



City of Laguna Woods
Building, Planning, and Encroachment Permit Fee Study

- March 2019 -



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Executive Summary

Background

The City of Laguna Woods conducts periodic examinations of the various user and regulatory fees it collects. Routinely examining the costs of providing fee related services and making deliberate decisions about the recovery of costs and fee modifications helps cities maintain fiscal sustainability and respond to the changing needs of citizens, changes in regulations, and changes in local and regional economies.

The current study examines the City's costs of providing building, planning, and encroachment permit fee-related services. The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (charges) recommended as a result of this study are not a tax as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burdens on, or benefits received from, the activities and services provided by the City of Laguna Woods.

The primary goals of this study were to:

- Identify the full cost of providing building, planning, and encroachment fee-related services
- Calculate fully-burdened hourly rates for fee-related service providers
- Determine current cost recovery levels
- Examine existing fee calculation methodologies and modify, if necessary, to more closely align calculation methodology to the cost of services being provided
- Provide a sample fee schedule that illustrates fees assuming full or targeted cost recovery levels
- Estimate anticipated revenue impacts of modifying fees to reflect full or targeted cost recovery
- Deliver an updated schedule of fees after Council review and adoption of any fee modifications

Key Findings

- **Building**
 - 94 individual building fee categories were examined as part of this study.
 - The current cost recovery level for the majority of fees is roughly 100% (99.5%). The proposed cost recovery level is 100% for the majority of services examined.
 - Minor changes to fees (typically \$1 to \$2) are proposed for most fees. The changes are due to rounding adjustments made to recalibrate fees to 100% cost recovery.
 - A new fee category has been added to the schedule to allow for recovery of costs associated with the City's recordation of sleeping room covenants.
 - The fee schedule has been updated to reflect the provisions of Health and Safety Code Section 17951.7, which authorizes the City to waive or reduce all building permit fees for

improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

- **Planning**

- 30 individual planning fee categories were examined as part of this study.
- The cost of service study calculated a \$147 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$146 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 99% of the cost of service, necessitating an increase of roughly 1% for most services.
- A new deposit category has been added to address initial deposits required for City processing of lot line adjustment requests. Any unused deposit amounts will be refunded to the applicant.
- The sample fee schedule provided in the Appendix of this report illustrates fee changes assuming recovery of 100% of the estimated cost of service in most categories.
- The City's proposed fees are intended to recover 100% of the cost of service with one exception for Appeals. The unchanged \$500 Appeal fee recovers 23% of the cost of service.

- **Encroachment Permit Fees**

- The City's proposed fees are intended to recover 100% of the cost of service.
- The cost of service study calculated a \$167 fully-burdened hourly rate for fee-related encroachment-permit services. The prior study calculated a \$163 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 97% of the cost of service, necessitating an increase of roughly 3% for most services.
- Permit processing times were examined from the previous cost of service analysis and confirmed by City staff. No changes to average service times were made.

Recommendations

The fees included as part of this study are set at the direction of the City Council. Consequently, the City Council may adopt fees and modify them at a future date as costs of service change, city policies or goals change, project volumes change, service recipient feedback is received, and annual revenue impact of fees is confirmed.

If the City decides to adopt modified fees it should:

- **Ensure that City staff begin fee collections using updated fee schedules** once the adopted fees are effective.
- **Actively monitor and bill for deposit-based fees** - Fees for highly variable services are often set to recover the estimated full cost of service, using an hourly billing methodology and collection of an initial deposit. In order to recover the targeted amounts expected from these fees, the City should be diligent about tracking time for deposit-based projects and requesting additional amounts for projects with costs exceeding those collected via the initial deposit.
- **Periodically Review and Adjust Fees and Calculation Methodologies** – As part of this study, several changes were made to fee calculation methodologies. These changes were made in an effort to more closely align fees to the services provided. The city should continue its proactive efforts to refine fee structures to reflect the review and permitting services provided by the city. Additionally, the fee schedule allows for hourly billing of projects that fall outside the scope of those considered when developing the fee schedule. Also, if fees for services are unintentionally omitted from the adopted fee schedule, they should be added to the fee schedule as part of a future update.
- **Monitor feedback and permit statistics** - Monitor permit and application volumes and homeowner/contractor feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.

Additionally, the City may consider the following:

- **Adjust fees on an annual basis using inflationary index** - In order to maintain pace with regional cost inflation, the City should consider adjusting its fees on an annual basis. The all-urban Consumer Price Index for Los Angeles, Riverside, and Orange County is a readily available inflationary index that may be used for adjusting fees (alternative indices are available).
- **Conduct future fee studies on a regular basis** – In order to avoid situations where cost recovery levels fall below full or targeted levels, the City should consider conducting future fee studies whenever operations change significantly or, at a minimum, every two fiscal years.

