

City of Yakima

DEVELOPMENT FEE COST OF SERVICE STUDY

DRAFT REPORT

October 2022

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FCS GROUP
Solutions-Oriented Consulting

DRAFT REPORT FOR INTERNAL CLIENT REVIEW

October 24, 2022

Joan Davenport, Director
City of Yakima Community Development Department
129 N 2nd St,
Yakima, WA 98908

**Subject: Department of Community Development - Planning and Code Administration, and
Fire Department Inspection Fees Cost of Service Study**

Dear Joan:

Attached is our draft report on the results of the subject study. The process used for collecting and analyzing the data required active participation by City staff. We want to take the opportunity to recognize the time, participation, and effort that the City project team devoted to the study and for scheduling and organizing the meetings. If you have any questions, please feel free to contact us at (425) 867-1802.

Yours very truly,



Angie Sanchez
Principal



Martin Chaw
Project Manager



Evan Coughlan
Senior Analyst

TABLE OF CONTENTS

Section I. Introduction.....	1
I.A. Development Services Background	1
I.B. Cost Basis for Development Fees	3
I.C. Determining Recoverable Costs	4
I.D. Study Framework	5
Section II. Methodology	6
II.A. Step 1: Collect Data.....	6
II.A.1. Identify Fee Permit Services	6
II.A.2. Identify Staff Time Requirements for Fee Services	7
II.B. Step 2: Build Cost Layers	8
II.B.1. Labor Costs	8
II.B.2. Non-Labor Costs	8
II.C. Step 3: Cost of Service for Fee Services	9
II.C.1. Cost of Service by Fee Category	9
II.C.2. Cost of Service by Individual Permit Service Fee	9
II.D. Step 4: Set Cost Recovery Policy.....	9
II.E. Step 5: Set Fees.....	10
Section III. Revenue Risk Mitigation.....	11
III.A. Historical Building Permit Activity	11
III.B. Top Sources of Planning and Code Administration Fees	12
III.C. Proposed Fee Adjustments	13
Section IV. Summary	15

APPENDICES

Appendix A – Proposed Cost of Service Fees

Section I. INTRODUCTION

In February 2022, the City engaged FCS GROUP to prepare a cost-of-service fee study for planning and code administration fees within the Community Development Department and fire inspection fees within the City's Fire Department (herein after referred to as the "City"). The study identifies the labor and non-labor resources that support these fee services. The technical results of the study provide a rational and defensible foundation for changes to fees that support the City's cost recovery goals and other development goals.

The approach used to conduct the study include:

- Working with City management and staff who are involved with fee and non-fee related services for planning, code administration, and fire inspection services,
- Analyzing historical City financial documentation and data associated with development related services and fees,
- Working with City staff to analyze the existing fees and to estimate the direct labor time needed to provide permit services,
- Reviewing the direct and indirect labor estimates, non-labor and overhead costs, and historical permit data that support the technical results of the study,
- Reviewing the proposed cost-of-service with City staff,
- Presenting study results to the City Council.

I.A. DEVELOPMENT SERVICES BACKGROUND

The City provides land use review on permits for planning and code administration, as well as fire code plan review and fire inspection services. This process ensures that development within the City aligns with local, regional, and state plans, rules, and regulations. These services also ensure that public infrastructure is available to support development.

The City provides these services with a team of staff from the Community Development Department and the Fire Department. The Community Development Department is comprised of two divisions: planning and code administration. Within these two divisions, planners, plan examiners, planning technicians, code inspectors, and permit technicians support the City's development review process. Community risk reduction specialists from the Fire Department support the City's fire review and inspection permitting processes.

The permitting services provided by the City are supported by fees paid by permit applicants as well as other resources from the City's General Fund. **Exhibit 1** details the organizational structure for each department, as appended from the City's 2022 Adopted Budget document.

