

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

WORKSHOP AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Phil Cecere, Building Official/Fire Marshal

DATE: 12/18/2023

SUBJECT: Request for workshop and potential action for the establishment of 2024 Fire Marshal fees.

STATEMENT OF ISSUE:

The Office of the Fire Marshal is a newly established division of the Department Community Development (DCD). The Fire Marshal has had recent enabling language added to Title 2 of the Jefferson County code that allows for the collection of fees to support the work of the program. These fees are required to be approved by the Board of Commissioners in the form of a resolution. No ordinance is required to repeal fees as no fees have been established.

ANALYSIS:

The Fire Marshal proposes implementation of several programs including annual commercial inspections, annual hospitality inspections and food truck permitting. These programs are to be soft implemented following the successful establishment of a fee schedule for 2024. Staffing would consist of the fire marshal and a prospective fire inspector conducting inspections, establishing addresses per E911 regulations, performing plan reviews, and implementing recommendations pending the completion of the Community Wildfire Protection Plan (CWPP). Topics to discuss include inspection categories, inspection frequency, basis for fees, inspection priority levels and consistency with fire code standards and neighboring jurisdictions.

FISCAL IMPACT:

The cost is based upon the current hourly rate charged by DCD with the September 2023 Consumer Price Index (CPI-W) used as the basis for annual fee indexing per JCC 3.80.030. These fees may be modified in the future based on the completion of an in-process fee study which will establish the reasonableness of fees and BOCC approval.

RECOMMENDATION:

Staff recommends that the Board approve the attached resolution.

REVIEWED BY:


Mark McCauley, County Administrator

12/14/23
Date

STATE OF WASHINGTON

County of Jefferson

**A Resolution Adopting a Fee Schedule for the
Office of the County Fire Marshal within the
Department of Community Development**

RESOLUTION NO. _____

WHEREAS, Jefferson County is a political subdivision of the state of Washington as provided by [Title 36 RCW](#) and the Washington State Constitution, [Article 11](#), and may impose fees to recoup the costs of providing services to the public; and

WHEREAS, the Board of County Commissioners may adopt fees to be charged by the County Fire Marshal to implement code and to meet statutory obligations; and

WHEREAS, JCC [3.80.020](#) authorizes the Department of Community Development and the Office of the Fire Marshal to request adoption of a fee schedule by resolution; and

WHEREAS, no fees for the Office of the Fire Marshal are presently adopted, and fees are necessary for the Office to perform its duties; and

WHEREAS, the proposed fees are reasonable:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY THAT:

Section 1. The above “Whereas” Clauses are hereby adopted as findings of fact.

Section 2. The Office of the County Fire Marshal 2024 Fee Schedule attached in the Appendix is hereby adopted.

Section 3. This Resolution shall take effect on January 1, 2024.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED and ADOPTED this _____ day of _____, 2023.

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Greg Brotherton, Chair

Kate Dean, Member

Heidi Eisenhour, Member

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board

Approved as to form only:

Barbara D. Ehrlichman 12/05/2023
Barbara Dykes Ehrlichman Date
Civil Deputy Prosecuting Attorney

APPENDIX



JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT FIRE MARSHAL FEES

Effective January 1, 2024

Fire Operational Permit Fees	
Mobile Food Truck per truck annual valid 1-year	\$222.00
Hot work	\$333.00
Hospitality Life safety inspection (transient rental, short term rental) annual valid 1 year	\$222.00
Temporary Fireworks Stands (per RCW 70.77)	\$100.00
Commercial Business Fire Inspection (simple)	\$222.00
Commercial Business Fire Inspection (complex) \$222.00 Base+ \$111.00/hr.	Varies
Solar Panels - Roof mounted	\$222.00
Fire Operational permits unless otherwise noted	\$333.00
Other/ additional plan review or inspection fees billed hourly	\$111.00
Fire Construction Permit Fees	Fee
Class 1 Hood and Duct Suppression	\$333.00
Address request - <i>new</i>	\$333.00
Duplicate or replacement 911 address plates	\$20.00
Inspection or re-inspection	\$111.00
Fire Sprinkler Install or Modification	\$333.00
Fire Alarm Modification	\$333.00
Fire construction permits unless otherwise noted	\$333.00
Other/Additional plan review or inspection fees billed hourly	\$111.00
Refund Policy	
Refunds are given for the amount paid minus staff time expended at hourly rate.	
State Surcharge is \$6.50	
- All permits will be charged a 5% technology fee.	