



City of Bothell™



## Development Services Cost of Service and Fee Study

July 2017

**FCS GROUP**

7525 166th Avenue NE, Suite D-215  
Redmond, WA 98052  
T: 425.867.1802 | F: 425.867.1937

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July 18, 2017

Mr. Tom Burdett  
Community Development Director  
City of Bothell  
9654 NE 182<sup>nd</sup> Street  
Bothell, Washington 98011

Subject: Development Fee Study

Dear Mr. Burdett:

Based on suggested changes for the June 2017 report previously submitted for review, attached is our revised final report on the results of our 2013 Development Services Cost of Service and Fee Study and the 2017 fee update. We again want to thank you and all the Community Development, Public Works, and Fire staff for their assistance and participation in helping us develop information for the study. If you have any questions, please feel free to contact me at (425) 867-1802 extension 228.

Sincerely,



Peter Moy  
Principal

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# CHAPTER I: INTRODUCTION

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Because of City and key stakeholder interest in providing more certainty about the fees paid to the City for its development permitting services, the City of Bothell initiated a cost of service and fee study in 2014 to make the transition from charging hourly rates to fixed fees for its development permit services. The City engaged FCS GROUP to assist in identifying the labor and non-labor resources, determining the full cost of service for development fee-related services and the City's cost recovery rate, and establishing a framework for cost recovery policies and fee recommendations. To coordinate the study, the City established a Development Services Improvement Team (DSI) that consisted of staff from Community Development, Public Works Engineering, and Fire. Although the study started in 2014, additional work to update the study results for 2017 is also included as part of this report.

The approach used to conduct the study involved the following:

- ◆ Working with the DSI team and staff who were involved with fee and non-fee related development activities for building, planning, engineering, and fire services,
- ◆ Analyzing 2013 timekeeping and financial documentation and data associated with development related activities and fees,
- ◆ Estimating the direct labor time needed for each development-related activity and/or fee,
- ◆ Conducting a 2013 fee survey of neighboring cities,
- ◆ Reviewing with City management and staff the direct and indirect labor estimates, non-labor and overhead cost allocation results, the cost of service analysis, and the cost recovery results,
- ◆ Updating individual fees based on the City's 2017 hourly rates, and
- ◆ Presenting the initial study conclusions and recommendations to the DSI team and other City stakeholders in 2016 and 2017.

The process used for collecting and analyzing the data required active participation by Building, Planning, Fire, and Engineering staff. We want to take the opportunity to recognize the time, participation, and effort that the City staff devoted to the study and to scheduling and organizing the group meetings.

## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development (CD) Department is responsible for land use planning, construction permitting, and code enforcement. According to the Department, its divisions and staff in the various planning and development services strive to preserve and enhance the quality of life of Bothell citizens by providing sound and efficient management of the City's overall land use planning program and to develop mechanisms for the City Council to utilize in managing and guiding growth when considering land use changes and the development of the City. The mission of the Bothell Community Development Department is:

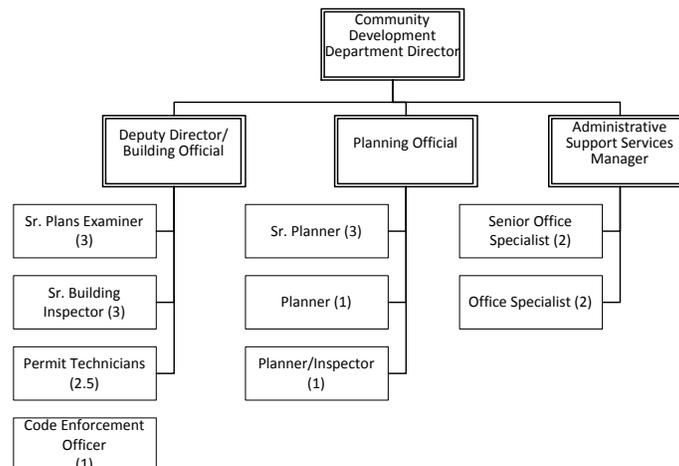
- ◆ To help the community articulate its vision for Bothell, through the ongoing refinement of the Imagine Bothell, Comprehensive Plan, and development regulations, and

- ◆ To ensure that the vision becomes a reality, by conscientiously applying and administering the City’s development regulations, supporting annexation efforts within the Planning Area, guaranteeing safe building construction, providing accurate technical information, and carrying out community-enhancing projects and programs.

According to the Department, achieving the above mission in the years 2015 and 2016 involved the continued daily dedication of Community Development staff to activities including researching, recommending and facilitating Plan and Code amendments; processing annexations, including citizen outreach; facilitating the preservation of local historic landmarks; performing planning and building review and inspection of proposed developments; coordinating permit processing across three city departments; ensuring compliance with noise, lighting and zoning regulations; managing multi-departmental records and responding to public information requests; and providing development billing, board and commission support, reception and other administrative functions.

Exhibit 1 shows the Department’s organization. The Department is organized into three divisions: Planning, Building and Permit Services, and Administration.

**Exhibit 1  
2013 Community Development Department Organization Chart**



The Department’s services are supported by fees and the City’s General Fund. The Department’s expenditures are summarized below in Exhibit 2 by division and expenditure category.

**Exhibit 2  
Community Development Department 2013 Actual Expenditures**

| <b>Division</b>                 | <b>Expenditures</b> |
|---------------------------------|---------------------|
| Administrative Support Services | \$627,599           |
| Building                        | \$1,187,601         |
| Planning                        | \$784,602           |
| <b>Total</b>                    | <b>\$2,599,803</b>  |

| <b>Category</b>     | <b>Expenditures</b> |
|---------------------|---------------------|
| Personnel Services  | \$2,243,247         |
| Supplies & Services | \$280,454           |
| Interfund Payments  | \$76,101            |
| <b>Total</b>        | <b>\$2,599,803</b>  |

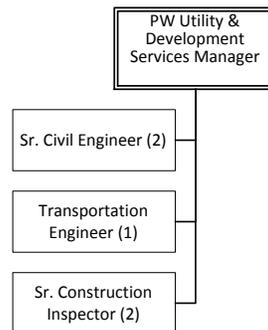
## PUBLIC WORKS ENGINEERING DIVISION

The Public Works Department is divided into five divisions that provide services to the public: General Services, Engineering, Transportation, Water Resources, and Waste Resources. The Engineering Division provides professional engineering and surveying services for Public Works and other City departments to support City utilities, facilities, transportation systems, and the environment. As part of the Engineering Division the Capital, Development & Utility section focuses on the planning, design and development of the City’s infrastructure. Responsibilities include the following:

- ◆ Completion of the projects identified in the adopted 2015-2021 Capital Facilities Plan,
- ◆ Transportation planning and programming, signal operations, oversight of private development of public infrastructure,
- ◆ Surface water quality programming (including administration of the Storm & Surface Water utility),
- ◆ Long-range planning for the Water, Sewer and Storm & Surface Water utilities, and
- ◆ Conducting engineering review and inspection of utilities, roadway improvements, storm drainage, surface water quality and grading work associated with land use development projects and coordinated closely with Community Development and the Fire Departments to ensure compliance with the City’s design standards and development regulations.

Exhibit 3 shows the Engineering organizational chart for the development services section and the 2013 actual expenditures for the entire Engineering Division not just the staff working on private development permits.

**Exhibit 3**  
**2013 Public Works Engineering Development Services Organization Chart**



### Public Works – Engineering 2013 Actual Expenditures

| <b>Expenditure Category</b> | <b>Expenditures</b> |
|-----------------------------|---------------------|
| Personnel Services          | \$2,703,268         |
| Supplies & Services         | \$65,191            |
| Interfund Payments          | \$119,964           |
| <b>Total</b>                | <b>\$2,888,423</b>  |

## FIRE

Within the Fire Department, a Deputy Chief/Fire Marshal oversees the Department’s Community Risk Reduction (CRR) Section that includes Code Compliance, Public Education, and Safety &

Support Services. The Code Compliance Division staffing includes the Deputy Chief/Fire Marshal, a Lieutenant/Plans Examiner, and two Firefighter/Inspectors. Code Compliance's main responsibilities include serving the City's Community Development Department, conducting annual International Fire Code permitted inspections, participating in the False Fire Alarm program, and coordinating company-level life and safety inspections.

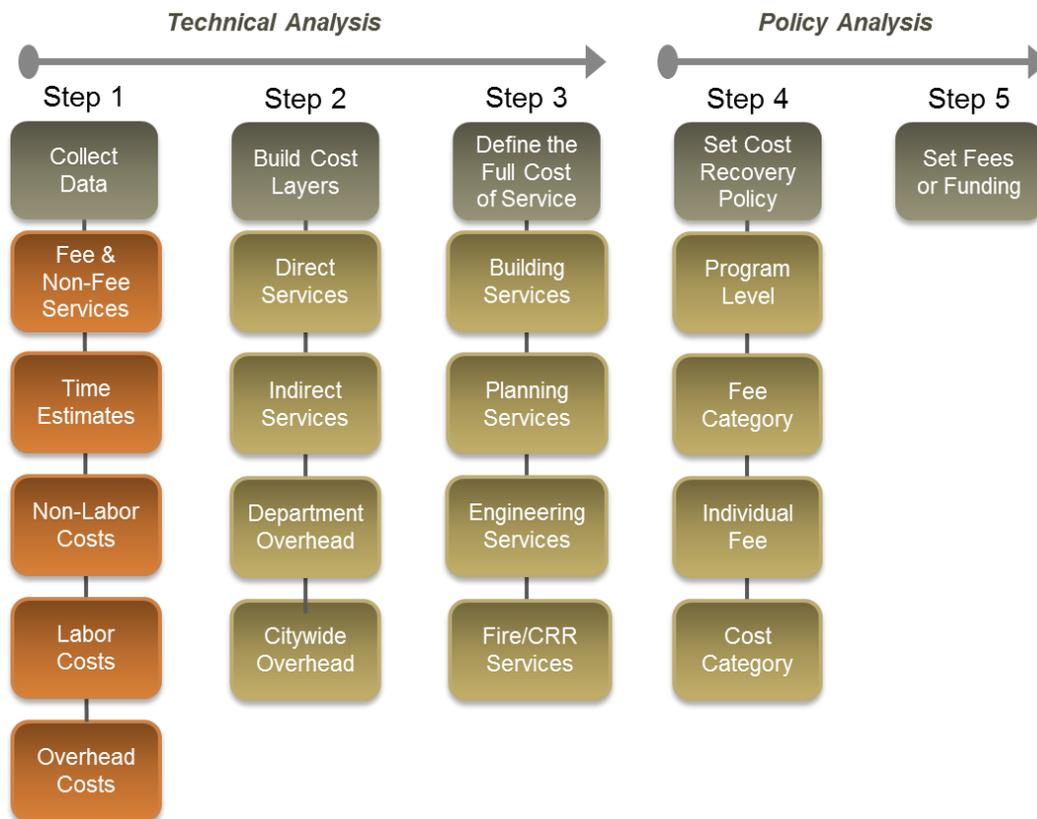
**Exhibit 4**  
**Fire Department – CRR 2013 Actual Expenditures**

| <b>Expenditure Category</b> | <b>Expenditures</b> |
|-----------------------------|---------------------|
| Personnel Services          | \$431,721           |
| Supplies & Services         | \$18,270            |
| <b>Total</b>                | <b>\$449,991</b>    |

## CHAPTER II: FEE METHODOLOGY

To determine the cost of service and the appropriate fees, a defined task plan was followed as outlined below in Exhibit 5. 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 services performed by building, current planning, fire, and engineering. The analysis provides the City’s elected officials, management, and the development services staff the opportunity to determine the cost basis for the services and the fees.

**Exhibit 5**  
**Cost of Service and Fee Methodology**



**Step 1: Collect Data** – The data collection phase is the critical step that establishes the parameters of the cost of service and fee analyses. The first part of the data collection process involved taking an inventory of the different departmental services that should be included in the study. Services with fees or specific customers were included as well as the support activities related to CD’s overall operations. Exhibits 6, 7, 8, and 9 show the list of the fee services and activities identified by management and staff. Several of the services are identified by the general fee category rather than each separate fee for the service. It should be noted that for multi-family and commercial plumbing and mechanical fees, the CD is considering

changing from the component fixed fee schedules to fees based on valuation. Consequently, these fixed fees were not included in the analysis. The CD staff also excluded other fees if they believed that the fee or the fee methodology was still appropriate.

### **Exhibit 6 Building Fee Services**

- ◆ Building moving - through City
- ◆ Building moving - into or within city
- ◆ Pre-move inspection fee
- ◆ Energy, Ventilation, Air Quality Plan Review & Inspections
- ◆ Mobile Home Installation
- ◆ Residential Re-roof
- ◆ Non Residential Mechanical
- ◆ Non Residential Plumbing
- ◆ New Single Family Plumbing Inspections
- ◆ New Single Family Mechanical Inspections
- ◆ Addition/Alteration Plumbing Inspections
- ◆ Addition/Alteration Mechanical Inspections

### **Exhibit 7 Planning Fee Services**

- ◆ Boundary Line Adjustment - Type I
- ◆ Conditional Use - Type III
- ◆ SEPA
- ◆ Shoreline Substantial Development
- ◆ Shoreline Variance
- ◆ Shoreline Conditional Use
- ◆ Shoreline Exemption
- ◆ Annexation - Type V
- ◆ Demolition - Historic Inventory
- ◆ Personal Wireless - Type I
- ◆ Personal Wireless - Type II
- ◆ First Pre-application meeting
- ◆ First pre-application meeting for actions initiated by single-family homeowners
- ◆ Appeals
- ◆ Sign permits
- ◆ Bothell Municipal Code Amendments
- ◆ Comprehensive Plan Amendments (Property Specific)
- ◆ First time tenant improvements
- ◆ Preliminary Plat
- ◆ Final Plat
- ◆ Preliminary Short Plat
- ◆ Final Short Plat
- ◆ Demolition Fee - Main Structure
- ◆ Demolition Fee - Accessory Structure
- ◆ Demolition Fee - Historic Structure
- ◆ Zoning Compliance Letter
- ◆ Directors Interpretation
- ◆ Transitory Accommodation Review
- ◆ ADU
- ◆ Subdivision - Minor Modification

- ◆ Subdivision - Major Modification
- ◆ Subdivision - Vacate
- ◆ PUD - Minor Modification
- ◆ PUD - Major Modification
- ◆ Administrative Final Plat

### **Exhibit 8 Engineering Fee Services**

- ◆ Clearing and grading base charge with no Land Use Entitlement
- ◆ Grading charge per disturbed acre
- ◆ Clearing and grading base charge with Land Use Entitlement - less than 1 acre
- ◆ Clearing and grading per acre charge only for Land Use Entitlement - more than 1 acre
- ◆ Rockery/Retaining Wall + pass through costs
- ◆ Utility Permit Base Fee
- ◆ Storm Drainage Inspection
- ◆ Storm Drainage per 100 lineal feet charge for Storm Improvements
- ◆ Stormwater Detention Facility
- ◆ Single family site review and inspection
- ◆ Water Main Tap single family or stand alone
- ◆ Water Main Tap with development project
- ◆ Water Main Tap with Development Project-Cut in
- ◆ Water Infrastructure per 100 lineal feet
- ◆ Backflow assembly inspection -2 inch
- ◆ Backflow assembly inspection -larger than 4 inch
- ◆ Side Sewer processing fee
- ◆ Single family side sewer connection
- ◆ Single family side sewer repair
- ◆ Detached multi-family side sewer connection
- ◆ Multi Family/Commercial side sewer connection- Additional per unit charge per building
- ◆ Multi Family/Commercial side sewer connection - Repair/modify side sewer existing line
- ◆ Commercial side sewer connection- commercial kitchen
- ◆ Sewer Infrastructure per 100 lineal feet of sewer improvement
- ◆ Sewer Main Tap single family or stand alone
- ◆ Sewer Main Tap associated with a project fixed fee
- ◆ Traffic Concurrency
- ◆ Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Minor Development
- ◆ Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Medium Development
- ◆ Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Major Development
- ◆ Right of Way Base Charge
- ◆ Right of Way per 100 lineal feet
- ◆ Right of Way - Major Franchise Base Fee
- ◆ Right of Way Franchise - Hourly
- ◆ Right of Way - Minor Franchise
- ◆ Driveway approach-right of way invasion permit
- ◆ Street vacation application
- ◆ Street Cut Mitigation Base Fee + Lineal Footage Fee
- ◆ Fire Flow/hydraulic analysis
- ◆ Flushing/DE chlorination/disinfection service
- ◆ Purchase and installation of up to two DUI memorial signs

- ◆ Accident clean-up / emergency response
- ◆ Public Works Variance
- ◆ Re-inspection
- ◆ New Signal with pass through
- ◆ Signal Modification pass through
- ◆ Residential Safewalk Review

### **Exhibit 9 Fire Fee Services**

- ◆ Land use reviews
- ◆ IFC Construction Permits
- ◆ Inspection fees
- ◆ Flammable & Combustible Liquid
- ◆ Temporary Membrane Structures and tents

The major effort for this step involved gathering the time data to determine the number of hours worked by each CD, Fire, and Public Works Engineering employee to provide all the above development related fee services. To help identify the overall staff time spent and the costs associated with the different services, the time and costs were divided into the following broad categories.

**Direct Services** – 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). Also, services that are provided directly for or to the public that are not fee-related were also included.

**Indirect Services** – Services provided to support direct services (e.g. customer service, code development, general administration, etc.) and that cannot be assigned to a specific project, application, activity, or request.

**Overhead Services** – General management and administrative costs primarily related to citywide indirect costs and allocations that support the departments' operations and services.

The indirect services identified in this study are listed and described as follows:

- ◆ Code & Policy Development – Time spent creating and/or revising codes, ordinances, and policies for development services.
- ◆ Public Information & Customer Service – Time spent assisting customers and the public with information and questions about building and planning fee services that was not related to a specific permit.
- ◆ Training & Certification – Time spent receiving or providing employee training.
- ◆ General Administration & Management – Time spent on general office tasks, such as division management, supervision, internal meetings/calls/e-mails, filing, and other miscellaneous activities.
- ◆ Other – Time spent on other support activities that don't fall into any of the categories listed above.

With the services identified, the data collection effort focused on collecting budget and time data from all the staff involved with development services and activities. Labor costs were based on 2013 salary, wages, and benefits. An assumption of 2,080 total annual hours was used for the annual paid hours, and the actual available time was calculated by deducting any leave hours and other time off. Staff then estimated the annual time spent on indirect services with the remaining hours available for direct fee and non-fee services. These remaining hours were then assigned to direct services by either entering the annual hours for each applicable direct service activity or as a percentage of remaining available time. Some time data by type of permit was available for each staff member, and these hours were used to help them identify their direct time on permits. An example of the form can be found in Appendix A. Appendix B shows the distribution of time for each employee.

Because the City's land use and engineering fees are currently based on hourly charges rather than fixed fees, time records were available to calculate the direct hours billed for development services for CD and Engineering staff. The direct billed time was incorporated into the staff time estimates discussed in the previous paragraph. The City staff reviewed and supplemented the data with their own time estimates. In addition, the CD and Engineering staff time records were initially used to identify the permit and inspection times for a number of permits. However, in several cases, the recorded time estimates needed to be adjusted to account for exceptions and inconsistencies and to match the new fixed fee categories. Because the customer was being billed for the time regardless of the permit, the time spent was not always recorded with the associated permit. Staff time estimates were also collected from CD, Fire, and Engineering employees for fee services that already had fixed fees as well as for new fee services. Several meetings were conducted with each staff group to identify the estimated processing times for their specific permits. Appendix C shows the total staff processing times identified for the different permits.

In addition to the staff group meetings, a time analysis for grading, right of way, and utility permits was conducted based on different projects that varied in size. Based on what City services were provided, the proportion of hours for each type of service was estimated by the City Engineering staff. Because some water and sewer districts provide services to some City areas, the City does not provide the related development review services for those same utility services on a project. Based on the acreage and lineal feet involved with each project, average time estimates were developed for review and inspection times and were then reviewed and adjusted by the staff to develop the appropriate fees.

**Step 2: Build Cost Layers** – The next stage in the process was to develop an analytical model for calculating the costs related to each program category. The design and structure for the analytical model were based on the services and activities identified in Step 1 that were associated with the three service categories: direct, indirect, and overhead services. Cost layers were developed for each program.

To build the cost layers, the staff time allocations for each activity in the major categories (i.e. direct, indirect, and overhead) were first priced at each individual staff member's loaded hourly rate or the City's hourly rate for the position. 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). The analysis was done separately for Building, Planning, Fire, and Engineering, based on their staff and the services provided.

After the labor costs for each staff member and each service were calculated, the non-labor costs were analyzed. The non-labor costs in each group were allocated to the different functions of CD based on the number of FTEs performing each function. For example, Planning costs were distributed between Long Range Planning, Current Planning, and Department administration. The non-labor costs were allocated between direct fee services, indirect services, and non-fee services in proportion to the level of staff time reported for each service. Costs were identified and allocated for Long Range Planning, but are not shown as part of this analysis.

Division overhead costs were also calculated based on each division director's (e.g. Building Official) labor costs. These costs were allocated to each supervised program based on FTEs. Costs associated with the CD Director and the Administrative Support division represent the Department overhead costs. The CD Director cost was grouped with the Administrative Support cost group, even though his salary is included as part of the Planning division. These costs were allocated to Building and Planning based on the proportion to the number of FTEs in each division. These costs make up the Labor and Non-Labor Department Administration costs. No Citywide overhead costs were included.

