

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Josh D. Peters, AICP, Community Development Director
Phil Cecere, Building Official / Fire Marshal
Greg Ballard, Development Code Administrator
Chelsea Pronovost, DCD Administrative Services Manager

DATE: August 5, 2024

SUBJECT: WORKSHOP re: DCD fee schedule update & hearing notice approval

STATEMENT OF ISSUE:

In a workshop with the Board of County Commissioners (Board) on July 22, 2024, Department of Community Development (DCD) managers reported on the results of a study completed by FCS Group to review DCD's permit review and processing fees. DCD now seeks to brief the Board on a proposed update to DCD's building, fire, and land use fee schedules that incorporate FCS Group's recommended service rate of \$123.20 per hour. Adopting the recommended hourly rate would move the department to a model of 100% cost recovery for building permits, land use approvals, code compliance actions, and other related cost-recoverable services. The proposed building, fire, and land use fee schedules are attached, along with the current land use fee schedule for comparison.

Following the pattern of other county departments to move from codified fees in the Appendix of the Jefferson County Code (JCC) to fees adopted by Board resolution, the proposed update to the DCD fee schedules would be made effective by the Board's adoption of both an ordinance that amends the JCC to move away from codified fees and a resolution to adopt updated fees, effective September 1, 2024. DCD is collaborating with the Prosecuting Attorney's Office (PAO) on PAO approval as-to-form for those instruments.

Through this Agenda Request, DCD seeks Board approval of a hearing notice to be published August 7 and 14 in the newspaper of record for a public hearing before the Board on August 19, 2024, at 2:00 PM. The hearing will be on the proposed ordinance and proposed resolution affecting fees charged for DCD permits and services. Those documents, which upon adoption would effectively supplant current fees with the September 1, 2024 fee schedules attached, will be added to the Laserfiche folder referenced in the attached hearing notice before publication in the newspaper of record.

ANALYSIS:

DCD seeks to brief the Board on options under consideration, including, "Imposing reasonable fees, consistent with RCW 82.02.020, on applicants for permits or other governmental approvals to cover the cost to the...county...of processing applications." [RCW 36.70B.160(1)(b)]

RCW 82.02.020 authorizes local governments to collect “reasonable fees” from permit applicants to “cover the cost to the...county...of processing applications, inspecting and reviewing plans, or preparing detailed statements required by chapter 43.21C RCW [SEPA]...” DCD maintains that the fees proposed in the attached ordinance and resolution constitute reasonable fees, in that the fee levels are based on an hourly rate that has been recommended through a fee study by a consultant group that specializes in analysis of local government permit fees, and that the per-permit fees are based on average effort to process specific types of permits from years of experience in processing permits.

Note that the level of effort—and thus the cost—of some permits on the land use fee schedule has been adjusted downward. This is based on reconsideration of the level of effort needed to process those permit types, based on experience over the last 1-2 years as a result of improvements in efficiency in the context of regulatory reform (Board Resolution No. 17-19).

FISCAL IMPACT:

In order to achieve 100% cost recovery for cost-recoverable work, DCD proposes that an updated fee schedule be adopted by the Board in August 2024, effective September 1, 2024. The updated fee schedule represents 100% cost recovery for cost-recoverable services, based on the conclusions of the DCD fee study completed by consultant FCS Group in 2024 and accounting for the 2024 wage tables in effect for represented and non-represented DCD employees. A fee schedule that does not achieve 100% cost recovery implies subsidy from the county’s General Fund to operate DCD’s building and land use permit program.

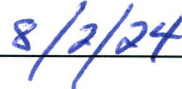
RECOMMENDATION:

Consider the DCD presentation. Ask any questions and express any concerns about the proposed fee schedule update and corresponding (pending) ordinance and resolution. Approve the hearing notice so that staff may submit by noon on Monday, August 5, 2024, to the newspaper of record a request to public the notice on August 7 (and August 14).

