

Chapter 1: Citywide

I. General Services

Services without an adopted fee. Any service rendered by the City that is not within the City's baseline budget level of service and does not have a specified fee in the User Fee Schedule may be charged for actual costs incurred by the City.

Actual cost. Actual costs are defined as the City's fully burdened hourly staff rate, supplies, equipment, contract services, and capital outlay costs incurred for the service, also referred to as "Cost Recovery" or "Hourly Rate" within the User Fee Schedule.

Payment Transaction Surcharge: The City may collect a two percent (2.0%) payment transaction surcharge if the City incurs a fee to accept payment for City fees, taxes, fines, and penalties.

A.	Photocopies		
	1. Public Records Act Request		
	a. Printed Document: per page copied		\$0.25
	b. Digital Copies		Actual Cost
	2. All Other Request		
	a. Standard Sizes – 8.5"x11", 8.5"x14", 11"x17"		\$0.25
	b. All other sizes or color copies		Actual Cost
	c. City Documents, including digital format		Actual Cost
B.	Returned Checks Due to Insufficient Funds		
	1. First Check (per fiscal year) (29% cost recovery) (legislative max is \$25)		\$25.00
	2. Each Subsequent Check (40% cost recovery) (legislative max is \$35)		\$35.00
C.	Overdue Invoices		\$0.10

Chapter 2: City Clerk

I. Agendas, Transcripts, and Permits

A.	Permit to Distribute Advertising Material		
1.	Thirty Consecutive Days (per subscriber per month)		\$201.00
2.	Penalty		25% per month, max of 100%
B.	Bingo License (Fiscal Year)		\$496.00
C.	Candidate Statements Printing Fee per Resolution 2009-53a*		\$850.00
	<i>* A portion of the fee may be refundable based on actual cost as determined by the County Election Office.</i>		
D.	Certification of Records		Actual Cost
E.	Temporary Fireworks Stands		
	Permit application fee, non-refundable		\$95.00
	Fireworks stand safety clearance, prepaid		\$1,733.00
	Cost Recovery - In addition to the above fees, permit recipients shall pay their pro rata share of the costs incurred by the city for enforcement of the requirements of San Bruno Municipal Code Chapter 6.50 and enabling resolution, fireworks public education, fire prevention, fire suppression, and fireworks clean-up. The pro rata share shall be calculated by the city upon receipt of all permittee gross sales as shown on each permittee's Sales and Use Tax Return for the applicable period.		Actual Cost

Chapter 3: Community Development

BUILDING		
I. Building Permit Fees		
Valuation		Permit Fee
\$0 to \$2,000		Hourly rates apply
\$2,001 to \$25,000	For the first \$2,001	\$494.69
	Plus additional for each additional \$1,000 or fraction thereof, to and including \$25,000	\$19.82
\$25,001 to \$50,000	For the first \$25,001	\$950.73
	Plus additional for each additional \$1,000 or fraction thereof, to and including \$50,000	\$27.71
\$50,001 to \$100,000	For the first \$50,001	\$1,643.65
	Plus additional for each additional \$1,000 or fraction thereof, to and including \$100,000	\$21.83
\$100,001 to \$500,000	For the first \$100,001	\$2,735.20
	Plus additional for each additional \$1,000 or fraction thereof, to and including \$500,000	\$12.78
\$500,001 to \$1,000,000	For the first \$500,001	\$7,848.68
	Plus additional for each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$31.07
\$1,000,001 to \$10,000,000	For the first \$1,000,001	\$23,392.62
	Plus additional for each additional \$1,000 or fraction thereof, to and including \$10,000,000	\$12.42
\$10,000,001 to \$20,000,000	For the first \$10,000,001	\$135,279.53
	Plus additional for each additional \$1,000 or fraction thereof, to and including \$20,000,000	\$7.08
\$20,000,001 and up	For the first \$20,000,001	\$206,141.24
	Plus additional for each additional \$1,000 or fraction thereof	\$4.95

Building Valuation to be determined by the Chief Building Official based on the current Engineering News Record (ENR) Annual Cost Index with the SF Bay Area regional area modifier, as applicable to the proposed project. FY2024-25 modifier = 1.21

Community Development - Building Fees

II. Electrical Permit and Related Fees			
Sec. 200	Permit Issuance	each	\$87.00
System Fee Schedule			
	New Residential Buildings Electrical Permit fee		20% of Building Permit
	New Non-Residential Buildings Electrical Permit fee		18% of Building Permit
	Plan Check fee for Electrical - New		60% of Electrical Permit Fee + Electrical Issuance fee for New Buildings
	Plan Check fee for Electrical - Additions/Alterations/Repairs		60% of Electrical Fixture County Total + Electrical Permit Issuance Fee
Sec. 203	For other types of residential occupancies and alterations, additions, and modifications to existing residential buildings		See Unit Fee Schedule
Private Swimming Pools			
Sec. 204	New private, in-ground swimming pool for single family/multi-family occupancy	each	\$571.00
Sec. 205	Other types of swimming pools, therapeutic whirlpools, spas, hot tubs and alteration to existing pools	each	\$285.00
Temporary Power Service			
Sec. 206	Temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances	each	\$189.00
Sec. 207	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc.	first 20 outlets	\$189.00
	Each additional		\$8.00
Unit Fee Schedule			
Residential Appliances			
Sec. 208	For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters)	each	\$15.00
Sec. 209	For lighting fixtures, sockets, or other lamp-holding device	each	\$15.00
Sec. 210	For pole or platform-mounted lighting fixtures	each	\$94.00
Sec. 211	For theatrical-type lighting fixtures or assemblies	each	\$15.00
Residential Appliances			
Sec. 212	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating		\$31.00
Non-Residential Appliances			
	For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere		
Sec. 213	(KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment		\$31.00
Power Apparatus			
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):			
Sec. 214	Up to and including 1		\$31.00
Sec. 215	Over 1 and not over 10		\$63.00
Sec. 216	Over 10 and not over 50		\$78.00
Sec. 217	Over 50 and not over 100		\$142.00
Sec. 218	Over 100		\$189.00
Signs, Outline Lighting and Marquees			
Sec. 219	For signs, outline lighting systems or marquees supplied from one branch circuit		\$94.00

Community Development - Building Fees

Sec. 220	For additional branch circuits within the same sign, outline lighting system or marquee		\$31.00
Services			
Sec. 221	For services of 600 volts or less and not over 200 amperes in rating	each	\$189.00
Sec. 222	For services of 600 volts or less and over 200 amperes to 1,000 amperes in rating	each	\$380.00
Sec. 223	For services over 600 volts or over 1,000 amperes in rating	each	\$571.00
Miscellaneous Apparatus, Conduits and Conductors			
Sec. 224	For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth (64% cost recovery)		\$60.00
Other Inspections and Fees/Solar Electric Systems			
Sec. 225A	Residential -Single Family/Duplex Solar System up to 38 kW: <i>Cost covers two inspections, any additional inspections will be charged by hourly charge in Section 414.</i> (Instant Permit)		\$430.00
Sec. 225B	Residential - Single Family/Duplex Solar System (up to 38kW) + Energy Storage System (ESS) <i>Cost covers four building inspections and one Fire Department inspection, any additional building inspections will be charged by hourly charge in Section 414 and Fire Department inspections per Chapter 5, section I (C).</i> (Instant Permit)		\$770.00
Sec. 225C	Residential - Single Family/Duplex Solar System (up to 38kW) + Energy Storage System (ESS) + Electric Vehicle Charger (EV). <i>Cost covers four building inspections and one Fire Department inspection, any additional building inspections will be charged by hourly charge in Section 414 and Fire Department inspections per Chapter 5, section I (C).</i> (Instant Permit)		\$815.00
Sec. 225D	Residential -Single Family/Duplex Energy Storage System (ESS) ONLY <i>Cost covers two building inspections and one Fire Department inspection, any additional building inspections will be charged by hourly charge in Section 414 and Fire Department inspections per Chapter 5, section I (C).</i> (Instant Permit)		\$675.00
Sec. 225E	Residential -Single Family/Duplex Electric Vehicle Charger (EV) ONLY <i>Cost covers two inspections, any additional inspections will be charged by hourly charge in Section 414.</i> (Instant Permit)		\$285.00
Sec. 226A	Multi-Family Residential (3 or more units) and Commercial Solar, Energy Storage System (ESS) or Electric Vehicle Chargers (EV)		
Sec. 226B	<u>Plan Review</u> - will be charged hourly (2 hour minimum) <i>Hourly plan review per section 535.</i>		\$488.00 minimum
Sec. 226C	Solar and Electric Vehicle charger (EV) <u>permit fee</u> hourly (2 hour minimum) <i>Inspector hourly rate per section 414.</i>		\$378.00 minimum
Sec. 226D	Energy Storage Systems (ESS) permit fee hourly (2 hour building inspection minimum & 1 hour Fire Department inspection minimum) <i>Any additional building inspections will be charged by hourly charge in Section 414 and Fire Department inspections per Chapter 5, section I.C.</i>		\$797.00 minimum (\$488.00 for building inspections and \$309.00 for Fire inspection)
Sec. 227	Electric Battery Storage Units (13.5 kw)		\$189.00
Sec. 228	Stand by Power Systems (13.5 kw)		\$189.00

Community Development - Building Fees

	III. Mechanical Permit and Related Fees		
Sec. 300	Permit Issuance		\$94.00
	New Residential Buildings Mechanical Permit fee		20% of Building Permit
	New Non-Residential Buildings Mechanical Permit fee		18% of Building Permit
	Plan Check fee for Mechanical - New		60% of the Mechanical Permit Fee + Mechanical Issuance Fee for New Buildings
	Plan Check Fee for Mechanical - Addition/Alternations/Repairs		60% of Mechanical Fixture Count Total + Mechanical Permit Issuance Fee
	Unit Fee Schedule		
Sec. 301	For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h		\$189.00
Sec. 302	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h		\$380.00
Sec. 303	For the installation or relocation of each floor furnace, including vent		\$189.00
Sec. 304	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater		\$189.00
Sec. 305	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit		\$189.00
Sec. 306	For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code		\$189.00
Sec. 307	For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h		\$189.00
Sec. 308	For the installation or relocation of each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h		\$189.00
Sec. 309	For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h		\$189.00
Sec. 310	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h		\$189.00
Sec. 311	For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h		\$761.00
Sec. 312	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto		\$761.00
Sec. 313	For each air-handling unit over 10,000 cfm		\$761.00
Sec. 314	For each evaporative cooler other than type		\$380.00
Sec. 315	For each ventilation fan connected to a single duct		\$189.00
Sec. 316	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit		\$380.00
Sec. 317	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood		\$761.00
Sec. 318	For the installation or relocation of each domestic-type incinerator		\$189.00
Sec. 319	For the installation or relocation of each commercial or industrial-type incinerator		\$1,143.00
Sec. 320	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code or fee schedule		\$380.00