Once all the cost layers were identified and calculated, hourly rates were calculated for each employee. Based on the overall time estimates, the calculated fully loaded hourly rates were different than the hourly rates used by the City to bill its customers. The calculated hourly rates for the staff were based on their estimates of how they spent their time (e.g. direct versus indirect) as described in the previous paragraphs. The study's resulting hourly rates were considerably higher for planning staff than the posted hourly rates charged. For example, the calculated hourly Planning staff rates average \$232 per hour compared to the

listed \$152 hourly rate. The primary reason for the higher rates is that the staff indicated that a significant portion of their time is spent on public information and customer service which is not related to a specific permit. The rates for Engineering staff, however, were lower because they did not identify any indirect time and as a result had more billable hours. Exhibit 10 shows the difference in the average calculated hourly rates.

**Exhibit 10  
Comparison of 2013 City and Study Calculated Hourly Rates**

| <b>Position</b>         | <b>2013 City Hourly Billing Rate</b> | <b>Average Study Calculated Hourly Rate</b> | <b>Study % Difference</b> |
|-------------------------|--------------------------------------|---|---------------------------|
| Planners                | \$152.38                             | \$232.11                                    | 52%                       |
| Civil Engineers         | \$161.37                             | \$116.59                                    | -28%                      |
| Construction Inspectors | \$147.75                             | \$103.25                                    | -30%                      |
| Traffic Engineer        | \$161.37                             | \$121.69                                    | -25%                      |
| Fire Department         | \$170.47                             | \$175.46                                    | 3%                        |

**Step 3: Determine the Full Cost of Service** – After establishing the different cost layers, the full cost of service was calculated. The initial steps of the cost of service analysis were focused on taking each program’s 2013 cost of operations and distributing those costs among the different service categories and components to establish the cost layers that ultimately make up each fee category’s total cost. To determine a fee category’s full cost of service, the different costs are brought back together. For a specific fee category (i.e. Building, Planning, Fire, and Engineering), each fee category’s cost layers were used to arrive at the full cost of service for each service category. These cost layers were then used to calculate an hourly rate for each fee category as well as hourly rates by organizational unit and section. The cost for each Building, Planning, Fire, and Engineering fee service was calculated by applying the fully loaded hourly rates to the staff time estimates developed and verified as part of Step 2 above. For the 2017 update, the City’s 2017 hourly rates for each position were used.

**Step 4: Set Cost Recovery Objectives** – Once the full cost of service and hourly rates were established, the next step is to determine cost recovery objectives. The cost of the various services was compared to the fee charged or to the overall revenue generated by each program to determine the level of cost recovery (e.g. percentage of full costs compared to revenue generated). When services cost more than the revenue generated, funding from the General Fund is needed to cover the gap between costs and revenues. The amount of cost recovery is a policy decision that is generally made by the City Council.

**Step 5: Set Fees** – The final step of the cost of service and fee analysis is to calculate the fees based on the adopted cost recovery policy. Other considerations in fee setting besides the analytical cost recovery objectives include key questions such as:

- ◆ Is it feasible to set fees at the calculated level?
- ◆ Will increasing fees result in compliance or public safety problems?
- ◆ Can the market bear the fee increases?
- ◆ Do adjustments in fees adversely affect other City goals?
- ◆ Are there feasible process changes that might bring costs into better balance with revenues?

# CHAPTER III: 2013 COST OF SERVICE ANALYSIS

Based on the methodology described in the prior chapter, the estimated 2013 full cost of service for all Building, Planning, Fire, and Engineering fee supported development services was developed as well as the full cost for non-fee supported services. The cost of service analysis shows the costs by type of cost category, overall fee category (i.e. Building, Planning, Fire, and Engineering), and individual fee. Costs were originally grouped by program and staff assignment: Building, Planning, Fire, and Engineering. Because each group might provide services to the other divisions and services, costs were re-grouped based on the staff's annual time estimates into the fee categories: Building, Planning, Fire, and Engineering. To properly calculate the Department's actual cost of service for each division and function, each fee category under each division was identified as Building, Planning, Fire, or Engineering. Exhibit 11 below shows the results of the breakdown of direct hours by fee category, and Exhibit 12 below shows the allocation of the labor costs from the organizational groups into the four fee categories.

**Exhibit 11  
Breakdown of 2013 Direct Hours by Fee Category**

| Fee Category       | Division     |  |              |                    | Total Direct Fee Services |
|--------------------|--------------|--|--------------|--------------------|---------------------------|
|                    | Planning     | PW Utility & Development Services Division | Building     | Fire and EMS - CRR |                           |
| Planning           | 1,420        | 82   | 226          | 139                | 1,867                     |
| Engineering        | 318          | 3,790                                      | -            | 269                | 4,377                     |
| Building           | 14           | 208  | 7,990        | 187                | 8,399                     |
| Fire and EMS - CRR | -            | -  | -            | 1,302              | 1,302                     |
| <b>Total</b>       | <b>1,752</b> | <b>4,080</b>                               | <b>8,216</b> | <b>1,898</b>       | <b>15,946</b>             |

**Exhibit 12**  
**Allocation of 2013 Labor Cost Layers by Fee Category**

| Fee Category       | Division          |  |                   |                    | Total Direct Fee Services |
|--------------------|-------------------|--|-------------------|--------------------|---------------------------|
|                    | Planning          | PW Utility & Development Services Division | Building          | Fire and EMS - CRR |                           |
| Planning           | \$ 95,626         | \$ 6,615                                   | \$ 15,131         | \$ 11,491          | \$ 128,863                |
| Engineering        | 21,887            | 274,398                                    | -                 | 22,035             | 318,320                   |
| Building           | 989               | 15,404                                     | 502,673           | 15,380             | 534,447                   |
| Fire and EMS - CRR | -                 | -  | -                 | 101,468            | 101,468                   |
| <b>Total</b>       | <b>\$ 118,503</b> | <b>\$ 296,416</b>                          | <b>\$ 517,803</b> | <b>\$ 150,375</b>  | <b>\$ 1,083,097</b>       |

The following cost of service analyses are based on the fee category and not on the organizational divisions.

## BUILDING SERVICES

Because most of the building fee revenue is based on the construction value rather than the specific amount of time required needed to provide the service, only a few of the building fees were analyzed. The construction value and building fee schedule are based on national standards. Most of the fixed building fees are related to the plumbing and mechanical fee schedule, and as previously mentioned, the CD is considering changing these fixed fees to a valuation based fee schedule. In the fee survey comparison, Kirkland plumbing and mechanical fees for new single family construction are based on 8% of the building permit fee. For commercial construction, the fees are based on a scale similar to the building permit fee based on the job valuation. However, CD also wanted to make these fees easier to calculate for new single family home construction, and based on the average number of inspections needed for plumbing and mechanical permits, new fixed fees were developed. The new fees were calculated based on the average number of inspections for each type of permit and one hour per inspection including travel time. In addition to the base permit fee for plumbing and mechanical permits, the following new single family permits were identified:

- ◆ New Single Family Plumbing
- ◆ Addition/Alteration Single Family Plumbing
- ◆ New Single Family Mechanical
- ◆ Addition/Alteration Single Family Mechanical

In addition to the above single family fees, Exhibit 13 shows the cost of service for other fixed building fees. Because there was not a significant difference between the calculated hourly rates and the City's established rates for the Building staff positions, Exhibit 13 only shows the cost of service based on the calculated rates.

**Exhibit 13  
2013 Cost of Service by Individual Building Fee**

| <b>Fee Services for Building</b>   | <b>2013 Cost of Service</b> |
|--|-----------------------------|
| <b>Building moving-through City</b>  | <b>\$72</b>                 |
| <b>Building moving-into or within city</b>   | <b>\$72</b>                 |
| <b>Pre-move inspection fee</b>   | <b>\$338</b>                |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per single family dwelling</b>       | <b>\$394</b>                |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per residential remodel/addition</b> | <b>\$394</b>                |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per multi-family structure</b>       | <b>\$165</b>                |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Additional per unit fee</b>          | <b>\$25</b>                 |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per commercial building</b>          | <b>\$165</b>                |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per tenant improvement</b>           | <b>\$153</b>                |
| <b>Mobile Home Installation</b>  | <b>\$372</b>                |
| <b>Residential Re-roof</b>   | <b>\$124</b>                |
| <b>Non Res Mechanical-Base Permit fee</b>  | <b>\$96</b>                 |
| <b>Non Res Plumbing-Base Permit fee</b>  | <b>\$96</b>                 |
| <b>New Single Family Plumbing Inspections</b>  | <b>\$510</b>                |
| <b>New Single Family Mechanical Inspections</b>  | <b>\$599</b>                |
| <b>Addition/Alteration Plumbing Inspections</b>  | <b>\$332</b>                |
| <b>Addition/Alteration Mechanical Inspections</b>  | <b>\$220</b>                |

## PLANNING SERVICES

As shown below in Exhibit 14, the full cost of planning fee supported services was \$437,236. Direct services made up roughly 32% of the full cost of service, while indirect services made up 37% of the full cost of service. Department Administration and Division Overhead costs made up the remaining 30%. Because about two thirds of the cost is related to non-direct time and costs, the hourly rates must be higher to recover these costs. As previously shown in Exhibit 10, the calculated hourly rate is about 52% higher than the City's hourly billing rate. In addition, the Planning group also performs a significant amount of non-development related services. These costs total \$117,321 and are not recovered through development fees.

**Exhibit 14**  
**2013 Full Cost of Service for Planning Services**

| <i>Planning</i>                                   |  | Annual Cost Components |                  | Total Costs       | % of Total Direct Costs |
|---|--|------------------------|------------------|-------------------|-------------------------|
|   |  | Labor Costs            | Non-Labor Costs  |                   |                         |
| Direct Costs                                      | Total Direct Services                      | \$ 128,863             | \$ 3,314         | \$ 132,177        | 30%                     |
|   | Contract Services                          |                        | \$ 9,464         | \$ 9,464          | 2%                      |
| <b>Subtotal Direct Costs</b>                      |  | <b>\$ 128,863</b>      | <b>\$ 12,778</b> | <b>\$ 141,641</b> | <b>32%</b>              |
| Indirect Costs                                    | Code & Policy Development                  | \$ 12,928              | \$ 342           | \$ 13,271         | 3%                      |
|   | Public Information & Customer Service      | 94,680                 | 2,509            | 97,190            | 22%                     |
|   | Training & Certification                   | 14,272                 | 378              | 14,650            | 3%                      |
|   | General Administration & Management        | 37,550                 | 987              | 38,537            | 9%                      |
|   | Other                                      | -                      | -                | -                 | -                       |
| <b>Subtotal Indirect Costs</b>                    |  | <b>159,431</b>         | <b>4,216</b>     | <b>\$ 163,647</b> | <b>37%</b>              |
| Overhead Costs                                    | Department Administration OH - Fee Related | \$ 52,360              | \$ 17,374        | \$ 69,733         | 16%                     |
|   | Division OH - Fee Related                  | 62,214                 | -                | 62,214            | 14%                     |
|   | Citywide OH - Fee Related                  | -                      | -                | -                 | -                       |
|   | -  | -                      | -                | -                 | -                       |
| <b>Subtotal Overhead Costs</b>                    |  | <b>\$ 114,574</b>      | <b>\$ 17,374</b> | <b>\$ 131,947</b> | <b>30%</b>              |
| <b>Total Direct Planning Costs</b>                |  | <b>\$ 402,868</b>      | <b>\$ 34,368</b> | <b>\$ 437,236</b> | <b>100%</b>             |
| <b>Subtotal - Non-Fee Related Direct Services</b> |  | <b>\$ 107,883</b>      | <b>\$ 9,437</b>  | <b>\$ 117,321</b> |                         |
| <b>Total Planning Costs</b>                       |  | <b>\$ 510,751</b>      | <b>\$ 43,806</b> | <b>\$ 554,557</b> |                         |

### Planning Fees

With the exclusion of a few fixed fees, the City's planning fees were based on hourly billings. The fee schedule in Exhibit 15 reflects a redesign from hourly rates to fixed fees for the City's development planning services. Based on discussions with the City staff, the time identified for each permit assumes that the applicant is allowed two correction cycles, where applicable, and if additional corrections are needed, another fee would be charged. The fee has not yet been determined, but one suggestion has been to charge 25% of the original permit fee. The CD staff indicated that the First Pre-Application and Demolition Fees should remain unchanged from the current fee schedule and were not included. Because the calculated hourly rate is significantly higher than the City's billing rate, the cost of service is shown for both types of hourly rates.

**Exhibit 15  
2013 Cost of Service by Individual Planning Fee**

| Fee Services for Planning  | Cost of Service -<br>2013 City Hourly<br>Rates | 2013 Cost of Service |
|--|--|----------------------|
| Boundary Line Adjustment-Type I  | \$854  | \$818                |
| Conditional Use-Type III   | \$5,745  | \$6,833              |
| Critical Areas Alteration-Type II  | \$3,119  | \$4,511              |
| Planned Unit Development-Preliminary without                                       | \$6,329  | \$7,152              |
| Planned Unit Development-Final without Plat  | \$2,001  | \$2,626              |
| SEPA-SEPA  | \$904  | \$1,185              |
| Variance-Type III  | \$3,424  | \$4,984              |
| Shoreline-Shoreline Substantial Development  | \$6,328  | \$9,069              |
| Shoreline-Shoreline Variance   | \$6,472  | \$9,423              |
| Shoreline-Shoreline Conditional Use  | \$6,472  | \$9,423              |
| Shoreline-Shoreline Exemption  | \$1,596  | \$2,292              |
| Annexation-Type V  | Hourly   | Hourly               |
| Demolition-Historic Inventory  | Hourly   | Hourly               |
| Personal Wireless-Type I   | \$1,004  | \$1,253              |
| Personal Wireless-Type II  | \$1,614  | \$2,198              |
| First Pre-application meeting  | \$679  | \$679                |
| First pre-application meeting for actions initiated<br>by single-family homeowners | \$1,500  | \$1,500              |
| Appeals  | \$2,815  | \$4,039              |
| Sign permits-First Sign  | \$604  | \$607                |
| Sign permits-Additional  | \$166  | \$194                |
| Bothell Municipal Code amendments  | Hourly   | Hourly               |
| Comprehensive Plan Amendments (Property  | Hourly   | Hourly               |
| First time tenant improvements   | \$224  | \$308                |
| Preliminary Plat   | \$11,725                                       | \$14,306             |
| Preliminary Plat- Additional Plat After 5  | \$475  | \$476                |
| Final Plat   | \$5,172  | \$6,640              |
| Final Plat-Additional Plat After 5   | \$314  | \$356                |
| Preliminary Short Plat   | \$6,311  | \$7,366              |
| Final Short Plat   | \$3,353  | \$3,837              |
| Demolition Fee-Main Structure  | \$311  | \$311                |
| Demolition Fee-Accessory Structure   | \$53   | \$53                 |
| Demolition Fee-Historic Structure  | Hourly   | Hourly               |
| Zoning Compliance Letter   | \$224  | \$308                |
| Directors Interpretation   | \$2,438  | \$2,642              |
| Transitory Accommodation Review  | \$2,510  | \$2,714              |
| ADU  | \$681  | \$732                |
| Sub-Minor Mod  | \$681  | \$1,017              |
| Sub-Major Mod  | \$4,034  | \$5,929              |
| Sub-Vacate   | \$4,034  | \$5,929              |
| PUD-Minor Mod  | \$681  | \$1,017              |
| PUD-Major Mod  | \$4,034  | \$5,929              |
| Administrative Final Plat  | \$4,330  | \$5,576              |

## ENGINEERING SERVICES

As shown below in Exhibit 16, the full cost of engineering fee supported services was \$488,179. Direct services made up about 85% of the full cost of service, while indirect services were not identified because a majority of their time is spent on non-development related services. Division Overhead costs made up the remaining 15%. Because only a small section from Public Works was involved, Public Works overhead costs were not identified. Additionally, the Engineering group performs a significant amount of time on Non- Development Fee related direct services such as City capital projects. These costs total \$473,302 and are not recovered through development fees. Because the staff did not identify any time related to non-direct time and costs, the hourly rates are lower than the City's hourly rate. As previously shown in Exhibit 10, depending on the position the calculated hourly rates are about 25-30% lower than the City's hourly billing rate.

**Exhibit 16  
2013 Full Cost of Service for Engineering Services**

| <i>PW Utility &amp; Development Services Division</i>                    |  | Annual Cost Components |                   | Total Costs       | % of Total Costs |
|--|--|------------------------|-------------------|-------------------|------------------|
|  |  | Labor Costs            | Non-Labor Costs   |                   |                  |
| Direct Costs   | Total Direct Services                      | \$ 318,320             | \$ 92,228         | \$ 410,548        | 84%              |
|  | Contract Services                          |                        | \$ 4,000          | \$ 4,000          | 1%               |
| <b>Subtotal Direct Costs</b>   |  | <b>\$ 318,320</b>      | <b>\$ 96,228</b>  | <b>\$ 414,548</b> | <b>85%</b>       |
| Indirect Costs   | Code & Policy Development                  | \$ -                   | \$ -              | \$ -              | -                |
|  | Public Information & Customer Service      | -                      | -                 | -                 | -                |
|  | Training & Certification                   | -                      | -                 | -                 | -                |
|  | General Administration & Management        | -                      | -                 | -                 | -                |
|  | Other                                      | -                      | -                 | -                 | -                |
| <b>Subtotal Indirect Costs</b>   |  | <b>-</b>               | <b>-</b>          | <b>\$ -</b>       | <b>-</b>         |
| Overhead Costs   | Department Administration OH - Fee Related | \$ -                   | \$ -              | \$ -              | -                |
|  | Division OH - Fee Related                  | 73,631                 | -                 | 73,631            | 15%              |
|  | Citywide OH - Fee Related                  | -                      | -                 | -                 | -                |
|  | -  | -                      | -                 | -                 | -                |
| <b>Subtotal Overhead Costs</b>   |  | <b>\$ 73,631</b>       | <b>\$ -</b>       | <b>\$ 73,631</b>  | <b>15%</b>       |
| <b>Total Direct PW Utility &amp; Development Services Division Costs</b> |  | <b>\$ 391,951</b>      | <b>\$ 96,228</b>  | <b>\$ 488,179</b> | <b>100%</b>      |
| <b>Subtotal - Non-Fee Related Direct Services</b>                        |  | <b>\$ 384,376</b>      | <b>\$ 88,927</b>  | <b>\$ 473,302</b> |                  |
| <b>Total PW Utility &amp; Development Services Division Costs</b>        |  | <b>\$ 776,327</b>      | <b>\$ 185,155</b> | <b>\$ 961,482</b> |                  |

## Engineering Fees

Engineering development fees, much like planning fees, were previously based on hourly billings. The fee schedule in Exhibit 17 reflects a redesign from hourly rates to fixed fees for development engineering services. The Engineering group decided to keep the existing hourly fees for Multi Family/Commercial side sewer connection-repair/modify and Public Works Variances. Additionally, the Traffic Concurrency Capacity Reporting & Monitoring and the Street Cut Mitigation fees will remain the same as in the current fee schedule.

To develop fixed engineering fees required several meetings to discuss the concepts and how the fees should be charged. There were three main fee categories, clearing and grading, utility infrastructure, and right of way permits. These permits were previously billed on an hourly basis, and distinctions based on the amount of work or the size of a project were not necessary. If a larger project took more time or involved more utilities, the hourly billing would reflect the difference in time and effort, but with fixed fees, distinctions must be made to establish a fee that accounts for the differences in projects. As previously discussed, processing times for clearing and grading, right of way, and utilities were based on a small sample of projects and the average time spent on those projects within each fee category. For each

of the project types, the estimated percentage time spent on grading, water, sewer, stormwater, and right of way was identified as well as the lineal footage and acreage. The following fee categories were developed based on an analysis of the sample projects.

- ◆ Clearing and Grading – A base fee and a per acre charge based on the disturbed area.
- ◆ Clearing and Grading with a Land Use Entitlement - A base fee (including the regular clearing and grading review costs) and a per acre charge based on the disturbed area only for the Land Use Entitlement review that includes the actual cost for Planning staff as well as the Engineering and Inspection based on the regular per acre charge for clearing and grading.
- ◆ Utility Infrastructure Permit – A base fee charged for each utility and a charge per 100 lineal feet for each utility. If a development involves two utilities, two base charges would be applied as well as the lineal footage for each utility. If a development received all of its services from the City, a maximum of three base charges would apply as well as the lineal footage for each service.
- ◆ Right of Way – Like the Utility Infrastructure permit, the same base fee would be charged as well as a lineal footage charge. Because the variability in the type of construction that the franchise utilities use makes it difficult to determine a fixed fee, the Engineering group decided to charge hourly for franchise utility right of way permits.

The Engineering group also identified several other new fees.