Exhibit 1
City of Yakima Dept. of Community Development Organizational Chart

COMMUNITY DEVELOPMENT

Organizational Chart as of January 1, 2022

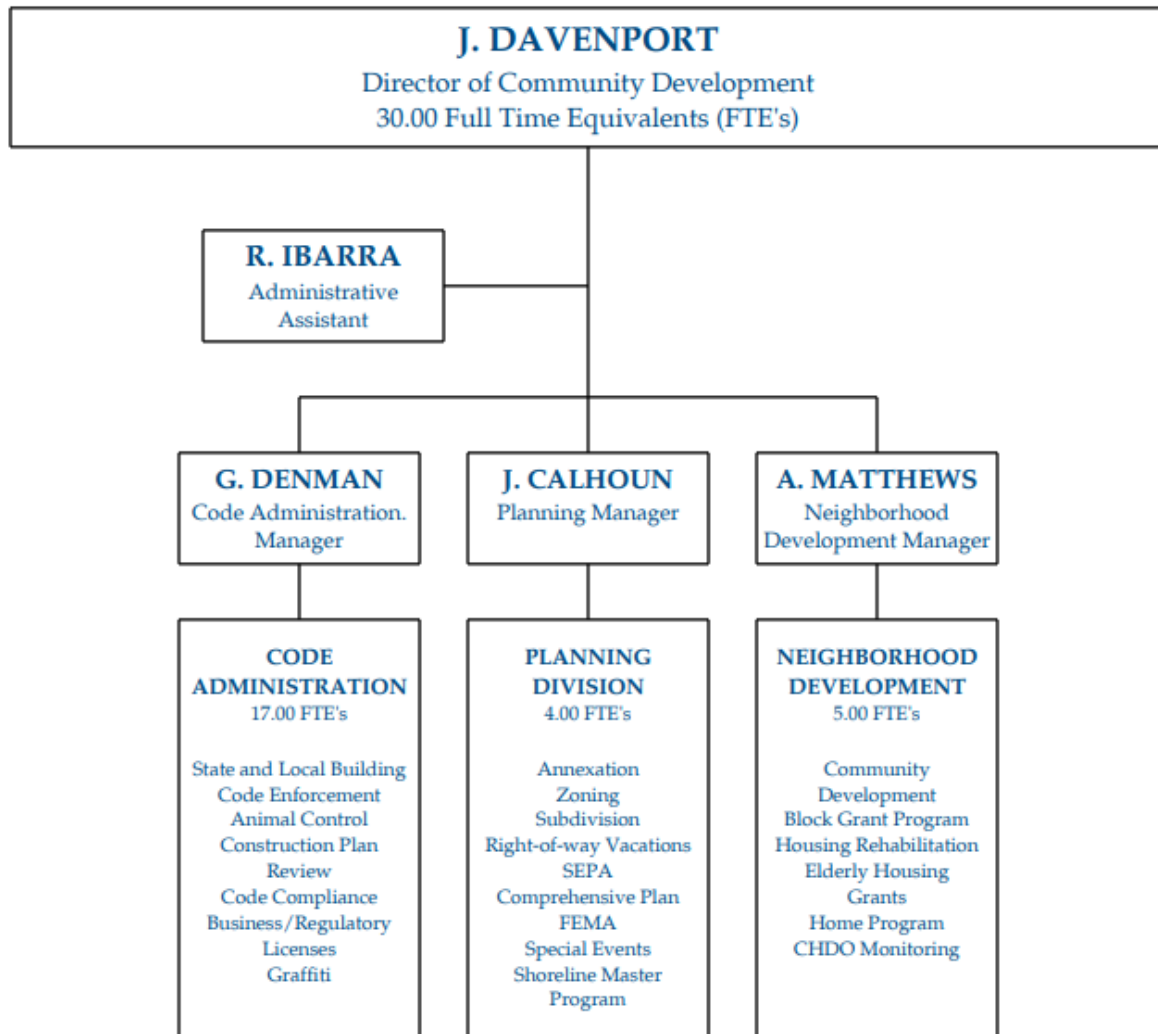
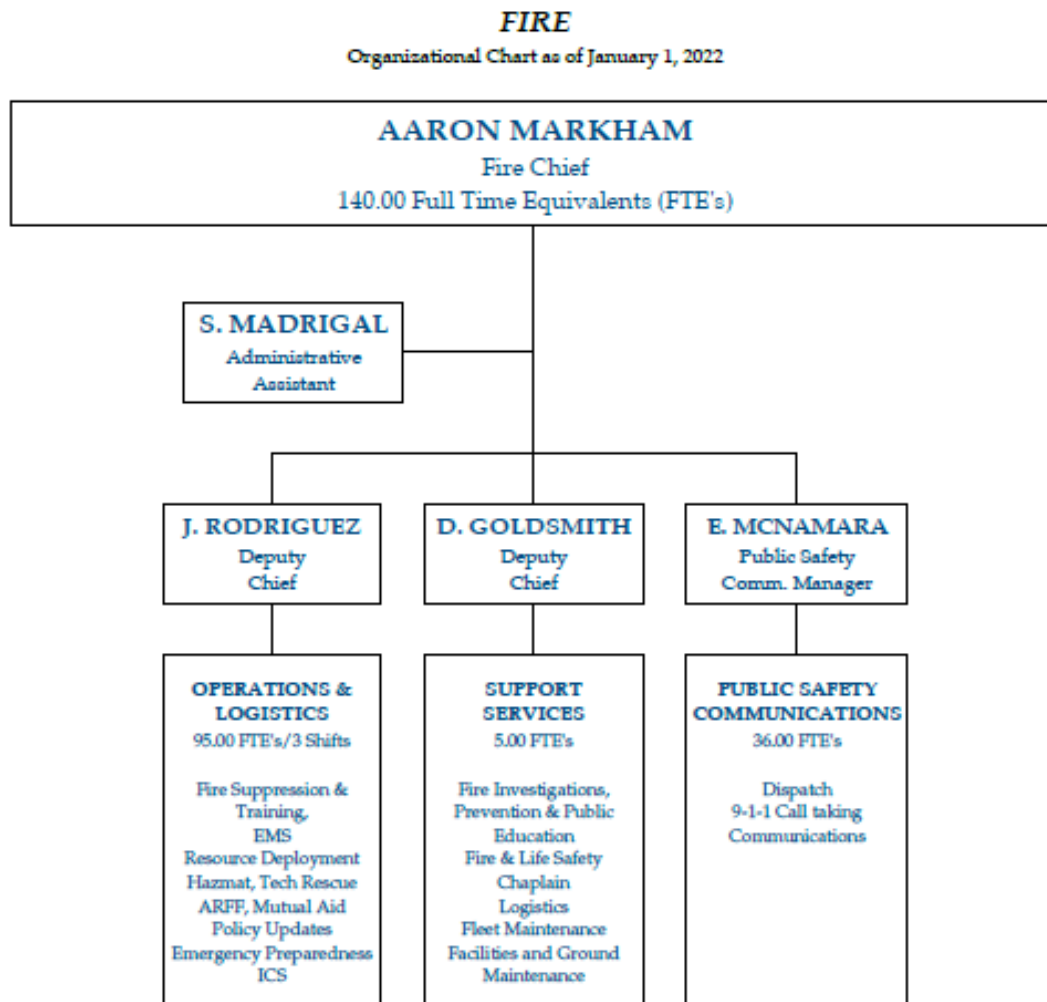


Exhibit 2
City of Yakima Fire Dept. Organizational Chart



I.B. COST BASIS FOR DEVELOPMENT FEES

Development permit fees are regulated by the State of Washington through RCW 82.02.020 which states that a city may “collect reasonable fees from an applicant for a permit or other governmental approval to cover the cost...of processing applications, inspecting and reviewing plans, or preparing detailed statements [related to SEPA reviews]”.

The cost basis for fees reviewed in the study is primarily supported by actual financial activity in 2021 related to labor and non-labor expenses for the Department of Community Development and Fire Department employees that provide development and/or fire inspection services. The study also relies on the following regulatory and industry publications to establish a cost basis for fees:

- “Performance Audit Report of Eight Counties’ Building Permit and Inspection Fees” by Washington State Auditor. Report No. 1002634. Published December 29, 2009.
- International Conference of Building Officials Uniform Building Code
- International Conference of Building Officials Uniform Administrative Code

I.C. DETERMINING RECOVERABLE COSTS

As stated above, determining the recoverability of costs related to development permit services is governed by RCW 82.02.020. This is reinforced through case law and opinions from the Washington State Attorney General. For example, the following precedence provide guidance on the recoverability of development related costs, and used in this study.

Programs for broad social benefits. The Washington State Supreme Court (WSSC) has drawn a bright line on the permissibility of using fee revenues to fund programs that have a broad social benefit. Prior to the designing of fees, the City must first clearly define the primary purpose of its social equity program or policy. This test is used to determine whether a program is regulatory in nature, and thus funded by a fee, or if it is for the greater public good, and thus funded with a tax. Community development activities, such as land use planning, comprehensive plan development, and code enforcement are primarily for general governance, and the promotion of social order, and should therefore be funded through taxes and not development fees.

Local governments cannot establish a tax, the power of taxation is granted to local governments only by the State Constitution or the State Legislature. The WSSC define taxes as “burdens or charges imposed by the legislative authority on persons or property, to raise money for public purposes”. [*Spokane v Spokane Police Guild*].

Properly defining the nature of the City’s social equity program is important. For example, in *San Telmo Assoc v Seattle*, the Supreme Court held that requiring a developer to fund housing for low-income residents displaced by development is a tax rather than a regulatory fee, as the City’s ordinance merely raised revenues to fund the public responsibility of providing such housing.

This same concept is reiterated in *WA State Attorney General Opinion 1988, No.7*, where the Attorney General advised that if a fee is designed to raise revenue in excess of the regulatory program’s actual costs, then the government’s statutory authority is exceeded, and the charge is therefore an improper form of taxation.

Using development service fees to recover the costs associated with policy making is not permissible. In *Tiger Mountain LLC vs King County*, the Snohomish County Superior Court found the cost of long-range planning, including policy making and adoption of the comprehensive plan was not permissible to be recovered from development services permitting fees: “Regulatory fees charged by DDES may not include costs arising from the legislative or judicial functions of government, or any executive functions of government which are not related to or facilitate the County’s permitting program.”

However, in extending this ruling to the City of Yakima, for example, the City may adjust its development fees in response to regulatory changes resulting from updates to the comprehensive plan. For example, if the City were to require an additional regulatory process (e.g., design review) for new construction as part of an update to the comprehensive plan, fee services affected by this new regulation may be adjusted to reflect the additional staff time required.

Finally, and alternatively, if a portion of the comprehensive plan update is allocable to utilities, then this cost could be considered a part of the utility cost of service and potentially recoverable from utility fees.