Legislative Guidance

The objectives of the study, the methodology used to complete the study, and the proposed fees were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are *not* defined as taxes:

- 1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- 2) A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- 3) A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- 4) A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- 5) A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- 6) A charge imposed as a condition of property development.
- 7) Assessments and property-related fees imposed in accordance with the provisions of Article XIII D of the California Constitution.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue."

Study Methodology

This study calculated the estimated reasonable cost of providing various building, planning, and encroachment permit fee-related services. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the in-house staff or contract service personnel responsible for providing services and the estimated labor time required to process a typical request for service (see illustration below).

$$\text{Hourly rate} * \text{Labor hours} = \text{Cost of service}$$

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures:

- Estimated annual hours spent providing fee related services were developed based on responses received from multiple interviews and targeted questionnaires.
- Labor expenditures for in-house personnel were based on forecasts of Fiscal Year 2018/19 salary and benefits expenditures.
- Contract service personnel related costs were based on the rates outlined in the consultant agreements established, and forecasted contract service expenditures, for various building, planning, and engineering services
- All other services and supplies expenditures were based on Fiscal Year 2018/19 budgeted expenditures.

Estimated labor times were primarily sourced from prior year fee studies, in which labor times were developed based on responses received from multiple interviews and targeted questionnaires of the staff primarily responsible for the provision of services examined in the study, along with an extensive review of actual permits issued during previous years. Additionally, minor changes to average permit processing times have been made for several fee categories. The changes incorporate departmental feedback regarding typical plan review and inspection service times.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

$$\text{Proposed fee} \div \text{Cost of service} = \text{Targeted Cost Recovery}$$

General Findings

Building Fees

The Planning & Environmental Services Department provides permitting, plan check, and inspection services for new construction, alterations, and additions throughout Laguna Woods, enforcing the provisions of the California Building Standards Code. Additionally the Department serves as a primary building code resource to contractors, architects, engineers, developers, business owners, and property owners in Laguna Woods.

- 94 individual building fee categories were examined as part of this study.
- The cost of service study calculated a \$145 fully-burdened hourly rate for fee-related building services. The prior study calculated a \$144 fully-burdened hourly rate.
- The current cost recovery level for the majority of fees is roughly 100% (99.5%). The proposed cost recovery is 100% for the majority of services examined.
- Minor changes to fees (typically \$1 to \$2) are proposed for most fees. The changes are due to rounding adjustments made to recalibrate fees to 100% cost recovery.
- A new fee category has been added to the schedule to allow for recovery of costs associated with the City's recordation of sleeping room covenants.
- The fee schedule has been updated to reflect the provisions of Health and Safety Code Section 17951.7, which authorizes the City to waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

Planning Fees

The Planning & Environmental Services Department leads the City's current and long-range planning efforts, including processing and review of applications for development within the City of Laguna Woods. Additionally the Department serves as a primary planning and zoning resource to contractors, architects, engineers, developers, business owners, and property owners in Laguna Woods.

- 30 individual planning fee categories were examined as part of this study.
- The cost of service study calculated a \$147 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$146 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 99% of the cost of service, necessitating an increase of roughly 1% for most services.
- A new deposit category has been added to address initial deposits required for City processing of lot line adjustment requests. Any unused deposit amounts will be refunded to the applicant.
- The sample fee schedule provided in the Appendix of this report illustrates fee changes assuming recovery of 100% of the estimated cost of service in most categories.

- The City's proposed fees are intended to recover 100% of the cost of service with one exception for Appeals. The unchanged \$500 Appeal fee recovers 23% of the cost of service.

Encroachment Permit Fees

Each year, the City typically issues between 25 and 35 encroachment permits for activities occurring within the public right-of-way. The primary applicants for encroachment permits in the City of Laguna Woods include utility and telecommunications companies such as Southern California Edison, AT&T, and regional water districts. Additionally, requests for encroachments may be received from landscaping companies, environmental engineering companies, and other businesses and contractors.

- The City's proposed fees are intended to recover 100% of the cost of service.
- The cost of service study calculated a \$167 fully-burdened hourly rate for fee-related encroachment-permit services. The prior study calculated a \$163 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 97% of the cost of service, necessitating an increase of roughly 3% for most services.
- Permit processing times were examined from the previous cost of service analysis and confirmed by City staff. No changes to service times were made.