Community Development - Building Fees

	IV. Plumbing Permit and Related Fees		
Sec. 400	Permit Issuance		\$94.00
	System Fee Schedule		
	New Residential Buildings Plumbing Permit Fee		20% of Building Permit
	New Non-Residential Buildings Plumbing Permit fee		18% of Building Permit
	Plan Check fee for Plumbing - New		60% of the Plumbing Permit Fee + Plumbing Issuance Fee for New Buildings
	Plan Check Fee for Plumbing - Addition/Alternations/Repairs		60% of Plumbing Fixture Count Total + Plumbing Permit Issuance Fee
	Unit Fee Schedule		
Sec. 401	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)		\$94.00
Sec. 402	For each building sewer		\$189.00
Sec. 403	Rainwater systems - per drain (inside building)		\$189.00
Sec. 404	For each water heater (including solar powered) and/or vent (50% cost recovery)		\$94.00
Sec. 405	For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps		\$380.00
Sec. 406	For installation, alteration, or repair of water piping and/or water treating equipment		\$94.00
Sec. 407	For repair or alteration or drainage or vent piping, each fixture		\$47.00
Sec. 408	For each lawn sprinkler system or any one meter, including backflow protection devices therefore		\$47.00
Sec. 409A	For atmospheric-type vacuum breakers, not included above: 1 to 5		\$94.00
Sec. 409B	For atmospheric-type vacuum breakers, not included above: Over 5 (each)		\$15.00
Sec. 410	For each backflow protective device other than atmospheric-type vacuum breakers: 2 inches and smaller (50% cost recovery)		\$94.00
Sec. 411A	For each backflow protective device other than atmospheric-type vacuum breakers: over 2 inches		\$189.00
Sec. 411B	For each gas piping system of one to four outlets		\$189.00
Sec. 412	For each gas piping system of five or more outlets, per outlet in excess of 4		\$31.00
	V. Other Inspections and Fees		
Sec. 413	Inspections outside of normal business hours (Minimum charge - two hours)		1.5x FBHR for Overtime, 2x FBHR Holidays
Sec. 414A	Re-inspection Fees (for all services) – 1st re-inspection		No Charge
Sec. 414B	Re-inspection fee assessed under provisions of §305(g) of the UBC	each	\$189.00
Sec. 415	Inspections for which no fee is specifically indicated (Minimum charge one-half hr)	hour	\$189.00
Sec. 416	Additional plan review - for 4th and subsequent reviews, revisions, RFI's and any additional plan reviews.	hour	\$244.00
Sec. 417	Investigative fee (shall be the same as permit fee), paid in addition to the permit fee		See §106.4.4 of CPC
Sec. 418	Projects without a fee set. (Percentage may be modified by the Community Development Director, to ensure 100% recovery of the City's fully burdened cost of providing the service.)		1.5% of valuation or contract amount
Sec. 419	Stop Work Notice (1 hr minimum, 0.5 FBHR increments)	hour	Actual Cost - Deposit Required
Sec. 420	Code Compliance Investigation (0.5 FBHR increments)	hour	Actual Cost - Deposit Required
Sec. 421	Animal Control Service Permit (required for more than four adult cats, two adult dogs, or any two household pets over the age of four months including fowl, rabbits, chickens, ducks, turkeys, pigeons, doves or squabs.)	per fiscal year	\$380.00
Sec. 422	Annual Inspection performed by Community Development		\$189.00
Sec. 423	Expedited Permitting		Actual cost – Deposit Required

Community Development - Building Fees

Sec. 424	Residential Kitchen Remodel - like for like, no changes in the configuration of fixtures, applications, cabinets, walls, etc. <i>The cost covers four inspections, any additional inspections will be charged by hourly charge in Section 414. Kitchen remodels that are not like-for-like will be charged based on valuation and fixture counts</i>		\$480.00
Sec. 425	Residential Bathroom Remodel - like for like, no changes in the configuration of fixtures, cabinets, walls, etc. <i>Cost covers four Inspections, any additional inspections will be charged by hourly charge in Section 414. Bathroom Remodels that are not like-for-like will be charged based on valuation and fixture counts</i>		\$480.00
Sec. 426A	Reroofs - Single Family/Duplex buildings. <i>The cost covers two inspections, and additional inspections will be charged by hourly charge in Section 414. (Does not include cost of Hot Works permit -FD)</i>		\$335.00
Sec. 426B	Reroofs - Multi-family and Commercial reroofs 1-5,000 square feet. <i>The cost covers three inspections, and additional inspections will be charged by hourly charge in Section 414. (Does not include cost of Hot Works permit -FD)</i>		\$430.00
Sec. 426C	Reroofs - Multi-family and Commercial reroofs over 5,000 square feet. <i>The cost covers four inspections, and additional inspections will be charged by hourly charge in Section 414. (Does not include cost of Hot Works permit -FD)</i>		\$715.00
Sec. 427A	Single Family/Duplex window replacement - 1- 5 windows. <i>The cost covers two inspections, and additional inspections will be charged by hourly charge in Section 414.</i>		\$385.00
Sec. 427B	Single Family/Duplex window replacement - over 5 windows. <i>The cost covers two inspections, and additional inspections will be charged by hourly charge in Section 414.</i>		\$476.00
VI. Miscellaneous Fees and Provisions Related to Building, Electrical, Mechanical and Plumbing Regulations			
Sec. 500	Building permit fee, moved buildings (Said fee shall apply to the moving permit only and is in addition to or separate from all other permit fees required.)	each	\$2,108.00
Sec. 501	Technology Cost		5% of the building, mechanical, electrical, fire and plumbing permit
Sec. 502	Establishment of Valuation		Determined by the Chief Building Official based on the cost per square foot of construction ENR Cost Index per square foot with SF Bay Area modifier (FY2024-25 modifier = 1.21)
Sec. 503A	Strong Motion (Seismic Instrumentation Fee) – Category 1 (1-3 story residential) Construction		\$0.13 per \$1,000 valuation per §502, minimum \$0.50
Sec. 503B	Strong Motion (Seismic Instrumentation Fee) – Category 2 (3+ story residential and all commercial) Construction		\$0.28 per \$1,000 valuation per §502, minimum \$0.50
Sec. 504A	City Art Fee – Residential Building		5% of the building, mechanical, electrical, and plumbing permit fee
Sec. 504B	City Art Fee – Commercial (nonresidential) Building		7% of building, mechanical, electrical, and plumbing permit fee.

Community Development - Building Fees

Sec. 505A	Demolition Permit Fee - Residential Building, carport, garage, and similar accessory building: 1. Up to 4 dwelling units per building, maximum of 2 stories, 4,000 square feet total building area for all floors. 2. Carports & garages; maximum 6,000 square foot footprint, maximum 1 story. 3. Accessory buildings; maximum 6,000 square foot footprint, maximum 1 story.		\$522.00
Sec. 505B	Demolition Permit Fee-Small Commercial building and minor accessory structure: 1. Maximum 4,000 square foot footprint area 2. Maximum of 2 stories		\$522.00
Sec. 505C	Demolition Permit Fee - Projects with building larger than described above		\$1,044.00
	Plan Review Demolition plan		Actual Cost - Deposit Required
Sec. 506	Construction & Demolition Deposit and Administrative Fee		
	A. Deposit (Minimum deposit of \$1,000 and Maximum deposit of \$50,000.)	per estimated ton of debris	\$60.00
	B. Administrative Fee (Minimum of 1-hour fee shall be charged against the deposit.	per hour	\$174.00
Sec. 507	General Plan Maintenance		0.7% of building valuation for FY24-25 0.9% of building valuation for FY25-26 and ongoing
Sec. 508	Green Buildings- For projects certified as LEED Silver or higher (or a nationally recognized equivalent) upon completion of the project		10% refund of plan review and construction inspection fees
Sec. 508	Green Buildings Surcharge (Minimum \$1 per Building Permit application) The Senate Bill 1473 (Green Fee is assessed per \$25,000 in valuation		\$1.00
Sec. 510	Compliance Plan Deposit (Minimum deposit of \$500 and Maximum deposit of \$250,000.)		2% of remaining estimated value to completion as determined by the building official.
Sec. 510	Compliance Plan Administrative Fee (Minimum of 1-hour fee shall be charged against the deposit.)	per hour	\$174.00
VII. Independent Inspections			
Applications requesting inspection for the purposes of determining compliance with city codes and ordinances shall be accompanied by a non-refundable fee for such service computed in accordance with the following schedule:			
Sec. 531	Detached single family dwellings	each	\$189.00
Sec. 532	Duplexes and multi-family dwellings units	each	\$189.00
Sec. 532	Duplexes and multi-family dwellings units – additional unit	each	\$94.00
Sec. 533	An Excess Housekeeping Unit @ inspections (ADU)	each	\$189.00
Sec. 533	An Excess Housekeeping Unit @ inspections – additional unit (ADU)	each	\$94.00
Sec. 534	Pre-Site Inspections		\$189.00
	Request for New/Change in Address		Actual Cost - Deposit Required
	Temporary Certificate Occupancy Review		Actual Cost - Deposit Required
	Temporary Certificate Occupancy Deposit		50% of the Remaining Construction Value of Project
Sec. 536	FEE REFUNDS. The Community Development Director, or designee, may authorize the refunding of any fee paid hereunder, based on published department policy.		Not more than 80% of the permit fee within 1 year of payment where no services were provided
Sec. 537	Permit Reinstatement fees - See Department Policy for specific requirements		

Community Development - Building Fees

Sec. 537A	Permit renewal within 6 months of expiration date. One hour minimum charge in Section 414.		One half of the Building Permit fee at the time the reinstatement is being requested.
Sec. 537B	Permit renewal in excess of 6 months of expiration date		Full building permit fees at the time the reinstatement is being requested.
VIII. Plan Review			
Sec. 600	Coordinated Plan Review (Plan Check). Single fee, based on the project's valuation, covers the plan review for the Community Development, Fire and Public Works Departments of the building permit submittal. This fee does not cover additional fire plan review fees for fire systems or additional public works review fees for improvement plans or encroachment permits. For 4th plan review and subsequent reviews, revisions, and RFI's, actual cost will be charged. The fee adjustment in Sec. 601 for production construction for single-family homes is applicable to Coordinated Plan Review.		
	Single Family		
	Small (0-500 sq. ft.)		7.0% of valuation
	Medium (501-1,000 sq. ft.)		3.0% of valuation
	Large (1,001+ sq.ft.)		1.5% of valuation
	Multi-Family		
	Small (3-8 units)		1.2% of valuation
	Medium (9-20 units)		1.0% of valuation
	Large (21+ units)		0.9% of valuation
	Non-Residential		
	Small (0-2,000 sq. ft.)		4.5% of valuation
	Medium (2,001-5,000 sq. ft.)		1.9% of valuation
	Large (5,001-10,000 sq. ft.)		1.2% of valuation
	X-Large (10,001+ sq. ft.)		0.9% of valuation
Sec. 601	Building Division Plan Review (Plan Check)		
	A plan review fee when required by §107.3 of the CBSC shall be paid at the time of plans or specifications submission. In addition to the required permit fee.		60% of the building, mechanical, electrical and plumbing permit fee
	Plan Check (Plan Review) – Production Construction (After the first constructed building (model) of each type of design. No other changes can be made to the original planned construction or design of the building, or the full plancheck fee will apply). This fee category shall only apply when the project has at least 5 detached homes of identical structural design, and the production fee rate shall only apply to those of identical structural design after the first home.		50% of the building permit fee. 20% of the normal plan check fees
	Plan Check (Plan Review)- An hourly fee may be charged for plan check services, at the discretion of the Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.		Actual Cost - Deposit Required
	Additional plan review - for 4th and subsequent reviews, revisions, RFI's and any additional plan reviews.		Actual Cost - Deposit Required
Sec. 602	Planning Division Plan Review (Plan Check). Planning review of building permit applications for zoning and condition compliance. This fee is not charged for Coordinated Plan Review.		Actual Cost - Deposit Required
IX. Penalty			
Sec. 700	Work without a Permit- Investigative Penalty		Up to 10 X Permit Fee

Fees that are Actual Cost will include all staff time and consultant costs.