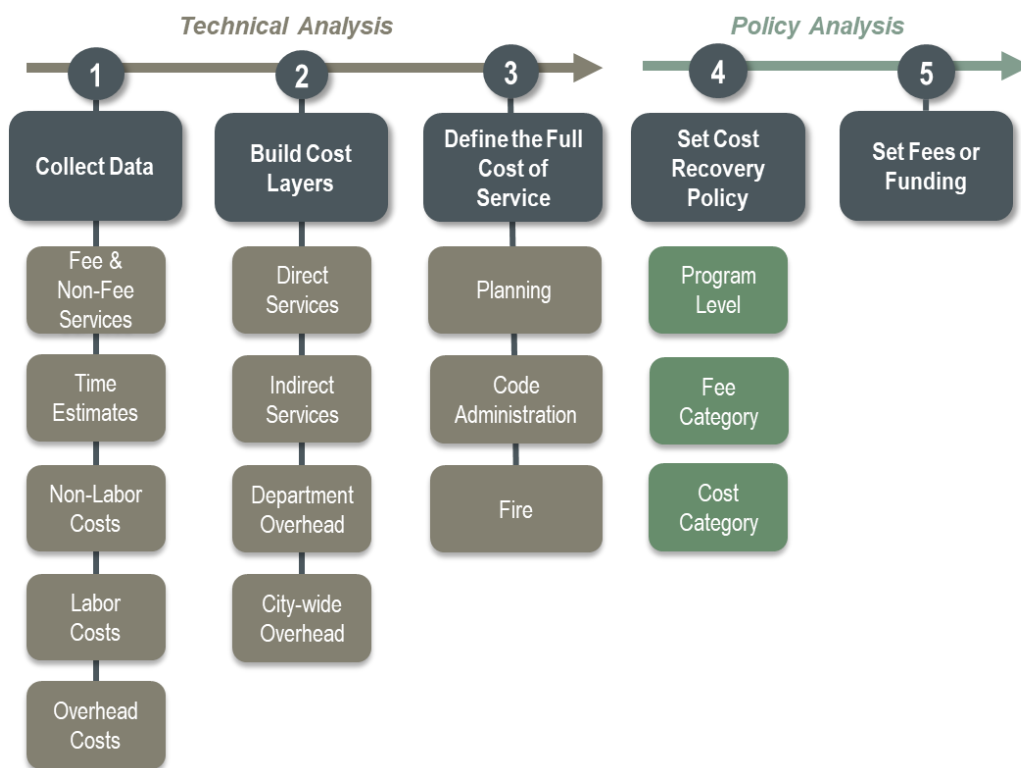
I.D. STUDY FRAMEWORK

The methodology for this cost-of-service study was prepared consistent with the aforementioned guiding principles and precedents. For example, labor hours for planning division staff that are associated with the City of Yakima's long-range planning, supporting the work of the Planning Commission or the City Council, or serving on the City's Bicycle and Pedestrian Advisory Committee, have been 100% excluded from this study.

Section II. METHODOLOGY

To determine the cost of service and the appropriate fees, a defined task plan was followed as outlined below in **Exhibit 3**. The methodology identifies both the labor and non-labor resources that are required to perform the services and activities and analyzes the cost of service for each of the fee and non-fee permit services performed by City staff. The analysis provides the City's elected officials, management, and City staff the cost basis for its services and fees. For consistency, 2021 financial data and 2021 staff labor cost information was used throughout the analysis.

Exhibit 3
Cost of Service Methodology



The following sections summarize the assumptions and methodology that support each step in the cost-of-service analysis.

II.A. STEP 1: COLLECT DATA

II.A.1. Identify Fee Permit Services

The first part of the study process identifies the plan review and permit services to be evaluated. In addition to establishing the framework for the study, this step also provides the opportunity to review the existing fees and identify potential efficiencies and/or consolidations in the fee schedule. During this step, FCS GROUP was provided a list of the City's permit fees.

II.A.2. Identify Staff Time Requirements for Fee Services

With the permit service fees identified, the data collection effort focused on salary, benefits, and time data from all staff involved in development services and activities. Time data included total work hours, leave hours, and paid hours for each employee. The time data were used as the basis for establishing the total number of annual work hours available and the distribution of work hours by activity. Each work activity was organized into the following broad categories.

- **Direct Services** – These are services provided as the result of a project, permit application, or specific related activity and that are often tied to a specific fee (e.g., plan review).
Direct services also include services provided directly for or to the public that are not fee-related (e.g., long-range planning and public records request).
- **Indirect Services** – These are services provided in support of direct services (e.g., customer service or administrative duties) and that cannot be assigned to a specific project, application, or activity. Staff time assigned to indirect services were allocated between fee and non-fee permit services based on the proportion of direct service hours assigned to fee and non-fee permit services. City staff reviewed the work activities and the following activities were assigned as indirect services:
 - » Public Information and Customer Service – Time spent assisting customers and the public with information and questions about permit service fees.
 - » General Administrative and Management – Time spent on general office tasks, such as organizational management, supervision, internal meetings/calls/e-mails, filing, and other miscellaneous activities.
 - » Training and Certification – Time spent receiving training.
- **Overhead Services** – Department and Citywide general management and administrative time.
 - » Overhead staff represents the executive leadership functions of each department. These included the following positions and the following allocations:

Exhibit 4
Overhead Allocation

Title	Planning	Code Administration	Fire Inspection
Community Development			
Department Director	61%	39%	
Code Administration Manager		100%	
Supervising Code Inspector		100%	
Planning Manager	100%		
Administrative Assistant to the Director	61%	39%	
Department Assistant	50%	50%	
Fire Department			

Fire Chief			5%
Deputy Fire Chief			10%
Deputy Fire Chief			10%

Based on a detailed analysis of staff labor time distribution, a total of 20,251 direct labor hours were spent in support of planning, code administration, and fire permitting services. The following exhibit summarizes the direct service hours that support fee permit services.

Exhibit 5
Direct Service Labor Allocation by Fee Category and Department/Division

Department	Planning Fee Services	Code Administration Fee Services	Fire Permit Fee Services	Total
Community Development Department	5,247 hours	11,337 hours	1,396 hours	17,980 hours
Fire Department			2,271 hours	2,271 hours
Total	5,247 hours	11,337 hours	3,667 hours	20,251 hours

Source: FCS GROUP City of Yakima Development Services Fee Model, Labor Summary.

II.B. STEP 2: BUILD COST LAYERS

The next stage in the process was to develop an analytical model for calculating the costs related to each fee category. The design and structure for the analytical model were based on the services and activities identified in Step 1. Costs were itemized into three time categories: direct, indirect, and overhead services, and secondarily itemized between labor and non-labor components.

II.B.1. Labor Costs

To build the labor cost layer, the staff time allocations for each activity (i.e., direct, indirect, and overhead) were first priced at each individual staff member's loaded hourly rate. The loaded hourly rate for one staff member equals the person's annual salary and benefits divided by the available work hours (i.e., total annual hours minus leave).

II.B.2. Non-Labor Costs

After the labor costs for each staff member and each service were calculated, the non-labor operating and maintenance costs were analyzed. The City accounts for non-labor costs separately for planning, code administration, and fire permit services. Each non-labor account was analyzed and allocated to their respective divisions.