REVIEWED BY:


Mark McCauley, County Administrator

Date





JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT BUILDING PERMIT FEES

Effective Jan 1, 2024

Residential Fee Permits	Plan Check Fee	Valuation - sq. ft.
Single Family Residence	65%	\$166.08
Garages, unheated	65%	\$66.48
Unfinished basement	65%	\$31.50
Carport, pole buildings, decks, greenhouses	65%	\$29.06
Modular homes/Relocated Residences Includes foundation permit	65%	\$39.90
Manufactured homes (mobile) 1-2 sections		\$777.00
Additional manufactured home section		\$55.50
Mechanical Permits		Fee
New or existing wood stove, inserts, pellet stoves, hot water heater, heat pump, propane tank swap out (in existing structures)		\$222.00
New - propane tanks, lines, and associated appliances (In existing structures)		\$333.00
Solar Panels - Roof mounted		\$222.00
Miscellaneous Fees		Fee
Base hourly rate		\$111.00
Address request - new		\$333.00
Duplicate or replacement 911 address plates		\$20.00
Demolition Permit		\$111.00
Inspection or re-inspection		\$111.00
Change of Use or Occupancy		\$666.00
Re-Roof - same for same		\$222.00
Title Elimination		\$111.00
Permit Renewal - one year, 6 month available upon request		\$333.00
BWOP Fee (Built without permits)		\$500.00
Civil Code Violations - First offense		\$250.00
Civil Code Violations - Subsequent offense		\$500.00
Fire Marshal Services - Per Hour Rate		\$111.00
Commercial, Industrial, & Multi-Family	Plan Check Fee	Valuation
Commercial, Industrial, & Multi-Family	65%	*Estimated Cost or
Miscellaneous construction tenant improvement, roofing, etc.	65%	fair market value
Refund Policy		
Refunds are given for the amount paid minus staff time expended at hourly rate.		

State Surcharge is \$6.50

- State surcharge of \$6.50 not applicable for Manufactured Homes and Mechanical Permits. Commercial, Industrial, and multi-family will pay \$2.00 for each additional unit fee to SBCC per E2SHB 1622
- State surcharge for Commercial permits, alteration, expansion, demo, new \$25.00 fee to SBCC per E2SHB 1622
- The fee is determined by a schedule established in the International Residential Code, and the Bldg Valuation Data published in the ICC Bldg Safety Journal, and is based on the valuation of the structure.
- All permits will be charged a \$27.75 record retention/electronic scanning fee.
- All permits will be charged a 5% technology fee.

Jefferson County Department of Community Development¹LAND USE FEES²

Effective January 1, 2024

Land Use Fees	HRS	BASE	NOA	SCAN	TECH	TOTAL
Hourly Rate	1	\$111	\$161	\$27.75	5%	
Pre-Application Conference	5	\$555		\$27.75	\$29.14	\$611.89
Customer Assistance Meeting (30 minute in person/virtual + summary)	2	\$222		\$27.75	\$12.49	\$262.24
DCD Site Visit for Pre-App or CAM, or not associated with permit	2	\$222		\$27.75	\$12.49	\$262.24
Consistency Review all Jefferson County Codes	3	\$333		\$27.75	\$18.04	\$378.79
DCD review of Water System Plan	3	\$333			\$16.65	\$349.65
Hearing Examiner Fee (if time exceeds base fee may be billed at \$175 per hour)	8	\$1,400				\$1,400
Appeal of a Type II decision	11	\$1,221	\$161	\$27.75	\$62.44	\$1,472.19
Code Interpretation	7	\$777			\$38.85	\$815.85
SEPA Checklist Type I Use with NOA	10	\$1,110	\$161	\$27.75	\$56.89	\$1,355.64
SEPA Checklist for Type II or III permits	10	\$1,110		\$27.75	\$56.89	\$1,194.64

