$14,915.80	20,600	\$114,742.00	\$329,105.70	\$6,582.11
-0301798	grading for future Delfino winery	\$20,462.60	750	\$7,500.00	47,916	\$54,624.24	250	\$25,457.50	100	\$4,387.00	8,600	\$47,902.00	\$160,333.34	\$3,206.67
-0303317	GRADING FOR BLISSFUL GARDEN - APPROVED CUP S17-0011	\$20,462.60	3,330	\$33,300.00	37,026	\$42,209.64	80	\$8,146.40	700	\$30,709.00	14,200	\$79,094.00	\$213,921.64	\$4,278.43
-0305266	"TOWN CENTER APARTMENT" SITE IMPROVEMENTS	\$20,462.60	19,500	\$195,000.00	179,467	\$204,592.38	650	\$66,189.50	1,400	\$61,418.00	41,550	\$231,433.50	\$779,095.98	\$15,581.92
-0309047	SUPERIOR SELF STORAGE (GRADING)	\$20,462.60	882	\$8,820.00	50,180	\$57,205.20	0	\$0.00	200	\$8,774.00	73,600	\$409,952.00	\$505,213.80	\$10,104.28
-0309060	GRADING FOR FUTURE HOME (110-553-01)	\$20,462.60	964	\$9,640.00	13,700	\$15,618.00	230	\$23,420.90	0	\$0.00	0	\$0.00	\$69,141.50	\$1,382.83
-0310575	GRADING FOR WORKSHOP #310574 WITH RETAINING WALL (048-050-30)	\$20,462.60	992	\$9,920.00	10,000	\$11,400.00	0	\$0.00	0	\$0.00	0	\$0.00	\$41,782.60	\$835.65
-0313077	DRIVEWAY - RETAINING WALL (043-240-16)	\$20,462.60	192	\$1,920.00	2,700	\$3,078.00	50	\$5,091.50	0	\$0.00	0	\$0.00	\$30,552.10	\$611.04
-0313294	VEERKAMP YARD - FILL & ROCKERY (W/313375) (109-240-08 or 109-410-03)	\$20,462.60	26,889	\$268,890.00	123,254	\$140,509.56	950	\$96,738.50	0	\$0.00	0	\$0.00	\$526,600.66	\$10,532.01
-0313719	"MARKETPLACE @ TOWN CENTER" MINOR PAD (BLDG 313718)	\$20,462.60	0	\$0.00	25,000	\$28,500.00	0	\$0.00	250	\$10,967.50	25,000	\$139,250.00	\$199,180.10	\$3,983.60
-0313762	(NSFD 313761) GRADING	\$20,462.60	460	\$4,600.00	0	\$0.00	60	\$6,109.80	0	\$0.00	0	\$0.00	\$31,172.40	\$623.45
-0313801	FOR SHELL'S #313751 & 313752 W/ RETAINING WALL	\$20,462.60	5,000	\$50,000.00	74,050	\$84,417.00	235	\$23,930.05	355	\$15,573.85	39,130	\$217,954.10	\$412,337.60	\$8,246.75
-0313987	"QUANTUM CARE PLACE" SITE GRADING	\$20,462.60	26,907	\$269,070.00	153,767	\$175,294.38	670	\$68,226.10	730	\$32,025.10	32,900	\$183,253.00	\$748,331.18	\$14,966.62
-0314560	GRADING W/ SFD 314554	\$20,462.60	312	\$3,120.00	10,000	\$11,400.00	300	\$30,549.00	30	\$1,316.10	5,000	\$27,850.00	\$94,697.70	\$1,893.95
-0316695	T&M for HANDLER #3 BUILDING	\$20,462.60	1,163	\$11,630.00	23,958	\$27,312.12	180	\$18,329.40	400	\$17,548.00	20,000	\$111,400.00	\$206,682.12	\$4,133.64
-0316739	GRADING FOR FUTURE COMMERCIAL BUILDING	\$20,462.60	32,930	\$329,300.00	204,300	\$232,902.00	84	\$8,553.72	750	\$32,902.50	43,560	\$242,629.20	\$866,750.02	\$17,335.00
-0316981	VIKING RV STORAGE	\$20,462.60	13,431	\$134,310.00	191,650	\$218,481.00	0	\$0.00	850	\$37,289.50	191,650	\$1,067,490.50	\$1,478,033.60	\$29,560.67
-0317775	FIRE LANE FOR SUPERIOR STORAGE	\$20,462.60	321	\$3,210.00	4,000	\$4,560.00	0	\$0.00	200	\$8,774.00	4,000	\$22,280.00	\$59,286.60	\$1,185.73
-0318252	Camerado RV	\$20,462.60	8,012	\$80,120.00	80,000	\$91,200.00	0	\$0.00	0	\$0.00	0	\$0.00	\$191,782.60	\$3,835.65
0330299	"Dollar General"	\$20,462.60	8,600	\$86,000.00	74,000	\$84,360.00	140	\$14,256.20	90	\$3,948.30	35,000	\$194,950.00	\$403,977.10	\$8,079.54
0330482	GRADING AND PAVING FOR driveway to FUTURE SFD	\$20,462.60	968	\$9,680.00	6,000	\$6,840.00	0	\$0.00	300	\$13,161.00	6,000	\$33,420.00	\$83,563.60	\$1,671.27
0330506	"Anytime Fitness"	\$20,462.60	4,400	\$44,000.00	52,000	\$59,280.00	0	\$0.00	1,000	\$43,870.00	38,300	\$213,331.00	\$380,943.60	\$7,618.87
0331069	GRADING W/NSFD 331068	\$20,462.60	273	\$2,730.00	10,000	\$11,400.00	70	\$7,128.10	0	\$0.00	2,000	\$11,140.00	\$52,860.70	\$1,057.21
0331266	"VEERKAMP" EXPAND CONST YARD	\$20,462.60	36,802	\$368,020.00	93,270	\$106,327.80	750	\$76,372.50	470	\$20,618.90	0	\$0.00	\$591,801.80	\$11,836.04

