

**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 19, 2024

SUBJECT: PUBLIC HEARING re: DCD fee schedule update ordinance and resolution

STATEMENT OF ISSUE:

In a workshop with the Board of County Commissioners (Board) on August 5, 2024, Department of Community Development (DCD) managers requested 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. That notice was approved and published, and the subject of the August 19 hearing is a proposed ordinance and corresponding 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 as exhibits to the proposed resolution. These materials have been available for review in the Laserfiche folder referenced in the hearing notice approved on August 5.

ANALYSIS:

In leading up to the proposed update to the DCD fee schedule, staff has briefed the Board on the results of a study completed by FCS Group to review DCD's permit review and processing fees. DCD's proposed fee schedule update would align DCD's building, fire, and land use fees to 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.

DCD's proposed update to the fee schedule is consistent with state law. 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.

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.

Note that the level of effort—and thus the cost—of some permits on the land use fee schedule has been adjusted downward from the 2024 fee schedules currently in effect. 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 DCD's proposed updated to fees and public comments submitted and presented on this subject. When ready, approve the proposed ordinance and the proposed resolution (or amended versions of those) in order to update DCD's fees, effective September 1, 2024.

REVIEWED BY:

 Date 8/15/24
Mark McCauley, County Administrator

STATE OF WASHINGTON

County of Jefferson

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

ORDINANCE 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 processing permit applications and providing services to the public, as permitted by RCW [82.02.020](#) and other statutes; and,

WHEREAS, RCW [82.02.020\(3\)](#) states that counties may collect reasonable fees from an applicant for a permit or other governmental approval to cover the cost Community Development's processing applications, inspecting and reviewing plans, or preparing detailed statements required by chapter [43.21C](#) RCW; and,

WHEREAS, Community Development collects reasonable fees for the purposes stated in RCW [82.02.020\(3\)](#) to cover the cost of providing those services; and,

WHEREAS, Community Development uses an enterprise fund for fee collection and payment for costs of provision of the services listed above; and,

WHEREAS, on an annual basis Community Development reviews its hourly rate for staff-review activities by analyzing its costs, including administration and overhead for fee-related activities, and the billable hours of staff assigned to fee work; and,

WHEREAS, Community Development annually reviews its base hours for staff-review activities by analyzing level of effort for reviews and services; and,

WHEREAS, the Community Development currently charges fees pursuant to the [Appendix Fee Schedules](#) in the Jefferson Count Code, Section II, Department of Community Development Building and Planning Division fee schedules, which includes II-010 Building; II-020 Right-of-way; utility and address applications; II-030 Land use approval applications (Unified Development Code); II-040 Type I permits; II-050 Type II permits; II-060 Type III permits; II-070 Type IV permits; II-080 Type V permits; II-090 Current use tax assessment application; and, II-100 Other;

WHEREAS, JCC [3.80.020](#) authorizes Community Development to request adoption of its annual fee schedule by ordinance instead of through the [Appendix Fee Schedules](#) in the Jefferson Count Code; and,

WHEREAS, the present Community Development [Appendix Fee Schedules](#) is difficult to locate; and, and titles [15](#) and [18](#) JCC, do not mention fee schedules; and,

WHEREAS, many Jefferson County departments already have switched from the [Appendix Fee Schedules](#) process to the JCC [3.80.020](#) process; and,

WHEREAS, DCD conducted a professional analysis of its fee schedule and a comparison to costs with other governmental entities, which concluded in May 2024; and,

WHEREAS, Community Development prefers to use the JCC [3.80.020](#) process for the reasons discussed above; and,

WHEREAS, on August 19, 2024, the Jefferson County Board of Commissioners (“BoCC”) held a public hearing soliciting input and feedback on the proposed charging of fees by Community Development’s proposal to charge fees under the JCC [3.80.020](#) process instead of the current [Appendix Fee Schedules](#) process.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON as follows:

Section 1. Whereas Clauses are Findings of Fact. The BoCC adopts the above recitals (the “WHEREAS” statements) as its findings of fact supporting this ordinance.