Type I Permits (JCC 18.40.040)	HRS	BASE	NOA	SCAN	TECH	TOTAL
CRITICAL AREAS (JCC 18.22)/SHORELINE (JCC 18.25)						
Review of Critical Area Reports (Wetland, Geotech, HMP, Etc.) w/o permit	3	\$333		\$27.75	\$18.04	\$378.79
Review of Report with other permit application or additional Report	2	\$222		\$27.75	\$12.49	\$262.24
Special Report Waiver	2	\$222		\$27.75	\$12.49	\$262.24
Tree/Vegetation Removal	3	\$333		\$27.75	\$18.04	\$378.79
Floodplain Development Permit	2	\$222		\$27.75	\$12.49	\$262.24
CASP (Critical Area Stewardship Program)	7	\$777		\$27.75	\$40.24	\$844.99
Shoreline Exemption	7	\$777		\$27.75	\$40.24	\$844.99
Shoreline Exemption - SFR, septic, etc meeting standard shoreline buffer	2	\$222		\$27.75	\$12.49	\$262.24
ZONING (JCC 18.15)						
Allowed "Yes"	3	\$333		\$27.75	\$18.04	\$378.79
Home Business Permit	3	\$333		\$27.75	\$18.04	\$378.79
Temporary Use Permit	3	\$333		\$27.75	\$18.04	\$378.79
Sign Permit	3	\$333		\$27.75	\$18.04	\$378.79
Transient Rental, Vacation Rental, & Bed & Breakfast	1	\$111		\$27.75	\$6.94	\$145.69
Commercial Shooting Facility Operating Permit Application	23	\$2,553	\$161	\$27.75	\$137.09	\$2,878.84
SITE DEVELOPMENT REVIEW (SDR - JCC 18.40.420-480) - 3 options						
--Legal Lot of Record (JCC 18.12)	1	\$111		\$27.75	\$6.94	\$145.69
Limited SDR for appurt. to legal existing dev. & no further encroachment in SMP or CA	1	\$111		\$27.75	\$6.94	\$145.69
--Buildability Analysis	3	\$333		\$27.75	\$18.04	\$378.79
LAND DIVISION (JCC 18.35)						
Boundary Line Adjustment	9	\$999		\$27.75	\$51.34	\$1,078.09
Lot Consolidation	2	222		27.75	\$12.49	\$262.24
Road Segregation	4	\$444		\$27.75	\$23.59	\$495.34
Minor Amendment (Preliminary Plat Approval)	4	\$444		\$27.75	\$23.59	\$495.34
STORMWATER (JCC 18.30.060 & 070)						
Stand Alone Stormwater Management Permit without other Dev. Permit	5	\$555		\$27.75	\$29.14	\$611.89

Type II Permits (JCC 18.40.040) (Requires Notice of App \$149 +\$12 NB)	HRS	BASE	NOA	SCAN	TECH	TOTAL
SHORELINE (JCC 18.25)						
Shoreline Conditional "C(a)"	16	\$1,776	\$161	\$27.75	\$98.24	\$2,062.99
Shoreline Conditional "C(d)"	16	\$1,776	\$161	\$27.75	\$98.24	\$2,062.99

<i>Type II Permits (JCC 18.40.040) Continued</i>	HRS	BASE	NOA	SCAN	TECH	TOTAL
ZONING (JCC 18.15)						
Conditional (Administrative) "C(a)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$1,776	\$161	\$27.75	\$98.24	\$2,062.99
Conditional (Discretionary) "C(d)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$1,776	\$161	\$27.75	\$98.24	\$2,062.99
Discretionary "D" or Unnamed Use (JCC 18.15.040 & 18.40.490-600)	5	\$555	\$161	\$27.75	\$37.19	\$780.94
Cottage Industry	11	\$1,221	\$161	\$27.75	\$70.49	\$1,480.24
Variances (Minor) (JCC 18.40.610-690)	11	\$1,221	\$161	\$27.75	\$70.49	\$1,480.24
Temporary Use	3	\$333	\$161	\$27.75	\$26.09	\$547.84
LAND DIVISION (JCC 18.35)						
Short Plat Preliminary	27	\$2,997	\$161	\$27.75	\$159.29	\$3,345.04
Plat Alteration with no public hearing	9	\$999	\$161	\$27.75	\$59.39	\$1,247.14
FORESTY (JCC 18.20.160)						
Conversion Option Harvest Plan (COHP)	4	\$444	\$161	\$27.75	\$31.64	\$664.39
Partial Release of six year development moratorium	7	\$777	\$161	\$27.75	\$48.29	\$1,014.04
<i>TYPE III Permit (JCC 18.40.040) + \$1,400 H.E. fee + \$161 Notice of Application (NOA) + \$149 Notice of Hearing (NOH)</i>	HRS	BASE	NOA & NOH	SCAN	TECH	TOTAL
SHORELINE (JCC 18.25)						
Shoreline Substantial Development Permit	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
Shoreline CUP	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
Shoreline Variance	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
CRITICAL AREA (JCC 18.22)						
Critical Area Variance (Major) JCC 18.22.250	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
Reasonable Economic Use Variance JCC 18.22.260	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
ZONING (JCC 18.15)						
Conditional "C" Use (JCC 18.15.040 & 18.40.490-600)	23	\$2,553	\$310	\$27.75	\$144.54	\$3,035.29
Zoning Variance (Major) (JCC 18.40.610-690)	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
LAND DIVISION (JCC 18.35)						
Long Plat Preliminary	86	\$9,546	\$310	\$27.75	\$494.19	\$10,377.94
Plat Alteration	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
Binding Site Plan	86	\$9,546	\$310	\$27.75	\$494.19	\$10,377.94
Planned Rural Residential Development (PRRD)	86	\$9,546	\$310	\$27.75	\$494.19	\$10,377.94
FORESTRY (JCC 18.20.160)						
Full Release of six year development moratorium	21	\$2,331	\$310	\$27.75	\$133.44	\$2,802.19
<i>Type IV Permit (JCC 18.40.040)</i>	HRS	BASE	NOA&H	SCAN	TECH	TOTAL
Final Plat Approval - Short Plat, Long Plat & Binding Site Plan	3	\$333		\$27.75	\$18.04	\$378.79
<i>Type V Permit (JCC 18.40.040)</i>	HRS	BASE	NOA&H	SCAN	TECH	TOTAL
Comprehensive Plan Amendment	48	\$5,328	\$310	\$27.75	\$283.29	\$5,949.04
Special Use (Essential Public Facility)	22	\$2,442	\$310	\$27.75	\$138.99	\$2,918.74
Open Space (Current Use Assessment)	23	\$2,553	\$161	\$27.75	\$137.09	\$2,878.84
COMMERCIAL Property ASSESSED CLEAN ENERGY & RESILIENCY (C-PACER)						
Application & Program fee (two reviews only)		\$500		\$27.75	\$26.39	\$554.14
Application & Program fee (for each additional review beyond 2)		\$250		\$27.75	\$13.89	\$291.64
Program Participation admin. Fee (min \$2,500 -max \$14,500)	1% amount			\$27.75	5%	
Inspection fee - see building fee schedule				\$27.75	5%	
Administration of third party review	Admin. at hourly rate			\$27.75	5%	