II.C. STEP 3: COST OF SERVICE FOR FEE SERVICES

The cost of service was calculated for the planning, code administration, and fire service categories as well as the individual permit services within each of these categories.

II.C.1. Cost of Service by Fee Category

After establishing the different cost layers, the full cost of service was calculated for planning, code administration, and fire related services. The full cost of service includes labor and non-labor costs for direct fee permit services as well as the proportionate share of indirect service and overhead expenses.

II.C.2. Cost of Service by Individual Permit Service Fee

Fully loaded hourly rates were also calculated for each City staff member. The fully loaded hourly rate includes several components, including the staff member's salary and benefits as well as proportionate share of indirect service and overhead expenses. The methodology for each of these components is outlined in **Exhibit 6**. These fully loaded hourly rates were then applied to the time estimates provided by City staff to perform individual permit services to determine the cost of service for each permit service. Based on discussions with City staff, the fully loaded hourly rate for each staff member was determined based upon the top-step of their respective position pay scale.

Exhibit 6
Fully Loaded Hourly Rate Components

Fee Services	Labor	Non-Labor
Direct Service	Based on employee's total salary and benefits of fee services	Based on allocation of non-labor costs to category
Indirect Service	Based on indirect fee service labor costs allocated to the fee category	Based on indirect service non-labor costs allocated to the fee category
Overhead Service	Based on overhead labor costs allocated to the fee category	Based on overhead non-labor costs allocated to the fee category

II.D. STEP 4: SET COST RECOVERY POLICY

Once the full cost of service is identified and the hourly rates are established, the next step is to identify the cost recovery levels and to establish cost recovery objectives. Overall cost recovery levels for development and fire services were determined by comparing each fee category's total cost of service to the respective permit fee revenue. Cost recovery levels for individual fees were also determined by comparing the costs of the various services to the individual fees charged (e.g., percentage of full costs compared to revenue generated). Each fee category's cost of service provides a general cost estimate, and the cost recovery levels might also be affected by these estimates. When services cost more than the revenue generated, funding from the General Fund or other funds is needed to cover the gap between costs and revenues.

Cost recovery objectives can be based on a variety of factors, including the public versus private benefit provided by the service. For this reason, the target cost recovery policy for a permit service is a decision generally made by City Council. If a permit has a public benefit, it might be more appropriately supported by the General Fund. Conversely, if a permit has mostly private benefits, it might be more appropriately supported 100 percent by fees. Permits and applications that have a mix of public and private benefits might be supported by a combination of fees and the General Fund. Based on discussions with City staff, this study is generally based on the objective to recover 100 percent of permit related eligible costs.

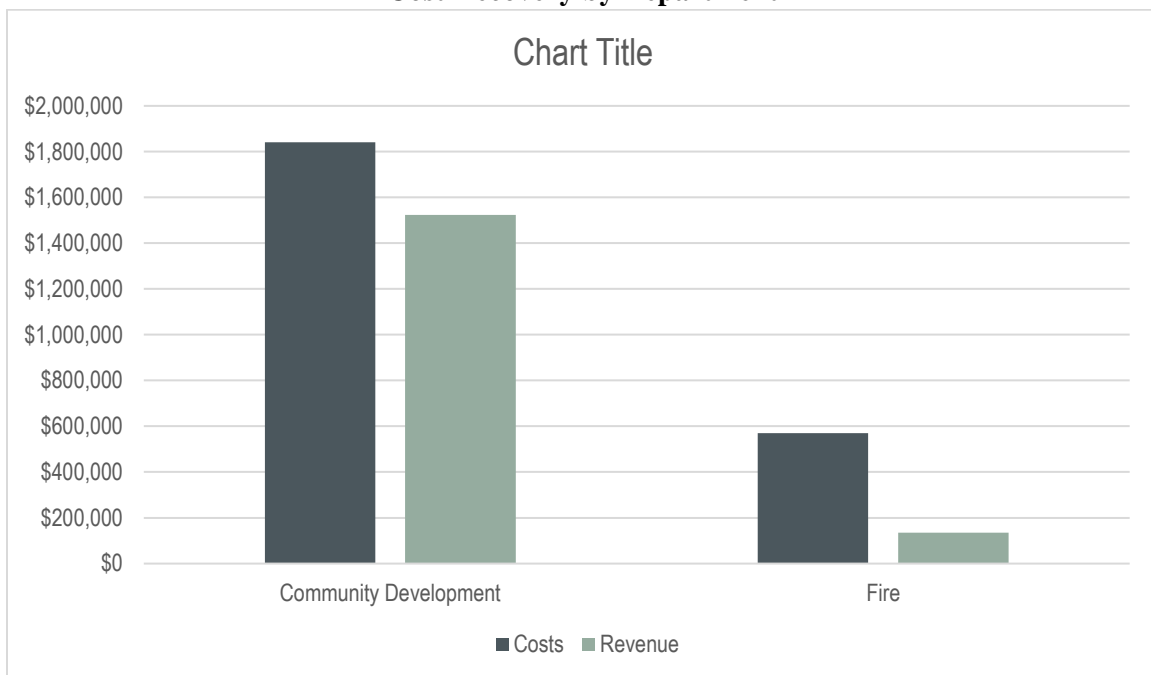
II.E. STEP 5: SET FEES

The final step of the cost of service and fee analysis was to calculate updated fees to achieve the City's objective of 100% cost recovery of permit related eligible costs.

For the City's planning and code administration fees, a current cost recovery rate of 83 percent was determined. This was based on the revenues of \$1,523,145 versus costs of \$1,841,218.

For the City's fire permit and inspection fees, a current cost recovery rate of 24 percent was determined. This was based on the revenues of \$134,572 versus \$570,251 of costs.

Exhibit 7
Cost Recovery by Department



To achieve an overall recovery of 100 percent, a revenue risk mitigation approach was taken for the City's planning and code administration fees. Under this approach, a detailed review of historical permit activity was undertaken to identify the top revenue generating fees. A detailed cost-of-service was prepared for these fees. For all remaining fees, these fees were adjusted to achieve an overall 100 percent cost recovery. This revenue risk mitigation approach is explained in greater detail in the next section.