Section 2. Amendments adopted in the Appendix. The BoCC adopts the attached [Appendix](#), which amends [Appendix Fee Schedules](#) to repeal Section II, Department of Community Development Building and Planning Division fee schedules, including II-010 Building; II-020 Right-of-way; utility and address applications; II-030 Land use approval applications (Unified Development Code); II-040 Type I permits; II-050 Type II permits; II-060 Type III permits; II-070 Type IV permits; II-080 Type V permits; II-090 Current use tax assessment application; and, II-100 Other.

Section 3. New Section for Chapter [15.05](#) JCC. A new section is added to chapter [15.05](#) JCC, to read as follows:

15.05.025 Fees collection authorized. The county building official shall collect fees authorized under this chapter and chapter [3.80](#) in the Jefferson county code.

(1) Residential and commercial building permit fees, unless the project qualifies as a Large Project, are determined by the building value or value of the improvement as calculated by either using the square footage of the project multiplied by the square foot construction cost, as compiled by the International Code Council (ICC) and published by the Building Safety Journal magazine bi-annually, or the value of the improvement, whichever is higher. For improvements not covered in the ICC table, applicants may be asked to provide the valuation for those projects (i.e., remodels, decks, or other components of a construction project). For single family residences, the Permit Fee may include all improvements of the structure, i.e., mechanical and/or plumbing permits, fixture fees, and plan review. For commercial projects, the Permit Fee includes the main structure only; supporting elements such as mechanical and plumbing, etc. will have a separate fee based on the improvement.

(2) Where the values are unclear the Department will use RS Means or Saylor Publications Inc. or other regionally accepted valuation determination publication, or contract documents.

(3) Mechanical and Plumbing Fees are included in the building permit fee for new single-family residences. For all other permit types, mechanical and plumbing fees are based on a base minimum fee.

Section 4. Amendment of JCC 15.05.060. JCC 15.05.060 is amended as follows:

15.05.060 Building permits – Department of community development.

(1) Development Review Division. No building permit shall be issued unless and until the application for the permit has been approved by the department–development review division when such approval is required by ordinance.

(2) Building Division. Pursuant to RCW [19.27.097](#), each applicant for a building permit of a building necessitating potable water shall provide evidence of an adequate water supply for the intended use of the building. Evidence may be in the form of a water right permit from the Department of Ecology, a letter from an approved water purveyor stating the ability to provide water, or another form sufficient to verify the existence of an adequate supply. The county may impose conditions on building permits requiring connection to an existing public water system where the existing system is willing and able to provide safe and reliable potable water to the applicant with reasonable economy and efficiency. An application for a water right shall not be sufficient proof of an adequate water supply.

(3) Time Limitation for Applications. Pursuant to IBC 105.3.2, an application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The total time period of such extensions shall not exceed 180 days; provided, that additional time extensions may be granted by the building official based on justifiable cause and written request of the applicant.

(4) Expiration. Every permit issued is valid for a period of one year from the date of issuance. The building official is authorized to grant, in writing, one or more extensions of time, for periods of up to one year each. The total time period for such extensions shall not exceed four calendar years in addition to the original one-year term of the permit. No permit shall be issued without payment of all fees due. Each extension shall be requested in writing and the applicant shall demonstrate justifiable cause for the extension(s). Any building permit that is otherwise valid upon the effective date of the ordinance codified in this section which has less than one year remaining on its last lawful extension of validity (as established by this section) will be eligible for one additional extension not to exceed one year. Any building permit that is otherwise valid upon the effective date of the ordinance codified in this section which has more than one year remaining on the extension(s) that can be lawfully requested with respect to that permit shall be entitled to not more than four more extensions of one year, but in no event shall any of the four extensions that may be

granted with respect to such a permit in accordance with this provision make said permit valid past December 31, 2016. Additional time extensions of one year each beyond those authorized by this section may be granted by the building official based on written request of the applicant indicating justifiable cause or hardship.

(5) Fees Paid for All Land Use Applications. A building application shall be deemed incomplete if any associated land use application is not approved or associated land use fees have not been paid in full. Receipt of payment for land use fees due and owing shall be requested at time of submittal of any building application.