Footnote 1 - Does not include fees collected for Jefferson County Environmental Health or Public Works for permit review.

Footnote 2 - Once base fee is exceeded, DCD will contact the applicant to notify that additional time will be billed at hourly rate.



JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT FIRE MARSHAL FEES

Effective January 1, 2024

Fire Operational Permit Fees

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
Fire Operational permits unless otherwise noted	\$333.00
Other/ additional plan review or inspection fees billed hourly	\$111.00

Fire Construction Permit Fees

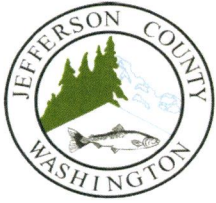
	Fee
Solar Panels - Roof mounted	\$222.00
Class 1 Hood and Duct Suppression	\$333.00
Address request - <i>new</i>	\$333.00
Duplicate or replacement 911 address plates	\$20.00
Inspection or re-inspection	\$111.00
Fire Sprinkler Install or Modification 65% plan check of valuation no less than 3hrs.	Varies \$333.00/min
Fire Alarm Modification 65% plan check of valuation no less than 3 hrs.	Varies \$333.00/min
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.



JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT BUILDING PERMIT FEES

Effective September 1, 2024

Residential Fee Permits	Plan Check Fee	Valuation – per sq. ft.
Single Family Residence	65%	\$166.08
Garages, unheated	65%	\$66.48
Unfinished basement	65%	\$31.50
Carport, pole buildings, decks, greenhouses	65%	\$29.06
Modular homes/Relocated Residences Includes foundation permit	65%	\$39.90
Manufactured homes (mobile) 1-2 sections		\$862.40
Additional manufactured home section		\$61.60
Mechanical Permits		Fee
New or existing wood stove, inserts, pellet stoves, hot water heater, heat pump, propane tank swap out (in existing structures)		\$246.40
New - propane tanks, lines, and associated appliances (In existing structures)		\$369.60
Solar Panels - Roof mounted		\$246.40
Miscellaneous Fees		Fee
Base hourly rate		\$123.20
Address request - new		\$369.60
Duplicate or replacement 911 address plates		\$20.00
Demolition Permit		\$123.20
Inspection or re-inspection		\$123.20
Change of Use or Occupancy		\$739.20
Re-Roof - same for same		\$246.40
Title Elimination		\$123.20
Permit Renewal – one-year, 6-month available upon request		\$369.60
BWOP Fee (Built without permits)		\$500.00
Civil Code Violations - First offense		\$250.00
Civil Code Violations - Subsequent offense		\$500.00
State Residential Permit Surcharge -Not applicable to manufactured homes and mechanical permits -Commercial, industrial, and multi-family will pay \$2.00 each for additional unit fee to SBCC per E2SHB 1622		\$6.50
State Commercial Permit Surcharge		\$25.00
Record retention/electronic scanning fee		\$27.75
Technology fee charged on all permits		5%
Commercial, Industrial, & Multi-Family	Plan Check Fee	Valuation
Commercial, Industrial, & Multi-Family	65%	*Estimated Cost or
Miscellaneous construction, tenant improvement, roofing, etc.	65%	fair market value