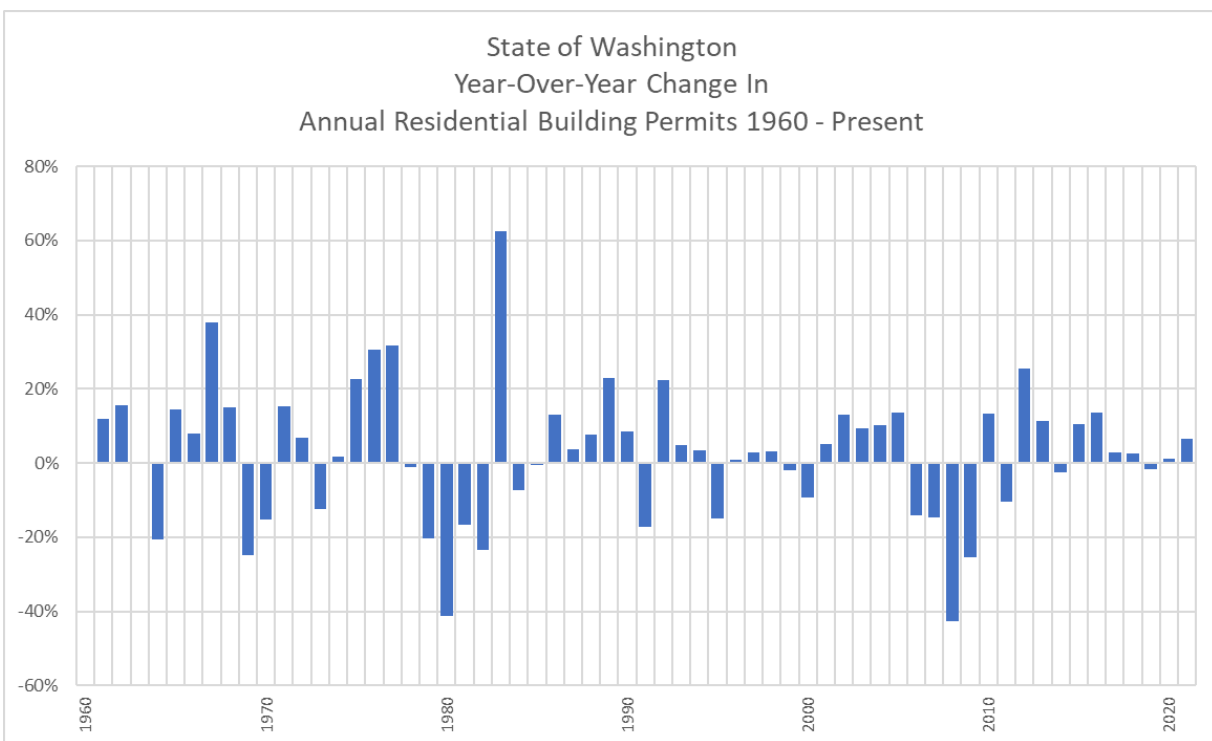
For fire permit fees, each fee's cost-of-service was determined based on estimated staff labor time for each fee service. Once adjusted, each fire permit fee service would recover 100 percent of identified costs.

Section III. REVENUE RISK MITIGATION

III.A. HISTORICAL BUILDING PERMIT ACTIVITY

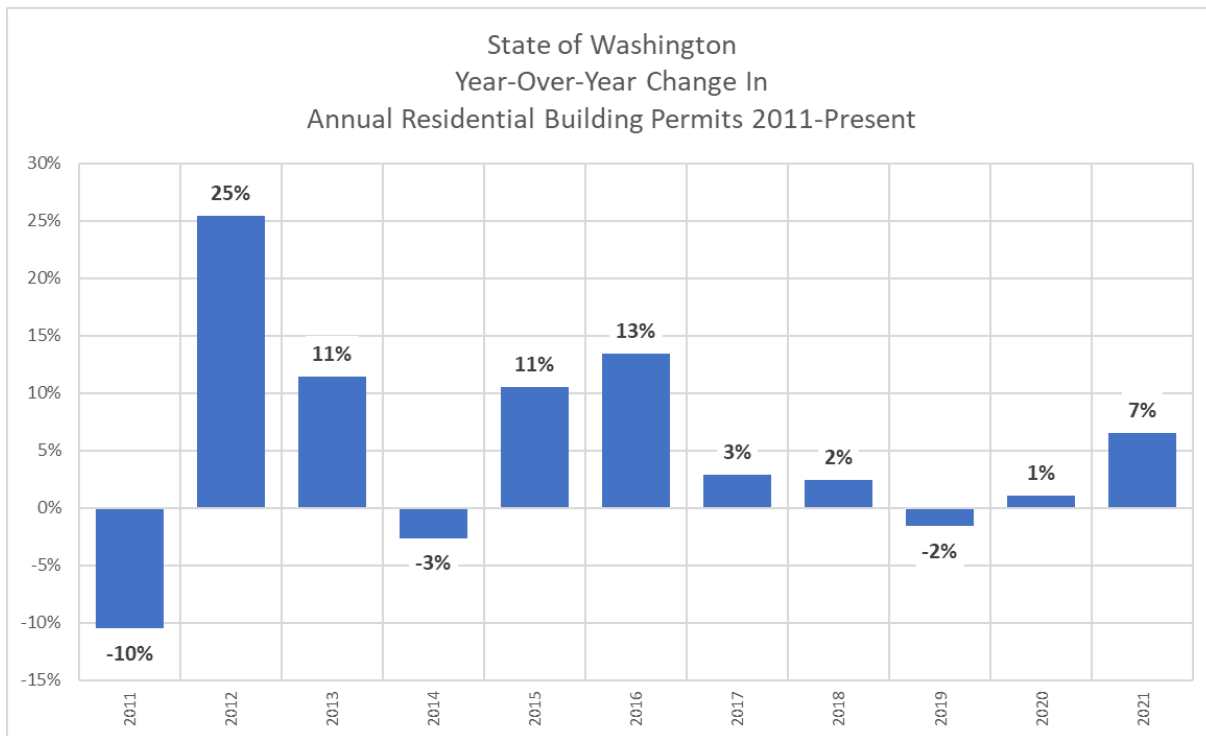
Development activity can vary significantly from one year to the next. As shown in the chart below, over the past six decades residential building permits generally ebbs and flows with changes in overall economic conditions and within the past 10 years, permitting activity has ranged from a change of 25% in 2012 to -3% in 2014.

Exhibit 8
Annual Change in Residential Building Permits – 1960 - 2021



Source: US Census, New Residential Construction

Exhibit 9
Annual Change in Residential Building Permits – 2011-2021



III.B. TOP SOURCES OF PLANNING AND CODE ADMINISTRATION FEES

While it is important to periodically update the City's development service fees, it is also important to understand where most of the City's development service fee revenue are derived. FCS GROUP obtained a five year (2017-2021) history of the City's planning and code enforcement fees. Based upon an analysis of this fee history, approximately 72% of revenues are attributable to just 19 individual fees.

Exhibit 10
Top Revenue Generating Planning And Code Administration Fees

Fee Title	Percentage of Annual Revenue	Fee Title	Percentage of Annual Revenue
Residential-Single-Family-New	17%	Residential-Mechanical	2%
Commercial Building New	13%	Residential-Addition	2%
Residential-Multi-Family-New	7%	Residential-Duplex Master Plan	2%
Commercial - Renovation	6%	Planning - Class 1 Review	1%
Commercial-Tenant-Improvement	4%	Planning - Class 2 Review	1%
Commercial Building Addition	4%	Planning - Class 3 Review	1%

Residential-Miscellaneous Alteration	3%	Planning - Administrative Adjustment	1%
Residential-Plumbing	3%	Planning - Rezone	1%
Residential-Single Family Master Plan	3%	Residential-Mechanical	
Residential-Duplex	3%		
Total			72%

III.C. PROPOSED FEE ADJUSTMENTS

Planning and Code Administration

In order to balance the need to protect the City against revenue risk, and to ensure all fees are sized appropriately to reflect the cost of the City to provide development review services, fees for the City's highest revenue generating planning and code administration fees were updated to reflect its cost to serve. For all remaining planning and code administration fees, these fees were adjusted and when taken together, would achieve an overall 100 percent of costs. On average, the remaining planning and code administration fees were adjusted by 30 percent. It is important to note that the City has not increased its planning and code enforcement fees since 2015. Based on historical general inflation for the US West region, as published by the Federal Bureau of Labor Statistics, cumulative inflation between 2015 and 2022 was 27.9%.