(6) Code Compliance. Any building application shall be deemed incomplete if any code compliance case related to the property for which the application is made remains unresolved (see title 19 JCC-Code Compliance). This requirement does not apply to any building application required to be submitted to resolve a code compliance case, or to any building permit that the director determines, in their discretion that this requirement should be waived.

Section 5. New Section for Chapter 18.05 JCC. A new section is added to chapter 18.05 JCC, to read as follows:

18.05.045 Department fee collection authorized.

- (1) The director shall collect fees as authorized under this chapter and chapter 3.80 in the Jefferson county code. All fees imposed shall be adopted by ordinance as required by JCC 3.80.020.
- (2) Application fees are due in full at time of application submittal. Any additional fees are required to be paid in full prior to permit issuance, unless the director requires otherwise.
- (3) A base fee may be charged as a minimum amount per application. Additional time may be charged on an hourly basis.
- (4) A non-refundable base application fee of one hour is collected for each building permit application unless otherwise noted.
- (5) A non-refundable technology surcharge of 5% is collected for each permit application, which will be maintained in a restricted account for technology initiatives only.
- (6) A non-refundable comprehensive plan update and shoreline master plan surcharge of 5% shall be collected for each permit application, which will be maintained in a restricted account only for comprehensive plan updates per RCW 36.70A.130 or for shoreline master plan updates per RCW 90.58.080.
- (7) Other agency fees are included for those agencies that have authorized the department to collect specific fees on behalf of their agency. These fees include other county departments, the office of the hearing examiner, and the Washington State Building Code Council surcharge.

(8) A permit shall not be valid until all the fees prescribed by law have been paid. Any application or permit for which fees are due shall be considered incomplete until such time that the all outstanding bills are paid in full.

(9) Other county departments who utilize the department will pay the appropriate fees per the fee schedule, unless prohibited by statute.

(10) Fee refunds, exemptions, and credits shall comply with department's fee refund policy, as approved by the board of commissioners.

(11) Fees are due and payable at the time services are requested unless otherwise specified in the established fee schedule and policies. Failure to pay established fees may result in one or more of the following:

(a) No inspections, including final inspections, will be scheduled or performed until all outstanding fees are paid.

(b) No temporary or final certificate of occupancy will be approved or issued for a project with any outstanding fees due on any permit associated with the project. Exceptions may be authorized by the director only.

(c) An approved or issued permit may be revoked for non-payment of fees.

(d) Any outstanding fees will be collected by the department using available collection methods consistent with applicable local, state, and federal laws or regulations.

(12) The director has the authority to waive fees when they determine that it is more economical to waive the fee than to collect it. For example, if an applicant submits a plan amendment that would take less than one hour to review, the director may decide to waive the plan review charge because the administrative cost of billing might exceed the cost to conduct the review.

Section 6. New Section for chapter 18.05 JCC. A new section is added to chapter 18.05 JCC, to read as follows:

18.05.046 Fee Requirements for land use approval applications under Title 18 JCC .

(1) Guiding principles for developing fees for land use applications.

(a) Fees should be reasonable.

(b) Fee-based services are defined as operations related to permit/application processing, inspections, plan reviews, environmental reviews, mitigation, monitoring, and code compliance.

(c) Applicants shall pay for services received.

- (d) Fees shall include direct and indirect costs associated with service delivery.
 - (e) The funding structure should support the department's operations through economic cycles and fluctuations in workload.
 - (f) Fees should be predictable and understandable to the customer.
 - (g) The fee system should be efficient and cost-effective to manage.
 - (h) Fees shall be consistent with RCW [82.02.020](#), which allows counties to collect reasonable fees to cover the cost of processing applications, inspecting and reviewing plans, or conducting review under the State Environmental Policy Act, chapter [43.21C](#) RCW.
- (2) Department fee policies.