Appendix

The appendix provides detailed analytical findings from the study, including the amount of cost, or estimated cost, required to provide the services for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues. For any fees targeted to recover less than 100% of the estimated reasonable cost of service, it is anticipated that General Fund revenues of the City would fund the difference between the targeted recovery level and 100% recovery of the estimated cost of service. These amounts are identified in the Working Version of the Schedules of Building, Planning, and Encroachment Permit Fees. Additionally, the appendix includes a sample, for illustrative purposes, of the Master Schedules of Building, Planning, and Encroachment Permit Fees assuming full or targeted cost recovery levels.

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Calculation of Fully-Burdened Hourly Rates

Calculation of Fully-Burdened Hourly Rate

Building

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Building) - Allocation of Annual Labor Effort [a]

Position	Bldg Official	Bldg Insp'ctr Shift I-1	Bldg Insp'ctr Shift I-2	Bldg Insp'ctr Shift I-3	Counter Specialist	Permit Assistant	Contract Svcs [b]	Total
Allocation to Building	100%	100%	100%	100%	100%	100%	100%	
Calculation of Productive Hours								
Annual Hours - Standard	1,248	2,080	1,664	416	2,080	2,080	100	9,668
Less: Annual Leave	-	-	-	-	-	-	-	-
Productive Hours	1,248	2,080	1,664	416	2,080	2,080	100	9,668
Indirect Activities and Services								
General Administration and Mgmt	237	390	312	78	390	390	-	1,797
Certification and Training	-	-	-	-	-	-	-	-
Code, Policies, and Procedures Update	62	-	-	-	-	-	-	62
Code Enforcement and Compliance	62	-	-	-	-	-	-	62
Permit Processing and Support	-	-	-	-	-	1,125	-	1,125
Public Information and Assistance	125	-	-	-	195	195	-	515
Total Indirect Activities and Services Work Hours	487	390	312	78	585	1,710	-	3,562
Direct Hours	761	1,690	1,352	338	1,495	370	100	6,106
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 149,760	\$ 152,880	\$ 122,304	\$ 30,576	\$ 141,960	\$ 65,520	\$ 12,000	\$ 675,000
Total	\$ 149,760	\$ 152,880	\$ 122,304	\$ 30,576	\$ 141,960	\$ 65,520	\$ 12,000	\$ 675,000
Indirect Activities and Services								
General Administration and Mgmt	19%	19%	19%	19%	19%	19%	0%	18%
Certification and Training	0%	0%	0%	0%	0%	0%	0%	0%
Code, Policies, and Procedures Update	5%	0%	0%	0%	0%	0%	0%	1%
Code Enforcement and Compliance	5%	0%	0%	0%	0%	0%	0%	1%
Permit Processing and Support	0%	0%	0%	0%	0%	54%	0%	5%
Public Information and Assistance	10%	0%	0%	0%	9%	9%	0%	5%
Total Indirect Activities and Services Work Hours	39%	19%	19%	19%	28%	82%	0%	31%
Direct Hours	61%	81%	81%	81%	72%	18%	100%	69%

Notes

[a] Source: Contract services agreements and annual labor allocation feedback provided by Planning & Environmental Services Department and City Management staff.

[b] E.g. CASp, consulting Building Official, plan check engineering.

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Building) - Calculation of Fully-Burdened Hourly Rate

Estimated In-House Labor and Contract Services Expenditures [a][b][c]

Description	Total	Notes
Salaries	\$ -	
Benefits	\$ -	
Contract Services	\$ 675,000	
Total - Labor Expenditures	\$ 675,000	

Recurring Non-Labor Expenditures

Description	FY 2018/19 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Building Services	\$ 636,196	\$ (636,196)	\$ -	[d]
Building Services, Printing	\$ 1,000	\$ -	\$ 1,000	[e]
Building Services, Publications	\$ 1,800	\$ -	\$ 1,800	[f]
Code Enforcement Services	\$ 36,428	\$ (36,428)	\$ -	[g]
Community Waste Events and Collections	\$ 38,174	\$ (38,174)	\$ -	[g]
Planning Services	\$ 15,000	\$ (15,000)	\$ -	[g]
Waste Management Services	\$ 35,000	\$ (35,000)	\$ -	[g]
Water Quality Services	\$ 106,406	\$ (106,406)	\$ -	[g]
<u>Compensation & Benefits</u>				
Salaries, Full-time	\$ 86,213	\$ (86,213)	\$ -	[h]
Community Events	\$ 2,745	\$ (2,745)	\$ -	[h]
Fringe Benefits	\$ 12,000	\$ (12,000)	\$ -	[h]
Payroll Taxes	\$ 6,770	\$ (6,770)	\$ -	[h]
Community Events	\$ 210	\$ (210)	\$ -	[h]
Retirement	\$ 8,621	\$ (8,621)	\$ -	[h]
Subtotal	\$ 986,563	\$ (983,763)	\$ 2,800	
<u>Manual Adjustment</u>				
Est. Annual Bldg Prmt Software Exp	\$ 2,218	\$ -	\$ 2,218	[i]
Subtotal	\$ 2,218	\$ -	\$ 2,218	
Total	\$ 988,781	\$ (983,763)	\$ 5,018	