- ◆ Storm Drainage charge per 100 lineal feet for storm improvements
- ◆ Backflow assembly inspection - larger than 4 inches
- ◆ Non-residential/multi-family utility permits
- ◆ Single family side sewer repair
- ◆ Right of Way - Major Franchise Base Fee
- ◆ Right of Way – Minor Franchise
- ◆ Traffic Concurrency Review
- ◆ New Signal with pass through
- ◆ Signal Modification pass through
- ◆ Residential Safewalk Review

**Exhibit 17**  
**2013 Cost of Service by Individual Engineering Fee**

| Fee Services for PW Utility & Development Services Division                            | Cost of Service with<br>2013 City Hourly Rates | 2013 Cost of Service |
|--|--|----------------------|
| Clearing and grading base charge with no Land Use Entitlement                          | \$1,531  | \$1,530              |
| Grading charge per disturbed acre with no Land Use Entitlement                         | \$1,901  | \$1,354              |
| Clearing and grading base charge with Land Use Entitlement                             | \$1,531  | \$1,530              |
| Clearing and grading per acre charge only for Land Use Entitlement                     | \$2,054  | \$1,590              |
| Storm Drainage Inspection  | \$220  | \$176                |
| Utility Permit Base Fee  | \$484  | \$427                |
| Traffic Concurrence  | \$2,008  | \$1,532              |
| Storm Drainage 100 Lineal ft charge for Storm Improvements                             | \$535  | \$403                |
| Rockery/Retaining Wall + pass through costs  | \$395  | \$345                |
| Single family site review and inspection   | \$556  | \$426                |
| Water Main Tap single family or stand alone  | \$220  | \$176                |
| Water Main Tap with development project  | \$589  | \$435                |
| Water Infrastructure Per 100 lineal foot   | \$1,666  | \$1,176              |
| Water Main Tap with Development Project-Cut in   | \$1,182  | \$830                |
| Sewer Infrastructure Per 100 lineal foot of sewer improvement                          | \$1,384  | \$991                |
| Fire Flow/hydraulic analysis   | \$161  | \$118                |
| Flushing/DE chlorination/disinfection service  | \$958  | \$694                |
| Backflow assembly inspection -2 inch   | \$220  | \$176                |
| Backflow assembly inspection -larger than 4 inch                                       | \$663  | \$487                |
| Commercial side sewer connection- commercial kitchen                                   | \$589  | \$435                |
| Multi Family/Commercial side sewer connection- Additional per unit charge per building | \$441  | \$329                |
| Multi Family/Commercial side sewer connection - Repair/modify side sewer existing line | Hourly   | Hourly               |
| Sewer Main Tap single family or stand alone  | \$663  | \$487                |
| Sewer Main Tap associated with a project fixed fee                                     | \$958  | \$694                |
| Stormwater Detention Facility  | \$809  | \$671                |
| Traffic Concurrence Capacity Reporting & Monitoring Surcharge-Minor Development        | \$912  | \$912                |
| Traffic Concurrence Capacity Reporting & Monitoring Surcharge-Medium Development       | \$1,820  | \$1,820              |
| Traffic Concurrence Capacity Reporting & Monitoring Surcharge-Major Development        | \$3,033  | \$3,033              |
| Driveway approach-right of way invasion permit   | \$529  | \$395                |
| Right of Way Base Charge   | \$1,013  | \$751                |
| Right of Way - Major Franchise Base Fee  | \$556  | \$426                |
| Street vacation application  | Hourly   | Hourly               |
| Purchase and installation of up to two DUI memorial signs                              | \$72   | \$72                 |
| Accident clean-up / emergency response   | \$72   | \$72                 |
| Street Cut Mitigation Base Fee + Lineal Footage Fee                                    | \$72   | \$72                 |
| Non-residential/multi-family utility permits   | \$72   | \$72                 |
| Side Sewer processing fee  | \$72   | \$72                 |
| Single family side sewer connection  | \$220  | \$176                |
| Detached multi-family side sewer connection  | \$222  | \$154                |
| Public Works Variance  | Hourly   | Hourly               |
| Single family side sewer repair  | \$222  | \$154                |
| Right of Way per 100 Lineal Feet   | \$457  | \$327                |
| Right of Way Franchise - Hourly  | Hourly   | Hourly               |
| Right of Way - Minor Franchise   | \$757  | \$815                |
| Reinspection   | \$148  | \$104                |
| New Signal with pass through   | \$3,190  | \$2,362              |
| Signal Modification pass through   | \$2,222  | \$1,632              |
| Residential Safewalk Review  | \$2,312  | \$2,050              |

## FIRE SERVICE

As shown below in Exhibit 18, the full cost of Fire and EMS-CRR development fee services was \$227,004. Direct services made up roughly 47% of the full cost of service, while indirect services made up 5% of the full cost of service. Division Overhead costs made up the remaining 24%. No Department Administration or Citywide Overhead costs were included. Like Engineering, the Fire group provides a significant amount of Non- Development Fee related direct services. These costs totaled \$73,969 and are not recovered through development fees.

**Exhibit 18**  
**2013 Full Cost of Service for Fire Development Services**

| <i>Fire and EMS - CRR</i>                         |  | Annual Cost Components |                 | Total Costs       | % of Total Costs |
|---|--|------------------------|-----------------|-------------------|------------------|
|   |  | Labor Costs            | Non-Labor Costs |                   |                  |
| Direct Costs                                      | Total Direct Services                      | \$ 101,468             | \$ 4,110        | \$ 105,578        | 47%              |
|   | Contract Services                          |                        | \$ -            | \$ -              | -                |
| <b>Subtotal Direct Costs</b>                      |  | <b>\$ 101,468</b>      | <b>\$ 4,110</b> | <b>\$ 105,578</b> | <b>47%</b>       |
| Indirect Costs                                    | Code & Policy Development                  | \$ -                   | \$ -            | \$ -              | -                |
|   | Public Information & Customer Service      | 757                    | 32              | 789               | 0%               |
|   | Training & Certification                   | 21,502                 | 896             | 22,399            | 2%               |
|   | General Administration & Management        | 42,503                 | 1,679           | 44,182            | 3%               |
|   | Other                                      | -                      | -               | -                 | -                |
| <b>Subtotal Indirect Costs</b>                    |  | <b>64,763</b>          | <b>2,607</b>    | <b>\$ 67,369</b>  | <b>5%</b>        |
| Overhead Costs                                    | Department Administration OH - Fee Related | \$ -                   | \$ -            | \$ -              | -                |
|   | Division OH - Fee Related                  | 54,057                 | -               | 54,057            | 24%              |
|   | Citywide OH - Fee Related                  | -                      | -               | -                 | -                |
| <b>Subtotal Overhead Costs</b>                    |  | <b>\$ 54,057</b>       | <b>\$ -</b>     | <b>\$ 54,057</b>  | <b>24%</b>       |
| <b>Total Direct Fire and EMS - CRR Costs</b>      |  | <b>\$ 220,288</b>      | <b>\$ 6,717</b> | <b>\$ 227,004</b> | <b>100%</b>      |
| <b>Subtotal - Non-Fee Related Direct Services</b> |  | <b>\$ 72,088</b>       | <b>\$ 1,881</b> | <b>\$ 73,969</b>  |                  |
| <b>Total Fire and EMS - CRR Costs</b>             |  | <b>\$ 292,376</b>      | <b>\$ 8,598</b> | <b>\$ 300,974</b> |                  |

## Fire Fees

The Fire Department has many development related fees based on the International Fire Code. Most of the fees are currently fixed fees rather than hourly fees. Exhibit 19 shows the cost of service for the various development related fire permits. Because there was not a significant difference between the calculated hourly rate and the City's hourly billing rate, only the cost of service amounts based on the calculated rates are shown.

**Exhibit 19**  
**2013 Cost of Service by Individual Fire Fee**

|   | 2013 Cost of Service |
|---|----------------------|
| <b>Fee Services for Fire and EMS - CRR</b>  |                      |
| IFC Construction Permits -New commercial buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)       | \$631                |
| IFC Construction Permits -Commercial tenant improvements NFPA 13 fee per riser (plus \$1.00 per sprinkler head) | \$545                |
| IFC Construction Permits -Single and multi family residential NDPA 13D and 13R                                  | \$416                |
| IFC Construction Permits - Underground fire sprinkler supply line   | \$78                 |
| IFC Construction Permits -Commercial kitchen hood and duct systems  | \$78                 |
| IFC Construction Permits -VESDA/FM 200 fire suppression systems   | \$760                |
| IFC Construction Permits -New mixed use buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)        | \$631                |
| IFC Construction Permits -Battery systems   | \$244                |
| IFC Construction Permits -Compressed gases  | \$373                |
| IFC Construction Permits -Cryogenic fluids  | \$373                |
| IFC Construction Permits -Fire alarm panels 1-4 zones plus, \$1.50/device                                       | \$760                |
| IFC Construction Permits -Fire alarm panels, 5 or more zones, plus \$1.50/device                                | \$1,018              |
| IFC Construction Permits - Addressable control panels, plus \$1.50/device                                       | \$760                |
| IFC Construction Permits -Fire alarm transmission devices   | \$244                |
| IFC Construction Permits -Industrial ovens  | \$330                |
| IFC Construction Permits -liquefied petroleum gas   | \$330                |
| IFC Construction Permits -private fire hydrants   | \$244                |
| IFC Construction Permits -spraying and dipping  | \$502                |
| IFC Construction Permits -standpipe systems   | \$416                |
| IFC Construction Permits -distributed antenna system  | \$416                |
| IFC Construction Permits -fire pumps and related equipment  | \$244                |
| Inspection fees-after-hour inspections (billed half-hourly)   | Hourly               |
| Inspection fees-phase project inspection fee  | \$158                |
| Inspection fees-Construction permit re-inspection fee   | \$158                |
| Flammable & Combustible Liquid Level 1 Less than 1000 Gallon capacity   | \$244                |
| Flammable & Combustible Liquid Level 2 1000+  | \$502                |
| Temporary Membrane Structures and tents-commercial  | \$287                |
| Temporary Membrane Structures and tents-non-profit  | \$287                |

# CHAPTER IV: 2013 COST RECOVERY ANALYSIS

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Once the cost of service has been established, the level of cost recovery can be analyzed by comparing the cost of service to the revenues or current fee. The analysis evaluates the cost recovery level at an overall fee group level except for Building as well as at the individual fee level. As previously mentioned, the cost of service is primarily based on the amount of time assigned to each permit category, and time from one permit category might also be related to other permit categories because there might be a certain degree of legal and technical overlap between the different permit categories as well as the previously mentioned time keeping issues. Consequently, each permit category's cost of service provides a general cost estimate, and the cost recovery levels can also be affected by these estimates. Based on the City's billed revenue data for the different types of permits, the average fee revenues needed to be calculated to compare the cost of service with the revenues. Because of the permit and fee categories, the revenues are based on the hours billed and the specific type of permit was not always billed correctly, the averages represent rough estimates of the revenues collected for each type of permit. Where a specific fixed fee is charged, the cost of service is compared to that fee.

## BUILDING

For building services, a cost recovery analysis was only performed for each individual fixed fee service. Exhibit 20 shows the cost recovery level for each fixed fee reviewed. Several fees showed that the cost of service was less than the current fee, specifically: Energy, Ventilation, Air Quality Plan Review & Inspections for multi-family structures and for Additional per unit fees. The cost recovery levels for these fees are 173% and 291% respectively. On the other end of the spectrum, the Residential Re-Roof's current fee only captures 16% of cost of service.

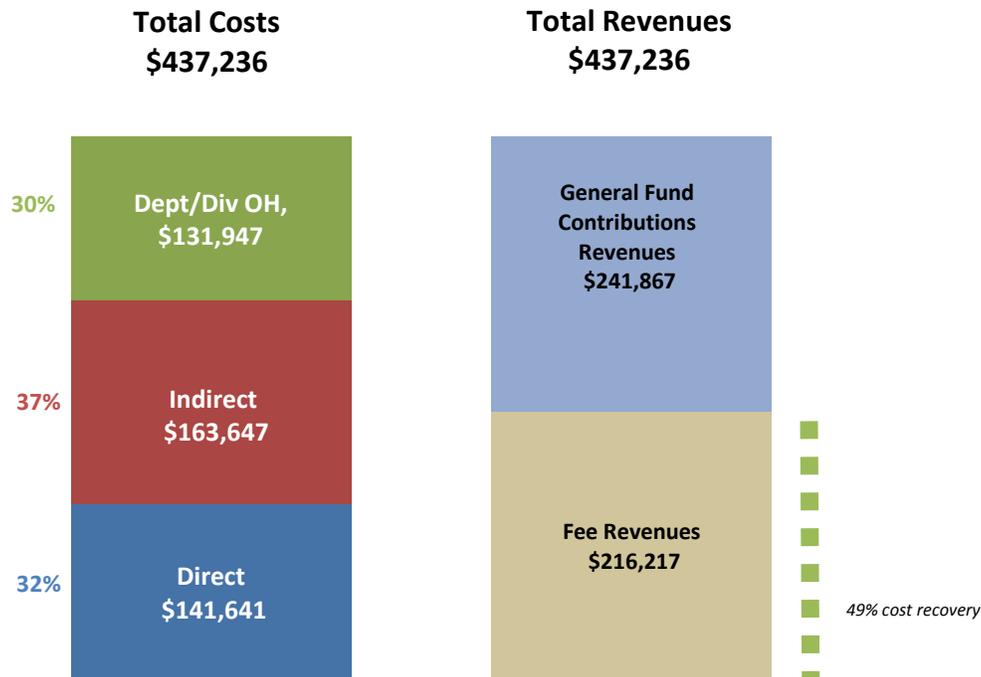
**Exhibit 20  
2013 Individual Building Fee Cost Recovery Analysis**

| Fee Services for Building   | 2013 Cost of Service | Current Fee | 2013 Cost Recovery (%) |
|---|----------------------|-------------|------------------------|
| Building moving-through City  | \$72                 | \$216       | 301%                   |
| Building moving-into or within city   | \$72                 | \$35        | 49%                    |
| Pre-move inspection fee   | \$338                | \$108       | 32%                    |
| Energy, Ventilation, Air Quality Plan Review & Inspections-Per single family dwelling       | \$394                | \$143       | 36%                    |
| Energy, Ventilation, Air Quality Plan Review & Inspections-Per residential remodel/addition | \$394                | \$143       | 36%                    |
| Energy, Ventilation, Air Quality Plan Review & Inspections-Per multi-family structure       | \$165                | \$285       | 173%                   |
| Energy, Ventilation, Air Quality Plan Review & Inspections-Additional per unit fee          | \$25                 | \$74        | 291%                   |
| Energy, Ventilation, Air Quality Plan Review & Inspections-Per commercial building          | \$165                | \$285       | 173%                   |
| Energy, Ventilation, Air Quality Plan Review & Inspections-Per tenant improvement           | \$153                | \$143       | 94%                    |
| Mobile Home Installation  | \$372                | \$100       | 27%                    |
| Residential Re-roof   | \$124                | \$20        | 16%                    |
| Non Res Mechanical-Base Permit fee  | \$96                 | \$35        | 37%                    |
| Non Res Plumbing-Base Permit fee  | \$96                 | \$35        | 36%                    |
| New Single Family Plumbing Inspections  | \$510                | NEW         | 0%                     |
| New Single Family Mechanical Inspections  | \$599                | NEW         | 0%                     |
| Addition/Alteration Plumbing Inspections  | \$332                | NEW         | 0%                     |
| Addition/Alteration Mechanical Inspections  | \$220                | NEW         | 0%                     |

## PLANNING

The 2013 revenues for planning services did not fully recover the 2013 actual costs of \$437,236. As shown in Exhibit 21, planning services recovered 49% of their full cost of services with \$216,217 in total fee revenues. Planning services required \$241,867 in General Fund contributions to recover their full costs. One reason for this large difference is that based on the number of available hours that each planner identified as being direct versus indirect, the planners have a very high fully loaded average hourly rate at about \$232 per hour compared to the \$152 hourly rate used in the billing. The current hourly rate is about 65% of the actual loaded hourly. The planners identified that a large proportion of their time is spent on general customer service not associated with a specific permit.

**Exhibit 21**  
**2013 Cost Recovery for Planning Services**



For planning services, a preliminary cost recovery analysis was done comparing the projected revenue based on the new fixed fee schedule based on higher hourly rates. As seen in Exhibit 22, the cost recovery level for Planning might increase from 49% to about 93% if the City decides to target a 100% cost recovery level for planning fees assuming the same permit volumes. An individual fee analysis was not possible due to the migration from hourly rates into fixed fees.

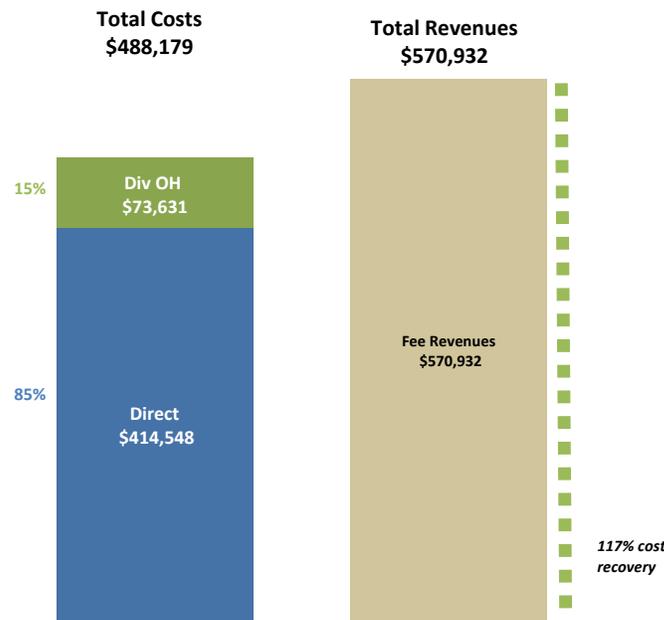
**Exhibit 22**  
**Potential Fixed Fee Cost Recovery for 2013 Planning Services**

| Total Cost of Service | Current Revenue | Potential Increase in Revenue | Total Revenue | Revised Cost Recovery |
|-----------------------|-----------------|-------------------------------|---------------|-----------------------|
| \$437,236             | \$216,217       | \$192,361                     | \$408,578     | 93%                   |

**ENGINEERING**

Like building services, revenues from engineering services were enough to cover their full cost of services. As Exhibit 23 shows, 2013 actual costs for engineering services was \$488,179 and based on 2013 revenues, engineering services recovered 117% of their full cost of services with \$570,393 in total fee revenues. It should be noted that the engineering costs do not include any Public Works Department overhead costs, which would reduce the cost recovery level.

**Exhibit 23**  
**2013 Cost Recovery for Engineering Services**



For engineering much like planning, an individual fee analysis was not possible for every fee due to the change from hourly rates to fixed fees. Exhibit 24 shows an estimated cost recovery analysis that compares total revenue to projected revenue under the new fixed fee schedule. The cost recovery level based on fixed fees is at 95% relative to the estimated revenue. However, based on historical time data only a few average fees were able to be calculated. Exhibit 25 shows the current fixed/average fees and the calculated fees as well as the fees based on the City’s hourly billing rates. Notably, most current and average fees recover over 100% of their cost. Storm Drainage Inspections recover about 126% of their cost of service. On the other end of the spectrum Water Main Taps with development projects only recovers 27%.