(a) Base fees. Land use and development fees are charged a base fee based on the average processing time to review/process the application. The base fee includes two iterations of plan review (first submittal review and comments and second submittal review and comments), as well as intake and closeout of the application. Any additional review beyond two iterations of plan review will be charged monthly at the approved hourly rate and must be paid in full prior to issuance of any permits or approvals, and may be subject to JCC [3.80.060](#) or JCC [18.05.048](#).

(b) Inspection fees. Inspections may or may not be included in the base fee. Inspections that are charged an hourly rate as identified in the community development fee schedule, will be charged monthly when possible, and must be paid in full prior to final inspections.

(c) Indirect costs to be recovered. Indirect costs associated with the permit process will be recovered, as determined by the director. Indirect costs are defined as the following: administrative costs; personnel support costs; training and public education costs; hearing examiner, county administration, and attorney time spent directly on a permit or appeal, technology costs, and facilities costs. Other indirect costs may be identified in the future and may be charged in the fee structure; provided they are reasonable for the purposes stated in RCW [82.02.020\(3\)](#), associated with the permit process, and linkage can be clearly identified.

(d) Consultant reviews. In addition to the fees imposed pursuant to the fee schedule adopted pursuant to JCC 3.80.020, the applicant shall reimburse the county for any costs incurred by the county in hiring professional consultants to process and/or review and inspect the applicant's proposal, as required by JCC [18.05.048](#). The county may require the applicant to deposit an amount with the county to cover anticipated costs of retaining professional consultants when the director has approved retaining the professional consultants pursuant to JCC [3.80.060](#) and JCC [18.05.048](#).

(e) Consultant administration fee. When the director requires independent third party review pursuant to JCC [18.05.048](#) or other consultant review, the county shall charge an administrative fee equal to the amount of the consultant review fee and costs to cover county staff oversight, review, and administration of the consultant's work.

(f) Deposits or retainers. The department may require a deposit for fees for requested or required services pursuant to JCC [3.80.060](#) at any time during the application process when it becomes apparent that a deposit or retainer is necessary as determined by the director. The deposit or retainer shall not exceed the estimated cost of the services for which the deposit or retainer is collected. Interest shall not be paid on moneys held on deposit or retainer. Moneys remaining on deposit or retainer upon completion or cancellation of the service shall be refunded to the applicant.

Section 7. New Section for Chapter [18.05 JCC.](#) A new section is added to chapter [18.05 JCC](#), to read as follows:

18.05.047 Designation of financially responsible party.

- (1) A financially responsible party must be named for any permit, certificate, license, registration, or request for service for which a fee is collected under this chapter by the department. If not explicitly named, the financially responsible party is the applicant.
- (2) The financially responsible party must be the property owner, lessee, contract purchaser, the county or other agency proposing the project, or other service requestor.
- (3) The financially responsible party is liable for all charges incurred pursuant to this chapter whether or not:
 - (a) A favorable decision, recommendation, or determination is given by the director of community development,
 - (b) A permit, license, registration, or determination is issued or the project, application, or
 - (c) A request for service is canceled or denied before issuance.
- (4) A signed statement of financial responsibility is required for any application or request for services that are charged at an hourly rate. The director of community development is authorized to develop a form statement of financial responsibility for individuals and entities.

Section 8. New Section for Chapter [18.05 JCC.](#) A new section is added to chapter [18.05 JCC](#), to read as follows:

18.05.048 Independent third party review.

(1) The director may require any applicant to pay for independent third party review pursuant to this section for any discipline for which the department does not have available in-house expertise, including but not limited to: critical areas, mitigation monitoring, geotechnical analysis and engineering, stormwater analysis and engineering, traffic or floodplain engineering, fluvial geomorphology, water quality and quantity analysis, soils analysis, parking, landscaping, shoreline essential functions analysis, legal review, financial review, fiscal review, and accounting.

(2) The purpose of independent third-party review is to protect sensitive natural areas, habitat areas, shoreline environments, critical areas, and all associated buffers and management areas; maintain public safety and quality of life; and protect public health and property.