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Building) - Calculation of Fully-Burdened Hourly Rate

Departmental Overhead

Description	Dept OH Personnel	Bldg Share of Est Dept OH	Total	Notes
Estimated Departmental Overhead	\$ 113,604	30%	\$ 34,081	[j]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$ 714,099	\$ 185,666	[k][l]

Calculation of Fully-Burdened Hourly Rate

Description	Annual Allocation [a]	Labor	Non-Labor	Dept Overhead	Citywide Overhead	Total	Targeted Recovery from Fees	Amount Recoverable from Fees	Targeted Hourly Rate
General Administration and Mgmt	18%	\$ 124,687	\$ 517	\$ 6,296	\$ 34,296	\$ 165,796	99%	\$ 163,540	\$ 27
Certification and Training	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Code, Policies, and Procedures Update	1%	\$ 7,488	\$ 31	\$ 378	\$ 2,060	\$ 9,957	100%	\$ 9,957	\$ 2
Code Enforcement and Compliance	1%	\$ 7,488	\$ 31	\$ 378	\$ 2,060	\$ 9,957	0%	\$ -	\$ -
Permit Processing and Support	5%	\$ 35,438	\$ 147	\$ 1,789	\$ 9,747	\$ 47,121	100%	\$ 47,121	\$ 8
Public Information and Assistance	5%	\$ 34,427	\$ 143	\$ 1,738	\$ 9,470	\$ 45,778	100%	\$ 45,778	\$ 7
Direct Hours	69%	\$ 465,472	\$ 1,931	\$ 23,502	\$ 128,033	\$ 618,938	100%	\$ 618,938	\$ 101
Total	100%	\$ 675,000	\$ 2,800	\$ 34,081	\$ 185,666	\$ 897,547	99%	\$ 885,334	\$ 145
								Direct Hours	6,106

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Building) - Calculation of Fully-Burdened Hourly Rate

Notes

[a] See worksheet labeled "Planning & Environmental Services (Building) - Allocation of Annual Labor Effort".

[b] Excludes in-house labor expenses budgeted to this department, since the forecasted expenditures for in-house staff are allocated as part of the departmental overhead costs. Adjustment to avoid double counting.

[c] The expenditures shown here are reflective of the current contract services costs anticipated to be incurred for Building Official, structural engineering plan review, over the counter plan review, and permit inspection.

[d] Accounted for in labor and contract services section of the model. Adjustment to avoid double counting.

[e] For printing of development related forms and job cards.

[f] For building code books.

[g] Adjustment to exclude costs not linked to building fee-related services.

[h] These expenses have been adjusted out to avoid double counting. They are accounted for in the departmental overhead section of this model.

[i] Estimated annual expenditures for Energov software. Per September 28, 2017 email.

[j] Amount represents compensation and benefits of the Management Analyst for development programs.

[k] See Citywide Overhead Cost Allocation Plan for FY 19/20 - Full Cost Version.

[l] Building share of estimated citywide overhead calculated as follows: citywide indirect cost rate * modified direct expenditures for building fee-related services.

Calculation of Fully-Burdened Hourly Rate

Planning

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Planning) - Allocation of Annual Labor Effort [a]

Position	Mgmt. Analyst [a]	Contract Services [b]	Total
Allocation to Planning	60%	100%	
Calculation of Productive Hours			
Annual Hours - Standard	1,248	250	1,498
Less: Annual Leave	72	-	72
Productive Hours	1,176	250	1,426
Indirect Activities and Services			
General Administration and Mgmt	294	-	294
Certification and Training	24	-	24
Code, Policies, and Procedures Update	59	-	59
Code Enforcement and Compliance	12	-	12
Public Information and Assistance	235	-	235
Total Indirect Activities and Services Work Hours	623	-	623
Direct Hours	553	250	803
Salary	\$ 51,728	\$ -	\$ 51,728
Benefits	\$ 16,435	\$ -	\$ 16,435
Contract Services	\$ -	\$ 26,260	\$ 26,260
Total	\$ 68,162	\$ 26,260	\$ 94,422
Indirect Activities and Services			
General Administration and Mgmt	25%	0%	18%
Certification and Training	2%	0%	1%
Code, Policies, and Procedures Update	5%	0%	4%
Code Enforcement and Compliance	1%	0%	1%
Public Information and Assistance	<u>20%</u>	<u>0%</u>	<u>14%</u>
Total Indirect Activities and Services Work Hours	53%	0%	38%
Direct Hours	47%	100%	62%

Notes

* Amounts represent estimated labor effort and costs associated with Planning functional division. Services provided to other functional divisions have been excluded from this analysis in order to avoid recovering non-planning related costs from planning fees. Estimated annual support to the Planning functional division is based on feedback received from City staff.