**Exhibit 24**  
**Potential Fixed Fee Revenue Cost Recovery for 2013 Engineering Services**

| Total Cost of Service | Estimated Fixed Fee Revenue | Revised Cost Recovery |
|-----------------------|-----------------------------|-----------------------|
| \$488,179             | \$461,518                   | 95%                   |

**Exhibit 25  
2013 Individual Engineering Fee Cost Recovery Analysis**

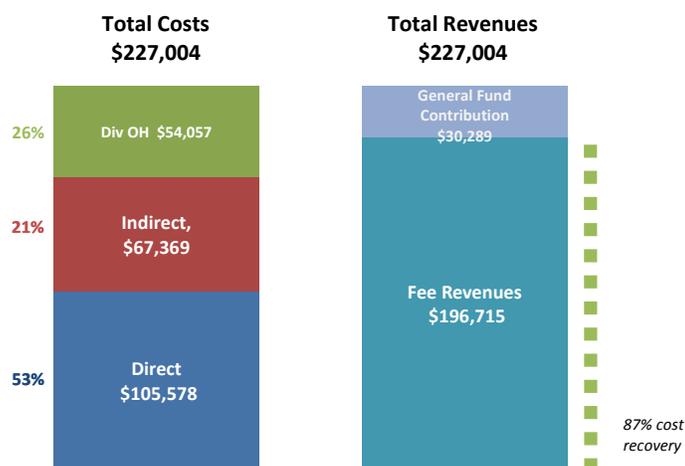
|  | 2013 Cost of Service | Current / Avg. Fee | 2013 Cost Recovery (%) |
|--|----------------------|--------------------|------------------------|
| <b>Fee Services for PW Utility &amp; Development Services Division</b>                 |                      |                    |                        |
| Clearing and grading base charge with no Land Use Entitlement                          | \$1,530              | NEW                | 0%                     |
| Grading charge per disturbed acre with no Land Use Entitlement                         | \$1,354              | NEW                | 0%                     |
| Clearing and grading base charge with Land Use Entitlement                             | \$1,530              | NEW                | 0%                     |
| Clearing and grading per acre charge only for Land Use Entitlement                     | \$1,590              | NEW                | 0%                     |
| Rockery/Retaining Wall + pass through costs  | \$345                | Hourly             | 0%                     |
| Utility Permit Base Fee  | \$427                | NEW                | 0%                     |
| Storm Drainage Inspection  | \$176                | \$221              | 126%                   |
| Storm Drainage 100 Lineal ft charge for Storm Improvements                             | \$403                | NEW                | 0%                     |
| Stormwater Detention Facility  | \$671                | Hourly             | 0%                     |
| Single family site review and inspection   | \$426                | \$548              | 129%                   |
| Water Main Tap single family or stand alone  | \$176                | \$221              | 126%                   |
| Water Main Tap with development project  | \$435                | \$117              | 27%                    |
| Water Main Tap with Development Project-Cut in   | \$830                | Hourly             | 0%                     |
| Water Infrastructure Per 100 lineal foot   | \$1,176              | Hourly             | 0%                     |
| Backflow assembly inspection -2 inch   | \$176                | \$169              | 96%                    |
| Backflow assembly inspection -larger than 4 inch                                       | \$487                | NEW                | 0%                     |
| Side Sewer processing fee  | \$72                 | \$34               | 47%                    |
| Single family side sewer connection  | \$176                | \$329              | 187%                   |
| Single family side sewer repair  | \$154                | NEW                | 0%                     |
| Detached multi-family side sewer connection  | \$154                | \$117              | 76%                    |
| Multi Family/Commercial side sewer connection- Additional per unit charge per building | \$329                | \$27               | 8%                     |
| Multi Family/Commercial side sewer connection - Repair/modify side sewer existing line | Hourly               | \$329              | 0%                     |
| Commercial side sewer connection- commercial kitchen                                   | \$435                | \$117              | 27%                    |
| Sewer Infrastructure Per 100 lineal foot of sewer improvement                          | \$991                | Hourly             | 0%                     |
| Sewer Main Tap single family or stand alone  | \$487                | \$221              | 45%                    |
| Sewer Main Tap associated with a project fixed fee                                     | \$694                | \$117              | 17%                    |
| Traffic Concurrency  | \$1,532              | \$1,681            | 110%                   |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Minor Development        | \$912                | \$912              | 100%                   |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Medium Development       | \$1,820              | \$1,820            | 100%                   |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Major Development        | \$3,033              | \$3,033            | 100%                   |
| Right of Way Base Charge   | \$751                | Hourly             | 0%                     |
| Right of Way per 100 Lineal Feet   | \$327                | NEW                | 0%                     |
| Right of Way - Major Franchise Base Fee  | \$426                | NEW                | 0%                     |
| Right of Way Franchise - Hourly  | Hourly               | Hourly             | 0%                     |
| Right of Way - Minor Franchise   | \$815                | NEW                | 0%                     |
| Driveway approach-right of way invasion permit   | \$395                | \$450              | 114%                   |
| Street vacation application  | Hourly               | \$1,360            | 0%                     |
| Street Cut Mitigation Base Fee + Lineal Footage Fee                                    | \$72                 | Lineal feet * \$14 | 0%                     |
| Fire Flow/hydraulic analysis   | \$118                | \$262              | 222%                   |
| Flushing/DE chlorination/disinfection service  | \$694                | \$154              | 22%                    |
| Purchase and installation of up to two DUI memorial signs                              | \$72                 | \$587              | 818%                   |
| Accident clean-up / emergency response   | \$72                 | \$204              | 284%                   |
| Public Works Variance  | Hourly               | Hourly             | 0%                     |
| Reinspection   | \$104                | NEW                | 0%                     |
| New Signal with pass through   | \$2,362              | NEW                | 0%                     |
| Signal Modification pass through   | \$1,632              | NEW                | 0%                     |
| Residential Safewalk Review  | \$2,050              | NEW                | 0%                     |

Peer review fees were also identified as an issue. According to the City, peer reviews are used when technical expertise is needed and when workload demands require peer reviews to maintain the level of service. How to recover these costs is a policy decision. If additional expertise is needed, some jurisdictions charge these costs to the applicant. To handle workload demand, jurisdictions can use such services when their staff is too busy, but because no special expertise is needed or the applicant hasn't requested an expedited review, jurisdictions do not usually charge the applicant an additional fee for the review. The cost of these types of peer reviews is essentially paid by the permit fee.

## FIRE

For fire development services the cost recovery analysis included the actual revenues for 2013 compared to the 2013 cost of service for the various Fire development fee services. As Exhibit 26 shows, 2013 actual costs for fire development services was \$227,004 and based on 2013 revenues, fire development services recovered 87% of their full cost of services with \$196,715 in total fee revenues. About 51% of the revenue for fire development services is directly related to the plan review charges which are based on a fee per square foot. Fire related development services required \$30,289 in General Fund to recover their full costs. Like engineering services, it should also be noted that Fire Department overhead was not included in the costs.

**Exhibit 26**  
**2013 Cost Recovery for Fire Services**



For fire development services, a cost recovery analysis was also performed for each individual fixed fee service. Exhibit 27 shows the cost recovery level for each fixed fee. The building plan review and the land use reviews were not included. With the exception of Underground Fire Sprinkler Supply Line, Commercial Kitchen Hood & Duct Systems and Private Fire Hydrants, all the other fees are not recovering their costs. Fees with the lowest cost recovery include permits for Fire Alarm Panels, Commercial Tenant Improvements NFPA 13 Per Riser, Single and Multi Family NFPA 13D and 13R, Compressed Gases, and Cryogenic Fluids.

### Exhibit 27 2013 Individual Fire Fee Cost Recovery Analysis

| Fee Services for Fire and EMS - CRR   | 2013 Cost of Service | Current Fee | 2013 Cost Recovery (%) |
|---|----------------------|-------------|------------------------|
| IFC Construction Permits -New commercial buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)       | \$631                | \$301       | 48%                    |
| IFC Construction Permits -Commercial tenant improvements NFPA 13 fee per riser (plus \$1.00 per sprinkler head) | \$545                | \$173       | 32%                    |
| IFC Construction Permits -Single and multi family residential NDPA 13D and 13R                                  | \$416                | \$162       | 39%                    |
| IFC Construction Permits - Underground fire sprinkler supply line   | \$78                 | \$173       | 223%                   |
| IFC Construction Permits -Commercial kitchen hood and duct systems  | \$78                 | \$259       | 334%                   |
| IFC Construction Permits -VESDA/FM 200 fire suppression systems   | \$760                | \$342       | 45%                    |
| IFC Construction Permits -New mixed use buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)        | \$631                | NEW         | 0%                     |
| IFC Construction Permits -Battery systems   | \$244                | \$228       | 93%                    |
| IFC Construction Permits -Compressed gases  | \$373                | \$151       | 40%                    |
| IFC Construction Permits -Cryogenic fluids  | \$373                | \$151       | 40%                    |
| IFC Construction Permits -Fire alarm panels 1-4 zones plus, \$1.50/device                                       | \$760                | \$177       | 23%                    |
| IFC Construction Permits -Fire alarm panels, 5 or more zones, plus \$1.50/device                                | \$1,018              | \$228       | 22%                    |
| IFC Construction Permits - Addressable control panels, plus \$1.50/device                                       | \$760                | \$301       | 40%                    |
| IFC Construction Permits -Fire alarm transmission devices   | \$244                | \$177       | 73%                    |
| IFC Construction Permits -Industrial ovens  | \$330                | \$151       | 46%                    |
| IFC Construction Permits -liquefied petroleum gas   | \$330                | \$151       | 46%                    |
| IFC Construction Permits -private fire hydrants   | \$244                | \$289       | 119%                   |
| IFC Construction Permits -spraying and dipping  | \$502                | \$207       | 41%                    |
| IFC Construction Permits -standpipe systems   | \$416                | \$177       | 43%                    |
| IFC Construction Permits -distributed antenna system  | \$416                | \$173       | 42%                    |
| IFC Construction Permits -fire pumps and related equipment  | \$244                | \$177       | 73%                    |
| Inspection fees-after-hour inspections (billed half-hourly)   | Hourly               | Hourly      | 0%                     |
| Inspection fees-phase project inspection fee  | \$158                | N/A         | 0%                     |
| Inspection fees-Construction permit re-inspection fee   | \$158                | \$66        | 42%                    |
| Flammable & Combustible Liquid Level 1 Less than 1000 Gallon capacity   | \$244                | \$185       | 76%                    |
| Flammable & Combustible Liquid Level 2 1000+  | \$502                | \$328       | 65%                    |
| Temporary Membrane Structures and tents-commercial  | \$287                | \$177       | 62%                    |
| Temporary Membrane Structures and tents-non-profit  | \$287                | \$151       | 53%                    |

If the above fees for fire development services were increased to 100% cost recovery, the total revenue is estimated at \$401,000. As noted previously, 51% of the funding is a result of the plan review square footage charges, and only \$96,000 is related to fire suppression systems. If the plan review fees remain consistent, the fixed fees for the various fire development permits would not need to be increased to 100% full cost recovery to assure that the fee revenue pays for Fire's development review services. To achieve enough revenue to eliminate the \$30,300 General Fund subsidy, the overall fixed fees would need to recover about 33% of their costs based on the current mix of fees.

## CHAPTER V: 2013 FEE SURVEY

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To help evaluate its fees, the City's fees were compared to other jurisdictions to assess how high or low its fees are relative to neighboring or similar jurisdictions. Based on input from CD's staff, fees were compared with the cities of Kirkland, Redmond, Kenmore and Woodinville. It should be noted that only the fee schedules were used, and further research might be needed to determine whether the jurisdiction is fully recovering its costs or has policies that allow less than full cost recovery. For building services, the primary fees analyzed were the fixed plumbing and mechanical fees. All IFC Construction fire fees with applicable comparisons were examined. The City of Kenmore is serviced by Northshore Fire District so those fees were used for comparison. For Building fees and Fire fees, the current permit costs were used as the comparison base. Like fire, all of the applicable Planning and Engineering fees were used for comparison. Planning and Engineering fees in the current fee schedule are billed hourly, but part of this study was to develop fixed cost of service numbers. The cost of service costs were used as the comparison base. The following are the highlights of the comparison. See Appendix D for the detailed comparisons and fees.

- ◆ For CD's mechanical and plumbing fees compare to the other jurisdictions. Only Kirkland uses a valuation method for determining the plumbing and mechanical fees. The mechanical base fee is on the lower end of the spectrum with only one city being less expensive. Of the remaining seven mechanical fees Bothell is the most expensive for four of them, two of Bothell's fee are in the middle and one of the fees is less than any other comparable city. Like mechanical, plumbing's base fee is only more expensive than one other city. Bothell's plumbing fixture fees are the same or lower compared to the other jurisdictions.
- ◆ A comparison of the City's ten fire fees shows that Bothell is the lowest for seven. Of the remaining three fees two are in middle of the other jurisdictions and one is the most expensive.
- ◆ Of the City's twenty one applicable planning fee categories, twelve are the highest compared to the other cities with five in the middle. Only four are the lowest.
- ◆ Of the directly comparable engineering fees, Bothell's engineering cost of service generally appears more expensive than the other cities, but for many of the fees, it is difficult to determine if the fees are comparable.

## CHAPTER VI: 2017 FEE UPDATE

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When the Department started to consider implementing fixed fees at the end of 2016, the City wanted to update the cost of each individual fee based on a 2017 hourly rate. Exhibit 28 shows the City calculated 2017-2018 hourly rates by position including the Permit Technicians.

**Exhibit 28**  
**City 2017 Hourly Billing Rates**

| <b>Position</b>         | <b>2017 Hourly Billing Rate</b> |
|-------------------------|---------------------------------|
| Planners                | \$161.17                        |
| Civil Engineers         | \$170.69                        |
| Construction Inspectors | \$155.01                        |
| Traffic Engineer        | \$170.69                        |
| Fire Department         | \$167.76                        |
| Permit Technicians      | \$98.85                         |

By applying the updated hourly rates to the estimated time per permit, new cost of service fees for 2017 were calculated for each individual fee. The fees that were directed to stay the same during the time estimation analysis in 2014 have been updated to the current fee. In addition to the cost update, the development staff members from the various departments were provided another opportunity to review their processing time estimates, make any adjustments, and add or delete any fee services. As a result, the following updated fee lists might not be the same as those identified in the previous chapters.

As previously mentioned in Chapter III, the Community Development staff wanted to change its non-single family residential plumbing and mechanical fixed fee schedules to valuation based fee schedules. As part of the 2017 update, the Building staff developed the following schedules as shown in Exhibits 29, 30, and 31.

**Exhibit 29**  
**Plumbing and Mechanical Permit Fee Schedule**  
**(Multi-Family, Mixed-Use, and Non-Residential)**

**Permit Fee.** See Table below to determine the Plumbing and/or Mechanical Permit fee due at issuance.

**Plan Review Fee.** When plans are required to be submitted for review, a plan review fee equal to 40% of the Mechanical Permit fee shall be paid at the time of submittal.

**Technology Fee.** A 5% fee will be added for all permit and plan review related services.

**Miscellaneous Inspection and Other Fees.** See Table Under Building Permit fees

The valuation table below applies to all Multi-Family, Mixed-Use, and Non-Residential Plumbing and Mechanical Permits, unless otherwise noted. Fees listed are in addition to Plan Review, WA State Surcharge, 5% Technology Fee, and any applicable Stop Work Order/Special Investigation Fees

Total Valuation Equal To:

|                                |   |             |
|--------------------------------|---|-------------|
| *\$0.00-\$1,000.00             | Up to \$1,000.00.....   | \$65.00     |
| *\$1,001.00-\$2,000.00         | For the first \$1,000.00.....                                     | \$68.00     |
|                                | Per Additional \$100.00 or Portion Thereof, Up to \$2,000.00..... | \$5.00      |
| *\$2,001.00-\$25,000.00        | For the first \$2,000.00.....                                     | \$125.00    |
|                                | Per Additional \$1,000.00 or Portion, Up to \$25,000.00.....      | \$19.00     |
| *\$25,001.00-\$50,000.00       | For the first \$25,000.00.....                                    | \$515.00    |
|                                | Per Additional \$1,000.00 or Portion, Up to 50,000.00.....        | \$14.00     |
| *\$50,001.00-\$100,000.00      | For the first \$50,000.00.....                                    | \$815.00    |
|                                | Per Additional \$1,000.00 or Portion, Up to \$100,000.00.....     | \$13.00     |
| *\$100,001.00-\$500,000.00     | For the first \$100,000.00.....                                   | \$1,275.00  |
|                                | Per Additional \$1,000.00 or Portion, Up to \$500,000.00.....     | \$11.00     |
| *\$500,001.00-\$1,000,000.00   | For the first \$500,000.00.....                                   | \$4,175.00  |
|                                | Per Additional \$1,000.00 or Portion, Up to \$1,000,000.00.....   | \$7.00      |
| *\$1,000,001.00-\$5,000,000.00 | For the first \$1,000,000.00.....                                 | \$7,300.00  |
|                                | Per Additional \$1,000.00 or Portion, Up to \$5,000,000.00.....   | \$5.00      |
| *\$5,000,001.00 and up         | For the first \$5,000,000.00.....                                 | \$23,125.00 |
|                                | Per Additional \$1,000.00.....                                    | \$4.00      |

\*For multi-level buildings over 2 stories, add \$30/unit for each dwelling unit above the 2nd story (does not include townhouses and detached single family units on one lot, which are charged using the percentage of building permit fee for new single family construction)

**Exhibit 30**  
**Residential Plumbing and Mechanical (New Construction)**

**8% of the Building Permit Fee**

**Residential Mechanical Fees – Alterations/Additions/Replacement**

|  |                |
|--|----------------|
| Base Permit Fee  | \$55 flat fee  |
| Gas Piping   | \$10/outlet    |
| Hydronic Piping  | \$10/outlet    |
| Gas Water Heaters  | \$20/fixture   |
| Solid Fuel Burning Appliances (wood/pellet stoves & inserts) | \$30/fixture   |
| Gas Logs Inserts   | \$20/fixture   |
| Heating Equipment (fee includes ductwork)                    | \$30/fixture   |
| Vent/Exhaust Fans  | \$20/fixture   |
| Ventilation Systems (not part of heating or A/C systems)     | \$20/fixture   |
| Ductwork System Remodels (fee per zone)                      | \$20/zone      |
| Compressors, Air Conditioners, & Heat Pumps                  | \$30/fixture   |
| Other _____  | \$20/each item |

**Residential Plumbing Fees – Alterations/Additions/Replacement**

|                                       |               |
|---------------------------------------|---------------|
| Base Permit Fee                       | \$55 flat fee |
| Backflow Preventers & Vacuum Breakers | \$15/fixture  |
| Kitchen Sinks                         | \$15/fixture  |
| Dishwashers                           | \$15/fixture  |
| Electric Water Heater                 | \$15/fixture  |
| Clothes Washers                       | \$15/fixture  |
| Lavatories (bathroom sinks)           | \$15/fixture  |
| Water Closets (toilets)               | \$15/fixture  |
| Bathtubs                              | \$15/fixture  |
| Showers/Valve Replacements            | \$15/fixture  |
| Floor Drains                          | \$15/fixture  |
| Water Softeners                       | \$15/fixture  |
| Sewage Ejectors                       | \$15/fixture  |
| Laundry Trays & Utility Sinks         | \$15/fixture  |
| Bar Sinks                             | \$15/fixture  |
| Drinking Fountains                    | \$15/fixture  |
| Urinals                               | \$15/fixture  |
| Backwater Valves                      | \$15/fixture  |
| Miscellaneous Plumbing: _____         | \$15/fixture  |
| Repair/replacement of water piping    | \$25/fixture  |
| Waterline (meter to house):           | \$50          |

**Exhibit 31**  
**Other Proposed Building Fees**

| <b>Type of Fee</b>  | <b>Fee</b>   |
|---|--------------|
| Re-roof (Single Family Residence)                           | \$120        |
| Mobile Home replacement/installation                        | \$280        |
| Moved Building (Pre-move inspection)                        | \$250        |
| Use of outside consultants for plan checking or inspections | Actual costs |

For Planning, Engineering, and Fire fees, Exhibits 32, 33, and 34 show the updated 2017 cost of service fees.

**Exhibit 32  
2017 Cost of Service by Individual Planning Fee**

| Fee Services for Planning   | Cost of Service with<br>2017 Hourly Rates |
|---|---|
| Boundary Line Adjustment-Type I   | \$877                                     |
| Conditional Use-Type III  | \$6,050                                   |
| Critical Areas Alteration-Type II   | \$3,273                                   |
| Planned Unit Development-Preliminary without Plat                               | \$6,668                                   |
| Planned Unit Development-Final without Plat                                     | \$2,090                                   |
| SEPA-SEPA   | \$929                                     |
| Variance-Type III   | \$3,595                                   |
| Shoreline-Shoreline Substantial Development                                     | \$6,667                                   |
| Shoreline-Shoreline Variance  | \$6,819                                   |
| Shoreline-Shoreline Conditional Use   | \$6,819                                   |
| Shoreline-Shoreline Exemption   | \$1,661                                   |
| Annexation-Type V   | Hourly                                    |
| Demolition-Historic Inventory   | Hourly                                    |
| Personal Wireless-Type I  | \$1,035                                   |
| Personal Wireless-Type II   | \$1,680                                   |
| First Pre-application meeting   | \$679                                     |
| First pre-application meeting for actions initiated by single-family homeowners | \$1,500                                   |
| Appeals   | \$2,950                                   |
| Sign permits-First Sign   | \$603                                     |
| Sign permits-Additional   | \$175                                     |
| Bothell Municipal Code amendments   | Hourly                                    |
| Comprehensive Plan Amendments (Property Specific)                               | Hourly                                    |
| First time tenant improvements  | \$211                                     |
| Preliminary Plat  | \$12,375                                  |
| Preliminary Plat- Additional Plat After 5                                       | \$503                                     |
| Final Plat  | \$5,444                                   |
| Final Plat-Additional Plat After 5  | \$332                                     |
| Preliminary Short Plat  | \$6,649                                   |
| Final Short Plat  | \$3,520                                   |
| Demolition Fee-Main Structure   | \$311                                     |
| Demolition Fee-Accessory Structure  | \$127                                     |
| Demolition Fee-Historic Structure   | Hourly                                    |
| Zoning Compliance Letter  | \$211                                     |
| Directors Interpretation  | \$2,579                                   |
| Transitory Accommodation Review   | \$2,628                                   |
| ADU   | \$694                                     |
| Sub-Minor Mod   | \$694                                     |
| Sub-Major Mod   | \$4,240                                   |
| Sub-Vacate  | \$4,240                                   |
| PUD-Minor Mod   | \$694                                     |
| PUD-Major Mod   | \$4,240                                   |
| Administrative Final Plat   | \$4,579                                   |

**Exhibit 33  
2017 Cost of Service by Individual Engineering Fee**

| Fee Services for PW Utility & Development Services Division                            | Cost of Service with 2017 Hourly Rates |
|--|--|
| Clearing and grading base charge with no Land Use Entitlement                          | \$1,589                                |
| Grading charge per disturbed acre with no Land Use Entitlement                         | \$2,000                                |
| Clearing and grading base charge with Land Use Entitlement                             | \$1,589                                |
| Clearing and grading per disturbed acre with Land Use Entitlement                      | \$2,162                                |
| Storm Drainage Inspection  | \$204                                  |
| Utility Permit Base Fee  | \$473                                  |
| Traffic Concurrency  | \$2,098                                |
| Storm Drainage 100 Lineal ft charge for Storm Improvements                             | \$538                                  |
| Rockery/Retaining Wall + pass through costs  | \$391                                  |
| Single family site review and inspection   | \$561                                  |
| Water Main Tap single family or stand alone  | \$204                                  |
| Water Main Tap with development project  | \$592                                  |
| Water Infrastructure Per 100 lineal foot   | \$1,752                                |
| Water Main Tap with Development Project-Cut in   | \$1,240                                |
| Sewer Infrastructure Per 100 lineal foot of sewer improvement                          | \$1,458                                |
| Fire Flow/hydraulic analysis   | \$171                                  |
| Flushing/DE chlorination/disinfection service  | \$979                                  |
| Backflow assembly inspection -2 inch   | \$204                                  |
| Backflow assembly inspection -larger than 4 inch                                       | \$669                                  |
| Commercial side sewer connection- commercial kitchen                                   | \$592                                  |
| Multi Family/Commercial side sewer connection- Additional per unit charge per building | \$437                                  |
| Multi Family/Commercial side sewer connection - Repair/modify side sewer existing line | Hourly                                 |
| Sewer Main Tap single family or stand alone  | \$669                                  |
| Sewer Main Tap associated with a project fixed fee                                     | \$979                                  |
| Stormwater Detention Facility  | \$826                                  |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Minor Development        | \$912                                  |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Medium Development       | \$1,820                                |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Major Development        | \$3,033                                |
| Driveway approach-right of way invasion permit   | \$530                                  |
| Right of Way Base Charge   | \$1,042                                |
| Right of Way - Major Franchise Base Fee  | \$561                                  |
| Street vacation application  | Hourly                                 |
| Purchase and installation of up to two DUI memorial signs                              | \$49                                   |
| Accident clean-up / emergency response   | \$49                                   |
| Street Cut Mitigation Base Fee + Lineal Footage Fee                                    | \$49                                   |
| Non-residential/multi-family utility permits   | \$49                                   |
| Side Sewer processing fee  | \$49                                   |
| Single family side sewer connection  | \$204                                  |
| Detached multi-family side sewer connection  | \$233                                  |
| Public Works Variance  | Hourly                                 |
| Single family side sewer repair  | \$233                                  |
| Right of Way per 100 Lineal Feet   | \$481                                  |
| Right of Way Franchise - Hourly  | Hourly                                 |
| Right of Way - Minor Franchise   | \$775                                  |
| Reinspection   | \$155                                  |
| New Signal with pass through   | \$3,338                                |
| Signal Modification pass through   | \$2,314                                |
| Residential Safewalk Review  | \$2,438                                |