Fire Permit and Inspection

FCS GROUP was also directed to prepare a cost of service analysis for the City's Fire Permit and Inspection Fees. Based on discussions with Fire Department staff, the City has a number of activities for which it currently provides but no fee is assessed. The Fire Department requested the FCS GROUP review its existing fire inspection permit fees to determine its cost of service and to determine the appropriate fees for services that it presently does not assess a fee.

FCS GROUP interviewed Fire Department staff to derive the estimated labor time associated with providing each fire inspection fee, as well as the services for which it presently does not assess a fee. Based upon the results of these interviews, an estimate of the average labor time to process each existing and new fee service was derived. This labor time then formed the basis for calculating an updated fee for each fee service.

The updated fire inspection fees and new fees to recover the Fire Department's cost to serve is presented in **Appendix A**.

Other

FCS GROUP was also asked to determine whether the City should assess a credit card transaction fee. Card issuers charge a merchant fee whenever a consumer uses their credit card. The merchant, or the City of Yakima in this case, is expected to cover this fee in order to process credit card payments. Typically, these fees are on a sliding scale, and ranges from 1.3 to 3.5 percent, depending on the value of the transaction. Many governments pass on the cost of a credit card transaction by adding a credit card surcharge. The City of Yakima presently does not assess a credit card transaction fee.

This study recommends the City consider establishing a new credit card transaction fee of 3.0 percent, which would be applied to any City transaction paid using a credit card.

This fee can be codified within the City's fee schedule and could be shown as "*Credit Card Transaction Fee: 3.0% processing fee*".

Section IV. SUMMARY

Development fees represent a significant source of revenue for the City's General Fund revenue, and is the City's third largest source of revenue behind taxes (property and sales) and utility and franchise taxes, etc.

This study included a detailed cost of service review of development permit services, and identified adjustments to the City's planning, code administration, and fire permit and inspection fees to achieve 100 percent cost recovery.

It is recommended that the City:

- Annually adjust its fees consistent with increases in the cost of wage inflation, preferably as included in the City's labor contracts.
- Regularly monitor development activity, revenue collected, and cost recovery levels.
- Update this study every three to five years to ensure fees reflect changes in City staffing and organizational processes.

APPDENDIX A – PROPOSED COST OF SERVICE FEES

Permit Division	Fee Title *Adjusted based on cost-to-serve	Current City Fee	2023 (Current Fee, Inflation Adjusted)	2023 Recommended Fees
<u>Planning Division - Land Use Application Fees</u>				
Planning	Amended Binding Site Plan	\$920.00	\$1,176.77	\$1,196.00
Planning	Administrative Adjustment*	\$435.00	\$556.41	\$1,372.29
Planning	Appeal to City Council*	\$340.00	\$434.89	\$1,905.40
Planning	Appeal to Hearing Examiner*	\$580.00	\$741.88	\$3,277.69
Planning	Appeal to HPC or City Council	\$100.00	\$127.91	\$130.00
Planning	Block Party Permit Application	\$0.00	\$0.00	\$0.00
Planning	Preliminary Binding Site Plan	\$1,635.00	\$2,091.32	\$2,125.50
Planning	Critical Areas Review*	\$325.00	\$415.71	\$1,372.29
Planning	Cell Conditional Use	\$3,500.00	\$4,476.84	\$4,550.00
Planning	Cell Major Modification	\$500.00	\$639.55	\$650.00
Planning	Cell Minor Modification	\$300.00	\$383.73	\$390.00
Planning	Cell Standard	\$500.00	\$639.55	\$650.00
Planning	Cell Variance	\$1,500.00	\$1,918.65	\$1,950.00
Planning	Class 1 Review*	\$125.00	\$159.89	\$406.42
Planning	Class 2 Review*	\$430.00	\$550.01	\$1,372.29
Planning	Class 3 Review*	\$1,635.00	\$2,091.32	\$2,858.10
Planning	Comprehensive Plan Amendment – Map and Text*	\$1,250.00	\$1,598.87	\$3,277.69
Planning	Development Agreement*	\$205.00	\$262.22	\$2,858.10
Planning	Final Binding Site Plan	\$270.00	\$345.36	\$351.00
Planning	Final Long Plat	\$270.00	\$345.36	\$351.00
Planning	Final Short Plat*	\$100.00	\$127.91	\$324.00
Planning	Interpretation - With Hearing	\$2,545.00	\$3,255.30	\$3,308.50
Planning	Interpretation - Without Hearing	\$315.00	\$402.92	\$409.50
Planning	Modification*	\$100.00	\$127.91	\$406.42
Planning	Non-Conforming Use / Structure*	\$1,635.00	\$2,091.32	\$2,858.10
Planning	Overlay District	\$2,050.00	\$2,622.15	\$2,665.00
Planning	Long Plat - Alteration, Vacation & Easement Release	\$1,720.00	\$2,200.05	\$2,236.00
Planning	Planned Development	\$2,590.00	\$3,312.86	\$3,367.00
Planning	Preliminary Long Plat*	\$1,720.00	\$2,200.05	\$3,277.69
Planning	DST Pre-Application Meeting (apply online only) - 1st Meeting	\$0.00	\$0.00	\$0.00
Planning	DST Pre-Application Meeting (apply online only) - 2nd Meeting	\$100.00	\$127.91	\$130.00
Planning	Special Event Permit Application	\$50.00	\$63.95	\$65.00
Planning	Preliminary Short Plat*	\$435.00	\$556.41	\$1,372.29
Planning	Reasonable Accommodation	\$0.00	\$0.00	\$0.00
Planning	Referral to Hearing	\$0.00	\$0.00	\$0.00
Planning	Right of Way Vacation	\$1,385.00	\$1,771.55	\$1,800.50
Planning	Rezone*	\$1,610.00	\$2,059.35	\$3,277.69
Planning	SEPA Environmental Review*	\$265.00	\$338.96	\$812.84
Planning	Shoreline Development Permit, Variance, or Conditional Use	\$1,225.00	\$1,566.89	\$1,592.50
Planning	Shoreline Exemption	\$100.00	\$127.91	\$130.00
Planning	Short Plat Alteration or Easement Release	\$435.00	\$556.41	\$565.50
Planning	Short Plat Exemption*	\$145.00	\$185.47	\$546.28
Planning	Traffic Concurrence Review	\$250.00	\$319.77	\$325.00
Planning	Text Amendment	\$1,250.00	\$1,598.87	\$1,625.00
Planning	Variance*	\$1,635.00	\$2,091.32	\$2,858.10
Planning	Zoning Verification Letter	\$100.00	\$127.91	\$130.00
Planning	Extension of Zoning and Subdivision Approvals	\$100.00	\$127.91	\$130.00
Planning	Class 1 Home Occupation*	\$100.00	\$127.91	\$266.56
Planning	Small Wireless Facility - YMC 15.29.050	\$500.00	\$639.55	\$650.00
<u>Other Fees</u>				
Planning	Large Maps	\$18.47	\$23.62	\$24.01
Planning	Zoning Ordinance (CD)	\$1.02	\$1.30	\$1.33
Planning	Small Maps	\$9.23	\$11.81	\$12.00
Planning	Zoning Ord (Hardcopy)	\$12.00	\$15.35	\$15.60
Planning	Comp Plan and Transportation Plan	\$15.00	\$19.19	\$19.50
Planning	Credit Card Merchant Transaction Fee %	0.00%	0.00%	3.00%
<u>Mechanical Fees</u>				
Code Administration	Basic Permit Fee	\$23.86	\$30.52	\$31.02
Code Administration	Supplemental Permits	\$7.29	\$9.32	\$9.48
Code Administration	Furnaces 100,000 BTU or less (forced air gravity type furnace or burner, including	\$17.51	\$22.40	\$22.76
Code Administration	Over 100,000 BTU (forced air or gravity type furnace or burner, including ducts &	\$20.69	\$26.46	\$26.90
Code Administration	Floor furnace, including vent/gas logs	\$17.51	\$22.40	\$22.76
Code Administration	Suspended heater, recessed or floor mounted heater	\$17.51	\$22.40	\$22.76
Code Administration	Appliance vents (each appliance vent not included in appliance permit)	\$10.36	\$13.25	\$13.47