SECTION 5: DEPARTMENTAL COSTS

The main objective of the permit fees is to cover the departmental costs associated with the permit: mainly plan check, inspections, and some overhead for processing the paperwork.

For the same test permits as listed in Table 9, some assumptions were made to estimate the hours and cost associated with each permit. For this exercise, the plan check hours were estimated by staff that regularly reviews these types of permits. The inspection time was estimated with collaboration from the plan check and inspection staff mainly involved. Particularly, the inspection estimates are as follows:

EARTHWORK (Cut/Fill) inspection time = 1 hour of inspection per 500 cubic yards of earthwork

AREA of DISTURBANCE inspection time = 1 hour of inspection per 10,000 square feet

RETAINING WALL inspection time = 1 hour of inspection required per 100 linear feet

DRAINAGE/UTILITIES inspection time = 1 hour of inspection per 100 linear feet

IMPERVIOUS inspection time = 1 hour of inspection time per 5,000 square feet of surface

Using these ratios, the time required for each permit is calculated in columns 16, 18, 20, 22, 24, and 26 of Table 10 below. From the hours calculated, the hourly rate for the department (\$126/hr) is applied and shown in columns 17, 19, 21, 23, 25, and 27. The Total Proposed Cost was then summed, using all the previous columns, and displayed in column 28.