Community Development

X. PLANNING FEES				
Section	Description	Municipal Code Sections	Cost Recovery	Fee
Sec.0900A	Pre-Application w/o other depts		100%	\$3,448.00
Sec.0900B	Pre-Application w/ other depts (includes SB 330 preliminary review)		100%	\$7,240.00
Legislative Applications				
Sec.0902	General Plan Amendment, Specific Plan, or Specific Plan Amendment		100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0903	Zoning Change or Code Amendment	12.136	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0904	Planned Development (PD) zoning	12.96.190	100%	Actual Cost (Hourly Billing) - Deposit Required
Zoning and Subdivision Applications				
Sec.0905A	PD Permit (Admin)	12.96.190	100%	\$6,279.00
Sec.0905B	PD Permit (PC)	12.96.190	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0905C	PD Permit Modification (Admin)	12.96.190	100%	Apply Applicable ARP fee
Sec.0905D	PD Permit Modification (PC)	12.96.190	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0906	Development Agreement		100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0907A	PUP Admin Hearing	12.116	100%	\$6,031.00
Sec.0907B	PUP PC	12.116	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0908	Variance	12.124	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0909A	Ministerial Multi-Family Review on up to 0.5 acres (fee covers PD permit or equivalent permit and ARP permit)	12.245	100%	\$23,933.00
Sec.0909B	Ministerial Multi-Family Review 0.5 to 1 acre (fee covers PD permit or equivalent permit and ARP permit)	12.245	100%	\$31,692.00
Sec.0909C	Ministerial Multi-Family Review 1+ acres (fee covers PD permit or equivalent permit and ARP permit)	12.245	100%	\$39,451.00
Sec.0911A	Use Permit - Admin Hearing	12.112, 12.88	100%	\$4,059.00
Sec.0911B	Use Permit - PC, also PCN	12.112, 12.88	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0911C	Use Permit - change to LNC that increases NC or restore 50%+ damage	12.92.020	100%	\$4,059.00
Sec.0916A	Special Event Permit Application - Private Property		100%	\$1,642.00
Sec.0916B	Special Event Permit Application (recurring) - Private Property (event matching prior special event permit)		100%	\$801.00
Sec.0920A	Master Sign Program Application Fee (less than 1 acre) - sign permit and deviations added to this fee	12.104.220	100%	\$1,268.00
Sec.0920B	Master Sign Program Application Fee (more than 1 acre) - sign permit and deviations added to this fee	12.104.220	100%	\$2,220.00
Sec.0921A	Tentative Tract Map (PC)	12.36	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0921B	Tentative Parcel Map (Admin Hearing)	12.32	100%	\$7,906.00
Sec.0921C	Tentative Tract Map Extension (PC)	12.36.270	100%	\$2,820.00
Sec.0921D	Tentative Parcel Map Extension (Admin Hearing)	12.32.240	100%	\$2,279.00
Sec.0921E	Tentative Tract Map Amendment (PC)	12.36.280	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0921F	Tentative Parcel Map Amendment (Admin Hearing)	12.32.250	100%	\$3,759.00
Sec.0922	Lot Line Adjustment	12.52	50%	\$1,234.00
Sec.0924	Director's Determination or Interpretation or PCN w/o UP or Home Occupation not in enclosed structure, extension of LNC	12.76.080, 12.84.215, 12.84.130, 12.92.030, 12.92.020	75%	\$1,552.00
Sec.0925	Density Bonus	12.250	0%	\$0.00
Sec.0926A	Parking Compliance Application Fee	12.100.030.G	100%	\$3,045.00
Sec.0926A	Parking Compliance Application Fee (AB 2097)	12.100.030.G	0%	\$0.00

Community Development

X. PLANNING FEES				
Section	Description	Municipal Code Sections	Cost Recovery	Fee
Sec.0926C	Reductions to Required Parking Spaces (w/ Admin/DIR project)	12.100.030.H	100%	\$1,490.00
Sec.0926D	Reductions to Required Parking Spaces (w/ PC project)	12.100.030.H	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0927	Condominium Project - Tax (per § 3.16.160 of the Code of Ordinances)			\$1,000.00 per unit
Sec.0928	Single Family Residential - Tax (for-sale units only) (per § 3.17.160 of the Code of Ordinances)			\$1,000.00 per unit
Sec.0929	Hotel and Office (Medical, R&D, Administrative) - For net new floor area in Commercial Projects			\$12.00 per sq. ft.
Sec.0932A	TUP Admin (no posting/noticing for 3mo)	12.84.030.D	100%	\$2,094.00
Sec.0932B	TUP Admin (recurring)	12.84.030.D	100%	\$890.00
Sec.0932C	TUP PC	12.84.030.E	100%	\$4,737.00
Sec.0932D	TUP PC (recurring)	12.84.030.E	100%	\$2,361.00
Architectural Review Permit /Sign Permit Applications				
Sec.0935A	ARP admin minor R-1/R-2	12.108.015.A, 12.200	75%	\$2,516.00
Sec.0935B	ARP PC major R-1/R-2	12.108.015.A, 12.200	100%	\$4,968.00
Sec.0935C	ARP admin Site/Architectural/Landscape (S/A/L) minor - under 0.25 acres (+ most wireless, solar, outdoor dining)	12.108.015.B.1, 12.220.040, 12.84.110, 12.84.220	75%	\$1,182.00
Sec.0935D	ARP admin S/A/L minor - 0.25 to 1 acre	12.108.015.B.1	100%	\$2,358.00
Sec.0935E	ARP admin S/A/L minor - 1+ acre	12.108.015.B.1	100%	\$3,696.00
Sec.0935F	ARP admin small new const - minor - under 0.25 acre (+ wireless pole, height variation)	12.108.015.B.1, 12.220.040, 12.84.160	100%	\$3,015.00
Sec.0935G	ARP admin small new const - moderate - 0.25 to 1 acre	12.108.015.B.1	100%	\$4,933.00
Sec.0935H	ARP admin small new const - major - 1+ acre	12.108.015.B.1	100%	\$5,868.00
Sec.0935I	ARP PC large new const	12.108.015.B.2	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0938A	Sign Deviation (area - PC)	12.104.220	100%	\$3,437.00
Sec.0938B	Sign Deviation (height - admin)	12.104.220	100%	\$1,707.00
Sec.0939	Sign Permit Review (also Subdivision Signs)	12.104	100%	\$413.00
Noticing				
Sec.0940A	Newspaper Notice	12.132.030	100%	\$738.00 (\$450 newspaper cost + \$288 staff cost)
Sec.0940B	Mailed Notice 300'	12.132.030	100%	\$662.00 (\$200 material cost + \$462 staff cost)
Sec.0940C	Mailed Notice Adjacent	12.132.030	100%	\$308.00 (\$20 material cost + \$288 staff cost)
Sec.0940D	Posted Notice	12.132.030	100%	\$244.00
Miscellaneous				
Sec.0942A	Short Term Rental Zoning Permit	12.270.050	100%	\$1,357.00
Sec.0942B	Short Term Rental Bi-Annual Renewal	12.270.060	100%	\$900.00
Sec.0948	Reasonable Accommodation Application Fee	12.240	75%	\$1,309.00
Sec.0950	Certificate of Use Compliance, Zoning Clearance Permit, Zoning Conformance Letter, Rebuild Letter, Miscellaneous Permit, Buildable Lot Determination	12.84.190	100%	\$1,298.00
Sec.0951A	Affordable Housing Plan Alternative (DIR)	12.230.060	100%	\$2,286.00
Sec.0951B	Affordable Housing Plan Alternative (PC)	12.230.060	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0952	Affordable Housing Agreement (separate fee only for fixed fee applications, otherwise time included in hourly)	12.250.080	100%	\$1,385.00
Sec.0953A	ALUC review (separate fee only for fixed fee applications, otherwise time included in hourly)	12.84.180	100%	\$1,220.00
Sec.0953B	ALUC override	12.84.180	100%	Actual Cost (Hourly Billing) - Deposit Required

Community Development

X. PLANNING FEES				
Section	Description	Municipal Code Sections	Cost Recovery	Fee
Sec.0955A	Major Modification (DIR)	12.78.030.B	100%	Apply Applicable ARP fee
Sec.0955B	Major Modification (PC)	12.78.030.B	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0956	Merger	12.28.030	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.0957	Reversion to Acreage	12.60	100%	Actual Cost (Hourly Billing) - Deposit Required
Sec.1000A	Modifications to Map (Tract - PC)	12.56	100%	Covered with Tract Map fee
Sec.1000B	Modifications to Map (add to Parcel fee - Admin)	12.56	100%	\$3,113.00
Sec.1002	Extension (first)	12.78.050	100%	\$1,355.00
Sec.1003A	Extension (second - Admin)	12.78.050	100%	\$2,028.00
Sec.1003B	Extension (second - PC)	12.78.050	100%	\$3,349.00
Sec.1004A	Revocation/Reconsideration (DIR)		0%	\$0.00
Sec.1004B	Revocation/Reconsideration (PC)		0%	\$0.00
Appeals				
Sec.1100	Appeal to City Manager	12.078.060	15%	\$343.00
Sec.1101	Appeal to Planning Commission	12.64, 12.78.060, 12.20.070.C	15%	\$976.00
Sec.1102	Appeal to City Council	12.64, 12.78.060	20%	\$1,608.00
Environmental Review				
Sec.1200	CEQA - Exemption (Expanded), Negative Declaration, Mitigated Negative Declaration, Environmental Impact Report		100%	Actual Consultant Cost + 15% Admin Overhead. Full deposit required.
Sec.1202	CEQA - Notice of Determination filing fee		100%	County Fee Schedule + 15% Admin Overhead
Sec.1203A	CEQA Exemption (standard) (separate fee only for fixed fee applications, otherwise time included in hourly)		100%	\$225.00
Sec.1203B	CEQA Exemption (standard) (applicable when not with another planning permit by the City)		100%	\$669.00
Sec.1204	CEQA - Dept of Fish and Wildlife Fee		100%	CDFW Fee Schedule + 5% Admin Overhead
Sec.1205	Consultant Technical Studies and/or Peer Review of Technical Studies		100%	Actual Consultant Cost + 15% Admin Overhead. Full deposit required.
Miscellaneous				
Sec.1206	Contract Planning		100%	Actual Consultant Cost + 15% Admin Overhead
Sec.1302	Digitization & Technology Fee			10% of total fees (fixed or deposit (including admin overhead))
Sec.1303	Commercial Cannabis Operator's Permit	12.300	100%	Actual Cost (Hourly Billing) - \$20,000 Deposit Required
Sec.1304	Commercial Cannabis Operator's Permit Renewal	12.300	100%	Actual Cost (Hourly Billing) - \$5,000 Deposit Required
For applications that do not have a listed fee, the Community Development Director is authorized to utilize the fee of the application type that will have most comparable number of expected hours, or use actual cost (hourly billing)				
For projects that involve a combination of fixed fee and actual cost (hourly billing) applications, the Community Development Director is authorized to utilize hourly billing for some or all of the fixed fee applications.				
The Community Development Director is authorized to issue refunds based on the amount of staff time that has been spent on the application, within the following parameters: refunds following the first round of comments shall be no more than 75%. Refunds following the second round of comments shall be no more than 50%. Refunds following the the posting of agenda packets for final action shall be no more than 10%.				