Permit Division	Fee Title *Adjusted based on cost-to-serve	Current City Fee	2023 (Current Fee, Inflation Adjusted)	2023 Recommended Fees
Code Administration	Repair or alteration or addition to each heating appliance, refrigeration unit, cool	\$19.45	\$24.88	\$25.29
Code Administration	Boiler or compressor to and including 3 HP, or each absorption system to and in	\$17.58	\$22.49	\$22.85
Code Administration	Boiler or compressor over 3 HP to and including 15 HP (or 3.1 to 15 Tons coolin	\$29.38	\$37.58	\$38.19
Code Administration	Boiler or compressor over 15 HP to and including 30 HP (or 15.1 to 30 Tons cool	\$39.00	\$49.88	\$50.70
Code Administration	Boiler or compressor over 30 HP to and including 50 HP (or 30.1 to 50 Tons cool	\$53.18	\$68.02	\$69.13
Code Administration	Boiler or refrigeration compressor over 50 HP (or 50.1 Tons cooling or more) for	\$89.02	\$113.87	\$115.73
Code Administration	Air handling unit to and incl. 10,000 cubic feet per minute, incl. ducts attached	\$13.54	\$17.32	\$17.60
Code Administration	Air handling unit over 10,000 cubic ft. per minute	\$18.41	\$23.55	\$23.93
Code Administration	Evaporative cooler other than portable type	\$13.54	\$17.32	\$17.60
Code Administration	Ventilation fan connected to a single duct	\$10.36	\$13.25	\$13.47
Code Administration	Ventilation system which is not a portion of any heating or air conditioningsyste	\$10.36	\$13.25	\$13.47
Code Administration	Installation of each hood, which is served by mechanical exhaust, including the	\$17.51	\$22.40	\$22.76
Code Administration	Domestic type incinerator	\$25.85	\$33.06	\$33.61
Code Administration	Commercial or industrial type incinerator	\$104.37	\$133.50	\$135.68
Code Administration	Each appliance or piece of equipment regulated by this code not classified inot	\$10.36	\$13.25	\$13.47
Code Administration	Gas Piping - (1—4 outlets)	\$8.04	\$10.28	\$10.45
Code Administration	Gas Piping - (5 or more outlets—per outlet)	\$3.20	\$4.09	\$4.16
Code Administration	Hazardous Process Piping - (1—4 outlets)	\$3.20	\$4.09	\$4.16
Code Administration	Hazardous Process Piping - (5 or more outlets—per outlet)	\$1.70	\$2.17	\$2.21
Code Administration	NonHazardous Process Piping - (1—4 outlets)	\$3.20	\$4.09	\$4.16
Code Administration	NonHazardous Process Piping - (5 or more outlets—per outlet)	\$0.82	\$1.05	\$1.07
Code Administration	Woodstove/pellet stove (no new home construction)	\$37.06	\$47.40	\$48.18
Code Administration	Inspections outside of normal business hours	\$81.43	\$104.16	\$105.86
Code Administration	Re-inspection fees assessed	\$81.43	\$104.16	\$105.86
Code Administration	Inspections for which no fee is specifically indicated (minimum half-hour)	\$81.43	\$104.16	\$105.86
Code Administration	Additional Plan review (minimum half-hour) - Hourly	\$81.43	\$104.16	\$105.86
Plumbing Fees				
Code Administration	Basic Permit Fee	\$31.82	\$40.70	\$41.37
Code Administration	Supplemental Permits	\$16.01	\$20.48	\$20.81
UNIT FEE SCHEDULE IN ADDITION TO ITEMS ABOVE				
Code Administration	Fixture Fee Schedule (Per Fixture or Trap)			
Code Administration	Each plumbing fixture on one trap or a set of fixtures on one trap (including water	\$11.23	\$14.36	\$14.60
Code Administration	Each building sewer and each trailer park sewer	\$21.53	\$27.54	\$27.99
Code Administration	Rainwater systems—per drain (inside building)	\$11.23	\$14.36	\$14.60
Code Administration	Cesspool (where permitted—obtain permit from Yakima County Health District)	\$0.00	\$0.00	\$0.00
Code Administration	Private sewage disposal system (where permitted—obtain permit from Yakima	\$0.00	\$0.00	\$0.00
Code Administration	Water heater and/or vent	\$11.23	\$14.36	\$14.60
Code Administration	Industrial waste pretreatment interceptor including trap & vent, excepting kitchen	\$19.07	\$24.39	\$24.79
Code Administration	Installation, alteration or repair of water piping and/or water treating equipment, e	\$11.23	\$14.36	\$14.60
Code Administration	Repair or alteration of drainage/vent piping, each fixture	\$11.23	\$14.36	\$14.60
Code Administration	Atmospheric type vacuum breakers	\$8.04	\$10.28	\$10.45
Code Administration	Backflow protective device (RPBA/DCVA) - Two-Inch Diameter & Smaller	\$11.23	\$14.36	\$14.60
Code Administration	Backflow protective device (RPBA/DCVA) - Over Two-Inch Diameter	\$24.95	\$31.91	\$32.44
OTHER INSPECTIONS AND FEES				
Code Administration	Inspections outside of normal business hours	\$81.43	\$104.16	\$105.86
Code Administration	Re-inspection fees	\$81.43	\$104.16	\$105.86
Code Administration	Inspections for which no fee is specifically indicated	\$81.43	\$104.16	\$105.86
Code Administration	Additional Plan review (minimum half-hour) - Hourly	\$81.43	\$104.16	\$105.86
Schedule of Fees - Other Fees				
Code Administration	After Hours Inspection (minimum two-hour) - Hourly	\$81.43	\$104.16	\$97.94
Code Administration	Re-inspection fees - Hourly	\$81.43	\$104.16	\$97.94
Code Administration	Inspections for which no fee is specifically indicated - Hourly	\$81.43	\$104.16	\$97.94
Code Administration	Additional plan review (minimum half-hour) - Hourly	\$81.43	\$104.16	\$97.94
	Outside consultants for plan review or inspections	Actual Cost		
Code Administration	Manufactured homes - Single Wide	\$319.24	\$408.34	\$415.01
Code Administration	Manufactured homes - Double Wide	\$377.26	\$482.55	\$490.44
Code Administration	Manufactured homes - Triple Wide	\$435.35	\$556.86	\$565.96
Code Administration	Commercial coach - Single Wide	\$319.24	\$408.34	\$415.01
Code Administration	Commercial coach - Double Wide	\$377.26	\$482.55	\$490.44
Code Administration	Commercial coach - Triple Wide	\$435.35	\$556.86	\$565.96
Code Administration	Demolitions (all structures) – plus sewer cap, if applicable	\$79.44	\$101.61	\$103.27
Code Administration	Structure Move Permits	\$309.12	\$395.39	\$401.86
Code Administration	Re-roof (Commercial) roofs up to 10,000 square feet	\$144.67	\$185.05	\$188.07
Code Administration	Re-roof (Commercial) roofs greater than 10,000 square feet	\$153.90	\$196.85	\$200.07
Code Administration	Re-roof (Commercial) roofs greater than 10,000 square feet - Each Additional 10	\$78.19	\$100.01	\$101.65
Code Administration	Re-roof (residential)	\$79.44	\$101.61	\$103.27
Code Administration	Signs	\$79.44	\$101.61	\$103.27
Code Administration	Swimming pools	\$119.02	\$152.24	\$154.73