[a] Source: Annual labor allocation estimates provided by Planning & Environmental Services Department and City Management staff.

[b] Assumes 250 hours per year at approximately \$105 per hour.

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Planning) - Calculation of Fully-Burdened Hourly Rate

Estimated In-House Labor and Contract Services Expenditures [a]

Description	Total	Notes
Salaries	\$ 51,728	
Benefits	\$ 16,435	
Contract Services	\$ 26,260	
Total - Labor Expenditures	\$ 94,422	

Recurring Non-Labor Expenditures

Description	FY 2018/19 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Building Services	\$ 636,196	\$ (636,196)	\$ -	[b]
Building Services, Printing	\$ 1,000	\$ (1,000)	\$ -	[b]
Building Services, Publications	\$ 1,800	\$ (1,800)	\$ -	[b]
Code Enforcement Services	\$ 36,428	\$ (36,428)	\$ -	[b]
Community Waste Events and Collections	\$ 38,174	\$ (38,174)	\$ -	[b]
Planning Services	\$ 15,000	\$ (15,000)	\$ -	[c]
Waste Management Services	\$ 35,000	\$ (35,000)	\$ -	[b]
Water Quality Services	\$ 106,406	\$ (106,406)	\$ -	[b]
<u>Compensation & Benefits</u>				
Salaries, Full-time	\$ 86,213	\$ (86,213)	\$ -	[d]
Community Events	\$ 2,745	\$ (2,745)	\$ -	[d]
Fringe Benefits	\$ 12,000	\$ (12,000)	\$ -	[d]
Payroll Taxes	\$ 6,770	\$ (6,770)	\$ -	[d]
Community Events	\$ 210	\$ (210)	\$ -	[d]
Retirement	\$ 8,621	\$ (8,621)	\$ -	[d]
Subtotal	\$ 986,563	\$ (986,563)	\$ -	

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Planning) - Calculation of Fully-Burdened Hourly Rate

Departmental Overhead

Description	Dept OH Personnel	Planning Est. Share of Dept Overhead	Total	Notes
Estimated Departmental Overhead	\$ 113,604	0%	\$ -	[e]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Plan'g Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$ 94,422	\$ 24,550	[f][g]

Calculation of Fully-Burdened Hourly Rate

Description	Annual Allocation [a]	Labor	Non-Labor	Dept Overhead	Citywide Overhead	Total	Targeted Recovery from Fees	Amount Recoverable from Fees	Targeted Hourly Rate
General Administration and Mgmt	18%	\$ 17,041	\$ -	\$ -	\$ 4,431	\$ 21,471	99%	\$ 21,282	\$ 27
Certification and Training	1%	\$ 1,363	\$ -	\$ -	\$ 354	\$ 1,718	100%	\$ 1,718	\$ 2
Code, Policies, and Procedures Update	4%	\$ 3,408	\$ -	\$ -	\$ 886	\$ 4,294	100%	\$ 4,294	\$ 5
Code Enforcement and Compliance	1%	\$ 682	\$ -	\$ -	\$ 177	\$ 859	0%	\$ -	\$ -
Public Information and Assistance	14%	\$ 13,632	\$ -	\$ -	\$ 3,544	\$ 17,177	100%	\$ 17,177	\$ 21
Direct Hours	62%	\$ 58,296	\$ -	\$ -	\$ 15,157	\$ 73,453	100%	\$ 73,453	\$ 92
Total	100%	\$ 94,422	\$ -	\$ -	\$ 24,550	\$ 118,972	99%	\$ 117,924	\$ 147
								Direct Hours	803

Notes

[a] See worksheet labeled "Planning & Environmental Services (Planning) - Allocation of Annual Labor Effort".

[b] Adjustment to exclude expenditures not linked to current planning fee-related services.

[c] Adjustment to exclude Contract Planning expenditures not related to applicant initiated planning activities.

[d] Accounted for in labor and contract services section of the model. Adjustment to avoid double counting.

[e] The Management Analyst for development programs is currently the primary contact point for current planning services. If additional personnel are added to this division in the future, the Planning division will receive a share of Departmental Overhead.

[f] See Citywide Overhead Cost Allocation Plan for FY 19/20 - Full Cost Version.

[g] Planning share of estimated citywide overhead calculated as follows: citywide indirect cost rate * modified direct expenditures for planning fee-related services.