Community Development

XI. Development Impact Fees						
Subject to increase each July 1st based on CCI for San Francisco, as Published by ENR						
Land Use	Community	Public Safety	General Government	Transportation	Utilities	Total
Residential						
Single Family (per unit)	\$20,630.79	\$1,531.95	\$2,167.94	\$4,512.55	\$2,967.99	\$31,811.21
Multi Family (per unit)	\$19,233.38	\$1,530.68	\$2,034.18	\$3,491.67	\$2,786.27	\$29,076.19
Non-Residential						
Office (per sq. ft.)	\$11.55	\$0.77	\$1.25	\$9.30	\$2.30	\$25.16
Industrial (per sq. ft.)	\$4.59	\$0.30	\$0.49	\$3.72	\$1.44	\$10.55
Retail (per sq. ft)	\$7.45	\$0.82	\$0.81	\$11.98	\$14.30	\$35.35
Hotel (per room)	\$1,890.32	\$127.45	\$203.17	\$2,043.01	\$1,635.42	\$5,899.38

XII. Bayhill Specific Plan Area Development Impact Fee Rates	
Subject to increase each July 1st based on CCI for San Francisco, as Published by ENR	
Land Use	Fee Amount/Unit
Non-Residential	
Office (per sq. ft.)	\$6.66
Retail (per sq. ft.)	\$35.01
Hotel (per hotel room)	\$6,189.78
Multi Family Residential	
Units equal to or less than 407 sq.ft. (per unit)	\$3,800.80
Units between 407-2,034 sq.ft. (per sq. ft.)	\$9.34
Units equal to or greater than 2,034 sq.ft. (per unit)	\$19,001.82
Fee includes a 5% administrative charge to cover cost of implementing and administering the Bayhill Area DIF Program	

XIII. Affordable Housing Fee	
Subject to increase each July based on CCI for San Francisco, as published by ENR	
Type of Residential Unit	Fee per Square Foot of Net New Residential Floor Area
Single-Family Detached Home	\$37.85
Condominiums	\$35.05
Apartments	\$35.05
Nonresidential Use	Fee per Square Foot of Net New Non-Residential Floor Area
Hotel	\$17.52
Retail, Restaurants and Services	\$8.76
Office, Medical Office and Research and Development Uses	\$17.52

Community Development

XIV. Parking In-Lieu Fee	
Subject to increase each July 1st based on CCI for San Francisco, as published by ENR	
Transit Corridors Plan, and U.S. Navy Site Specific Plan Areas Office Land Use (per space)	
\$32,260.45	
Transit Corridors Plan, and U.S. Navy Site Specific Plan Areas - All Non-Residential Land Uses (Except Office Land Uses)	
1-5 Stalls (per stall)	\$3,226.68
6-10 Stalls (per stall)	\$6,452.09
More than 10 Stalls (per stall)	\$10,297.38
Bayhill Specific Plan Area for Non-Residential Land Uses (per space)	
\$77,425.07	

Chapter 4: Finance

I. Delinquencies

A.	Overdue Utility Invoice	\$10.00 or 10%, whichever is greater, delinquent 1 business day following due date
B.	Overdue Business License Invoice	20% per month on the first calendar day of each month following August. Maximum delinquent charge, permissible by Municipal Code, 100% of tax due.

II. Business Tax Services

A.	New Business Application Fee		
	1. In-Town based business (50% cost recovery)		\$142.00
	2. Out-of-town based business		\$228.00
B.	Special Business Tax Database Reports	per hour/ 1-hr minimum	\$510.00

III. Permits

A.	Peddlers, Solicitors, Temporary Vendors – Application (50% cost recovery)	Rate plus applicable fingerprinting and Department of Justice Fees	\$352.00
B.	Peddlers, Solicitors, Temporary Vendors – Appeal Denial of Application		\$747.00

IV. Gambling Club Tax

Every person, corporation, partnership or other entity conducting the business of a gambling club shall pay a quarterly tax in advance, and due on January 1st, April 1st, July 1st and October 1st of each calendar year. Commencing January 1, 1995, the tax per quarter shall be calculated as follows:

Tables Permitted by Gambling Club License	1995 Quarterly Tax Per Table (Base)	FY2024-25 Quarterly Tax per Table
Minimum 10	\$ 400	\$ 896.29
11 to 15	1,200	\$ 2,689.93
16 to 20	1,800	\$ 4,037.56
21 to 25	2,400	\$ 5,384.12
26 to 30	3,000	\$ 6,730.69
31 to 35	3,600	\$ 8,078.32
36 to 40	4,200	\$ 9,420.61
41 to 45	4,800	\$ 10,772.51
46 to 50	5,400	\$ 12,118.01
51 to 55	6,000	\$ 13,465.64
56 to 60	6,600	\$ 14,807.94

Beginning with the above schedule, the tax paid by gambling clubs shall automatically increase July 1st of each year, commencing July 1, 1995, by the greater of 2% or the average of the annual percentage increase in the All Urban Consumer Price Index for the San Francisco/ San Jose/Oakland area for the months ending February 28th (or 29th) and April 30th.

Chapter 5: Fire

I. Fees Related to Plan Checks, Pre-Inspections, Inspections, Re-inspections, and Fire Code Permits

	Description	Unit	Notes	Fee
A.	Fire Life Safety Plan Check Review	Per hour	1 hour minimum	\$309.00
B.	Pre-Inspection or Pre-Construction Consultation	Per hour	1 hour minimum	\$309.00
C.	Fire Safety Inspection	Per hour	1 hour minimum	\$309.00
D.	Re-inspection Fees (for all services) – 1st re-inspection			No Fee
E.	Re-inspection Fees (for all services) – 2nd re-inspection			Initial fee plus 25%
F.	Re-inspection Fees (for all services) – 3rd and each			Initial fee plus 50%
G.	Technology Cost			5% of the building, mechanical, electrical, fire, and plumbing permit
H.	Expedite Building or Planning Check fees	Per hour		\$594.00
I.	Consultation and Planning	Per hour		\$309.00
J.	After Hour Inspections (After hour inspections refers to all inspections performed after 5PM and prior to 7AM.)		2 hour minimum	\$927.00 per 2 hour

II. General Business Inspection

A.	1-2,000 sq. ft.	Per unit		\$266.00
B.	2,001-5,000 sq. ft.	Per unit		\$315.00
C.	5,001 to 10,000 sq. ft.	Per unit		\$364.00
D.	10,001 to 20,000 sq. ft.	Per unit		\$415.00
E.	20,001 to 40,000 sq. ft.	Per unit		\$465.00
F.	40,001 to 80,000 sq. ft.	Per unit		\$515.00
G.	80,001 to 120,000 sq. ft.	Per unit		\$564.00
H.	120,001 to 150,000 sq. ft.	Per unit		\$613.00
I.	150,001 to 200,000 sq. ft.	Per unit		\$662.00
J.	200,001 and up	Per Hour		Actual Cost

Fire Department

III. Multiple Dwelling Units Annual Fire Inspection (3 or more units)

1	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Apartment Houses and Condominium complexes	Lesser of	
		Unit or	\$40.00
		Bldg	\$442.00
2	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Motels, Hotels and Lodging Houses	Lesser of	
		Unit or	\$74.00
		Bldg	\$797.00
3	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Large Complexes (over 75 living units or 9 or more buildings and may have private fire lanes and/or private fire hydrants)	Greater of	
		Unit or	\$3,638.00
		Hour	\$364.00

IV. Licensed Care Facilities

1	Pre-inspection of licensed community care	Per hour	\$182.00
2	Residential Care Facility +6		\$436.00

V. General Fire & Life Safety Services

	Consultation & Research, Pre-application meetings & design review, property survey, general construction inspections, processing, scheduling, and record keeping Residential		12% of Building Permit fees for Commercial and Multi-Family
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Fire Department

VI. Fire Alarms/Fire Protection Systems		
Monitoring System		\$304.00
Manual System		\$304.00
Automatic System		\$504.00
Combination System		\$702.00
Emergency Responder Radio Coverage System Permit		\$617.00
Multi-Residential or Commercial Fire Alarm Remodel or Repair (Device relocation/adjustment		\$205.00
Fixed Fire Extinguishing System		\$404.00
Standpipe System		\$504.00
Storage Tank (above or below ground)		\$304.00

VII. Fire Sprinkler Systems		
One- or two-Family Dwelling Fire Sprinkler System (NFPA 13D)	Flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actual perform each inspection)	\$702.00
Multi-Residential or Commercial Fire Sprinkler System (NFPA 13 or 13R) Permit – Single Story (incl. T.I) Permit – Multi story	Flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actual perform each inspection)	\$1,100.00
Multi-Residential or Commercial Fire sprinkler Remodel or Repair (Sprinkler head relocation/adjustment		\$304.00
Fire Service Line Inspection		\$304.00

Fire Department

VIII. Miscellaneous				
B.	Other Fire Service Detail – Engine or truck company	Per hour	Plus material	\$1,246.00
C.	Other Fire Service Detail – One person on fire watch detail	Per hour		\$328.00
D.	Response to False Alarms within any 30-day period – Single Engine: Third Response			\$709.00
E.	Response to False Alarms within any 30-day period – Single Engine: Fourth Response			\$944.00
F.	Response to False Alarms within any 30-day period – Single Engine: Fifth subsequent Response			\$1,389.00
G.	Response to False Alarms within any 30-day period – Full First Alarm Assignment: Third Response			\$2,129.00
H.	Response to False Alarms within any 30-day period – Full First Alarm Assignment: Fourth Response			\$2,129.00
I.	Response to False Alarms within any 30-day period – Full First Alarm Assignment: Fifth and subsequent Responss			\$2,318.00
K.	Driving Under the Influence (DUI) Emergency Response		Per Government Code Section 53150-58	Actual Cost
L.	Community Cardiopulmonary Resuscitation (CPR) Class - Residents		No charge for staff time, only cost of materials	\$25.00
M.	Community Cardiopulmonary Resuscitation (CPR) Class – Non-Residents			\$50.00

Fire Department

IX. General Permit

When multiple General Permits are required, the largest fee is charged plus \$100.00 for each additional permit.