**Exhibit 34  
2017 Cost of Service by Individual Fire Fee**

| Fee Services for Fire and EMS - CRR   | Cost of Service with<br>2017 Hourly Rates |
|---|---|
| IFC Construction Permits -New commercial buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)       | \$595                                     |
| IFC Construction Permits -Commercial tenant improvements NFPA 13 fee per riser (plus \$1.00 per sprinkler head) | \$511                                     |
| IFC Construction Permits -Single and multi family residential NDPA 13D and 13R                                  | \$385                                     |
| IFC Construction Permits - Underground fire sprinkler supply line   | \$78                                      |
| IFC Construction Permits -Commercial kitchen hood and duct systems  | \$78                                      |
| IFC Construction Permits -VESDA/FM 200 fire suppression systems   | \$720                                     |
| IFC Construction Permits -New mixed use buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)        | \$595                                     |
| IFC Construction Permits -Battery systems   | \$217                                     |
| IFC Construction Permits -Compressed gases  | \$343                                     |
| IFC Construction Permits -Cryogenic fluids  | \$343                                     |
| IFC Construction Permits -Fire alarm panels 1-4 zones plus, \$1.50/device                                       | \$720                                     |
| IFC Construction Permits -Fire alarm panels, 5 or more zones, plus \$1.50/device                                | \$972                                     |
| IFC Construction Permits - Addressable control panels, plus \$1.50/device                                       | \$720                                     |
| IFC Construction Permits -Fire alarm transmission devices   | \$217                                     |
| IFC Construction Permits -Industrial ovens  | \$301                                     |
| IFC Construction Permits -liquefied petroleum gas   | \$301                                     |
| IFC Construction Permits -private fire hydrants   | \$217                                     |
| IFC Construction Permits -spraying and dipping  | \$469                                     |
| IFC Construction Permits -standpipe systems   | \$385                                     |
| IFC Construction Permits -distributed antenna system  | \$385                                     |
| IFC Construction Permits -fire pumps and related equipment  | \$217                                     |
| Inspection fees-after-hour inspections (billed half-hourly)   | Hourly                                    |
| Inspection fees-phase project inspection fee  | \$133                                     |
| Inspection fees-Construction permit re-inspection fee   | \$133                                     |
| Flammable & Combustible Liquid Level 1 Less than 1000 Gallon capacity   | \$217                                     |
| Flammable & Combustible Liquid Level 2 1000+  | \$469                                     |
| Temporary Membrane Structures and tents-commercial  | \$259                                     |
| Temporary Membrane Structures and tents-non-profit  | \$259                                     |

# APPENDIX A: 2013 TIME ESTIMATING FORMS

## Functional Labor Estimation Form - Building 2013

|                   |  |                 |  |
|-------------------|--|-----------------|--|
| <b>Name</b>       |  | <b>Title</b>    |  |
| <b>Department</b> |  | <b>Division</b> |  |

**Annual Regular Labor**  FTE  x 2,080 =  Annual Hours

Full-time staff are an FTE of 1.00; half-time staff are an FTE of 0.50, etc.

**Plus: Annual Overtime** +  Annual Hours

Estimate overtime hours, only if it is paid time, and only if it is regular/predictable.

**Total Annual Labor** =  Annual Hours

= Regular + Overtime Hours

**Less: Annual Leave** -  Annual Hours

Holidays, estimated vacation, estimated sick leave, and any other regular annual leave.

**Total Available Work Hours** =  Annual Hours

**Less: Annual Indirect Support for Development Services:**

Work associated with private development but not on a specific application, permit, or client.

**a. Code and Policy Development** -  Annual Hours

Creating/updating codes, ordinances, policies.

**b. Public Information & Customer Service** -  Annual Hours

Providing general information and assistance (e.g., "counter" time).

**c. Training & Certification** -  Annual Hours

Sustaining or increasing professional credentials.

**d. General Administration & Management** -  Annual Hours

General office tasks, supervision, departmental management, etc.

**e. Other:**  -  Annual Hours

Please specify

**Net Annual Labor Related to Individual Projects/** =  Annual Hours

= Total Annual Labor - Leave - Non Development Services - Indirect Support Services

**Distribution of Project or Permit Related Labor**

Enter the percent of time or annual labor hours spent on each of the direct services listed below.

Percentage entries should total 100%.

Annual hour entries should total Net Annual Labor Related to Individual Projects/Permits from Functional Labor Estimate.

**Building Related Permits & Plans**

|                                       |                              | % of Labor | -OR- | Annual Hours |
|---------------------------------------|------------------------------|------------|------|--------------|
| <b>Plumbing</b>                       | Plumbing Plan Check          |            |      |              |
|                                       | Plumbing Inspection          |            |      |              |
| <b>Mechanical</b>                     | Mechanical - Multi Family    |            |      |              |
|                                       | Mechanical - Non Residential |            |      |              |
|                                       | Mechanical - Single Family   |            |      |              |
| <b>Building</b>                       | Building Plan Check          |            |      |              |
|                                       | Building Inspection          |            |      |              |
| <b>Land Clearing/Forest Practices</b> | Land Clearing                |            |      |              |
| <b>Pre-Application</b>                | Pre-Application              |            |      |              |

**Planning Related Permits & Plans**

|                                  |                           |  |  |  |
|----------------------------------|---------------------------|--|--|--|
| <b>Boundary Line Adjustments</b> | Boundary Line Adjustments |  |  |  |
| <b>Conditional Use</b>           | Conditional use           |  |  |  |
| <b>Critical Area Alteration</b>  | Critical Area Alteration  |  |  |  |
| <b>Personal Wireless</b>         | Personal Wireless         |  |  |  |
| <b>Planned Unit Development</b>  | Planned Unit Development  |  |  |  |
| <b>Shoreline</b>                 | Shoreline                 |  |  |  |
| <b>Variance</b>                  | Variance                  |  |  |  |
| <b>Sign</b>                      | Sign                      |  |  |  |
| <b>SEPA</b>                      | SEPA                      |  |  |  |

**Engineering Related Permits & Plans**

|  |                                 |  |  |  |
|--|---------------------------------|--|--|--|
| <b>Subdivision</b>                     | Subdivision                     |  |  |  |
| <b>Transitory Accommodation Review</b> | Transitory Accommodation Review |  |  |  |
| <b>Grading</b>                         | Grading                         |  |  |  |
| <b>Misc.</b>                           | Reasonable Use-Type II          |  |  |  |
| <b>Rockery/Retaining Wall Review</b>   | Rockery/Retaining Wall Review   |  |  |  |

**Other Activities**

|  |                              |       |  |   |
|--|------------------------------|-------|--|---|
|  | Non-Development Service Work |       |  |   |
|  |                              |       |  |   |
|  |                              |       |  |   |
|  |                              |       |  |   |
|  | <b>Total</b>                 | 0.00% |  | - |

| <b>Functional Labor Estimation Form - Planning</b> |  |                 |  |
|--|--|-----------------|--|
| <b>2013</b>  |  |                 |  |
| <b>Name</b>  |  | <b>Title</b>    |  |
| <b>Department</b>                                  |  | <b>Division</b> |  |

**Annual Regular Labor** FTE  x 2,080 = Annual Hours   
Full-time staff are an FTE of 1.00; half-time staff are an FTE of 0.50, etc.

**Plus: Annual Overtime** + Annual Hours   
Estimate overtime hours, only if it is paid time, and only if it is regular/predictable.

**Total Annual Labor** = Annual Hours   
= Regular + Overtime Hours

**Less: Annual Leave** - Annual Hours   
Holidays, estimated vacation, estimated sick leave, and any other regular annual leave.

**Total Available Work Hours** = Annual Hours

**Less: Annual Indirect Support for Development Services:**  
Work associated with private development but not on a specific application, permit, or client.

- a. Code and Policy Development** - Annual Hours   
Creating/updating codes, ordinances, policies.
- b. Public Information & Customer Service** - Annual Hours   
Providing general information and assistance (e.g., "counter" time).
- c. Training & Certification** - Annual Hours   
Sustaining or increasing professional credentials.
- d. General Administration & Management** - Annual Hours   
General office tasks, supervision, departmental management, etc.
- e. Other:** - Annual Hours   
Please specify \_\_\_\_\_

**Net Annual Labor Related to Individual Projects/Permits/Other Direct Services** = Annual Hours   
= Total Annual Labor - Leave - Non Development Services - Indirect Support Services

**Distribution of Project or Permit Related Labor**  
Enter the percent of time or annual labor hours spent on each of the direct services listed below.  
 Percentage entries should total 100%.  
 Annual hour entries should total Net Annual Labor Related to Individual Projects/Permits from Functional Labor Estimate.

|  |                                 | % of Labor | -OR- | Annual Hours |
|--|---------------------------------|------------|------|--------------|
| <b>Planning Related Permits &amp; Plans</b>    |                                 |            |      |              |
| <b>Boundary Line Adjustments</b>               |                                 |            |      |              |
|  | Boundary Line Adjustment        |            |      |              |
| <b>Conditional Use</b>                         |                                 |            |      |              |
|  | Conditional Use                 |            |      |              |
| <b>Critical Area Alteration</b>                |                                 |            |      |              |
|  | Critical Areas Alteration       |            |      |              |
| <b>Planned Unit Development</b>                |                                 |            |      |              |
|  | Planned Unit Development        |            |      |              |
| <b>SEPA</b>                                    |                                 |            |      |              |
|  | SEPA                            |            |      |              |
| <b>Variance</b>                                |                                 |            |      |              |
|  | Variance-Type III               |            |      |              |
| <b>Shoreline</b>                               |                                 |            |      |              |
|  | Shoreline                       |            |      |              |
| <b>Annexation</b>                              |                                 |            |      |              |
|  | Annexation                      |            |      |              |
| <b>Area Wide Rezone</b>                        |                                 |            |      |              |
|  | Area Wide Rezone                |            |      |              |
| <b>Code Amendment</b>                          |                                 |            |      |              |
|  | Code Amendment                  |            |      |              |
| <b>Comprehensive Plan Amendment</b>            |                                 |            |      |              |
|  | Comprehensive Plan Amendment    |            |      |              |
| <b>Demolition</b>                              |                                 |            |      |              |
|  | Demolition                      |            |      |              |
| <b>Personal Wireless</b>                       |                                 |            |      |              |
|  | Personal Wireless               |            |      |              |
| <b>Sign</b>                                    |                                 |            |      |              |
|  | Sign                            |            |      |              |
| <b>Engineering Related Permits &amp; Plans</b> |                                 |            |      |              |
| <b>Plat</b>                                    |                                 |            |      |              |
|  | Plat                            |            |      |              |
| <b>Subdivision</b>                             |                                 |            |      |              |
|  | Subdivision                     |            |      |              |
| <b>Transitory Accommodation Review</b>         |                                 |            |      |              |
|  | Transitory Accommodation Review |            |      |              |
| <b>Grading</b>                                 |                                 |            |      |              |
|  | Grading                         |            |      |              |
| <b>Detention Facilities</b>                    |                                 |            |      |              |
|  | Detention Facilities            |            |      |              |
| <b>Right of Way</b>                            |                                 |            |      |              |
|  | Right of way Permits            |            |      |              |
| <b>Multi Family</b>                            |                                 |            |      |              |
|  | Multi Family Review             |            |      |              |
| <b>Mixed use</b>                               |                                 |            |      |              |
|  | Mixed Use Review                |            |      |              |
| <b>Non- Residential</b>                        |                                 |            |      |              |
|  | Non -Residential Review         |            |      |              |
| <b>Single Family Review</b>                    |                                 |            |      |              |
|  | Single Family Review            |            |      |              |
| <b>Building Related Permits &amp; Plans</b>    |                                 |            |      |              |
| <b>Pre-Application</b>                         |                                 |            |      |              |
|  | Pre- Application                |            |      |              |
| <b>Building Review</b>                         |                                 |            |      |              |
|  | Building Mixed Use              |            |      |              |
|  | Building Multi Family           |            |      |              |
|  | Building Non Residential        |            |      |              |
|  | Building Single Family          |            |      |              |
| <b>Rockery/Retaining Wall</b>                  |                                 |            |      |              |
|  | Rockery/ Retaining Wall         |            |      |              |
| <b>Misc.</b>                                   |                                 |            |      |              |
|  | Reasonable Use-Type II          |            |      |              |
| <b>Other Activities</b>                        |                                 |            |      |              |
|  | Non-Development Service Work    |            |      |              |
|  |                                 |            |      |              |
|  |                                 |            |      |              |
|  |                                 |            |      |              |
|  | <b>Total</b>                    |            |      |              |

## Functional Labor Estimation Form - Engineering 2013

|                   |  |                 |  |
|-------------------|--|-----------------|--|
| <b>Name</b>       |  | <b>Title</b>    |  |
| <b>Department</b> |  | <b>Division</b> |  |

**Annual Regular Labor**       FTE       x 2,080 =      Annual Hours     

Full-time staff are an FTE of 1.00; half-time staff are an FTE of 0.50, etc.

**Plus: Annual Overtime**      +      Annual Hours     

Estimate overtime hours, only if it is paid time, and only if it is regular/predictable.

**Total Annual Labor**      =      Annual Hours     

= Regular + Overtime Hours

**Less: Annual Leave**      -      Annual Hours     

Holidays, estimated vacation, estimated sick leave, and any other regular annual leave.

**Total Available Work Hours**      =      Annual Hours     

**Less: Annual Indirect Support for Development Services:**

Work associated with private development but not on a specific application, permit, or client.

**a. Code and Policy Development**

Creating/updating codes, ordinances, policies.

-      Annual Hours     

**b. Public Information & Customer Service**

Providing general information and assistance (e.g., "counter" time).

-      Annual Hours     

**c. Training & Certification**

Sustaining or increasing professional credentials.

-      Annual Hours     

**d. General Administration & Management**

General office tasks, supervision, departmental management, etc.

-      Annual Hours     

**e. Other:** \_\_\_\_\_

Please specify

-      Annual Hours     

**Net Annual Labor Related to Individual Projects/**      =      Annual Hours     

= Total Annual Labor - Leave - Non Development Services - Indirect Support Services

**Distribution of Project or Permit Related Labor**

Enter the percent of time or annual labor hours spent on each of the direct services listed below.

Percentage entries should total 100%.

Annual hour entries should total Net Annual Labor Related to Individual Projects/Permits from Functional Labor Estimate.



| <b>Functional Labor Estimation Form - Fire</b>  |     |                 |           |              |
|---|-----|-----------------|-----------|--------------|
| <b>2013</b>   |     |                 |           |              |
| <b>Name</b>   |     | <b>Title</b>    |           |              |
| <b>Department</b>   |     | <b>Division</b> |           |              |
| <b>Annual Regular Labor</b>   | FTE |                 | x 2,080 = | Annual Hours |
| <small>Full-time staff are an FTE of 1.00; half-time staff are an FTE of 0.50, etc.</small>   |     |                 |           |              |
| <b>Plus: Annual Overtime</b>  |     |                 |           | Annual Hours |
| <small>Estimate overtime hours, only if it is paid time, and only if it is regular/predictable.</small>                                 |     |                 |           |              |
| <b>Total Annual Labor</b>   |     |                 |           | Annual Hours |
| <small>= Regular + Overtime Hours</small>   |     |                 |           |              |
| <b>Less: Annual Leave</b>   |     |                 |           | Annual Hours |
| <small>Holidays, estimated vacation, estimated sick leave, and any other regular annual leave.</small>                                  |     |                 |           |              |
| <b>Total Available Work Hours</b>   |     |                 |           | Annual Hours |
| <b>Less: Annual Indirect Support for Development Services:</b>  |     |                 |           |              |
| <small>Work associated with private development but not on a specific application, permit, or client.</small>                           |     |                 |           |              |
| <b>a. Code and Policy Development</b>   |     |                 |           | Annual Hours |
| <small>    Creating/updating codes, ordinances, policies.</small>   |     |                 |           |              |
| <b>b. Public Information &amp; Customer Service</b>   |     |                 |           | Annual Hours |
| <small>    Providing general information and assistance (e.g., "counter" time).</small>   |     |                 |           |              |
| <b>c. Training &amp; Certification</b>  |     |                 |           | Annual Hours |
| <small>    Sustaining or increasing professional credentials.</small>   |     |                 |           |              |
| <b>d. General Administration &amp; Management</b>   |     |                 |           | Annual Hours |
| <small>    General office tasks, supervision, departmental management, etc.</small>   |     |                 |           |              |
| <b>e. Other:</b> _____  |     |                 |           | Annual Hours |
| <small>    Please specify</small>   |     |                 |           |              |
| <b>Net Annual Labor Related to Individual Projects/</b>   |     |                 |           | Annual Hours |
| <small>= Total Annual Labor - Leave - Non Development Services - Indirect Support Services</small>                                      |     |                 |           |              |
| <b>Distribution of Project or Permit Related Labor</b>  |     |                 |           |              |
| <small>Enter the percent of time or annual labor hours spent on each of the direct services listed below.</small>                       |     |                 |           |              |
| <small>Percentage entries should total 100%.</small>  |     |                 |           |              |
| <small>Annual hour entries should total Net Annual Labor Related to Individual Projects/Permits from Functional Labor Estimate.</small> |     |                 |           |              |

|  |                                     | % of Labor | -OR- | Annual Hours |
|--|-------------------------------------|------------|------|--------------|
| <b>Fire Related Permit &amp; Plans</b>         |                                     |            |      |              |
| <b>Single Family</b>                           |                                     |            |      |              |
|  | Single Family-Fire Flow Analysis    |            |      |              |
| <b>Commercial</b>                              |                                     |            |      |              |
|  | Commercial- Remodel-Fire Plan Check |            |      |              |
| <b>Fire</b>                                    |                                     |            |      |              |
|  | Fire-Mixed Use                      |            |      |              |
|  | Fire-Multi Family                   |            |      |              |
|  | Fire-Non Operational                |            |      |              |
|  | Fire- Operational                   |            |      |              |
|  | Fire- Single family                 |            |      |              |
|  | Fire- Construction                  |            |      |              |
| <b>Pre-Application</b>                         |                                     |            |      |              |
|  | Pre-application                     |            |      |              |
| <b>Planning Related Permits &amp; Plans</b>    |                                     |            |      |              |
| <b>Boundary Line Adjustment</b>                |                                     |            |      |              |
|  | Boundary Line Adjustment-Type I     |            |      |              |
| <b>Conditional Use</b>                         |                                     |            |      |              |
|  | Conditional Use-Type III            |            |      |              |
| <b>Personal Wireless</b>                       |                                     |            |      |              |
|  | Personal Wireless                   |            |      |              |
| <b>Planned Unit Development</b>                |                                     |            |      |              |
|  | Planned Unit Development            |            |      |              |
| <b>SEPA</b>                                    |                                     |            |      |              |
|  | SEPA                                |            |      |              |
| <b>Shoreline</b>                               |                                     |            |      |              |
|  | Shoreline                           |            |      |              |
| <b>Variance</b>                                |                                     |            |      |              |
|  | Variance                            |            |      |              |
| <b>Engineering Related Permits &amp; Plans</b> |                                     |            |      |              |
| <b>Subdivision</b>                             |                                     |            |      |              |
|  | Subdivision                         |            |      |              |
| <b>Transitory Accommodation Review</b>         |                                     |            |      |              |
|  | Transitory Accommodation Review     |            |      |              |
| <b>Grading</b>                                 |                                     |            |      |              |
|  | Grading                             |            |      |              |
| <b>Utility</b>                                 |                                     |            |      |              |
|  | Utility                             |            |      |              |
| <b>Building</b>                                |                                     |            |      |              |
|  | Building Mixed Use                  |            |      |              |
|  | Building Multi Family               |            |      |              |
|  | Building Non Residential            |            |      |              |
|  | Building Single Family              |            |      |              |
| <b>Misc.</b>                                   |                                     |            |      |              |
|  | Reasonable Use-Type II              |            |      |              |
| <b>Other Activities</b>                        |                                     |            |      |              |
|  | Non-Development Service Work        |            |      |              |
|  |                                     |            |      |              |
|  |                                     |            |      |              |
|  |                                     |            |      |              |
|  | <b>Total</b>                        | 0.00%      |      | 0.00         |