Calculation of Fully-Burdened Hourly Rate

Encroachment Permits

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Calculation of Fully-Burdened Hourly Rate

Estimated Contract Services Hourly Rate for Encroachment Permitting

Description	Rate	Unit	Notes
City Engineer/ City Traffic Engineer	\$ 133	per hour	[a]
Total	\$ 133	per hour	

Recurring Non-Labor Expenditures

Description	FY 2018/19 Adopted	Adjustment	Subtotal	Notes
General Expenses				
Landscaping Services	\$ 40,656	\$ (40,656)	\$ -	[b]
Landscaping Services, M2 Maint of Effort	\$ 93,008	\$ (93,008)	\$ -	[b]
Maintenance, Catch Basins	\$ 2,819	\$ (2,819)	\$ -	[b]
Utilities				
Utilities, Street Lights, Residential	\$ 34,304	\$ (34,304)	\$ -	[b]
Compensation & Benefits				
Salaries, Full-time	\$ 48,184	\$ (48,184)	\$ -	[c]
Fringe Benefits	\$ 12,000	\$ (12,000)	\$ -	[c]
Payroll Taxes	\$ 6,165	\$ (6,165)	\$ -	[c]
Retirement	\$ 5,560	\$ (5,560)	\$ -	[c]
Subtotal	\$ 242,696	\$ (242,696)	\$ -	

Citywide Overhead

Description	C'wide Indirect Rate	Notes
Estimated Citywide Overhead	26%	[d]

Calculation of Fully-Burdened Hourly Rate

Description	Services Hourly Rate	Citywide Overhead Rate	Total
Hourly Rate for Encroachment Permitting	\$ 133	\$ 35	\$ 167

Notes:

[a] Source: Consultant Services Agreement for City Engineering and Traffic Operations Services. Assumes annual adjustment tied to CPI. This will minimize variance associated with increases resulting from future contract negotiations.

[b] Adjustment to exclude expenditures not linked to fee-related services and/or adjustment to exclude items already considered in the contract services hourly rate section of this model.

[c] These expenditures are composed of a portion of the budgeted salary and benefits expenditures of the Management Analyst for maintenance programs. The hourly rate calculation assumes any encroachment permit-related services provided by this position will be treated as direct services at the calculated fully-burdened hourly rate. This assumptions avoids duplicate counting of costs for similar work activities. If the department organization changes significantly, the encroachment permit services hourly rate may be recalculated to receive a proportionate share of departmental overhead.

[d] See Citywide Overhead Cost Allocation Plan for FY 19/20 - Full Cost Version.

Calculation of the Costs of Providing Fee Related Services

Calculation of the Costs of Providing Fee Related Services

Building

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Building Fees

Fee Description		Cost of Service (Summary)				Cost Recovery Summary				Notes
		Est. Labor Time (Hours)	x	Hourly Rate	= Cost of Service	Current Fee	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Modified Cost Recovery	
1	New or Existing Water Heater Change Out	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
2	Water Heater Relocation	1.08	x	\$145	= \$157	\$156	100%	\$157	100%	
3	Tub to Tub Insert Only	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
4	Tub to Tub Tile Back Only	1.58	x	\$145	= \$230	\$228	100%	\$230	100%	
5	Shower to Shower Insert Only	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
6	Shower to Shower Tile Only	2.00	x	\$145	= \$290	\$289	100%	\$290	100%	
7	Tub to Shower Only	2.00	x	\$145	= \$290	\$289	100%	\$290	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	1.58	x	\$145	= \$230	\$228	100%	\$230	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	x	\$145	= \$97	\$96	100%	\$97	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	x	\$145	= \$60	\$60	100%	\$60	100%	
12	Plumbing Repipe	1.49	x	\$145	= \$217	\$216	100%	\$217	100%	
13	New HVAC / HVAC Change in Type (Central System) - Residential	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
14	New HVAC / HVAC Change in Type (All Others) - Residential	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
15	Ventilation Modifications	1.29	x	\$145	= \$186	\$186	100%	\$186	100%	
16	Electrical - New Fixtures/Receptacles	0.67	x	\$145	= \$97	\$96	100%	\$97	100%	
17	Electrical Panel Modification	2.07	x	\$145	= \$300	\$299	100%	\$300	100%	
18	Electrical Panel Change Out	1.11	x	\$145	= \$161	\$161	100%	\$161	100%	
19	New Washer/Dryer Hook Up	0.83	x	\$145	= \$120	\$119	100%	\$120	100%	
20	Electrical Wheelchair Lift	3.25	x	\$145	= \$471	\$469	100%	\$471	100%	
21	Temporary Power Pole	0.87	x	\$145	= \$126	\$125	100%	\$126	100%	
22	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	x	\$145	= \$150	\$149	100%	\$150	100%	
23	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	x	\$145	= \$29	\$29	100%	\$29	100%	[b]
24	Re-Roof (All Other) - First 1,000 SF	1.25	x	\$145	= \$181	\$180	100%	\$181	100%	
25	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	x	\$145	= \$29	\$29	100%	\$29	100%	[b]
26	Fenestration - Skylights/Solartubes (1 Hr. Buildings)	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
27	Fenestration - Skylights/Solartubes (All Others)	0.88	x	\$145	= \$127	\$126	100%	\$127	100%	
28	Fenestration - Window Retrofit	0.96	x	\$145	= \$139	\$138	100%	\$139	100%	
29	Fenestration - Doors/Windows (One New - Framed)	1.38	x	\$145	= \$199	\$198	100%	\$199	100%	[c]
30	Structural, Drywall	0.92	x	\$145	= \$133	\$132	100%	\$133	100%	
31	Structural, Insulation, Drywall	1.33	x	\$145	= \$193	\$192	100%	\$193	100%	
32	Lath	1.45	x	\$145	= \$210	\$209	100%	\$210	100%	
33	Structural, Insulation, Lath	2.17	x	\$145	= \$314	\$313	100%	\$314	100%	
34	Structural, Insulation, Shear, Lath	3.58	x	\$145	= \$520	\$517	100%	\$520	100%	
35	Fire Sprinkler Plans - New	1.33	x	\$145	= \$193	\$192	100%	\$193	100%	