	Aerosol Products	\$394.00
	Amusement Buildings	\$394.00
	Aviation Facilities	\$692.00
	Battery System	\$692.00
	Carnivals and Fairs	\$394.00
	Combustible Fiber Storage	\$394.00
	Combustible Material Storage	\$394.00
	Compressed Gasses	\$394.00
	Commercial Occupancy Assigned to Prevention	\$394.00
	Commercial Rubbish-Handling Operation	\$394.00
	Cryogenics	\$394.00
	Dry Cleaning Plants	\$394.00
	Dust-Producing Operations	\$394.00
	Exhibits & Trade Shows – Display Both	\$394.00
	Exhibits & Trade Shows – With Open Flame	\$394.00
	Exhibits & Trade Shows – Display Fuel Powered Equipment	\$394.00
	Explosives or Blasting Agents	\$692.00
	Fire Hydrants and Water Control Valves	\$394.00
	Flammable or Combustible Liquids	\$692.00
	Hazardous Materials	\$692.00
	High-Piled Combustible Storage – 20,000 square feet or less	\$692.00
	High-Piled Combustible Storage – more than 20,000 feet	\$792.00
	Highrise	\$714.00
	Hot-Works - One Time Application	\$154.00
	Hot-Works Operations - Yearly issued permit	\$394.00
	Liquefied Petroleum Gasses	\$692.00
	Liquid-or-gas fueled vehicles or Equipment in Assembly Buildings	\$692.00
	Live Audiences	\$692.00
	Lumber Yards storing in excess of 100,000 board feet	\$543.00
	Magnesium Working	\$394.00
	Mobile Food Truck	\$245.00
	Motor Vehicle Fuel Dispensing Stations	\$394.00
	Open Burning	\$394.00
	Organic Coating	\$394.00
	Ovens, Industrial Baking and Drying	\$394.00
	Parade Floats	\$394.00
	Places of Assembly	\$642.00
	Production Facilities	\$642.00
	Pyrotechnical and Special Effects Material	\$692.00
	Radioactive Materials	\$394.00
	Refrigeration Equipment	\$543.00
	Repair Garage	\$394.00
	Seasonal Event Permit	\$394.00
	Spraying and Dipping	\$394.00
	Tents, Canopies, and Temporary Membrane Structures	\$714.00
	Tire Storage	\$394.00
	Wood Products	\$394.00

Chapter 6: Library

I. Charges for Lost Material and Damaged Material and Missing Parts

A.	Lost Item	Cost of item plus processing Fee	\$6.00
B.	Lost Periodical	Cost of item plus processing Fee	\$2.00
C.	Damage Material and Missing Parts		
	1. <i>Minor Damage (0% cost recovery)</i>		\$0.00
	2. <i>Severe Damage</i>	Cost of item plus processing Fee	\$6.00
D.	Missing or damaged CD or Cassette for an audiobook or a missing CD-ROM or floppy disk accompanying a book or video item		\$12.00

II. Other Charges

A.	Replacement of Lost Library Card		\$3.00
B.	Reserving Materials (Per Item) Outside Peninsula Library System (21% cost recovery)		\$10.00
C.	Peninsula Library System Reserve Item Not Picked Up (0% cost recovery)		\$0.00
D.	Processing Fee for Lost Materials		\$6.00
E.	Proctoring Examinations		
	1. <i>Resident (75% cost recovery)</i>		\$115.00
	2. <i>Non-Resident</i>		\$145.00
F.	Service Charge for Debt Collection		\$12.00
G.	Charge for Faxing Services		
	1. <i>First Page</i>		\$2.00
	2. <i>All subsequent pages</i>	per page	\$1.00
H.	Photocopies Printouts		
	1. <i>Black/White</i>	per page	\$0.15
	2. <i>Color</i>	per page	\$0.30
I.	Computer Printouts		
	1. <i>Black/White - first three pages free, per page cost thereafter</i>	per page	\$0.15
	2. <i>Color</i>	per page	\$0.30

Chapter 7: Police

I. Alarms and Fingerprinting

A.	Repeat False Alarm Within a 180-Day Period		
	Third Alarm		\$121.00
	Fourth Alarm		\$151.00
	Fifth Alarm and subsequent alarms		\$182.00
B.	Fingerprinting Service (Required for all Permits) Live scan		Actual Costs as established by the California Department of Justice plus staff time

II. Permits

A.	Cardroom License and Permits		
	Gambling Club License	Rate plus deposit, actual cost of staff time plus live scan	\$1,443.00
	1. Annual Renewal, table count		\$337.00
	2. Duplicate License		\$99.00
	3. Cardroom License and Permits – Notary Fees		Actual Cost
B.	Work Permit, Initial		\$727.00
	1. Renewals	Rate plus applicable fingerprinting, Department of Justice and notary fees as set forth in GC 8211	\$222.00
	2. Duplicate Copy		\$64.00
	3. Appeal Denial of Application		\$1,083.00
C.	Pawn Broker/Secondhand Dealer - Dealer License	Rate plus live scan cost	\$727.00

Police

Permits Continued

	2. Employee, Initial	Rate plus applicable fingerprinting and Department of Justice fees	\$520.00
	3. Renewal	Rate plus applicable fingerprinting and Department of Justice fees	\$260.00
	4. Duplicate Copy		\$64.00
	5. Appeal Denial of Application		\$1,083.00
D.	Places of Public Amusement, Public Dance, or Entertainment		
	1. Application	Rate plus applicable fingerprinting and Department of Justice fees	\$4,643.00
	2. Transfer License		\$4,544.00
	3. Appeal Denial of Application		\$5,104.00
E.	Sidewalk Vendors		
	<i>"Sidewalk vendor" or "vending" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path</i>		
	1. Application	Rate plus applicable fingerprinting and Department of Justice fees	\$705.00

III. Vehicle Services

A.	Driving Under the Influence (DUI) Emergency Response		Actual Cost per Government Code Section 53150-58
	1. Vehicle Manslaughter	Rate or maximum allowed by law, which-ever is greater	\$1,312.00
	2. Stored Vehicle Release		\$217.00

IV. Animal Control

	Animal Control Services		Fees shall be consistent with those charged by the SMC Division of Animal Control Services
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Police

V. Residential Permit Parking			
A.	Permit Issuance (1st Permit)		No Fee
B.	Permit Issuance (2nd Permit)	per year	\$60.00
C.	Replacement Sticker		\$130.00
D.	Visitor/Guest/Caregiver Parking Placard (6 guest passes per month)	Rate per day	\$6.00
		Rate per week	\$60.00

VI. Miscellaneous			
A.	Police Report Reproduction		\$31.00
B.	Photographic Reproduction:		\$64.00
C.	Audio Recording Reproduction: * Subpoena required* Civil Subp \$15/Criminal Subp no charge		
	1. Production Reproduction		\$189.00
	2. Duplication:		\$189.00
	3. Booking Fee		SMC Rate
D.	Visa Clearance Letter		\$97.00
E.	Police Safety Plan Check		Actual cost
F.	Party Nuisance Response Fee (Third Response in Twenty-Four Hour Period)		Actual cost
	Civil Subpoena (9% cost recovery)(Legislative max \$15)		\$15.00
G.	Civil Subpoena – Officer Appearance (34% cost recovery)(Legislative max \$275)		\$275.00
H.	Contractual Outside Detail for Uniformed Officers: All Other		\$279.00
I.	Storage of Firearm		\$182.00
	Storage of Firearm – each additional (see Appendix)		\$30.00
J.	Storage of Vehicles Towed to SBPD and stored as evidence, charges commence 30 days after written notice to R/O, L/O and or insurance, etc. of needed release (See Appendix CA Vehicle Code Section 22850.5)	Rate per day (Amount determined by OPTS Tow Rotation)	\$103.00

Police

VII. Massage Establishment		
Establishment Certificate for Non-Practitioner Owners – Basic Fee <i>Investigation CAMTC/Verification/Processing/Safety Inspection</i>		Actual Costs of investigations and background checks
Establishment Certificate for Non-Practitioner Owners – Bi-Annual Renewal Basic Fee Annual Renewal Basic Fee <i>Investigation CAMTC/Verification/Processing/Safety Inspection</i>		Actual Costs of investigations and background checks
Establishment Certificate for Practitioner/Owner – Basic Fee <i>Verification/Processing/Safety Inspection</i>		Actual Costs of investigations and background checks
Establishment Certificate for Practitioner/Owner – Bi-Annual Renewal Basic Fee <i>Verification/Processing/Safety Inspection</i>		Actual Costs of investigations and background checks
Appeal Process for Denial – Non-Practitioner Owners <i>Investigation CAMTC/Verification/Processing/Safety</i>	Rate plus actual time spent x rate per hour	\$607.00
Appeal Process for Denial –Practitioner/Owner	Rate plus actual time spent x rate per hour	\$303.00

Police

VIII. Administrative Fines	
Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – First Violation	\$121.00
Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – Second Violation of the same provision	\$243.00
Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – Third Violation of the same provision	\$607.00
Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – Late Payment fee	10% of unpaid balance
Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – First Violation	\$121.00
Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – Second Violation of the same provision	\$607.00
Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – Third Violation of the same provision	\$1,215.00
Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code – Late Payment fee	10% of unpaid balance
IX. Cannabis Establishment	
Commercial Cannabis Operator's Permit Review and Background Checks	Actual Costs of investigations and background checks
Commercial Cannabis Operator's Permit Renewal and Background Checks	Actual Costs of investigations and background checks

Police: Schedule of Parking Penalty and Fine Forfeiture

Schedule of Parking Penalty and Fine Forfeiture

The California Vehicle Code authorizes the City Council to establish local parking regulations and to set penalties for violations.

Description	Fine	Delinquent Fee
Drive Park Public Grounds	\$58.00	\$43.00
Bicycle on Sidewalk	\$58.00	\$43.00
Vending in Vista Area	\$58.00	\$43.00
Permit Parking	\$87.00	\$43.00
Parked in Fire Lane	\$116.00	\$43.00
Within an Intersection	\$116.00	\$43.00
Crosswalk	\$116.00	\$43.00
Between Zone and Curb	\$58.00	\$43.00
15 ft. of Firehouse	\$58.00	\$43.00
Blocking a Driveway	\$58.00	\$43.00
Parking on a Sidewalk	\$58.00	\$43.00
Near Excavation	\$58.00	\$43.00
Double Parking	\$116.00	\$43.00
Loading Zone	\$87.00	\$43.00
Parked in Tunnel	\$58.00	\$43.00
Parked on Bridge	\$58.00	\$43.00
Pkd Red Zone Accessible Curb Ramp	\$359.00	\$43.00
Parked Within 18-in of Curb	\$58.00	\$43.00
Within 18-in of Curb	\$58.00	\$43.00
Posted No Parking State Highway	\$87.00	\$43.00
Accessible Parking	\$394.00	\$43.00
Accessible Crosshatch	\$394.00	\$43.00
Accessible Space/Crosshatch	\$394.00	\$43.00
Crosshatch	\$394.00	\$43.00
Parked Within 15 ft of Hydrant	\$58.00	\$43.00
Unattended Running Vehicle	\$58.00	\$43.00
Stopped 7-1/2' of RIR Track	\$58.00	\$43.00
Obstruct Sidewalk access/Accessible Curb Ramp	\$394.00	\$43.00
Abandoned Vehicle	\$134.00	\$43.00
Rear Reflectors req. \$10/proof	\$58.00	\$43.00
Turn Signals req. \$10/proof	\$58.00	\$43.00
Mirrors Required req. \$10/proof	\$58.00	\$43.00
Windshield Required req. \$10/proof	\$58.00	\$43.00
No Gas Cap req. \$10/proof	\$58.00	\$43.00
Low Tire Tread req. \$10/proof	\$58.00	\$43.00
Mudguard Required req. \$10/proof	\$58.00	\$43.00
Unregistered Vehicle req. \$10/proof	\$73.00	\$43.00
Foreign Registration	\$58.00	\$43.00
Stolen Plates/Fail to Report	\$58.00	\$43.00
Improper Use of Registration	\$155.00	\$43.00
False Evidence of Registration	\$155.00	\$43.00
Reg. Displayed Wrong Vehicle	\$58.00	\$43.00
License Plate/wrong vehicle	\$599.00	\$43.00
Use Motor Vehicle Human Habi Prohibited	\$58.00	\$43.00
Display of Plates req. \$10/proof	\$58.00	\$43.00
Position of Plates req. \$10/proof	\$58.00	\$43.00
Impair Recognition of License Plate req. \$10/proof	\$116.00	\$43.00
License Plate Cover - \$10/proof	\$58.00	\$43.00
Improper Display-Plates req. \$10/proof	\$58.00	\$43.00
No Tabs req. \$10/proof	\$58.00	\$43.00

Police: Schedule of Parking Penalty and Fine Forfeiture

Schedule of Parking Penalty and Fine Forfeiture

The California Vehicle Code authorizes the City Council to establish local parking regulations and to set penalties for violations.