Jefferson County Department of Community Development¹LAND USE FEES²

Effective September 1, 2024

Land Use Fees	HRS	BASE	NOA	SCAN	TECH	TOTAL
Hourly Rate	1	\$123.20	\$161	\$27.75	5%	
Pre-Application Conference	5	\$616.00		\$27.75	\$32.19	\$675.94
Customer Assistance Meeting (30 minute in person/virtual + summary)	2	\$246.40		\$27.75	\$13.71	\$287.86
DCD Site Visit for Pre-App or CAM, or not associated with permit	2	\$246.40		\$27.75	\$13.71	\$287.86
Consistency Review all Jefferson County Codes	3	\$369.60		\$27.75	\$19.87	\$417.22
DCD review of Water System Plan	3	\$369.60			\$18.48	\$388.08
Hearing Examiner Fee (if time exceeds base fee may be billed at \$175 per hour)	8	\$1,400.00				\$1,400
Appeal of a Type II decision	11	\$1,355.20	\$161	\$27.75	\$69.15	\$1,613.10
Code Interpretation	7	\$862.40			\$43.12	\$905.52
SEPA Checklist Type I Use with NOA	10	\$1,232.00	\$161	\$27.75	\$62.99	\$1,483.74
SEPA Checklist for Type II or III permits	10	\$1,232.00		\$27.75	\$62.99	\$1,322.74

Type I Permits (JCC 18.40.040)	HRS	BASE	NOA	SCAN	TECH	TOTAL
CRITICAL AREAS (JCC 18.22)/SHORELINE (JCC 18.25)						
Review of Critical Area Reports (Wetland, Geotech, HMP, Etc.) w/o permit	3	\$369.60		\$27.75	\$19.87	\$417.22
Review of Report with other permit application or additional Report	2	\$246.40		\$27.75	\$13.71	\$287.86
Special Report Waiver	2	\$246.40		\$27.75	\$13.71	\$287.86
Tree/Vegetation Removal	3	\$369.60		\$27.75	\$19.87	\$417.22
Floodplain Development Permit	2	\$246.40		\$27.75	\$13.71	\$287.86
CASP (Critical Area Stewardship Program)	7	\$862.40		\$27.75	\$44.51	\$934.66
Shoreline Exemption	7	\$862.40		\$27.75	\$44.51	\$934.66
Shoreline Exemption - SFR, septic, etc meeting standard shoreline buffer	2	\$246.40		\$27.75	\$13.71	\$287.86
ZONING (JCC 18.15)						
Allowed "Yes"	3	\$369.60		\$27.75	\$19.87	\$417.22
Home Business Permit	3	\$369.60		\$27.75	\$19.87	\$417.22
Temporary Use Permit	3	\$369.60		\$27.75	\$19.87	\$417.22
Sign Permit	3	\$369.60		\$27.75	\$19.87	\$417.22
Transient Rental, Vacation Rental, & Bed & Breakfast	1	\$123.20		\$27.75	\$7.55	\$158.50
Commercial Shooting Facility Operating Permit Application	23	\$2,833.60	\$161	\$27.75	\$151.12	\$3,173.47
SITE DEVELOPMENT REVIEW (SDR - JCC 18.40.420-480) - 3 options						
--Legal Lot of Record (JCC 18.12)	1	\$123.20		\$27.75	\$7.55	\$158.50
Limited SDR for appurt. to legal existing dev. & no further encroachment in SMP or CA	1	\$123.20		\$27.75	\$7.55	\$158.50
--Buildability Analysis	3	\$369.60		\$27.75	\$19.87	\$417.22
LAND DIVISION (JCC 18.35)						
Boundary Line Adjustment	9	\$1,108.80		\$27.75	\$56.83	\$1,193.38
Lot Consolidation	2	\$246.40		27.75	\$13.71	\$287.86
Road Segregation	4	\$492.80		\$27.75	\$26.03	\$546.58
Minor Amendment (Preliminary Plat Approval)	4	\$492.80		\$27.75	\$26.03	\$546.58
STORMWATER (JCC 18.30.060 & 070)						
Stand Alone Stormwater Management Permit without other Dev. Permit	5	\$616.00		\$27.75	\$32.19	\$675.94