# APPENDIX B: 2013 EMPLOYEE TIME ESTIMATES

| Building LABOR HOURS                                |   | Total         | Dave Swasey-<br>Senior Plans<br>Examiner | Pat Gravseth- Senior<br>Plans Examiner | Ryan Mumma-<br>Senior Building<br>Inspector | Darin Homchick-<br>Senior Building<br>Inspector | Melinda Tanner-<br>Permit Services<br>Lead | Teresa Gash-<br>Permit Services<br>Technician | Nicholas C<br>Holland-Permit<br>Technician |
|---|---|---------------|--|--|---|---|--|---|--|
|   | Annual Regular Labor                                    | 14,560        | 2,080                                    | 2,080                                  | 2,080                                       | 2,080   | 2,080                                      | 2,080   | 2,080                                      |
|   | Annual Overtime   | 0             |  |  |   |   |  |   |  |
|   | Annual Labor  | 14,560        | 2,080                                    | 2,080                                  | 2,080                                       | 2,080   | 2,080                                      | 2,080   | 2,080                                      |
|   | Annual Leave  | 2,940         | 420                                      | 420                                    | 420   | 420   | 420  | 420   | 420  |
| <b>Total Available Work Hours</b>                   |   | <b>11,620</b> | <b>1,660</b>                             | <b>1,660</b>                           | <b>1,660</b>                                | <b>1,660</b>                                    | <b>1,660</b>                               | <b>1,660</b>                                  | <b>1,660</b>                               |
| Indirect Activities                                 | Code & Policy Development                               | 32            | 16                                       | 16                                     | 0   | 0   |  |   |  |
|   | Public Information & Customer Service                   | 740           | 350                                      | 350                                    | 20  | 20  |  |   |  |
|   | Training & Certification                                | 160           | 40                                       | 40                                     | 40  | 40  |  |   |  |
|   | General Administration & Management                     | 2,472         | 40                                       | 40                                     | 200   | 200   | 830  | 581   | 581  |
|   | Other   | 0             |  |  |   |   |  |   |  |
| <b>Net Annual Labor Related to Direct Services</b>  |   | <b>8,216</b>  | <b>1,214</b>                             | <b>1,214</b>                           | <b>1,400</b>                                | <b>1,400</b>                                    | <b>830</b>                                 | <b>1,079</b>                                  | <b>1,079</b>                               |
| Direct Fee Time Categories for Building             | Plumbing Plan Check                                     | 574           | 287                                      | 287                                    |   |   |  |   |  |
|   | Plumbing Inspection                                     | 716           | 8  | 8                                      | 350   | 350   |  |   |  |
|   | Mechanical-Multi Family                                 | 170           | 0  | 0                                      | 85  | 85  |  |   |  |
|   | Mechanical-Non Residential                              | 636           | 143                                      | 143                                    | 175   | 175   |  |   |  |
|   | Mechanical- Single Family                               | 568           | 144                                      | 144                                    | 140   | 140   |  |   |  |
|   | Building Plan Check                                     | 1,150         | 575                                      | 575                                    |   |   |  |   |  |
|   | Building Inspection                                     | 1,152         | 16                                       | 16                                     | 560   | 560   |  |   |  |
|   | Land Clearing   | 0             | 0  | 0                                      |   |   |  |   |  |
|   | Pre-application   | 36            | 18                                       | 18                                     |   |   |  |   |  |
|   | Boundary Line Adjustment                                | 8             | 4  | 4                                      |   |   |  |   |  |
|   | Conditional Use   | 0             |  |  |   |   |  |   |  |
|   | Personal Wireless                                       | 46            | 3  | 3                                      | 20  | 20  |  |   |  |
|   | Planned Unit Development                                | 0             |  |  |   |   |  |   |  |
|   | Shoreline   | 0             |  |  |   |   |  |   |  |
|   | Variance  | 0             |  |  |   |   |  |   |  |
|   | Sign  | 172           | 16                                       | 16                                     | 70  | 70  |  |   |  |
|   | SEPA  | 0             |  |  |   |   |  |   |  |
|   | Subdivision   | 0             |  |  |   |   |  |   |  |
|   | Transitory Accommodation Review                         | 0             |  |  |   |   |  |   |  |
|   | Grading   | 0             |  |  |   |   |  |   |  |
| Rockery/Retaining Wall                              | 0   |               |  |  |   |   |  |   |  |
| Reasonable Use                                      | 0   |               |  |  |   |   |  |   |  |
| Permits   | 2,158   |               |  |  |   |   |  |   |  |
| Unspecified Direct time                             | 830   |               |  |  |   | 830   |  | 1,079   |  |
| LastOther1  | 0   |               |  |  |   |   |  | 1,079   |  |
| Direct Non-Fee Time Categories for Building         | Non-Development Service Work-Building                   | 0             |  |  |   |   |  |   |  |
|   | Non-Development Service Work- unallocated time-Building | 0             |  |  |   |   |  |   |  |
|   | Planning & Inspecting-Building                          | 0             |  |  |   |   |  |   |  |
|   |   | 0             |  |  |   |   |  |   |  |
| <b>Total Direct Hours</b>                           |   | <b>8,216</b>  | <b>1,214</b>                             | <b>1,214</b>                           | <b>1,400</b>                                | <b>1,400</b>                                    | <b>830</b>                                 | <b>1,079</b>                                  | <b>1,079</b>                               |
| Total Indirect Hours                                |   | 3404          | 446                                      | 446                                    | 260   | 260   | 830  | 581   | 581  |
| Total Direct Hours - Fee Services                   |   | 8,216         | 1214                                     | 1214                                   | 1400  | 1400  | 830  | 1079  | 1079                                       |
| Total Direct Hours - Direct Non-Fee Time Categories |   | 0             | 0  | 0                                      | 0   | 0   | 0  | 0   | 0  |
| <b>Grand Total</b>                                  |   | <b>11620</b>  | <b>1660</b>                              | <b>1660</b>                            | <b>1660</b>                                 | <b>1660</b>                                     | <b>1660</b>                                | <b>1660</b>                                   | <b>1660</b>                                |

| Planning LABOR HOURS                                |   | Total        | Jeff Smith - Senior Planner | Stan Kosick- Planner | Amanda Davis- Planner/Inspector |
|---|---|--------------|-----------------------------|----------------------|---------------------------------|
| Labor Breakdown                                     | Annual Regular Labor                                    | 6,240        | 2,080                       | 2,080                | 2,080                           |
|   | Annual Overtime   | 0            |                             |                      |                                 |
|   | Annual Labor  | 6,240        | 2,080                       | 2,080                | 2,080                           |
|   | Annual Leave  | 1,260        | 420                         | 420                  | 420                             |
| <b>Total Available Work Hours</b>                   |   | <b>4,980</b> | <b>1,660</b>                | <b>1,660</b>         | <b>1,660</b>                    |
| Indirect Activities                                 | Code & Policy Development                               | 193          | 83                          | 30                   | 80                              |
|   | Public Information & Customer Service                   | 1,414        | 498                         | 416                  | 500                             |
|   | Training & Certification                                | 213          | 83                          | 50                   | 80                              |
|   | General Administration & Management                     | 556          | 166                         | 290                  | 100                             |
|   | Other   | 0            |                             |                      |                                 |
| <b>Net Annual Labor Related to Direct Services</b>  |   | <b>2,604</b> | <b>830</b>                  | <b>874</b>           | <b>900</b>                      |
| Direct Fee Time Categories for Planning             | Boundary Line Adjustment                                | 6            | 2                           | 5                    | 0                               |
|   | Conditional Use   | 90           | 69                          | 20                   | 1                               |
|   | Critical Areas Alteration                               | 46           | 28                          | 18                   | 0                               |
|   | Planned Unit Development                                | 38           | 20                          | 18                   | 0                               |
|   | SEPA  | 31           | 19                          | 9                    | 4                               |
|   | Variance  | 0            | 0                           | 0                    | 0                               |
|   | Shoreline   | 42           | 24                          | 19                   | 0                               |
|   | Annexation  | 0            | 0                           | 0                    | 0                               |
|   | Area Wide Rezone  | 0            | 0                           | 0                    | 0                               |
|   | Code Amendment  | 0            | 0                           | 0                    | 0                               |
|   | Comprehensive Plan Amendment                            | 0            | 0                           | 0                    | 0                               |
|   | Demolition  | 0            | 0                           | 0                    | 0                               |
|   | Personal Wireless                                       | 0            | 0                           | 0                    | 0                               |
|   | Sign  | 1            | 1                           | 0                    | 0                               |
|   | Plat  | 12           | 11                          | 1                    | 0                               |
|   | Subdivision-Plat  | 149          | 92                          | 50                   | 8                               |
|   | Transitory Accommodation Review                         | 0            | 0                           | 0                    | 0                               |
|   | Grading   | 80           | 36                          | 44                   | 0                               |
|   | Detention Facilities                                    | 3            | 0                           | 3                    | 0                               |
|   | Right of way  | 0            | 0                           | 0                    | 0                               |
|   | Multi Family-Review                                     | 18           | 2                           | 16                   | 0                               |
|   | Mixed Use Review  | 1            | 1                           | 0                    | 0                               |
|   | Non. Res. Type Review                                   | 54           | 3                           | 51                   | 0                               |
|   | Single Family Review                                    | 1            | 1                           | 0                    | 0                               |
|   | Pre-Application   | 10           | 8                           | 2                    | 0                               |
|   | Building Mixed Use                                      | 0            | 0                           | 0                    | 0                               |
|   | Building Multi Family                                   | 0            | 0                           | 0                    | 0                               |
|   | Building Non Residential                                | 1            | 0                           | 1                    | 0                               |
|   | Building Single Family                                  | 0            | 0                           | 0                    | 0                               |
|   | Rockery/Retaining Wall                                  | 4            | 0                           | 4                    | 0                               |
| Reasonable Use                                      | 0   | 0            | 0                           | 0                    |                                 |
| Nondescript Development Review-Planning             | 1,166   | 250          | 616                         | 300                  |                                 |
|   | 0   |              |                             |                      |                                 |
| Direct Non-Fee Time Categories for Planning         | Non-Development Service Work-Planning                   | 0            |                             |                      |                                 |
|   | Non-Development Service Work- unallocated time-Planning | 852          | 265                         |                      | 587                             |
|   | Planning & Inspecting-Planning                          | 0            |                             |                      |                                 |
|   |   | 0            |                             |                      |                                 |
|   | 0   |              |                             |                      |                                 |
|   | 0   |              |                             |                      |                                 |
| <b>Total Direct Hours</b>                           |   | <b>2,678</b> | <b>830</b>                  | <b>874</b>           | <b>900</b>                      |
| Total Indirect Hours                                |   | 2,376        | 830                         | 786                  | 760                             |
| Total Direct Hours - Fee Services                   |   | 1,752        | 565                         | 874                  | 313                             |
| Total Direct Hours - Direct Non-Fee Time Categories |   | 852          | 265                         | -                    | 587                             |
| <b>Grand Total</b>                                  |   | <b>4,980</b> | <b>1,660</b>                | <b>1,660</b>         | <b>1,660</b>                    |

| <b>PW Utility &amp; Development Services Division</b>   |  |              | Dave Phelps-<br>Senior Civil<br>Engineers | Chris Shimada-<br>Senior Civil<br>Engineer | Wasim Khan-<br>Transportation<br>Engineer | Henk Schols- Senior<br>Construction<br>Inspector | Senior<br>Construction<br>Inspectors |
|---|--|--------------|---|--|---|--|--------------------------------------|
| <b>LABOR HOURS</b>  |  | <b>Total</b> |   |  |   |  |                                      |
|   | Annual Regular Labor                                   | 10,400       | 2,080                                     | 2,080                                      | 2,080                                     | 2,080  | 2,080                                |
|   | Annual Overtime  | 0            |   |  |   |  |                                      |
|   | Annual Labor   | 10,400       | 2,080                                     | 2,080                                      | 2,080                                     | 2,080  | 2,080                                |
|   | Annual Leave   | 2,100        | 420                                       | 420  | 420                                       | 420  | 420                                  |
|   | <b>Total Available Work Hours</b>                      | <b>8,300</b> | <b>1,660</b>                              | <b>1,660</b>                               | <b>1,660</b>                              | <b>1,660</b>                                     | <b>1,660</b>                         |
| <b>Indirect<br/>Activities</b>  | Code & Policy Development                              | 0            |   |  |   |  |                                      |
|   | Public Information & Customer Service                  | 0            |   |  |   |  |                                      |
|   | Training & Certification                               | 0            |   |  |   |  |                                      |
|   | General Administration & Management                    | 0            |   |  |   |  |                                      |
|   | Other  | 0            |   |  |   |  |                                      |
|   | <b>Net Annual Labor<br/>Related to Direct Services</b> | <b>8,300</b> | <b>1,660</b>                              | <b>1,660</b>                               | <b>1,660</b>                              | <b>1,660</b>                                     | <b>1,660</b>                         |
| <b>Direct Fee Time Categories for PW Utility &amp; Development Services Division</b>                | Water Sewer Availability                               | 0            | 0   | 0  | 0   | 0  | 0                                    |
|   | Grading  | 1,635        | 463                                       | 234  | 65  | 333  | 542                                  |
|   | Right of Way   | 1,144        | 122                                       | 229  | 345                                       | 186  | 262                                  |
|   | Utility  | 508          | 20  | 28   | 0   | 283  | 177                                  |
|   | Subdivision  | 131          | 45  | 57   | 30  | 0  |                                      |
|   | Plat   | 12           | 1   | 9  | 2   | 0  |                                      |
|   | Transitory Accommodation Review                        | 0            | 0   | 0  | 0   |  |                                      |
|   | Multi Family-Review                                    | 84           | 36  | 12   | 36  |  |                                      |
|   | Detention Facilities                                   | 6            | 0   | 6  | 0   |  |                                      |
|   | Mixed Use Review                                       | 14           | 10  | 0  | 4   |  |                                      |
|   | Traffic Concurrency                                    | 63           | 0   | 0  | 63  |  |                                      |
|   | Non. Res. Type Review                                  | 194          | 55  | 41   | 99  |  |                                      |
|   | Boundary Line Adjustment                               | 18           | 4   | 14   | 0   |  |                                      |
|   | Conditional use  | 40           | 0   | 3  | 37  |  |                                      |
|   | Critical Areas Alteration                              | 0            | 0   | 0  | 0   |  |                                      |
|   | Personal Wireless                                      | 2            | 0   | 1  | 1   |  |                                      |
|   | Planned Unit Development                               | 18           | 0   | 6  | 12  |  |                                      |
|   | SEPA   | 4            | 2   | 2  | 1   |  |                                      |
|   | Shoreline  | 2            | 1   | 0  | 1   |  |                                      |
|   | Variance   | 0            | 0   | 0  | 0   |  |                                      |
|   | Sign   | 1            | 1   | 0  | 0   |  |                                      |
|   | Pre-application  | 77           | 24  | 35   | 19  |  |                                      |
|   | Building Mixed Use                                     | 0            | 0   | 0  |   |  |                                      |
|   | Building Multi Family                                  | 23           | 0   |  | 3   |  | 20                                   |
|   | Building Non Residential                               | 56           | 18  | 2  | 9   | 1  | 28                                   |
|   | Building Single Family                                 | 0            | 0   |  |   |  |                                      |
|   | Land Clearing  | 0            | 0   |  |   |  |                                      |
|   | Rockery/Retaining Wall                                 | 22           | 10  | 12   |   |  |                                      |
|   | Reasonable Use   | 0            | 0   |  |   |  |                                      |
|   | Bond   | 22           | 3   | 1  |   | 19   |                                      |
| Spl   | 1  | 0            | 1   |  |   |  |                                      |
| Single Family   | 7  | 7            |   |  |   |  |                                      |
| <b>Direct Non-Fee<br/>Time<br/>Categories for<br/>PW Utility &amp;<br/>Development<br/>Services</b> | Non-Development Service Work-Engi                      | 4,220        | 842                                       | 972  | 936                                       | 839  | 632                                  |
|   | Non-Development Service Work- unallocated time-Engi    | 0            |   |  |   |  |                                      |
|   | Planning & Inspecting-Engi                             | 0            |   |  |   |  |                                      |
|   |  | 0            |   |  |   |  |                                      |
|   | <b>Total Direct Hours</b>                              | <b>4,080</b> | <b>1,660</b>                              | <b>1,660</b>                               | <b>1,660</b>                              | <b>1,660</b>                                     | <b>1,660</b>                         |
| Total Indirect Hours  |  | -            | -   | -  | -   | -  | -                                    |
| Total Direct Hours - Fee Services   |  | 4,080        | 818                                       | 689  | 724                                       | 821  | 1,028                                |
| Total Direct Hours - Direct Non-Fee Time Categories   |  | 4,220        | 842                                       | 972  | 936                                       | 839  | 632                                  |
| <b>Grand Total</b>  |  | <b>8,300</b> | <b>1,660</b>                              | <b>1,660</b>                               | <b>1,660</b>                              | <b>1,660</b>                                     | <b>1,660</b>                         |

| <b>Fire and EMS - CRR<br/>LABOR HOURS</b>                |  | <b>Total</b> | Doug Werts- Fire<br>Plans Examiners | Butch Noble- Fire<br>Plan Examiners |
|--|--|--------------|-------------------------------------|-------------------------------------|
|  | Annual Regular Labor                                   | 4,160        | 2,080                               | 2,080                               |
|  | Annual Overtime  | 0            |                                     |                                     |
|  | Annual Labor   | 4,160        | 2,080                               | 2,080                               |
|  | Annual Leave   | 840          | 420                                 | 420                                 |
|  | <b>Total Available Work Hours</b>                      | <b>3,320</b> | <b>1,660</b>                        | <b>1,660</b>                        |
| <b>Indirect<br/>Activities</b>                           | Code & Policy Development                              | 0            | 0                                   |                                     |
|  | Public Information & Customer Service                  | 10           | 10                                  |                                     |
|  | Training & Certification                               | 284          | 284                                 |                                     |
|  | General Administration & Management                    | 532          | 200                                 | 332                                 |
|  | Other  | 0            |                                     |                                     |
|  | <b>Net Annual Labor<br/>Related to Direct Services</b> | <b>2,494</b> | <b>1,166</b>                        | <b>1,328</b>                        |
| <b>Direct Fee Time Categories for Fire and EMS - CRR</b> | Single-Family Fire Flow Analysis                       | 20           | 0                                   | 20                                  |
|  | Commercial- Fire Plan Check                            | 300          | 200                                 | 100                                 |
|  | Fire- Mixed Use  | 240          | 140                                 | 100                                 |
|  | Fire- Multi Family                                     | 180          | 80                                  | 100                                 |
|  | Fire- Non Residential                                  | 0            | 0                                   | 0                                   |
|  | Fire- Operational                                      | 130          | 120                                 | 10                                  |
|  | Fire- Single family                                    | 380          | 300                                 | 80                                  |
|  | Fire- Construction                                     | 54           | 34                                  | 20                                  |
|  | Pre-application  | 108          | 8                                   | 100                                 |
|  | Boundary Line Adjustment                               | 0            |                                     | 0                                   |
|  | Conditional Use  | 10           |                                     | 10                                  |
|  | Personal Wireless                                      | 10           |                                     | 10                                  |
|  | Planned Unit Development                               | 100          |                                     | 100                                 |
|  | SEPA   | 20           |                                     | 20                                  |
|  | Shoreline  | 0            |                                     | 0                                   |
|  | Variance   | 0            |                                     | 0                                   |
|  | Subdivision  | 159          | 10                                  | 149                                 |
|  | Transitory Accommodation Review                        | 0            | 0                                   | 0                                   |
|  | Grading  | 60           | 10                                  | 50                                  |
|  | Utility  | 50           | 0                                   | 50                                  |
|  | Building Mixed Use                                     | 20           |                                     | 20                                  |
|  | Building Multi Family                                  | 20           |                                     | 20                                  |
|  | Building Non Residential                               | 20           |                                     | 20                                  |
| Building Single Family                                   | 20   |              | 20                                  |                                     |
| Reasonable Use   | 0  |              |                                     |                                     |
| <b>Direct Non-Fee<br/>Time<br/>Categories for</b>        | Non-Development Service Work-Fire                      | 492          | 160                                 | 332                                 |
|  | Non-Development Service Work- unallocated time-Fire    | 5            | 5                                   |                                     |
|  | Planning & Inspecting-Fire                             | 0            |                                     |                                     |
|  | Fire Suppression Related Work-Fire                     | 99           | 99                                  |                                     |
|  |  | 0            |                                     |                                     |
|  | <b>Total Direct Hours</b>                              | <b>1,898</b> | <b>1,166</b>                        | <b>1,328</b>                        |
| Total Indirect Hours                                     |  | 826          | 494                                 | 332                                 |
| Total Direct Hours - Fee Services                        |  | 1,898        | 902                                 | 996                                 |
| Total Direct Hours - Direct Non-Fee Time Categories      |  | 596          | 264                                 | 332                                 |
| <b>Grand Total</b>                                       |  | <b>3320</b>  | <b>1660</b>                         | <b>1660</b>                         |