Description	Fine	Delinquent Fee
Bus Zone / Red Zone / Sign	\$58.00	\$43.00
No Parking / Curb Red	\$58.00	\$43.00
Parking Median Strip	\$58.00	\$43.00
No Parking Anytime/Red Zone	\$58.00	\$43.00
Street Cleaning	\$46.00	\$43.00
Fire Lane	\$116.00	\$43.00
Loading Zone	\$87.00	\$43.00
Yellow/Green/White Zone	\$87.00	\$43.00
Accessible Parking Space	\$116.00	\$43.00
Wheels not Curbed on Street	\$58.00	\$43.00
Wheels not Curbed off Street	\$58.00	\$43.00
Parked Over 72 Hours	\$116.00	\$43.00
Vehicle Parking Disposal for Sale	\$58.00	\$43.00
Repair of Vehicle on Street	\$87.00	\$43.00
Overtime Parking	\$87.00	\$43.00
Parked Outside of Markings	\$87.00	\$43.00
No Parking or Standing	\$116.00	\$43.00
Parking on City Property	\$58.00	\$43.00
Designated Comm Route	\$116.00	\$43.00
Ex Wt Hire Adver. Out of Com RT	\$128.00	\$43.00
Restricted Comm Parking Oversize	\$116.00	\$43.00
Removal of Markings / chalk	\$116.00	\$43.00
Parked on Front Lawn	\$58.00	\$43.00
Abandoned Veh Private Prop	\$149.00	\$43.00
Admin Cost to Remove Vehicle	\$116.00	\$43.00
Taxi Zone	\$58.00	\$43.00
Obstructing Flow of Traffic	\$116.00	\$43.00
Within 15 ft of Fire Hydrant	\$58.00	\$43.00
Red Zone	\$116.00	\$43.00
Yellow Zone	\$87.00	\$43.00
Parked After Hours	\$58.00	\$43.00
No Pkg Signed Area	\$116.00	\$43.00
Fire Trail	\$116.00	\$43.00
Equestrian or Hiking Trail	\$58.00	\$43.00
Blocking Entrance/Exit Gate	\$116.00	\$43.00
Lawn or Grassy Area	\$58.00	\$43.00
Picnic Area	\$58.00	\$43.00
Take up More Than One Space	\$87.00	\$43.00
Administrative Fee	\$0.00	\$0.00
Returned Check Fee	\$29.00	\$0.00
Collection Fee	\$0.30	\$0.00
Correctable Amount	\$11.00	\$0.00
Effective Date of Fines	\$0.00	\$0.00
ICS Collection Fee	\$29.00	\$0.00
Original Citation Not Received	\$0.00	\$0.00

Police Department

Firearm Storage Fees

33875. (a) Notwithstanding any other law, no law enforcement agency or court shall be required to retain any firearm, ammunition feeding device, or ammunition for more than 180 days after the owner has been notified by the court or law enforcement agency that the property has been made available for return. An unclaimed firearm, ammunition feeding device, or ammunition may be disposed of after the 180-day period has expired.

(b) This section shall become operative on July 1, 2020.

33880. (a) A city, county, or city and county, or a state agency may adopt a regulation, ordinance, or resolution imposing a charge equal to its administrative costs relating to the seizure, impounding, storage, or release of any firearm, ammunition feeding device, or ammunition.

(b) The fee under subdivision (a) shall not exceed the actual costs incurred for the expenses directly related to taking possession of any firearm, ammunition feeding device, or ammunition, storing it, and surrendering possession of it to a licensed firearms dealer or to the owner.

(c) The administrative costs described in subdivisions (a) and (b) may be waived by the local or state agency upon verifiable proof that the firearm, ammunition feeding device, or ammunition was reported stolen at the time it came into the custody or control of the law enforcement agency.

(d) The following apply to any charges imposed for administrative costs pursuant to this section:

(1) The charges shall only be imposed on the person claiming title to the firearm, ammunition feeding device, or ammunition.

(2) Any charges shall be collected by the local or state authority only from the person claiming title to the firearm, ammunition feeding device, or ammunition.

(3) The charges shall be in addition to any other charges authorized or imposed pursuant to this code.

(4) A charge shall not be imposed for a hearing or appeal relating to the removal, impound, storage, or release of any firearm, ammunition feeding device, or ammunition, unless that hearing or appeal was requested in writing by the legal owner of the property. In addition, the charge may be imposed only upon the person requesting that hearing or appeal.

(e) Costs for a hearing or appeal related to the release of any firearm, ammunition feeding device, or ammunition shall not be charged to the legal owner who redeems the property, unless the legal owner voluntarily requests the post storage hearing or appeal. A city, county, city and county, or state agency shall not require a legal owner to request a post storage hearing as a requirement for release of the firearm, ammunition feeding device, or ammunition to the legal owner.

(f) This section shall become operative on July 1, 2020.

(Repealed and added by Stats. 2018, Ch. 780, Sec. 22. (SB 746) Effective January 1, 2019. Section operative July 1, 2020, by its own provisions.)

Police Department

Vehicle Storage Fees

21721. (a) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, may cause the removal and seizure of a pocket bike, upon the notice to appear for a violation of Section 21720. A pocket bike so seized shall be held for a minimum of 48 hours.

(b) A violator of this section shall be responsible for all costs associated with the removal, seizure, and storage of the pocket bike.

(c) A city, county, or city and county may adopt a regulation, ordinance, or resolution imposing charges equal to its administrative costs relating to the removal, seizure, and storage costs of a pocket bike. The charges shall not exceed the actual costs incurred for the expenses directly related to removing, seizing, and storing a pocket bike.

(d) An agency shall release a seized pocket bike to the owner, violator, or the violator's agent after 48 hours, if all of the following conditions are met:

(1) The violator or authorized agent's request is made during normal business hours.

(2) The applicable removal, seizure, and storage costs have been paid by the owner, or any other responsible party.

(Added by Stats. 2005, Ch. 323, Sec. 4. Effective January 1, 2006.)

22850.5. (a) A city, county, or city and county, or a state agency may adopt a regulation, ordinance, or resolution establishing procedures for the release of properly impounded vehicles to the registered owner or the agent of the registered owner and for the imposition of a charge equal to its administrative costs relating to the removal, impound, storage, or release of the vehicles to the registered owner or to the agent of the registered owner. Those administrative costs may be waived by the local or state authority upon verifiable proof that the vehicle was reported stolen at the time the vehicle was removed.

(b) The following apply to any charges imposed for administrative costs pursuant to subdivision (1) The charges shall only be imposed on the registered owner or the agents of that owner and shall not include any vehicle towed under an abatement program or sold at a lien sale pursuant to Sections 3068.1 to 3074, inclusive, of, and Section 22851 of, the Civil Code unless the sale is sufficient in amount to pay the lienholder's total charges and proper administrative costs.

(2) Any charges shall be collected by the local or state authority only from the registered owner or an agent of the registered owner.

(3) The charges shall be in addition to any other charges authorized or imposed pursuant to this code.

(4) No charge may be imposed for any hearing or appeal relating to the removal, impound, storage, or release of a vehicle unless that hearing or appeal was requested in writing by the registered or legal owner of the vehicle or an agent of that registered or legal owner. In addition, the charge may be imposed only upon the person requesting that hearing or appeal.

No administrative costs authorized under subdivision (a) shall be charged to the legal owner who redeems the vehicle unless the legal owner voluntarily requests a post storage hearing. No city, county, city and county, or state agency shall require a legal owner or a legal owner's agent to request a post storage hearing as a requirement for release of the vehicle to the legal owner or the legal owner's agent. The impounding agency, or any person acting on behalf of the agency, shall not require the legal owner or the legal owner's agent to produce any documents other than those specified in paragraph (3) of subdivision (f) of Section 14602.6 or paragraph (3) of subdivision (e) of Section 14602.7. The impounding agency, or any person acting on behalf of the agency, shall not require any documents to be notarized. (Amended by Stats. 2015, Ch. 740, Sec. 17. (AB 281) Effective January 1, 2016.)

Chapter 8: Public Works

I. Encroachment Permit

A.	Sidewalk or Street Closure/Traffic Control – No Excavation (Includes Permit and 1 hour of Engineering Review)	Rate plus Actual Cost of any additional plan review and inspection cost	\$288.00
B.	Minor Encroachment (Includes Permit, 1 hour of Engineering Review and up to 2 Inspections)	Rate plus Actual Cost of any additional plan review and inspection cost	\$562.00
	<i>Minor Encroachment Defined: Any type of encroachment outside a paved area that requires excavation no deeper than 12 inches or, in the case of sidewalk replacement, is not more than 75 square feet. Typical Minor Encroachments include sidewalk, driveway approach and curb drain replacements or installations.</i>		
	Performance Deposit (Refundable upon satisfactory completion of work)		\$364.00
C.	Regular Encroachment Permit (Includes Permit, 1 hour of Engineering Review, and up to 2 Inspections)	Rate plus Actual Cost of any additional plan review and inspection cost	\$562.00
	<i>Regular Encroachment Defined: Any type of encroachment that is inside a traveled way or public parking area, requires excavation deeper than 12 inches, or, in the case of sidewalk replacement, is 75 square feet or larger. Typical regular encroachments include trenching within any street, public parking area or public utility easement, connection to any City-owned or public owned utility or facility, or any use of a public street which might affect the flow of traffic or public parking. Other types of regular encroachments include any Public Works related construction that will be dedicated for public use.</i>		
	Performance and Payment Bond or Deposit (Refundable upon satisfactory completion of work; Contractors who obtain more than 5 permits annually through the City, may be required to obtain a blanket performance bond in lieu of individual deposits.)		Up to 100% of Value of Work (\$600.00 minimum)
D.	Defined: Cost of staff time charged at the current fully burdened hourly rate, reimbursement of third-party costs, and/or other direct costs as relevant (Drawdown deposit may be required for large or complex encroachment)		Actual Cost
E.	Penalty for commencing work without a permit		2% of Value of Work (\$600.00 minimum)

Public Works

II. Parking Space Restriction

A. Short-Term

Metered spaces will additionally be charged the full day's rate to occupy the space each day for the duration of the permit.