Type II Permits (JCC 18.40.040) (Requires Notice of App \$149 +\$12 NB)	HRS	BASE	NOA	SCAN	TECH	TOTAL
SHORELINE (JCC 18.25)						
Shoreline Conditional "C(a)"	16	\$1,971.20	\$161	\$27.75	\$108.00	\$2,267.95
Shoreline Conditional "C(d)"	16	\$1,971.20	\$161	\$27.75	\$108.00	\$2,267.95
Type II Permits (JCC 18.40.040) Continued	HRS	BASE	NOA	SCAN	TECH	TOTAL
ZONING (JCC 18.15)						

Conditional (Administrative) "C(a)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$1,971.20	\$161	\$27.75	\$108.00	\$2,267.95
Conditional (Discretionary) "C(d)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$1,971.20	\$161	\$27.75	\$108.00	\$2,267.95
Discretionary "D" or Unnamed Use (JCC 18.15.040 & 18.40.490-600)	5	\$616.00	\$161	\$27.75	\$40.24	\$844.99
Cottage Industry	11	\$1,355.20	\$161	\$27.75	\$77.20	\$1,621.15
Variances (Minor) (JCC 18.40.610-690)	11	\$1,355.20	\$161	\$27.75	\$77.20	\$1,621.15
Temporary Use	3	\$369.60	\$161	\$27.75	\$27.92	\$586.27
LAND DIVISION (JCC 18.35)						
Short Plat Preliminary	27	\$3,326.40	\$161	\$27.75	\$175.76	\$3,690.91
Plat Alteration with no public hearing	9	\$1,108.80	\$161	\$27.75	\$64.88	\$1,362.43
FORESTY (JCC 18.20.160)						
Conversion Option Harvest Plan (COHP)	4	\$492.80	\$161	\$27.75	\$34.08	\$715.63
Partial Release of six-year development moratorium	7	\$862.40	\$161	\$27.75	\$52.56	\$1,103.71
<i>TYPE III Permit (JCC 18.40.040) + \$1,400 H.E. fee + \$161 Notice of Application (NOA) + \$149 Notice of Hearing (NOH)</i>	HRS	BASE	NOA & NOH	SCAN	TECH	TOTAL
SHORELINE (JCC 18.25)						
Shoreline Substantial Development Permit	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
Shoreline CUP	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
Shoreline Variance	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
CRITICAL AREA (JCC 18.22)						
Critical Area Variance (Major) JCC 18.22.250	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
Reasonable Economic Use Variance JCC 18.22.260	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
ZONING (JCC 18.15)						
Conditional "C" Use (JCC 18.15.040 & 18.40.490-600)	23	\$2,833.60	\$310	\$27.75	\$158.57	\$3,329.92
Zoning Variance (Major) (JCC 18.40.610-690)	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
LAND DIVISION (JCC 18.35)						
Long Plat Preliminary	86	\$10,595.20	\$310	\$27.75	\$546.65	\$11,479.60
Plat Alteration	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
Binding Site Plan	86	\$10,595.20	\$310	\$27.75	\$546.65	\$11,479.60
Planned Rural Residential Development (PRRD)	86	\$10,595.20	\$310	\$27.75	\$546.65	\$11,479.60
FORESTRY (JCC 18.20.160)						
Full Release of six year development moratorium	21	\$2,587.20	\$310	\$27.75	\$146.25	\$3,071.20
<i>Type IV Permit (JCC 18.40.040)</i>	HRS	BASE	NOA&H	SCAN	TECH	TOTAL
Final Plat Approval - Short Plat, Long Plat & Binding Site Plan	3	\$369.60		\$27.75	\$19.87	\$417.22
<i>Type V Permit (JCC 18.40.040)</i>	HRS	BASE	NOA&H	SCAN	TECH	TOTAL
Comprehensive Plan Amendment	48	\$5,913.60	\$310	\$27.75	\$312.57	\$6,563.92
Special Use (Essential Public Facility)	22	\$2,710.40	\$310	\$27.75	\$152.41	\$3,200.56
Open Space (Current Use Assessment)	23	\$2,833.60	\$161	\$27.75	\$151.12	\$3,173.47
COMMERCIAL Property ASSESSED CLEAN ENERGY & RESILIENCY (C-PACER)						
Application & Program fee (two reviews only)		\$500.00		\$27.75	\$26.39	\$554.14
Application & Program fee (for each additional review beyond 2)		\$250.00		\$27.75	\$13.89	\$291.64
Program Participation admin. Fee (min \$2,500 -max \$14,500)	1% amount			\$27.75	5%	
Inspection fee - see building fee schedule				\$27.75	5%	
Administration of third party review	Admin. at hourly rate			\$27.75	5%	