## APPENDIX C: PERMIT PROCESSING TIMES

| <b>Fee Services for Building</b>   | <b>Total</b> |
|--|--------------|
| <b>Building moving-through City</b>  | <b>0.50</b>  |
| <b>Building moving-into or within city</b>   | <b>0.50</b>  |
| <b>Pre-move inspection fee</b>   | <b>2.25</b>  |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per single family dwelling</b>       | <b>2.58</b>  |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per residential remodel/addition</b> | <b>2.58</b>  |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per multi-family structure</b>       | <b>1.08</b>  |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Additional per unit fee</b>          | <b>0.17</b>  |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per commercial building</b>          | <b>1.08</b>  |
| <b>Energy, Ventilation, Air Quality Plan Review &amp; Inspections-Per tenant improvement</b>           | <b>1.00</b>  |
| <b>Mobile Home Installation</b>  | <b>2.50</b>  |
| <b>Residential Re-roof</b>   | <b>0.83</b>  |
| <b>Non Res Mechanical-Base Permit fee</b>  | <b>0.67</b>  |
| <b>Non Res Plumbing-Basic Permit fee</b>   | <b>0.67</b>  |
| <b>New Single Family Plumbing Inspections</b>  | <b>3.32</b>  |
| <b>New Single Family Mechanical Inspections</b>  | <b>3.90</b>  |
| <b>Addition/Alteration Plumbing Inspections</b>  | <b>2.16</b>  |
| <b>Addition/Alteration Mechanical Inspections</b>  | <b>1.43</b>  |

| <b>Fee Services for Planning</b>                    | <b>Total</b>  |
|---|---------------|
| <b>Boundary Line Adjustment-Type I</b>              | <b>5.46</b>   |
| <b>Conditional Use-Type III</b>                     | <b>36.95</b>  |
| <b>Critical Areas Alteration-Type II</b>            | <b>20.50</b>  |
| <b>Planned Unit Development-Preliminary without</b> | <b>40.50</b>  |
| <b>Planned Unit Development-Final without Plat</b>  | <b>13.04</b>  |
| <b>SEPA-SEPA</b>                                    | <b>5.90</b>   |
| <b>Variance-Type III</b>                            | <b>22.50</b>  |
| <b>Shoreline-Shoreline Substantial Development</b>  | <b>41.50</b>  |
| <b>Shoreline-Shoreline Variance</b>                 | <b>42.50</b>  |
| <b>Shoreline-Shoreline Conditional Use</b>          | <b>42.50</b>  |
| <b>Shoreline-Shoreline Exemption</b>                | <b>10.50</b>  |
| <b>Personal Wireless-Type I</b>                     | <b>6.50</b>   |
| <b>Personal Wireless-Type II</b>                    | <b>10.50</b>  |
| <b>Appeals</b>                                      | <b>18.50</b>  |
| <b>Sign permits-First Sign</b>                      | <b>3.92</b>   |
| <b>Sign permits-Additional</b>                      | <b>1.08</b>   |
| <b>Bothell Municipal Code amendments</b>            | <b>116.50</b> |
| <b>Comprehensive Plan Amendments (Property</b>      | <b>116.50</b> |
| <b>First time tenant improvements</b>               | <b>1.50</b>   |
| <b>Preliminary Plat</b>                             | <b>75.50</b>  |
| <b>Preliminary Plat- Additional Plat After 5</b>    | <b>3.00</b>   |
| <b>Final Plat</b>                                   | <b>33.50</b>  |
| <b>Final Plat-Additional Plat After 5</b>           | <b>2.00</b>   |
| <b>Preliminary Short Plat</b>                       | <b>40.50</b>  |
| <b>Final Short Plat</b>                             | <b>21.50</b>  |
| <b>Demolition Fee-Main Structure</b>                | <b>-</b>      |
| <b>Demolition Fee-Accessory Structure</b>           | <b>1.00</b>   |
| <b>Demolition Fee-Historic Structure</b>            | <b>-</b>      |
| <b>Zoning Compliance Letter</b>                     | <b>1.50</b>   |
| <b>Directors Interpretation</b>                     | <b>16.00</b>  |
| <b>Transitory Accommodation Review</b>              | <b>16.50</b>  |
| <b>ADU</b>  | <b>4.50</b>   |
| <b>Sub-Minor Mod</b>                                | <b>4.50</b>   |
| <b>Sub-Major Mod</b>                                | <b>26.50</b>  |
| <b>Sub-Vacate</b>                                   | <b>26.50</b>  |
| <b>PUD-Minor Mod</b>                                | <b>4.50</b>   |
| <b>PUD-Major Mod</b>                                | <b>26.50</b>  |
| <b>Administrative Final Plat</b>                    | <b>28.00</b>  |

| Fee Services for PW Utility & Development Services Division                          | Total |
|--|-------|
| Clearing and grading base charge with no Land Use Entitlement                        | 10.00 |
| Grading charge per disturbed acre with no Land Use Entitlement                       | 12.50 |
| Clearing and grading base charge with Land Use Entitlement                           | 10.00 |
| Clearing and grading per acre charge only for Land Use Entitlement                   | 13.50 |
| Rockery/Retaining Wall + pass through costs  | 2.52  |
| Utility Permit Base Fee  | 3.00  |
| Storm Drainage Inspection  | 1.50  |
| Storm Drainage 100 Lineal ft charge for Storm Improvements                           | 3.50  |
| Stormwater Detention Facility  | 5.33  |
| Single family site review and inspection   | 3.50  |
| Water Main Tap single family or stand alone  | 1.50  |
| Water Main Tap with development project  | 4.00  |
| Water Main Tap with Development Project-Cut in                                       | 8.00  |
| Water Infrastructure Per 100 lineal foot   | 11.00 |
| Backflow assembly inspection -2 inch   | 1.50  |
| Backflow assembly inspection -larger than 4 inch                                     | 4.50  |
| Side Sewer processing fee  | 0.50  |
| Single family side sewer connection  | 1.50  |
| Single family side sewer repair  | 1.50  |
| Detached multi-family side sewer connection  | 1.50  |
| Multi Family/Commercial side sewer connection- Additional per unit charge per buildi | 3.00  |
| Multi Family/Commercial side sewer connection - Repair/modify side sewer existing li | 0.00  |
| Commercial side sewer connection- commercial kitchen                                 | 4.00  |
| Sewer Infrastructure Per 100 lineal foot of sewer improvement                        | 9.00  |
| Sewer Main Tap single family or stand alone  | 4.50  |
| Sewer Main Tap associated with a project fixed fee                                   | 6.50  |
| Traffic Concurrency  | 12.50 |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Minor Development      | 0.00  |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Medium Development     | 0.00  |
| Traffic Concurrency Capacity Reporting & Monitoring Surcharge-Major Development      | 0.00  |
| Right of Way Base Charge   | 6.50  |
| Right of Way per 100 Lineal Feet   | 3.00  |
| Right of Way - Major Franchise Base Fee  | 3.50  |
| Right of Way Franchise - Hourly  | 0.00  |
| Right of Way - Minor Franchise   | 5.00  |
| Driveway approach-right of way invasion permit                                       | 3.50  |
| Street vacation application  | 0.00  |
| Street Cut Mitigation Base Fee + Lineal Footage Fee                                  | 0.50  |
| Fire Flow/hydraulic analysis   | 1.00  |
| Flushing/DE chlorination/disinfection service  | 6.50  |
| Purchase and installation of up to two DUI memorial signs                            | 0.50  |
| Accident clean-up / emergency response   | 0.50  |
| Public Works Variance  | 0.00  |
| Reinspection   | 1.00  |
| New Signal with pass through   | 20.50 |
| Signal Modification pass through   | 14.50 |
| Residential Safewalk Review  | 15.00 |

| <b>Fee Services for Fire and EMS - CRR</b>  | <b>Total</b> |
|---|--------------|
| Building plan review fee per square foot of gross building floor area   | 0.50         |
| Land use reviews  | 0.50         |
| IFC Construction Permits -New commercial buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)       | 3.75         |
| IFC Construction Permits -Commercial tenant improvements NFPA 13 fee per riser (plus \$1.00 per sprinkler head) | 3.25         |
| IFC Construction Permits -Single and multi family residential NDPA 13D and 13R                                  | 2.50         |
| IFC Construction Permits - Underground fire sprinkler supply line   | 2.00         |
| IFC Construction Permits -Commercial kitchen hood and duct systems  | 2.00         |
| IFC Construction Permits -VESDA/FM 200 fire suppression systems   | 4.50         |
| IFC Construction Permits -New mixed use buildings NFPA 13 fee per riser (plus \$1.00 per sprinkler head)        | 3.75         |
| IFC Construction Permits -Battery systems   | 1.50         |
| IFC Construction Permits -Compressed gases  | 2.25         |
| IFC Construction Permits -Cryogenic fluids  | 2.25         |
| IFC Construction Permits -Fire alarm panels 1-4 zones plus, \$1.50/device                                       | 4.50         |
| IFC Construction Permits -Fire alarm panels, 5 or more zones, plus \$1.50/device                                | 6.00         |
| IFC Construction Permits - Addressable control panels, plus \$1.50/device                                       | 4.50         |
| IFC Construction Permits -Fire alarm transmission devices   | 1.50         |
| IFC Construction Permits -Industrial ovens  | 2.00         |
| IFC Construction Permits -liquefied petroleum gas   | 2.00         |
| IFC Construction Permits -private fire hydrants   | 1.50         |
| IFC Construction Permits -spraying and dipping  | 3.00         |
| IFC Construction Permits -standpipe systems   | 2.50         |
| IFC Construction Permits -distributed antenna system  | 2.50         |
| IFC Construction Permits -fire pumps and related equipment  | 1.50         |
| Inspection fees-after-hour inspections (billed half-hourly)   | 0.00         |
| Inspection fees-phase project inspection fee  | 1.00         |
| Inspection fees-Construction permit re-inspection fee   | 1.00         |
| Flammable & Combustible Liquid Level 1 Less than 1000 Gallon capacity   | 1.50         |
| Flammable & Combustible Liquid Level 2 1000+  | 3.00         |
| Temporary Membrane Structures and tents-commercial  | 1.75         |
| Temporary Membrane Structures and tents-non-profit  | 1.75         |

## APPENDIX D: 2013 FEE COMPARISONS

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**Building Fee Comparison**

| <b>BUILDING</b>               |   |                               |  |                                      |  |
|-------------------------------|---|-------------------------------|--|--------------------------------------|--|
| <b>Permit Category</b>        | <b>Kirkland</b>   | <b>Redmond</b>                | <b>Kenmore</b>   | <b>Woodinville</b>                   | <b>Bothell</b>   |
| <b>Mechanical Base Permit</b> | New One/Two Family Residential Construction – 8% of Building Permit Fee<br>Remodels/additions - \$41 each new/moved appliance (max fee \$246)<br>New Duct System or Thermostat Wiring – \$20.50<br>Plan Review - 25% of Permit Fee<br><br>Commercial/Multi-Family<br>\$1.00-1,000: \$49.07<br>\$1,001-100,000: \$49.07 for the first \$1,000 plus \$17.25 for each \$1,000 or fraction thereof<br>\$100,001 and up: \$1,756.82 for the first \$100,000 plus \$15.26 for each \$1,000 or fraction thereof<br>Plan Review - 25% of Permit Fee | Base Permit Issuance- \$55.16 | Base Fee- \$23.50  | Base Mechanical Permit Fee- \$84     | Base permit fee-\$35   |
| <b>Mechanical-Furnace</b>     | -   | -                             | Furnaces 100,000 btu- \$14.80<br>Furnaces over 100,000 btu-\$18.20 | Fee per fixture or piping only -\$19 | Electric or gas furnace up to 100KBTU-\$17.75<br>Furnace over 100,000 BTU- \$21.85 |

| <b>BUILDING</b>                     |                       |  |   |                    |   |
|-------------------------------------|-----------------------|--|---|--------------------|---|
| <b>Permit Category</b>              | <b>Kirkland</b>       | <b>Redmond</b>                                       | <b>Kenmore</b>  | <b>Woodinville</b> | <b>Bothell</b>  |
| <b>Mechanical-<br/>Water Heater</b> | -                     | -  | Gas Water Heater-<br>\$10.65  | -                  | Gas Water Heater<br>\$17.75   |
| <b>Mechanical-<br/>Air Handler</b>  | -                     | -  | Air Handlers - \$10.65<br>Each air-handling unit<br>over 10,000 cfm-<br>\$18.10             | -                  | Air handlers up to<br>10,0000 cfm- \$12.75<br>Air handlers over<br>10,000 cfm- \$21.75  |
| <b>Mechanical-<br/>Ventilation</b>  | -                     | Vent Fans-\$16.54<br>Ventilation Systems-<br>\$16.54 | Appliance vent-\$7.25   | -                  | Appliances Vents/fans-<br>\$8.75<br>Independent<br>Ventilation-\$12.75  |
| <b>Mechanical-<br/>Gas Piping</b>   | Gas piping only- \$41 | Gas Piping-<br>\$8.82/outlet                         | Gas Piping 1-5 outlets-<br>\$10.64<br>Gas Piping over 5-<br>\$1/each                        | -                  | Gas Piping, 1-4 outlets-<br>\$5.75<br>Each additional outlet-<br>\$1.50   |
| <b>Mechanical-<br/>Boilers</b>      | -                     | -  | Boilers, compressors<br>and absorption<br>systems-<br>15 horsepower under<br>100k -\$ 14.70 | -                  | Boilers up to 100,000<br>BTU- \$17.75<br>Boilers 100 to 500K<br>BTU - \$ 32.65<br>Boilers 500 to 1,000K<br>BTU- \$44.70<br>Boilers 1,000 to 1,750K<br>BTU- \$66.55<br>Boilers over 1,750K<br>BTU- \$111.2 |

| <b>BUILDING</b>             |   |                                  |   |   |  |
|-----------------------------|---|----------------------------------|---|---|--|
| <b>Permit Category</b>      | <b>Kirkland</b>   | <b>Redmond</b>                   | <b>Kenmore</b>  | <b>Woodinville</b>                      | <b>Bothell</b>   |
| <b>Mechanical-Heaters</b>   | -   | Heating Equipment - \$27.58      | For each ventilation system which is not a portion of any heating or air condition system authorized by a permit- \$10.65 | -                                       | Unit heater, recessed wall heater- \$17.75<br>Heat Pump, A/C Unit- \$12.75 |
| <b>Plumbing-Base Permit</b> | New One/Two Family Residential Construction – 8% of Building Permit Fee<br>Remodels and additions – \$20.50 each new/moved fixture re-piping domestic lines within existing structures- \$20.50/ dwelling unit<br>Minimum Fee - \$41<br>Maximum Fee - \$246<br>Multi-Family, Mixed Use, Non-Residential \$1-1,000 - \$41.08<br>\$1,001-100,000 - \$41.08 for the first \$1,000 plus \$6.90 per \$1,000 or fraction thereof, \$724.18 for first \$100,000 plus \$6.10 for each additional \$1,000 or fraction thereof<br>Plan Review – 65% of permit fee | Base Permit Fee- \$55.16         | Base fee- \$23.50   | Basic Plumbing permit fee- \$84         | Base Permit Fee- \$35  |
| <b>Plumbing-Per fixture</b> |   | Residential Fixture Fee- \$13.79 | for each fixture \$10   | Fee per fixture or piping only-\$13 per | Water Closet, Tubs/showers, Wash   |

| <b>BUILDING</b>        |                 |                |                |                    |   |
|------------------------|-----------------|----------------|----------------|--------------------|---|
| <b>Permit Category</b> | <b>Kirkland</b> | <b>Redmond</b> | <b>Kenmore</b> | <b>Woodinville</b> | <b>Bothell</b>  |
|                        |                 |                |                | fixture            | Basin, Sinks, Dish Washer, Electric Water Heater, floor drains/floor sinks, laundry washer, urinals, vacuum breakers, pressure reducers- \$10 |

**Fire Fee Comparison**

| <b>FIRE</b>  |  |   |  |   |   |
|--|--|---|--|---|---|
| <b>Permit Category</b>                                   | <b>Kirkland</b>  | <b>Redmond</b>                          | <b>Kenmore</b><br>Fire fees from Northshore<br>Fire District   | <b>Woodinville</b>  | <b>Bothell</b>  |
| <b>IFC Construction-<br/>Underground Supply<br/>Main</b> | Underground Supply<br>Main<br>Plan Review-\$520<br>Inspection- \$280 | -                                       | Fire Sprinkler-<br>Underground piping-\$200  | Underground Supply<br>Permits-Commercial-<br>\$427<br><br>Underground Supply<br>Permits-Residential-\$312                                     | IFC Construction Permits<br>- Underground fire<br>sprinkler supply line-\$167 |
| <b>IFC Construction-<br/>Suppression System</b>          | Fixed Fire Suppression<br>Plan Review-\$220<br>Inspection-\$280      | -                                       | Fixed Suppressions<br>Commercial kitchen-<br>\$240(1-20 devices)<br>\$280(21-40 devices)<br>\$280 +\$5 per device<br>(more than 40 | Fire<br>Extinguishing/Suppression<br>System- Modification-<br>\$260<br><br>Fire<br>Extinguishing/Suppression<br>System- New Systems-<br>\$342 | IFC Construction Permits<br>-VESDA/FM 200 fire<br>suppression systems-\$330   |
| <b>IFC Construction-<br/>Battery System</b>              | -  | -                                       | Battery System-\$240   | -   | IFC Construction Permits<br>-Battery systems-\$220                            |
| <b>IFC Construction-<br/>Compressed Gas</b>              | -  | -                                       | Compressed Gas<br>Medical gas systems-<br>\$160<br>Compressed gas systems-<br>\$240  | Other Type of<br>Permits/Inspections-<br>Compressed Gas Systems,<br>Install, Modify or<br>remove- \$575                                       | IFC Construction Permits<br>-Compressed gases-\$145                           |
| <b>IFC Construction-<br/>Cryogenic Fluids</b>            | -  | -                                       | Cryogenic Fluids-\$240   | -   | IFC Construction Permits<br>-Cryogenic fluids-\$145                           |
| <b>IFC Construction-Fire<br/>Alarm</b>                   | Fire alarm and detection<br>systems                                  | New or Tenant<br>Improvement Fire Alarm | Fire Alarm and Detection<br>systems and Related  | Fire Alarm-Modification -<br>\$200  | IFC Construction Permits<br>-Fire alarm panels 1-4                            |

| <b>FIRE</b>                                      |  |  |  |  |   |
|--|--|--|--|--|---|
| <b>Permit Category</b>                           | <b>Kirkland</b>  | <b>Redmond</b>   | <b>Kenmore</b><br>Fire fees from Northshore<br>Fire District   | <b>Woodinville</b>   | <b>Bothell</b>  |
|  | Valuation of system<br><\$25,000<br>Plan review-\$226<br>Inspection-\$140<br>\$25,000-\$50,000<br>Plan Review-\$280<br>Inspection-\$280<br>\$50,000-\$100,000<br>Plan Review-\$280<br>Inspection-\$560<br>\$100,000><br>Plan review-\$560<br>Inspection-\$1700 | Tenant improvement or<br>System Modification<br>1 to 5 - \$217<br>6-10- \$279<br>11-20- \$310<br>21-40 \$434<br>41-100 \$745<br>>100- \$745 + \$2.48 /<br>additional device over<br>100<br><br>New System<br>1 to 25 - \$372<br>26 to 100 - \$745<br>>100- \$745 + \$2.48 /<br>additional device over<br>100 | Equipment<br>Base fee- \$100 +<br>\$2/device<br>FACP- \$100<br>Transmitter-\$50<br>Power Supply-\$50<br>Devices-\$2 / device | Fire Alarm-New Systems-<br>\$491<br>-  | zones plus, \$1.50/device-<br>\$171<br><br>IFC Construction Permits<br>-Fire alarm panels, 5 or<br>more zones, plus<br>\$1.50/device-\$220<br><br>IFC Construction Permits<br>-Fire alarm transmission<br>devices-\$171 |
| <b>IFC Construction-<br/>Spraying or Dipping</b> | -  | -  | Spraying or Dipping-\$160  | -  | IFC Construction Permits<br>-spraying and dipping-<br>\$199   |
| <b>IFC Construction-<br/>Standpipe system</b>    | -  | Standpipe-\$745  | Standpipe Systems-\$320  | Standpipe Installation-<br>Class I or II-\$384<br><br>Standpipe Installation-<br>Class III-\$548 | IFC Construction Permits<br>-standpipe systems-\$171  |
| <b>IFC Construction- Fire<br/>Pumps</b>          | -  | Fire Pump-\$652  | Fire Pump Installation-<br>\$400   | Other Types of<br>Permits/Inspections-Fire<br>Pump Installation-\$330                            | IFC Construction Permits<br>-fire pumps and related<br>equipment-\$171  |
| <b>IFC Construction-</b>                         | -  | -  | Flammable and  | Other Types of   | Flammable &   |

| <b>FIRE</b>                                   |                 |                |  |  |   |
|---|-----------------|----------------|--|--|---|
| <b>Permit Category</b>                        | <b>Kirkland</b> | <b>Redmond</b> | <b>Kenmore</b><br>Fire fees from Northshore<br>Fire District | <b>Woodinville</b>   | <b>Bothell</b>  |
| <b>Flammable &amp;<br/>Combustible Liquid</b> |                 |                | Combustible Liquids-<br>Other Permits-\$80 per<br>hour       | Permits/Inspections-<br>Flammable/Combustible<br>Liquids/Construction-<br>Tank Install/Construction<br>first tank-\$494<br><br>Other Types of<br>Permits/Inspections-<br>Flammable/Combustible<br>Liquids/Construction-<br>Tank Install/Construction<br>second and each<br>additional tank-\$368 | Combustible Liquid<br>Level 1 Less than 1000<br>Gallon capacity-\$178<br><br>Flammable &<br>Combustible Liquid<br>Level 2 1000+-\$317 |