City of Laguna Woods
Study of Building, Planning, and Encroachment Permit Fees
Cost of Service Calculation - Building Fees

Fee Description		Cost of Service (Summary)				Cost Recovery Summary				Notes
		Est. Labor Time (Hours)	x	Hourly Rate	= Cost of Service	Current Fee	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Modified Cost Recovery	
36	Fire Sprinkler Plans - Modified	0.83	x	\$145	= \$121	\$120	100%	\$121	100%	
37	Fire Assessment Review	1.20	x	\$145	= \$174	\$173	100%	\$174	100%	
38	Framing/Structural - 1 inspection	1.92	x	\$145	= \$278	\$277	100%	\$278	100%	[d]
39	Framing/Structural - 2 inspections	2.33	x	\$145	= \$338	\$337	100%	\$338	100%	[d]
40	Framing/Structural - 3 inspections	2.75	x	\$145	= \$399	\$397	100%	\$399	100%	[d]
41	Temporary Shade Structure (Commercial)	1.92	x	\$145	= \$278	\$277	100%	\$278	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	1.33	x	\$145	= \$193	\$192	100%	\$193	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	2.00	x	\$145	= \$290	\$289	100%	\$290	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.38	x	\$145	= \$489	\$487	100%	\$489	100%	
45	Patio Conversion	6.67	x	\$145	= \$967	\$962	100%	\$967	100%	
46	Atrium Conversion	6.67	x	\$145	= \$967	\$962	100%	\$967	100%	
47	Garage Conversion/Alteration	5.83	x	\$145	= \$846	\$842	100%	\$846	100%	
48	Alteration - Residential (Res.) Kitchen	2.58	x	\$145	= \$375	\$373	100%	\$375	100%	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	3.42	x	\$145	= \$495	\$493	100%	\$495	100%	
51	Alteration - Res. Kitchen, plus 1 Bath	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	3.42	x	\$145	= \$495	\$493	100%	\$495	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	3.42	x	\$145	= \$495	\$493	100%	\$495	100%	
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	3.83	x	\$145	= \$556	\$553	100%	\$556	100%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	3.83	x	\$145	= \$556	\$553	100%	\$556	100%	
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	4.25	x	\$145	= \$616	\$613	100%	\$616	100%	
57	Alteration/Remodel - Res. 1 Bath	1.75	x	\$145	= \$254	\$253	100%	\$254	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	2.58	x	\$145	= \$375	\$373	100%	\$375	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	
60	Room Addition	6.00	x	\$145	= \$870	\$866	100%	\$870	100%	
61	Alteration/Remodel w/ Room Addition	8.50	x	\$145	= \$1,232	\$1,227	100%	\$1,232	100%	
62	Sign (Wall) - First	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
63	Sign (Wall) - Each Add'l	0.08	x	\$145	= \$12	\$12	100%	\$12	100%	
64	Sign (Monument) - First	1.92	x	\$145	= \$278	\$277	100%	\$278	100%	
65	Sign (Monument) - Each Add'l	0.17	x	\$145	= \$24	\$24	100%	\$24	100%	
66	Antenna - Telecommunications	3.67	x	\$145	= \$532	\$529	100%	\$532	100%	
67	Antenna - Equipment Shelter	1.75	x	\$145	= \$254	\$253	100%	\$254	100%	
68	Solar - Residential Systems (Expedited Process)	1.67	x	\$145	= \$242	\$240	100%	\$242	100%	[e]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	[e]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	x	\$145	= \$1,232	\$1,000	81%	\$1,000	81%	[f]