Permit Division	Fee Title *Adjusted based on cost-to-serve	Current City Fee	2023 (Current Fee, Inflation Adjusted)	2023 Recommended Fees
	<u>Grading Fees</u>			
	Plan Review Fees (Cubic Yards)			
Code Administration	50 or less CY	No Fee		
Code Administration	51 - 100 CY	\$18.73	\$23.96	\$24.35
Code Administration	101 - 1,000 CY	\$28.12	\$35.97	\$36.56
Code Administration	1,001 - 10,000 CY	\$37.45	\$47.90	\$48.69
Code Administration	10,000 - 100,000 CY - Base	\$37.45	\$47.90	\$48.69
Code Administration	10,000 - 100,000 CY - Each 10,000 CY Thereof	\$18.73	\$23.96	\$24.35
Code Administration	100,001 - 200,000 CY - Base	\$205.99	\$263.48	\$267.79
Code Administration	100,001 - 200,000 CY - Each 10,000 CY Thereof	\$11.22	\$14.35	\$14.59
Code Administration	200,000+ CY - Base	\$318.15	\$406.94	\$413.60
Code Administration	200,000+ CY - Each 10,000 CY Thereof	\$5.63	\$7.20	\$7.32
Code Administration	Additional Plan Review (minimum half-hour) - Hourly	\$64.25	\$82.18	\$83.53
	Permit Fees (Cubic Yards)			
Code Administration	50 or less CY	No Fee		
Code Administration	51 - 100 CY	\$18.73	\$23.96	\$24.35
Code Administration	101 - 1,000 CY - Base	\$54.30	\$69.46	\$70.59
Code Administration	101 - 1,000 CY - Each 100 CY Thereof	\$13.14	\$16.81	\$17.08
Code Administration	1,001 - 10,000 CY - Base	\$146.52	\$187.41	\$190.48
Code Administration	1,001 - 10,000 CY - Each 1,000 CY Thereof	\$11.22	\$14.35	\$14.59
Code Administration	10,000 - 100,000 CY - Base	\$247.46	\$316.53	\$321.70
Code Administration	10,000 - 100,000 CY - Each 10,000 CY Thereof	\$60.50	\$77.39	\$78.65
Code Administration	100,001 - 200,000 CY - Base	\$701.92	\$897.82	\$912.50
Code Administration	100,001 - 200,000 CY - Each 10,000 CY Thereof	\$28.12	\$35.97	\$36.56
	Other Inspections and Fees			
Code Administration	Inspections Outside Normal Hours (minimum two-hours) - Hourly*	\$64.25	\$82.18	\$97.94
Code Administration	Reinspection Fees - Hourly*	\$64.25	\$82.18	\$97.94
Code Administration	Inspections for which no fee is specifically indicated (minimum half-hour) - Hourly*	\$64.25	\$82.18	\$97.94
	<u>Fire Fees</u>			
Fire Permits	Fire Plan Review - Hourly*	\$47.00	\$60.12	\$165.33
Fire Permits	Fire Normal Inspection (minimum one hour) - Hourly*	\$47.00	\$60.12	\$165.33
Fire Permits	Fire Reinspection (minimum one hour) - Hourly*	\$47.00	\$60.12	\$165.33
Fire Permits	Fire Inspections for Unspecific (minimum one hour) - Hourly*	\$47.00	\$60.12	\$165.33
Fire Permits	Life and Safety (E,I,F,H,M,S) Occupancy: 0 - 5,000 Sq. Ft.*	\$80.00	\$102.33	\$165.33
Fire Permits	Life and Safety (E,I,F,H,M,S) Occupancy: 5,001 - 10,000 Sq. Ft.*	\$105.00	\$134.31	\$330.66
Fire Permits	Life and Safety (E,I,F,H,M,S) Occupancy: 10,001+ Sq. Ft.*	\$130.00	\$166.28	\$495.98
Fire Permits	Life and Safety (A,B,R) Occupancy: 0 - 5,000 Sq. Ft.*	\$55.00	\$70.35	\$165.33
Fire Permits	Life and Safety (A,B,R) Occupancy: 5,001 - 10,000 Sq. Ft.*	\$80.00	\$102.33	\$330.66
Fire Permits	Life and Safety (A,B,R) Occupancy: 10,001+ Sq. Ft.*	\$105.00	\$134.31	\$495.98
Fire Permits	Fire Special Event Additional Hourly Charge (1 hour)*	\$50.00	\$63.95	\$165.33
Fire Permits	Fire Special Event Inspection (minimum 2 hours)*	\$100.00	\$127.91	\$330.66
Fire Permits	Fire Special Event Inspection (minimum 3 hours)*	\$150.00	\$191.86	\$495.98
Fire Permits	Fire Special Event Inspection (minimum 4 hours)*	\$200.00	\$255.82	\$661.31
Fire Permits	Fire Special Event Inspection (minimum 5 hours)*	\$250.00	\$319.77	\$826.64
Fire Permits	Fore Compliance and Safety : Reinspection 1*	\$0.00	\$0.00	\$0.00
Fire Permits	Fore Compliance and Safety : Reinspection 2*	\$55.00	\$70.35	\$214.93
Fire Permits	Fore Compliance and Safety : Reinspection 3*	\$105.00	\$134.31	\$264.52
Fire Permits	Fore Compliance and Safety : Reinspection 4*	\$155.00	\$198.26	\$314.12
Fire Permits	Fore Compliance and Safety : Reinspection 5*	\$205.00	\$262.22	\$363.72
Fire Permits	Fore Compliance and Safety : Reinspection 6+*	\$255.00	\$326.17	\$413.32
	<u>Other Fire Inspections (presently no fee assessed)</u>			
Fire Permits	Request to Inspect Per Complaint*	\$0.00	n/a	\$170.29
Fire Permits	Knox Box Inspection*	\$0.00	n/a	\$170.29
Fire Permits	New Business/Business License*	\$0.00	n/a	\$340.58
Fire Permits	Site Inspection*	\$0.00	n/a	\$170.29
Fire Permits	Post Fire or Post Incident*	\$0.00	n/a	\$510.86
Fire Permits	Public Hydrant Compliance*	\$0.00	n/a	\$170.29