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Table 10: Test Permit Cost Calculator																			
(1)	(2)	(3)	(5)	(7)	(9)	(11)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
PERMIT	DESCRIPTION	CUT + FILL (CY)	AREA of DISTURBANCE (SF)	RET. WALL (LF)	DRAINAGE (LF)	IMPERVIOUS (SF)	Estimated Plan Check Hours	Estimated Plan Check Cost	CUT + FILL Inspection (hrs)	EARTHWORK Inspection Cost	AREA of DISTURBANCE Inspection (hrs)	AREA of DISTURBANCE Inspection Cost	RET. WALL Inspection (hrs)	RET. WALL Inspection Cost	DRAINAGE Inspection (hrs)	DRAINAGE Inspection Cost	IMPERVIOUS Inspection (SF)	IMPERVIOUS Inspection Cost	TOTAL PROPOSED COST
-0301542	SANDSTONE BUS. PARK GRADING/STORM/RETAINING WALLS	6,716	71,295	300	340	20,600	20	\$2,520	13.43	\$1,692	7.13	\$898	3.00	\$378	3.40	\$428	4.12	\$519	\$6,435
-0301798	grading for future Delfino winery	750	47,916	250	100	8,600	16	\$2,016	1.50	\$189	4.79	\$604	2.50	\$315	1.00	\$126	1.72	\$217	\$3,467
-0303317	GRADING FOR BLISSFUL GARDEN - APPROVED CUP S17-0011	3,330	37,026	80	700	14,200	12	\$1,512	6.66	\$839	3.70	\$467	0.80	\$101	7.00	\$882	2.84	\$358	\$4,159
-0305266	"TOWN CENTER APARTMENT" SITE IMPROVEMENTS	19,500	179,467	650	1400	41,550	40	\$5,040	39.00	\$4,914	17.95	\$2,261	6.50	\$819	14.00	\$1,764	8.31	\$1,047	\$15,845
-0309047	SUPERIOR SELF STORAGE (GRADING)	882	50,180	0	200	73,600	25	\$3,150	1.76	\$222	5.02	\$632	0.00	\$0	2.00	\$252	14.72	\$1,855	\$6,111
-0309060	GRADING FOR FUTURE HOME (110-553-01)	964	13,700	230	0	0	4	\$504	1.93	\$243	1.37	\$173	2.30	\$290	0.00	\$0	0.00	\$0	\$1,210
-0310575	GRADING FOR WORKSHOP #310574 WITH RETAINING WALL (048-050-30)	992	10,000	0	0	0	3	\$378	1.98	\$250	1.00	\$126	0.00	\$0	0.00	\$0	0.00	\$0	\$754
-0313077	24016)	192	2,700	50	0	0	4	\$504	0.38	\$48	0.27	\$34	0.50	\$63	0.00	\$0	0.00	\$0	\$649
-0313294	(W/313375)(109-240-08 or 109-410-03)	26,889	123,254	950	0	0	10	\$1,260	53.78	\$6,776	12.33	\$1,553	9.50	\$1,197	0.00	\$0	0.00	\$0	\$10,786
-0313719	"MARKETPLACE@ TOWN CENTER" MINOR PAD (BLDG 313718)	0	25,000	0	250	25,000	16	\$2,016	0.00	\$0	2.50	\$315	0.00	\$0	2.50	\$315	5.00	\$630	\$3,276
-0313762	(NSFD 313761) GRADING	460	0	60	0	0	4	\$504	0.92	\$116	0.00	\$0	0.60	\$76	0.00	\$0	0.00	\$0	\$696
-0313801	FOR SHELL'S #313751 & 313752 W/ RETAINING WALL	5,000	74,050	235	355	39,130	40	\$5,040	10.00	\$1,260	7.41	\$933	2.35	\$296	3.55	\$447	7.83	\$986	\$8,962
-0313987	"QUANTUM CARE PLACE" SITE GRADING	26,907	153,767	670	730	32,900	40	\$5,040	53.81	\$6,781	15.38	\$1,937	6.70	\$844	7.30	\$920	6.58	\$829	\$16,351
-0314560	GRADING W/ SFD 314554	312	10,000	300	30	5,000	4	\$504	0.62	\$79	1.00	\$126	3.00	\$378	0.30	\$38	1.00	\$126	\$1,251
-0316695	T&M for HANDLER #3 BUILDING	1,163	23,958	180	400	20,000	25	\$3,150	2.33	\$293	2.40	\$302	1.80	\$227	4.00	\$504	4.00	\$504	\$4,980
-0316739	GRADING FOR FUTURE COMMERCIAL BUILDING - CLEAR BAGS	32,930	204,300	84	750	43,560	50	\$6,300	65.86	\$8,298	20.43	\$2,574	0.84	\$106	7.50	\$945	8.71	\$1,098	\$19,321
-0316981	VIKING RV STORAGE	13,431	191,650	0	850	191,650	40	\$5,040	26.86	\$3,385	19.17	\$2,415	0.00	\$0	8.50	\$1,071	38.33	\$4,830	\$16,741
-0317775	FIRELANE FOR SUPERIOR STORAGE	321	4,000	0	200	4,000	5	\$630	0.64	\$81	0.40	\$50	0.00	\$0	2.00	\$252	0.80	\$101	\$1,114
-0318252	Camarado RV	8,012	80,000	0	0	0	10	\$1,260	16.02	\$2,019	8.00	\$1,008	0.00	\$0	0.00	\$0	0.00	\$0	\$4,287
0330299	"Dollar General"	8,600	74,000	140	90	35,000	40	\$5,040	17.20	\$2,167	7.40	\$932	1.40	\$176	0.90	\$113	7.00	\$882	\$9,310
0330482	to FUTURE SFD	968	6,000	0	300	6,000	4	\$504	1.94	\$244	0.60	\$76	0.00	\$0	3.00	\$378	1.20	\$151	\$1,353
0330506	"Anytime Fitness"	4,400	52,000	0	1000	38,300	30	\$3,780	8.80	\$1,109	5.20	\$655	0.00	\$0	10.00	\$1,260	7.66	\$965	\$7,769
0331069	GRADING W/NSFD 331068	273	10,000	70	0	2,000	4	\$504	0.55	\$69	1.00	\$126	0.70	\$88	0.00	\$0	0.40	\$50	\$837
0331266	"VEERKAMP" EXPAND CONST YARD	36,802	93,270	750	470	0	20	\$2,520	73.60	\$9,274	9.33	\$1,175	7.50	\$945	4.70	\$592	0.00	\$0	\$14,506

Note: Columns 1, 2, 3, 5, 7, 9, and 11 are copied directly from Table 9 above.