Footnote 1 - Does not include fees collected for Jefferson County Environmental Health or Public Works for permit review.

Footnote 2 - Once base fee is exceeded, DCD will contact the applicant to notify that additional time will be billed at hourly rate.



JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT FIRE MARSHAL FEES

Effective September 1, 2024

Fire Operational Permit Fees	
Hot work	\$369.60
Hospitality Life safety inspection (transient rental, short term rental) annual valid 1 year	\$246.40
Temporary Fireworks Stands (per RCW 70.77)	\$100.00
Commercial Business Fire Inspection (simple)	\$246.40
Commercial Business Fire Inspection (complex) \$246.40 Base+ \$123.20/hr	Varies
Fire Operational permits unless otherwise noted	\$369.60
Other/ additional plan review or inspection fees billed hourly	\$123.20
Fire Construction Permit Fees	Fee
Solar Panels - Roof mounted	\$246.40
Class 1 Hood and Duct Suppression	\$369.60
Address request - <i>new</i>	\$369.60
Duplicate or replacement 911 address plates	\$20.00
Inspection or re-inspection	\$123.20
Fire Sprinkler Install or Modification 65% plan check of valuation no less than 3hrs.	Varies \$369.60/min
Fire Alarm Modification 65% plan check of valuation no less than 3 hrs.	Varies \$369.60/min
Fire construction permits unless otherwise noted	\$369.60
Other/Additional plan review or inspection fees billed hourly	\$123.20
Miscellaneous Fees	Fee
State Surcharge	\$6.50
State Commercial Surcharge	\$25.00
Record Retention/electronic scanning fee	\$27.75
Technology fee	5%

Please publish two (2) times: August 7, 2024 and August 14, 2024

Contact Person: Chelsea Provost
Bill to: Jefferson County Community Development
621 Sheridan Street
Port Townsend, WA 98368

NOTICE OF PUBLIC HEARING

An Ordinance Relating to County Fee Policy and Requirements, and Department of Community Development Fee Schedules; Amending Title 3 JCC, Title 15 JCC, Title 18 JCC, and Appendix Fee Schedules; Repealing and Replacing Ordinance No. 01-0211-19.

NOTICE IS HEREBY GIVEN that a public hearing has been set by the Jefferson County Board of Commissioners (Board) for **MONDAY, August 19, 2024 at 2:00 p.m.** in the Commissioners' Chambers, County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368. Notice of said public hearing is to be published in the official newspaper of Jefferson County.

This public hearing is to discuss the adoption of an ordinance that amends the Jefferson County Code (JCC), effectively moving Department of Community Development building and land use fees from JCC to a system of fee schedules adopted by resolution of the Board. The Board will also consider adoption of a resolution to update the DCD fee schedules, effective September 1, 2024.

The ordinance is available for viewing on the County website by clicking on:
www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 08 August 2024 – 081924 – Hearing re: DCD Fee Schedule

You are welcome to participate in this hearing. You will need to join the meeting by 2:00 p.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link:
<https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to “raise your hand” to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON:** in the Board Chambers.

If you experience difficulties joining the meeting or viewing documents, please call 360-385-9100 to report any issues.

In addition, written testimony is also invited beginning on August 7, 2024 and ending at the end of the Public Hearing, unless extended by the Board. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by clicking here:
www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 08 August 2024 – 081924 – Hearing re: DCD Fee Schedule

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; PO Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.
Signed this 5th day of August 2024.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS
/S/Kate Dean, Chair