	1. Residential Zone Parking Space Restrictions (32% cost recovery)	per week / per space	\$91.00
	<i>Metered spaces will additionally be charged the full day's rate to occupy the space for the duration of the permit.</i>		
	2. Commercial Zone Parking Space Restriction (63% cost recovery)	per week / per space	\$182.00
	<i>Metered spaces will additionally be charged the full day's rate to occupy the space for the duration of the permit.</i>		
	3. Debris bin / Storage bin / PODs (32% cost recovery)	per week	\$91.00

B. Long-Term

All requests to have curbs painted for no parking, loading zones, limited time duration, accessibility, or any other purpose for the benefit of that specific property shall be assessed a fee to cover all costs associated with the analysis and public approval process necessary to complete the request. This fee covers the analysis and public approval process. After approvals are obtained, the applicant will be provided a separate invoice for the cost of any signage or painting work.

	1. Residential Special Parking Restriction (Design and Public Approval Process)	Rate per Hour plus Actual Cost of any signage or painting work	\$3,025.00
	2. Commercial Special Parking Restriction (Design and Public Approval Process)	Rate per Hour plus Actual Cost of any signage or painting work	\$8,748.00
	3. Site Inspections for Preliminary Analysis		\$208.00

III. Grading Permits

A.	Permit Filing		\$287.00
B.	Plan Checking / Engineering Review / Inspection (Includes third-party cost)		Actual Cost
C.	Performance bond		Up to 100% of value of work (\$600.00 minimum)
D.	Penalty for commencing work without a permit		2% of value of work (\$600.00 minimum)

Public Works

IV. Oversize / Overweight Vehicle Permit

Permit allows for the operation of vehicles of a size, load weight or vehicle weight exceeding the maximum specified in the Vehicle code of the State of California on certain City streets.

A.	Single Trip (82% cost recovery - fee specified by State law)	per Trip	\$16.00
B.	Annual Permit (82% cost recovery - fee specified by State law)	per year	\$90.00
C.	Repetitive Permit (82% cost recovery - fee specified by State law)	90 day max	\$90.00

V. National Pollutant Discharge Elimination System (NPDES) Fees

A.	Construction (LID/BMP Inspection)		Actual Cost
B.	Post-Construction (BMP Inspection) (Not applicable for sites with only Vault Based Stormwater Treatment Systems)	per year	\$191.00
C.	Commercial – Restaurant		\$558.00
D.	Industrial – General / Automotive / Gas Station		\$558.00
E.	NPDES Re-inspection Fee / Incidence Response	per hour	\$183.00

VI. Wastewater Discharge Permit

The Water Quality Control Plant is jointly owned by the City of San Bruno and South San Francisco and operated by the City of South San Francisco.

A.	Significant Industrial User (Every 3 years)	Rate plus Actual Cost of South San Francisco fee if any	\$628.00
B.	Moderate Industrial User (Every 3 years)	Rate plus Actual Cost of South San Francisco fee if any	\$628.00
C.	General / Groundwater Discharge Permit (Every 3 years or as conditions change – Includes Permit, 2 hours of Engineering Review, and up to 2 Inspections)	Rate plus Actual Cost of any additional plan review, inspection, South San Francisco fee if any, and wastewater treatment costs	\$1,126.00
D.	Review, Monitoring, or inspections for Wastewater Discharge Permit	Actual Cost	Actual Cost
E.	Wastewater Lab Testing / Analysis	Actual Cost	Actual Cost

VII. Agreements

A.	Revocable Encroachment Permit		\$747.00
B.	Assignment and Assumption Agreement		\$747.00

VIII. Small Wireless Facility

A.	Small Wireless Facility in Public Right-of-Way or Public Utility Easement (Includes up to a total of 350 mailings)	Rate plus Actual Cost of any additional mailings and third-party cost plus 20% administrative fee	\$5,743.00
B.	Appeal (15% cost recovery)		\$343.00

Public Works

IX. Public Works Hourly Rate

A.	Inspection Services	per hour	\$183.00
B.	Plan Review and Advanced Inspection Services	per hour	\$208.00

X. Miscellaneous Fees and Permits

A.	Street / Easement Vacation or Abandonment or Other Engineering-Related Request		Filing Fee plus Actual Cost
B.	Public Works Building Permit Plan Review		Actual cost, or 12% of Building Permit fees (including MEP), or minimum flat fee of \$208, as determined by the City Engineer
C.	Filing Fee		\$287.00
D.	Sewer Lateral Inspection (Point of Sale)		\$183.00
E.	Water Service Connection (Includes Labor, Equipment and Materials and Administrative Fee plus Capacity and Service Charges as applicable)		Actual Cost
F.	Hydrant Flow Testing (Includes 1 hour of Portable Generator, 1 hour of Two Trucks with Tools, and Water Usage Charge per Hydrant Test)	per Hydrant (2 hydrant minimum)	\$942.00
G.	Block Party Permit (Assumes City Council approval is not necessary)	Rate plus Actual Cost of Corporation Yard labor, Insurance Rider Premium, and other department cost if any	\$183.00
H.	No Parking Signs (30% cost recovery)	each	\$4.00
I.	Property Records Request	per hour	\$208.00
J.	Technology Fee		7.9%
K.	Permit Extension Beyond Expiration (Fee may be waived at the discretion of the Public Works Director)	Rate plus Actual Cost	\$91.00
L.	Newspaper Rack Permit	per hour	\$183.00

XI. Restrictions on Encroachment

No encroachment shall be allowed in any street that has received an asphalt concrete resurfacing within the previous five years or has received a surface seal within the previous two years unless approved by the City Engineer. In the event the work is approved and causes an excavation in such a street, the Encroachment Permit will be conditioned to provide restoration and repair. The permit applicant may make payment in lieu of such work at the discretion of the City Engineer.

XII. Waiving of Encroachment Fees

If work or an improvement that encroaches in the public right-of-way is considered a public good or benefit, the Public Works Director is authorized to waive any and all fees related to such encroachment	Determined by the Public Works Director
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XIII. Parklet Permits

A.	Parklet Permit (0% cost recovery)		\$0.00
B.	Parklet Permit Annual Use of Space Fee		\$2,455.00 per parking space occupied by parklet
C.	Parking Permit Appeal		\$265.00

Public Works: Wastewater Services

Capacity Charges

Capacity Charges are indexed annually on July 1 based on the ENR CCI 20-city average

Residential (Capacity charge per residential dwelling unit)

Single-Family or Duplex		\$7,056
Multi-Family (3 or more dwelling units)		\$5,644

Non-Residential (Capacity charge based on water meter size)

3/4 Inch Meter		\$7,056
1 Inch Meter		\$11,761
1 1/2 Inch Meter		\$23,523
2 Inch Meter		\$37,636
3 Inch Meter		\$70,569
4 Inch Meter		\$117,616
6 Inch Meter		\$235,230
8 Inch Meter		\$376,368

Service Charges

Office

Engineering Design and Service Location		Actual Cost of Staff Time
Security Deposit		\$53.00
New Account/Transfer Charge		\$42.00
Returned Check		City Fee

Field/Special Appointment

During regular Business hours		\$32.00
After Hour Service		\$64.00
Tapping, Service Connection or Cross-Connection inspection, miscellaneous work		Actual Cost of Staff Time and Materials

Fines and Penalties

Illegal Connection	per occurrence	\$938.00
Residential Customers Billed Bi-Monthly First Payment Delinquent After 21 Days Second Payment Delinquent After 41 Days -and-		
For All Other accounts, Delinquent After 30 days		The greater of \$12.00 or 10% of unpaid current billing of unpaid billing balance

Public Works: Water Services

Capacity Charge

Capacity Charges are indexed annually on July 1 based on the ENR CCI 20-city average

Residential (Capacity charge per residential dwelling unit)		
Single-Family or Duplex		\$8,080
Multi-Family (3 or more dwelling units)		\$5,252
Non-Residential (Capacity charge based on water meter size including irrigation meters)		
3/4 Inch Meter		\$8,080
1 Inch Meter		\$13,455
1 1/2 Inch Meter		\$26,950
2 Inch Meter		\$43,113
3 Inch Meter		\$80,811
4 Inch Meter		\$134,671
6 Inch Meter		\$269,385
8 Inch Meter		\$431,010

Service Charges

Office

Engineering Design and Service Location		Actual Cost
Security Deposit		\$26.00
New Account/Transfer Charge		\$10.00
Returned Check		City Fee
Special Permits (hydrants, irrigations, etc.)		Actual Cost (time and materials)

Field

Turn-On/Turn-Off, New Service, Special and Final Meter Readings, and Special Appointments

During Regular Business Hours		\$32
After Hour Service		\$64
Automatic Meter Reader (AMR) transmitter, as required by City		\$233
Labor/Equipment/Meter, Pipe, and other Materials		Actual Cost
Administrative Fee		15% of total installation cost

Construction Water Meter

Refundable Deposit		Equals Cost of Meter which varies by Size
Connect/Disconnect		\$128
Miscellaneous Work		Actual Cost (time and materials)

Fines and Penalties

Unauthorized Water Use, Illegal Turn-Ons and Open Meter Bypass, Illegal Connection	first occurrence	\$938 for first occurrence
each additional occurrence		\$312 per occurrence
For Residential Customers Billed Bi-Monthly: First Payment Delinquent After 21 Days, Second Payment Delinquent After 41 Days. For All Other customers, Delinquent After 30 Days		The greater of \$12 or 10% of unpaid current

-and-

Turn-On/Turn-Off for Late Payments	8am-3pm	\$110
Turn-On/Turn-Off for Late Payments	After 3pm	\$174

Chapter 9: Parks & Recreation

I. Indoor Rental	
HOURLY RENTAL BASE RATES	
The BASE RATE is the room rental rate BEFORE any discount is applied. It is applicable to all private and businesses rentals that do not fall within the Non-Profit or Resident category.	
Community Centers	
<i>Belle Air Community Center</i>	\$71.00
<i>Portola Community Center</i>	\$71.00
Senior Center	
<i>Senior Center Conference Room</i>	\$105.00
<i>Senior Center Craft Room</i>	\$105.00
<i>Senior Center Assembly Room</i>	\$184.00
<i>Senior Center Kitchen Rental (hourly use for Kitchen Only WITHOUT Assembly Room)</i>	\$225.00
Library Community Room	
<i>Library Community Room</i>	\$99.00
DISCOUNT RATES	
Discount Rates are applicable to hourly rental rates only. Only 1 discount rate may apply.	
50% - Non-Profit Discount: San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community.	
20% - Resident Discount: San Bruno resident or business possessing current San Bruno business license.	
Off Peak Extended Rental Multi-Room (May be applied to Base Rate Rentals Only)	
20% - Off Peak Hours (M-F 10 am – 4 pm)	
20% - Extended Rental (at least 6 months/year & 2 days/month)	
ADDITIONAL FEES	
Rental Deposits (Required to reserve a date.)	
<i>Rentals up to \$400</i>	Pay in Full
<i>Rentals above \$400</i>	\$400 or 50% of the total rental fee - whichever is greater
Cancellation Fees	
<i>More than 6 months prior to the event</i>	No Fee
<i>31 - 180 days prior to the event</i>	50% of Rental Deposit
<i>Less than 30 days prior to the event</i>	100% of Rental Deposit
Final Payment Late Fee	\$50 per day
Damage & Recycling Deposit (Refundable)	<i>The lessor of 2x the Hourly Rental Rate or \$500</i>
Staffing	
<i>Facility Attendant Hourly Rate</i>	\$28.00
Senior Center Kitchen with Rental	
<i>FLAT RATE w/Assembly Room Rental</i>	\$112.00
Alcohol Permit Processing Fee	
<i>Does not include permit to sell</i>	\$41.00