(3) The director may, at the applicant's expense, require third party review for any application or permit if the director determines:

(a) Third party is merited due to the complexity of the project and the technical expertise required for adequate review,

(b) Any study submitted is insufficient, as set out in JCC [18.05.048\(4\)](#);

(c) Existing resources within the department or other supporting county offices or departments are unavailable; or

(d) It is otherwise required by title [18](#) JCC.

(4) Third party review required when studies are deemed insufficient.

(a) The director may, at the applicant's expense, require third party review of any submission if there is reason to determine that:

(i) The submission contains factual errors, omissions, or incomplete analysis;

(ii) Inconsistencies exist between the submitted materials and observable data, and/or accepted scientific or technical criteria;

(iii) The submission contains faulty analysis, faulty analytical procedures, substantive differences of interpretation of submitted data or analysis, or other findings made through the review of the proposal that support commissioning third party review; or

(iv) Specialized expertise is required for adequate review of a proposal.

(b) If the applicant has provided a study that the director deems insufficient, the director shall attempt to resolve any issues with the original author(s) of any submitted study or with the applicant before requiring third party review. If the parties fail to resolve the issues identified, the director may require third party review.

(5) The director shall select the third-party reviewer.

(6) For Type III applications requiring a pre-decision public hearing, the hearing examiner may determine third party review is required if facts presented during the hearing lead him or her to conclude that third party review is warranted pursuant to this section. In that case, the hearing examiner may remand the application to the department to select a third-party reviewer pursuant to this section.

Section 9. Ordinance No. [01-0211-19](#) is hereby repealed, and replaced by this Ordinance.

Section 10. Severability. The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, then the remainder of this ordinance or application of its provisions to other persons or circumstances shall remain valid and unaffected.

Section 11. SEPA Compliance. This ordinance is categorically exempt from the State Environmental Policy Act under WAC [197-11-800\(19\)](#).

Section 12. Effective Date. This ordinance shall take effect and be in full force and effect on September 1, 2024.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED and ADOPTED this _____ day of _____, 2024.

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Kate Dean, Chair

Heidi Eisenhour, Member

Greg Brotherton, Member

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Deputy Clerk of the Board

Approved as to form only:

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

STATE OF WASHINGTON

County of Jefferson

**A Resolution Adopting a Fee Schedule for 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 processing permit applications and providing services to the public, as permitted by RCW [82.02.020](#) and other statutes; and,

WHEREAS, various sections of the Jefferson County Code impose fees charged by the Department of Community Development ("Community Development") to implement the Jefferson County Code; and,

WHEREAS, JCC [3.80.020](#) authorizes the Community Development to request adoption of its annual fee schedule by resolution; and,

WHEREAS, Community Development operates in part as an enterprise fund department and therefore must request updates to its fees regularly to ensure adequate and accurate cost coverage; and,

WHEREAS, based on a professional analysis of the fee schedule and comparison to costs which concluded in May 2024, Community Development recommends the following changes for adoption in a 2024 fee resolution; and,

WHEREAS, the proposed 2024 Fee Schedule does not exceed the actual cost of providing the services for which those fees are charged.

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

Section 1. Whereas Clauses are Findings of Fact. The Board adopts the above recitals (the "WHEREAS" statements) as its findings of fact supporting this resolution.

Section 2. Adoption of the 2024 Fee Schedule. The 2024 Community Development Fee Schedule attached in the attached Appendix is hereby adopted.

Section 3. Severability. The provisions of this resolution are declared separate and severable. If any provision of this resolution or its application to any person or circumstances is held invalid, then the remainder of this resolution or application of its provisions to other persons or circumstances shall remain valid and unaffected.

Section 4. SEPA Compliance. This resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800\(19\)](#).

Section 5. Effective Date. This resolution shall take effect and be in full force and effect on September 1, 2024.

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APPROVED and ADOPTED this _____ day of _____, 2024.