SECTION 6: CONCLUSION

Table 11 provides a final summary of the test permits with Total Proposed Valuation, Proposed Fee, and Total Proposed Cost for the 24 test permits.

The main objective of this study was to collect test data to determine if switching to a valuation-based fee structure for site grading permits is justified for the Building Department. The study has looked at the quantifiable measures associated with these permits, which can be used to determine a valuation, as well as testing existing permits against the proposed values and comparing proposed valuation/fees to associated departmental costs.

In conclusion, there are many benefits for transitioning into a valuation-based fee structure for site grading permits. Mainly, the benefit is significant reduction of administrative paperwork and reporting that is involved and a more accurate valuation for scope of work. The measurable quantities outlined in this study appear to provide a fairly close representation for the scope and valuation of work.

Furthermore, the anticipated costs to the department can be estimated with reasonable assumptions and, therefore, make this an acceptable alternative to our current procedures.

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Table 11: Summary Valuation, Fee versus Cost						
(1)	(2)	(13)	(15)	(28)	(31)	(32)
PERMIT	DESCRIPTION	TOTAL PROPOSED Valuation (V)	PROPOSED FEE (V x 0.02)	TOTAL PROPOSED COST	DIFFERENCE (FEE - COST)	RATIO (FEE / COST)
-0301542	SANDSTONE BUS. PARK GRADING/STORM/RETAINING WALLS	\$329,106	\$6,582	\$6,435	\$147	1.02
-0301798	grading for future Delfino winery	\$160,333	\$3,207	\$3,467	-\$260	0.93
-0303317	GRADING FOR BLISSFUL GARDEN - APPROVED CUP S17-0011	\$213,922	\$4,278	\$4,159	\$119	1.03
-0305266	"TOWN CENTER APARTMENT" SITE IMPROVEMENTS	\$779,096	\$15,582	\$15,845	-\$263	0.98
-0309047	SUPERIOR SELF STORAGE (GRADING)	\$505,214	\$10,104	\$6,111	\$3,993	1.65
-0309060	GRADING FOR FUTURE HOME (110-553-01)	\$69,142	\$1,383	\$1,210	\$173	1.14
-0310575	GRADING FOR WORKSHOP #310574 WITH RETAINING WALL (048-050-30)	\$41,783	\$836	\$754	\$82	1.11
-0313077	DRIVEWAY - RETAINING WALL (043-240-16)	\$30,552	\$611	\$649	-\$38	0.94
-0313294	VEERKAMP YARD - FILL & ROCKERY (W/313375) (109-240-08 or 109-410-)	\$526,601	\$10,532	\$10,786	-\$254	0.98
-0313719	"MARKETPLACE @ TOWN CENTER" MINOR PAD (BLDG 313718)	\$199,180	\$3,984	\$3,276	\$708	1.22
-0313762	(NSFD 313761) GRADING	\$31,172	\$623	\$696	-\$73	0.90
-0313801	FOR SHELL'S #313751 & 313752 W/ RETAINING WALL	\$412,338	\$8,247	\$8,962	-\$715	0.92
-0313987	"QUANTUM CARE PLACE" SITE GRADING	\$748,331	\$14,967	\$16,351	-\$1,384	0.92
-0314560	GRADING W/ SFD 314554	\$94,698	\$1,894	\$1,251	\$643	1.51
-0316695	T&M for HANDLER #3 BUILDING	\$206,682	\$4,134	\$4,980	-\$846	0.83
-0316739	GRADING FOR FUTURE COMMERCIAL BUILDING	\$866,750	\$17,335	\$19,321	-\$1,986	0.90
-0316981	VIKING RV STORAGE	\$1,478,034	\$29,561	\$16,741	\$12,820	1.77
-0317775	FIRE LANE FOR SUPERIOR STORAGE	\$59,287	\$1,186	\$1,114	\$72	1.06
-0318252	Camerado RV	\$191,783	\$3,836	\$4,287	-\$451	0.89
0330299	"Dollar General"	\$403,977	\$8,080	\$9,310	-\$1,230	0.87
0330482	GRADING AND PAVING FOR driveway to FUTURE SFD	\$83,564	\$1,671	\$1,353	\$318	1.24
0330506	"Anytime Fitness"	\$380,944	\$7,619	\$7,769	-\$150	0.98
0331069	GRADING W/NSFD 331068	\$52,861	\$1,057	\$837	\$220	1.26
0331266	"VEERKAMP" EXPAND CONST YARD	\$591,802	\$11,836	\$14,506	-\$2,670	0.82