II. Outdoor Rental (Daily Rental)	
DAILY RENTAL FEE BASE RATES	
The BASE RATE is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.	
Centennial Plaza	\$450.00
Rotary Pavilion	\$225.00
RAC Plaza	\$225.00
Small Picnic Area: City Park 1-5 and 8-11; or Commodore Park and Grundy Park	\$124.00
Medium Picnic Area: City Park 6, 7 and 12	\$135.00
Large Picnic Area: City Park 14 (Beckner Shelter)	\$450.00
DISCOUNT RATES	
20% - Non-Profit and Residents	
San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community; or a San Bruno resident or business possessing current San Bruno business license.	
ADDITIONAL FEES	
Damage & Cleaning Deposit - Large Picnic Area: City Park 14 (Beckner Shelter)	\$169.00
Alcohol Permit Processing Fee - does not include permit to sell	\$41.00
III. Concession Stand at Tom Lara Field	
The Concession Stand at Tom Lara Field may be rented to Non-Profit Groups, Service Organizations, or School District programs only for the benefit of the San Bruno Community. Rental rates are flat fee for a consecutive 2-week period.	
2 Week Rental Rate	
March, April	\$225.00
May, June, July, August	\$338.00
September, October	\$169.00
Daily Rental Rate - may only be applied for a one day reservation within a 2 week period	\$84.00
Damage & Cleaning Deposit	\$169.00
IV. Athletic Fields & Tennis Courts (Hourly Rates)	
Athletic Field Rental for Other than Organized Youth Sports	
Non-Profit	\$22.00
Resident	\$45.00
Base Rate	\$56.00
Sport Field Lighting Fee Hourly	
Diamond 2 & 3	\$11.00
Diamond 2 & Center Field	\$20.00
Center Field Only	\$9.00
Lara & Center Field	\$22.00
Lions Baseball Field	\$13.00
Lions Football Field	\$6.00
Field Use Fee (Per Player Per Season Organized Youth Spots Only)	
Non-Profit Resident	\$11.00
Base Rate	\$16.00
Tennis Court (Fees are per court)	
Non-profit / Resident	\$7.00
Base Rate	\$11.00
V. Tree Fees	
New Street Tree Fee (0% cost recovery - \$124 cost)	\$0.00
Private Tree Pruning Permit (33% cost recovery)	\$85.00
Private Tree Removal Permit (67% cost recovery)	\$171.00
Private Tree Replacement Fee (Refundable) (One – 36" box tree or two 24" box trees per tree removal) (84% cost recovery)	\$504.00
Private Tree Non-Replacement Fee. (In lieu fee, per tree removal)	\$598.00
VI. Memorials	
Memorial Plaque (84% cost recovery)	\$486.00
Memorial Bench	\$1,302.00
Memorial Tree	\$922.00

VII. Indoor Rental (continued)**HOURLY RENTAL BASE RATES**

The BASE RATE is the room rental rate BEFORE any discount is applied. It is applicable to all private and businesses rentals that do not fall within the Non-Profit or Resident category.

RAC-Meeting Rooms	
Community Hall (Full Hall)	\$571.00
Community Hall (Full Hall) Non Peak Rate	\$321.00
Community Hall (Full Hall) Commercial Use	\$713.00
Community Hall Room A or B	\$285.00
Community Hall Room A or B Non Peak Rate	\$160.00
Community Hall Room A or B Commercial Use	\$356.00
RAC Conference Room	\$78.00
RAC Conference Room Non Peak Rate	\$49.00
RAC Conference Room Commercial Use	\$97.00
Classroom 1 or 2	\$197.00
Classroom 1 or 2 Non Peak Rate	\$129.00
Classroom 1 or 2 Commercial Use	\$246.00
Classroom 1 and 2 (combined)	\$394.00
Classroom 1 and 2 (combined) Non Peak Rate	\$258.00
Classroom 1 and 2 (combined) Commercial Use	\$492.00
Small Classroom	\$155.00
Small Classroom Non Peak Rate	\$98.00
Small Classroom Commercial Use	\$194.00
RAC-Gymnasium	
Full Gym-Weekdays	\$207.00
Half Gym-Weekdays	\$103.00
Full Gym-Weekdays Commercial Use	\$259.00
Full Gym-Weekends	\$233.00
Half Gym-Weekends	\$116.00
Full Gym-Weekends Commercial Use	\$291.00
RAC-Group Exercise Room	
Group Exercise Room	\$125.00
Group Exercise Room Non-Peak	\$100.00
RAC-Aquatic Areas	
Wading Pool	\$150.00
Indoor Pool	\$150.00
Outdoor Pool	\$150.00
Party Room	\$40.00
Lane Use Fee	\$20.00
Other Fees: Rental Deposits	
Community Hall A and/or B with Alcohol	\$1,000.00
Community Hall A and/or B without Alcohol	\$500.00
Classroom 1 and/or 2 with Alcohol	\$500.00
Classroom 1 and/or 2 without Alcohol	\$250.00
Small Classroom with Alcohol	\$500.00
Small Classroom without Alcohol	\$250.00
Gymnasium	\$500.00

Equipment Usage Fees

Lectern	\$15.00
Projector and Screen	\$25.00
Microphone	\$10.00
Rental Change Fee Less than 30 days notice	\$10.00
Cancellation Administrative Fee	\$65.00
Approved Caterer Application Fee	\$65.00

DISCOUNT RATES

DISCOUNT RATES applicable to hourly rental rates only. Only 1 discount rate applies.

20% - Non-Profit Discount: San Bruno based service or community organization recognized as providing programs and activities

20% - Resident Discount: San Bruno resident or business possessing current San Bruno business license.

Off Peak | Extended Rental | Multi-Room (May be applied to Base Rate Rentals Only)

Off Peak Hours (M-F 10 am – 4 pm)

20% - Extended Rental (at least 6 months/year & 2 days/month)

Parks & Recreation

VIII. RAC Fees		
RAC Memberships and Drop In	Non-Resident	Resident
RAC Membership Age 14 Plus	\$36.00	\$30.00
RAC Membership Additional Household Member Age 14 Plus	\$30.00	\$25.00
RAC Daily Fee Teen/Adult (Age 14 - 49)	\$10.00	\$8.00
RAC Daily Fee 50+	\$8.00	\$6.00
RAC Daily Fee Youth (2 - 13 years) - Aquatics Only	\$6.00	\$4.00
Drop In Fee Infant to 2 years - Aquatics Only	No Charge	
RAC Teen/Adult Punch Pass (15 Visits)	\$130.00	\$104.00
RAC Senior Punch Pass (15 Visits)	\$104.00	\$78.00
Aquatic Youth Punch Pass (15 Visits)	\$78.00	\$52.00
RAC Child Watch Program Daily Fee	\$7.00	\$5.00
RAC Child Watch Program Monthly Unlimited	\$42.00	\$30.00
NOTES: Non-Resident Fee: \$2.00 additional for all daily/drop-in fees, \$26.00 additional for punch passes, or 20% additional for memberships and monthly passes		
Aquatics	Non-Resident	Resident
Swim Lessons Parent/Tot Classes (per class)	\$9.60	\$8.00
Swim Lessons Preschool Group Classes (per class)	\$14.40	\$12.00
Swim Lessons Youth Group Classes (per class)	\$12.90	\$10.75
Swim Lessons Adult Group Classes (per class)	\$14.40	\$12.00
Swim Lessons (Semi) Private Lessons (per class)	\$48 - \$72	\$40 - 60
Lifeguard Certification Class	\$390.00	\$325.00
Lifeguard Certification - Employees	No Charge	
IX. Recreation Program Fees		
20% additional fee for non-residents for all Recreation Classes and Programs		
Youth Sports (prices are per season)	Non-Resident	Resident
Middle School Sports	\$150 - \$300	\$125 - \$250
Elementary School Sports	\$90 - \$180	\$75 - \$150
Adult Sports (prices are per season)	Non-Resident	Resident
Adult Sports Leagues Teams (to qualify for the resident rate, 50% of participants must be San Bruno residents)	\$240 - \$1,200 per team	\$200 - \$1,000 per team
City Run Camps	Non-Resident	Resident
Camp Connection AM/PM (1 week)	\$18	\$15.00
Camp Connection Lunch	No Charge	
Late Pick-up (10 Minutes after end of Program)	\$24	\$20.00
Social Connection	\$5	\$4.00
Special Events	Non-Resident	Resident
Outdoor Event Vendor Booth Fee	\$60 - \$240	\$50 - \$200
Indoor Event Vendor Booth Fee	\$54 - \$120	\$45 - \$100
Registration Fee for Family Special Events (Family Kickball, Parent Child Dances)	\$12 - \$60	\$10 - \$50
Special Event Permit Fees	Non-Resident	Resident
Minor Event Non-Profit/Resident Fee (25 – 499 people)	\$60	\$50
Minor Event Commercial Fee (25 – 499 people)	\$120	\$100
Moderate Event Non-Profit/Resident Fee (500 – 1,999 people)	\$90	\$75
Moderate Event Commercial Fee (500 – 1,999 people)	\$150	\$125
Major Event Non-Profit/Resident Fee (2,000+ people)	\$120	\$100
Major Event Commercial Fee (2,000+ people)	\$180	\$150

For services with a fee range, fees will be determined in negotiation with outside vendors and approved by the Community Services Director based on market rate and desired cost recovery for the program.

X. Senior Center Program Fees	
Voluntary Membership Fee (Resident)	\$25 - \$45
Voluntary Membership Fee (Non-Resident)	\$30 - \$54
Senior Center Member Discount for Classes (With Contract Instructor Approval)	\$1.00
Senior Center Specialty Classes	\$3 - \$15
Senior Transportation	Donation
Senior Meals	Donation
Senior Meals (Non Qualifying 59 and Under)	\$6 - \$8
XI. Miscellaneous Fees and Discounts	
RAC Membership Card Replacement Fee	\$5.00
RAC Membership Initiation Fee	\$20.00
Promotional Discounts for Monthly Membership	15%
Promotional Discount for Punch Passes	10%
Merchandise	Cost Recovery

For services with a fee range, fees will be determined in negotiation with outside vendors and approved by the Community Services Director based on market rate and desired cost recovery for the program.