**Planning Fee Comparison**

| <b>PLANNING</b>                     |   |   |  |                                      |  |
|-------------------------------------|---|---|--|--------------------------------------|--|
| <b>Permit Category</b>              | <b>Kirkland</b>                                       | <b>Redmond</b>  | <b>Kenmore</b>   | <b>Woodinville</b>                   | <b>Bothell<br/>Cost of Service</b>   |
| <b>Boundary Line Adjustment</b>     | Lot Line alteration-<br>\$1,077                       | Single-family/non<br>corporate-\$3,442<br>All others-\$6,913  | Boundary Line<br>Adjustment-\$574  | Boundary Line<br>Adjustment -\$2,618 | Boundary Line<br>Adjustment-Type-\$818   |
| <b>Conditional Use</b>              | -   | Conditional Use<br>Standalone-\$16,284<br>Change of use-\$5,227   | -  | Conditional Use- \$6,880             | Conditional Use-Type III-<br>\$6,833   |
| <b>Critical Areas</b>               | Sensitive Area Planning<br>Official Decision -\$2,127 | -   | Critical areas review<br>Site review base fee-<br>\$1,000<br>Plus, per hour-\$100/hour   | Critical Areas<br>Alteration-\$2,462 | Critical Areas Alteration-<br>Type II-\$4,511  |
| <b>Planned Unit<br/>Development</b> | -   | Master Planned<br>Developments<br>Type II: Stand Alone-<br>\$21,032<br>Type II: Submitted with<br>associated SPE-\$5,958<br>Type III: Stand Alone-<br>\$23,062<br>Type III: Submitted with<br>associated Plat- \$5,553<br>Type IV: Standalone-<br>\$25,903<br>Type IV: Submitted with<br>associated CUP-\$6,578<br>Type IV: Submitted with<br>associated EPF-\$4,273<br>Type V: Standalone-<br>\$23,062<br>Type V: Submitted with<br>associated CUP-\$6,578<br>Type V: Submitted with | Planned Unit<br>Development<br>30 units or less<br>Base-\$6,206<br>Per unit-\$46.10<br>31 units or more<br>Base fee -\$6,911<br>Per unit-\$22.70 | -                                    | Planned Unit<br>Development-<br>Preliminary-\$5,691<br><br>Planned Unit<br>Development-Final-<br>\$2,504<br><br>PUD-Minor Mod-\$1,017<br>PUD-Major Mod-\$5,929 |

| PLANNING                 |  |   |  |  |   |
|--------------------------|--|---|--|--|---|
| Permit Category          | Kirkland   | Redmond   | Kenmore  | Woodinville  | Bothell<br>Cost of Service  |
|                          |  | associated EPF- \$7,582   |  |  |   |
| <b>SEPA</b>              | SEPA<br>Base fee-\$927<br>W/ sensitive areas-\$567<br>Estimated number of PM<br>Peak Trips<br>Less than 20-\$927<br>21-50 -\$1,854<br>51-200 -\$3,707<br>Over 200- \$7,416 | SEPA-\$2,464  | SEPA<br>Base fee-\$600<br>After six hours-<br>\$100/hour   | SEPA<br>Stand-alone<br>determination-\$4,313<br>Determination as part of<br>another land use-\$1,695   | SEPA-SEPA-\$1,185   |
| <b>Variance</b>          | Noise Variance -\$539<br>Variance Exception -<br>\$1,077   | Variance<br>Standalone-\$4,724<br>In conjunction with<br>another land use permit-<br>\$858  | Variance<br>Application Review-<br>\$2,500<br>Added fee when public<br>hearing required- \$1,626   | Variance<br>\$9,880  | Variance-Type III-\$4,984   |
| <b>Shoreline</b>         | Other Shoreline<br>Improvements- \$4,594<br>Shoreline Exemption -\$<br>205   | Shoreline Substantial<br>Development Permit<br>Single-family-\$3,938<br>All Others-\$7,908<br>In conjunction with<br>another land use-\$3,648<br><br>Shoreline Variance<br>SF- \$4,107<br>Other-\$8,248<br><br>Shoreline Conditional<br>Use- \$10,340<br><br>Shoreline Exemption- no<br>fee | Shoreline variance-<br>Up to \$10,000 project<br>value-\$2,166<br>\$10,001 or more- \$7219<br>Shoreline conditional use<br>Non-forest-\$7,219<br>Forest-\$1,313<br>Shoreline Exemption-<br>\$276 | Shoreline Substantial<br>Development- \$8,968<br><br>Shoreline Variance-<br>\$16,173<br><br>Shoreline Conditional<br>Use- \$13,984<br><br>Shoreline Exemption -<br>\$411 | Shoreline-Shoreline<br>Substantial Development-<br>\$9,069<br><br>Shoreline-Shoreline<br>Variance-\$9,423<br><br>Shoreline-Shoreline<br>Conditional Use-\$9,423<br><br>Shoreline-Shoreline<br>Exemption-\$2,292 |
| <b>Personal Wireless</b> | Personal Wireless Process<br>I - \$10,718<br>Personal Wireless Process<br>II- \$20,756   | Wireless Communication<br>Facility Type I- \$786<br>Type II -\$5,268  | -  | Wireless Service Facility<br>New facility-\$4,740<br>Substantial Mod- \$2,767  | Personal Wireless-Type I-<br>\$1,253<br><br>Personal Wireless-Type<br>II-\$2,198  |

| PLANNING                  |  |  |   |  |  |
|---------------------------|--|--|---|--|--|
| Permit Category           | Kirkland   | Redmond  | Kenmore   | Woodinville  | Bothell<br>Cost of Service   |
| <b>Pre-App</b>            | Preliminary Project Review- \$518  | Pre-Application Meeting- no fee  | Pre-application-no fee  | Pre-application<br>First pre app meeting- no charge<br>Subsequent meetings- \$496              | First Pre-application meeting-\$1,308<br>First pre-application meeting for actions initiated by single-family homeowners-\$656 |
| <b>Appeals</b>            | Appeals - \$213  | -  | Appeals -\$125  | Appeals Filing Fee- \$1,630  | Appeals-\$7,534  |
| <b>Signs</b>              | Marquee or building mounted- \$149<br>Freestanding-\$200   | -  | Sign review -\$163  | Permanent Sign \$191 + \$114/sign<br>Temporary \$110   | Sign permits-First Sign-\$607<br>Sign permits-Additional-\$194   |
| <b>Plan Amendments</b>    | Comprehensive Plan Amendment<br>Request for property specific map change-\$328   | Comprehensive Plan Amendment-no fee  | Prescreening/threshold review -\$200<br>Annual amendment cycle fee -\$400   | Comprehensive Plan Amendments<br>Housekeeping-\$543<br>Non-Housekeeping-\$4,309                | Comprehensive plan amendments( property specific)-\$26,049   |
| <b>Tenant Improvement</b> | -  | -  | -   | Tenant Improvement-\$282   | First time tenant improvements-\$308   |
| <b>Preliminary Plat</b>   | Short Subdivision - \$3,273+\$992/lot<br>Innovative Short Subdivision - \$6,947+\$992/lot<br>Preliminary Subdivision - \$8,946+\$1,077/lot<br>Innovative Preliminary Subdivision - | Short Subdivision <9 lots - \$12,948.49<br>Subdivision - \$17,881.55<br>Subdivision alteration/vacation- \$12,946.86<br><u>Engineering/Transportation</u><br>Plat and short plat | Short Subdivision <4 lots - \$1,111+\$140/lot<br>Short Subdivision 5-9 lots - \$7,033+\$153/lot<br>Revision to approved prelim.-\$898<br>Short Subdivision alteration-\$1,245<br>Subdivision <50 lots - | Short Plat-\$9,487<br>Subdivision Preliminary Long Plat-\$18,869<br>Major modification-\$9,373 | Preliminary Plat-\$12,846<br>Preliminary Plat-Additional Plat After 5-\$354<br>Preliminary Short Plat-\$6,635                  |

| PLANNING          |  |  |  |   |   |
|-------------------|--|--|--|---|---|
| Permit Category   | Kirkland   | Redmond  | Kenmore  | Woodinville   | Bothell<br>Cost of Service  |
|                   | \$11,086+\$1,077/lot<br>Subdivision alteration-<br>\$9,187     | construction plan review -<br>\$4,812.69+\$76.59/lot<br>Plat and short plat<br>construction inspection -<br>\$4,673.95+\$76.59/lot | \$12,955+\$167/lot<br>Subdivision 51 + lots -<br>\$22,208+\$37/lot<br>Major revisions with new<br>hearing-\$3,886<br>Minor revisions after<br>prelim hearing-\$925<br>Subdivision alterations or<br>vacations: With hearing-<br>\$3,886, Without hearing-<br>\$1,944<br><u>Engineering Plan Review</u><br>Short Subdivision <4 lots<br>- \$2,087+\$209/lot<br>Short Subdivision 5-9 lots<br>- \$4,148+\$209/lot<br>Subdivision 10-30 lots -<br>\$6,209+\$33.60/lot<br>Subdivision 31 + lots -<br>\$6,710+\$16.90/lot |   |   |
| <b>Final Plat</b> | Short Plat - \$850<br>Final Subdivision -<br>\$2,127+\$213/lot | <u>Engineering/<br/>Transportation</u><br>Final Plat and short plat<br>recording review –<br>\$1,873.57                            | <u>Engineering</u><br>Final Short Subdivision<br><4 lots - \$1,922<br>Final Short Subdivision<br>5-9 lots - \$3,873<br>Final Short Subdivision<br>alteration-\$714<br>Final Subdivision 10-30<br>lots - \$5,825+\$69.10/lot<br>Final Subdivision 31 +<br>lots - \$6,470+\$47.60/lot<br>Final Subdivision<br>alteration-\$1,077   | Subdivision Short Plat -<br>\$9,487<br>Subdivision Final Plat-<br>\$5,858 | Final Plat-\$6,518<br>Final Plat-Additional Plat<br>After 5-\$295<br>Final Short Plat-\$3,472 |
| <b>Demolition</b> | -  | -  | Demolition Inspection-   | Demolition Plan Review  | Demolition Fee-Main   |

| <b>PLANNING</b>                     |   |   |   |  |  |
|-------------------------------------|---|---|---|--|--|
| <b>Permit Category</b>              | <b>Kirkland</b>   | <b>Redmond</b>  | <b>Kenmore</b>  | <b>Woodinville</b>   | <b>Bothell<br/>Cost of Service</b>   |
|                                     |   |   | \$94  | \$58   | Structure-\$300<br>Demolition Fee-<br>Accessory Structure-\$50<br>Demolition Fee-Historic<br>Structure-\$300 |
| <b>Zoning Compliance<br/>Letter</b> | Zoning Verification<br>Letter-\$205   | -   | Zoning letter<br>inquire/request -\$100   | -  | Zoning Compliance<br>Letter-\$308  |
| <b>Directors Interpretation</b>     | -   | -   | -   | Planning Director<br>Interpretation<br>\$2,550 deposit<br>Applicant pays actual cost | Directors Interpretation-<br>\$2,642   |
| <b>Accessory Dwelling Unit</b>      | Accessory Dwelling Unit-<br>\$425   | -   | ADU-\$50  | -  | ADU-\$732  |
| <b>Subdivision</b>                  | Short plat or Subdivision<br>Approval modification -<br>\$850<br>Subdivision Alteration-<br>\$9,187 | Subdivision<br>Alteration/Subdivision<br>Vacation- \$13,218 | Short Sub alteration -<br>\$1,245<br>Major Revision -\$3,836<br>Sub Alteration or sub<br>vacation<br>W public hearing -\$3,886<br>Without public hearing -<br>\$1,944 | Sub-Major mod- \$9,589   | Sub-Minor Mod-\$1,017<br>Sub-Major Mod-\$5,929<br>Sub-Vacate-\$5,929   |

**Engineering Fee Comparison**

| <b>ENGINEERING</b>            |  |   |   |   |   |
|-------------------------------|--|---|---|---|---|
| <b>Permit Category</b>        | <b>Kirkland</b>  | <b>Redmond</b>  | <b>Kenmore</b>  | <b>Woodinville</b>  | <b>Bothell<br/>Cost of Service</b>  |
| <b>Clearing &amp; Grading</b> | <u>Intake Plan Review</u><br>1,000 cy or less: \$81<br>1,001-10,000 cy: \$162<br>10,001-100,000 cy:<br>\$162<br>\$25.16/10,000 cy<br>100,001-200,000 cy:<br>\$388<br>\$13.61/10,000cy<br>200,001+ cy: \$524.54<br>\$7.45/10,000cy<br><u>Inspection Permit</u><br>50 cy or less: \$40.50<br>51-100 cy: \$81<br>101-1,000 cy: \$81<br>\$17.97/100 cy<br>1,001-10,000 cy:<br>\$242.73<br>\$14.89/1,000 cy<br>10,001-100,000 cy:<br>\$376.74<br>\$67.76/10,000 cy<br>100,001 cy: \$986.76<br>\$37.50/10,000 cy | <u>Plan Review</u><br>Small Project – Simple:<br>\$891.55<br>Complex: \$1,604.80<br>Large Project –<br>\$3,803.96<br><u>Inspection Fee</u><br>Small Project – Simple:<br>\$1,545.36<br>Complex: – \$5,705.95<br>Large Project –<br>\$5,111.57 | Small projects less than<br>500cy nor engineering<br>drawings as determined<br>by director-\$300<br>Two fees added<br>together, volume and<br>disturbed area<br><br>Volume<br>0-500 cy-\$28.40/100cy<br>501-3,000 cy-\$54+<br>\$39.20/100cy<br>3,001-10,000cy-\$339+<br>\$26.10/100cy<br>10,001-20,000cy-<br>\$2,159+ \$7.90/100cy<br>20,001-40,000cy-<br>\$3,319+ \$2.10/100cy<br>40,001-80,000cy-<br>\$3,599+ \$1.40/100cy<br>80,001cy or more-<br>\$4,239+ \$.60/100cy<br><br>Disturbed Area<br>Up to 1 acre-<br>\$176+\$819.40 per acre<br>1.1-10 acres-<br>\$381+\$614.30 per acre<br>10.1-40 acres-<br>\$2,916+\$360.80 per<br>acre<br>40.1-120 acres-<br>\$10,428+\$176 per acre<br>120.1-360 acres- | <u>New Construction</u><br>Plan Review-\$842<br>Permit Fee -<br>\$776+\$1/cy over 100<br>cy and \$.10/after 1,000<br>cy<br><u>Improvements to</u><br><u>Existing development:</u><br>Plan Review-\$355<br>Permit Fee - \$483<br><u>Minor modifications,</u><br><u>maintenance, or</u><br><u>repairs:</u><br>Plan Review-\$108<br>Permit Fee - \$260 | Clearing and grading<br>base charge-\$72<br><br>grading base area +<br>disturbed less than 1<br>acre-\$1,015<br><br>grading base area +<br>disturbed 1-5 acres-<br>\$3,963<br><br>grading base area +<br>disturbed 5 or more<br>acres-\$7,737 |

| <b>ENGINEERING</b>     |  |   |   |                    |  |
|------------------------|--|---|---|--------------------|--|
| <b>Permit Category</b> | <b>Kirkland</b>  | <b>Redmond</b>  | <b>Kenmore</b>  | <b>Woodinville</b> | <b>Bothell<br/>Cost of Service</b>   |
|                        |  |   | \$22,944+\$68.70 per acre<br>More than 360.1 acres-<br>\$34,716+\$36 per acre<br><br>Operation Monitoring fees<br>0-3,000 cy-<br>\$102.20/100cy<br>3,001-10,000cy-<br>\$2,550+ \$17.20/100cy<br>10,001-20,000cy-<br>\$3,760+ \$5.10/100cy<br>20,001-40,000cy-<br>\$4,280+ \$2.50/100cy<br>40,001 or more-\$4,680+<br>\$1.50/100cy   |                    |  |
| <b>Surface Water</b>   | Small-Type I Review:<br>\$385<br>Small-Type II Review:<br>\$929<br>Targeted Review:<br>\$1,623<br>Full Review: \$3,245<br>Roof/driveway drain<br>connection inspection:<br>\$654 | <u>Plan Review</u><br>Small Project – Simple:<br>\$891.55 Complex:<br>\$1,604.80<br>Large Project – All<br>Other Review –<br>\$7,726.80<br><u>Inspection Fee</u><br>Small Project – Simple:<br>\$1,545.36<br>Complex: \$5,705.95<br>Large Project – All<br>Other Inspection:<br>\$10,223.15 | Drainage review:<br>Residential drainage<br>requirement review<br>base fee-\$238, Small<br>site review-\$143,<br>Targeted review-\$234<br>Full Drainage Review:<br>Simplex review-\$293,<br>Complex review-\$676<br>Commercial Drainage<br>Plan review base fee<br>\$570<br><br>Distributed Area Fees<br>Targeted Drainage<br>0-.5 site acre-\$895<br>.51-1 site acre-\$1,234<br>1.1-2 site acre-\$2,255<br>2.1-5 site acre-\$4,951<br>5.1-10 site acre-\$5,964 |                    | Storm Lineal 100 ft<br>charge-\$403<br><br>Utility Permit Base Fee-<br>\$249<br><br>Detention facility-\$391 |

| <b>ENGINEERING</b>         |   |                |  |                    |  |
|----------------------------|---|----------------|--|--------------------|--|
| <b>Permit Category</b>     | <b>Kirkland</b>   | <b>Redmond</b> | <b>Kenmore</b>   | <b>Woodinville</b> | <b>Bothell<br/>Cost of Service</b>   |
|                            |   |                | More than 10 acres-<br>\$6,640<br><br>Full drainage review<br>and targeted review<br>0-.5 site acre-\$1,119<br>.51-1 site acre-\$1,543<br>1.1-2 site acre-\$2,819<br>2.1-5 site acre-\$6,189<br>5.1-10 site acre-\$7,456<br>More than 10 acres-<br>\$8,300 |                    |  |
| <b>Traffic Concurrency</b> | <20 PM peak trips -<br>\$545<br>21-50 trips - \$763<br>51-200 trips - \$1,527<br>>200 trips - \$1,963 | -              | Traffic Impact Analysis<br>Level 1 (10 PM peak<br>trips or less)-\$337<br>Level 2 (11-75 PM<br>peak trips or less)-\$800<br>Level 3 (over 75 PM<br>peak trips or less)-<br>\$1,600   | -                  | Traffic Concurrency<br>Capacity Reporting &<br>Monitoring Surcharge-<br>Minor Development-<br>\$882<br><br>Traffic Concurrency<br>Capacity Reporting &<br>Monitoring Surcharge-<br>Medium Development-<br>\$1,761<br><br>Traffic Concurrency<br>Capacity Reporting &<br>Monitoring Surcharge-<br>Major Development-<br>\$2,935 |
| <b>Side Sewer</b>          | Inspection of new side  | -              | -  | -                  | Multi/Family   |

| <b>ENGINEERING</b>     |   |   |  |  |   |
|------------------------|---|---|--|--|---|
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|                        | sewer- \$436<br>Inspection of side sewer<br>repair -\$60<br>Inspection of capping<br>of side sewer-\$60 |   |  |  | Commercial side sewer<br>connection- commercial<br>kitchen-\$435<br><br>Multi<br>Family/Commercial side<br>sewer connection-<br>Additional per unit<br>charge per building-<br>\$329<br><br>Multi<br>Family/Commercial side<br>sewer connection -<br>Repair/modify side<br>sewer existing line-<br>Hourly<br><br>Single family side sewer<br>connection-\$176<br><br>Detached multi-family<br>side sewer connection-<br>\$154<br><br>Single family side sewer<br>repair-\$154 |
| <b>Right of Way</b>    | Basic – \$109<br>Standard - \$382   | Surface Improvements<br>– \$425.70<br>Underground: In<br>roadway - \$486.51,<br>outside roadway -<br>\$364.88<br>Miscellaneous -<br>\$121.62<br>Franchise Drops -<br>\$121.62 | Limited Right of Way<br>Type A (open cut<br>trenching, culvert<br>installation, driveways,<br>sidewalks, shoulder<br>improvements: Plan<br>review and 1 hour<br>inspection-\$200,<br>additional inspections-<br>\$100/hr | Improvement or<br>installation of utilities<br>not required for<br>development: \$82 no<br>plan review fee<br><br>Improvement or<br>installation of utilities<br>as part of development:<br>Plan Review- | Driveway approach-<br>right of way invasion<br>permit-\$395<br><br>Right of Way-\$535<br><br>Franchise Right of Way-<br>Hourly  |

| <b>ENGINEERING</b>     |                 |                |   |  |                                    |
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| <b>Permit Category</b> | <b>Kirkland</b> | <b>Redmond</b> | <b>Kenmore</b>  | <b>Woodinville</b>   | <b>Bothell<br/>Cost of Service</b> |
|                        |                 |                | Utility franchise ROW:<br>Application fee-\$200<br>Review and inspection<br>fees-\$100/hr | \$330+\$1/ft. after 100<br>ft.<br>Permit fee-\$456+\$1/ft.<br>after 100 ft.<br><br>Installation of utilities<br>in right of way that<br>includes only<br>directional boring,<br>installing wires in<br>existing conduits,<br>overlash to existing<br>aerials, or window cuts<br>less than 16 sq ft each:<br>Plan Review-<br>\$330+\$1/ft. after first<br>100 ft, \$.10 per foot<br>after first 1,000 ft.<br>Permit fee-456+\$1/ft.<br>after first 100 ft, \$.10<br>per foot after first<br>1,000 ft.<br><br>Maintenance of<br>existing utility in<br>ROW, no new utilities<br>installed, no<br>improvements or<br>replacements:<br>Plan review-\$155<br>Permit fee-144 |                                    |

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