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Kate Dean, Chair

Heidi Eisenhour, Member

Greg Brotherton, Member

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Deputy Clerk of the Board

Approved as to form only:

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

APPENDIX

2024 FEE SCHEDULE FOR DEPARTMENT OF COMMUNITY DEVELOPMENT

Community Development-1. Building Code Fee Schedule

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		\$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 - <i>new</i>		\$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 months 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,	Plan Check Fee	Valuation

& Multi-Family		
Commercial, Industrial, & Multi-Family	65%	*Estimated Cost or
Miscellaneous construction, tenant improvement, roofing, etc.	65%	fair market value

Community Development-2. Fire Marshal Fee Schedule

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 - new	\$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%

Community Development-3. Land use application fees

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	\$161.00	\$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	\$161.00	\$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)						
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	\$161.00	\$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)						
SHORELINE (JCC 18.25)						
Shoreline Conditional "C(a)"	16	\$1,971.20	\$161.00	\$27.75	\$108.00	\$2,267.95
Shoreline Conditional "C(d)"	16	\$1,971.20	\$161.00	\$27.75	\$108.00	\$2,267.95
Type II Permits (JCC 18.40.040) Continued						
ZONING (JCC 18.15)						
Conditional (Administrative) "C(a)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$1,971.20	\$161.00	\$27.75	\$108.00	\$2,267.95

Conditional (Discretionary) "C(d)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$1,971.20	\$161.00	\$27.75	\$108.00	\$2,267.95
Discretionary "D" or Unnamed Use (JCC 18.15.040 & 18.40.490-600)	5	\$616.00	\$161.00	\$27.75	\$40.24	\$844.99
Cottage Industry	11	\$1,355.20	\$161.00	\$27.75	\$77.20	\$1,621.15
Variances (Minor) (JCC 18.40.610-690)	11	\$1,355.20	\$161.00	\$27.75	\$77.20	\$1,621.15
Temporary Use	3	\$369.60	\$161.00	\$27.75	\$27.92	\$586.27
LAND DIVISION (JCC 18.35)						
Short Plat Preliminary	27	\$3,326.40	\$161.00	\$27.75	\$175.76	\$3,690.91
Plat Alteration with no public hearing	9	\$1,108.80	\$161.00	\$27.75	\$64.88	\$1,362.43
FORESTRY (JCC 18.20.160)						
Conversion Option Harvest Plan (COHP)	4	\$492.80	\$161.00	\$27.75	\$34.08	\$715.63
Partial Release of six-year development moratorium	7	\$862.40	\$161.00	\$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	\$310.00	\$27.75	\$146.25	\$3,071.20
Shoreline CUP	21	\$2,587.20	\$310.00	\$27.75	\$146.25	\$3,071.20
Shoreline Variance	21	\$2,587.20	\$310.00	\$27.75	\$146.25	\$3,071.20
CRITICAL AREA (JCC 18.22)						
Critical Area Variance (Major) JCC 18.22.250	21	\$2,587.20	\$310.00	\$27.75	\$146.25	\$3,071.20
Reasonable Economic Use Variance JCC 18.22.260	21	\$2,587.20	\$310.00	\$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	\$310.00	\$27.75	\$158.57	\$3,329.92
Zoning Variance (Major) (JCC 18.40.610-690)	21	\$2,587.20	\$310.00	\$27.75	\$146.25	\$3,071.20
LAND DIVISION (JCC 18.35)						
Long Plat Preliminary	86	\$10,595.20	\$310.00	\$27.75	\$546.65	\$11,479.60
Plat Alteration	21	\$2,587.20	\$310.00	\$27.75	\$146.25	\$3,071.20
Binding Site Plan	86	\$10,595.20	\$310.00	\$27.75	\$546.65	\$11,479.60
Planned Rural Residential Development (PRRD)	86	\$10,595.20	\$310.00	\$27.75	\$546.65	\$11,479.60
FORESTRY (JCC 18.20.160)						
Full Release of six-year development moratorium	21	\$2,587.20	\$310.00	\$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	\$310.00	\$27.75	\$312.57	\$6,563.92
Special Use (Essential Public Facility)	22	\$2,710.40	\$310.00	\$27.75	\$152.41	\$3,200.56
Open Space (Current Use Assessment)	23	\$2,833.60	\$161.00	\$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