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Building Fees

Fee Description	Cost of Service (Summary)				Cost Recovery Summary				Notes
	Est. Labor Time (Hours)	x	Hourly Rate	= Cost of Service	Current Fee	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Modified Cost Recovery	
71 Demolition - Residential Interior	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	[g]
72 Demolition - Residential (All Other)	0.67	x	\$145	= \$97	\$96	100%	\$97	100%	
73 Demolition - Non-Residential	2.50	x	\$145	= \$362	\$361	100%	\$362	100%	
74 Certificate of Occupancy - Temporary	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
75 Certificate of Occupancy	1.87	x	\$145	= \$271	\$269	100%	\$271	100%	
76 Sleeping Room Covenant - Recording Fee	0.75	x	\$145	= \$109	n/a - new	n/a - new	\$109	100%	
77 Miscellaneous/All Other - First Inspection	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
78 Miscellaneous/All Other - Each Add'l Inspection	0.42	x	\$145	= \$60	\$60	100%	\$60	100%	
79 Miscellaneous/All Other - Plan Check (Per Hr)	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
80 Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
81 Plan Revision - Structural - (Per Hr; 1 hour minimum)	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
82 Work Without Permit	1.33	x	\$145	= \$193	\$192	100%	\$193	100%	
83 Re-Inspection - Missed Appointment	0.42	x	\$145	= \$60	\$60	100%	\$60	100%	
84 Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	1.25	x	\$145	= \$181	\$180	100%	\$181	100%	
85 Additional Inspections	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
86 Replacement Job Card	0.20	x	\$145	= \$29	\$29	100%	\$29	100%	
87 Cancelled Permit Refund Processing Fee	0.50	x	\$145	= \$72	\$72	100%	\$72	100%	
88 State Energy Form Assistance (Upon Request) (Per Page)	0.25	x	\$145	= \$36	\$4	11%	\$4	11%	
89 Building and Safety Appeal Application	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
90 Alternate Materials Method Review (Per Hr)	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The modified fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth.

Fees in excess of these amounts require written findings and resolution or ordinance.

[f] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee for ceiling scrapes, lead paint removal, floor removal, etc.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

*** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods
 Fee Study
 Cost of Service Calculation - Building Fees
 (New Construction & Tenant Improvements)

Hourly Rate		\$145	Estimated Labor Hours			Cost of Service					
Occupancy Classification		Threshold SqFt	Plan Check	Permit / Inspection	Total	Plan Check	Plan Check Fee per Add'l 100 SF	Permit / Inspection	Permit / Insp. Fee per Add'l 100 SF	Total	Total Fee Per Add'l 100 SF
1	Shell Building	500	7.50	7.50	15.00	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49
	New Construction	2,000	10.13	12.38	22.50	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25
		5,000	13.50	16.50	30.00	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75
		10,000	16.88	20.63	37.50	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12
		20,000	20.00	30.00	50.00	\$2,900	varies	\$4,350	varies	\$7,249	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	1.75	3.25	5.00	\$254	\$84.58	\$471	\$157.07	\$725	\$241.65
		250	2.63	4.88	7.50	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99
		500	3.50	6.50	10.00	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49
		1,000	4.38	8.13	12.50	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83
		2,500	5.60	10.40	16.00	\$812	varies	\$1,508	varies	\$2,320	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$1,740	\$40.60	\$1,740	\$75.39	\$3,480	\$115.99
		2,000	16.20	19.80	36.00	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99
		5,000	21.60	26.40	48.00	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80
		10,000	27.00	33.00	60.00	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00
		20,000	32.00	48.00	80.00	\$4,640	varies	\$6,959	varies	\$11,599	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99
		500	2.10	3.90	6.00	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99
		1,000	2.80	5.20	8.00	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33
		2,500	3.50	6.50	10.00	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85
		5,000	4.64	8.61	13.25	\$672	varies	\$1,249	varies	\$1,921	varies
		> 5,000	varies	varies	varies	varies	varies	varies	varies	varies	varies

Notes

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

City of Laguna Woods
 Fee Study
 Cost of Service Calculation - Building Fees
 (New Construction & Tenant Improvements)

Hourly Rate		\$145	Current Fee						Current Cost Recovery				
Occupancy Classification		Threshold SqFt	Plan Check	Plan Check Fee per Add'l 100 SF	Permit / Inspection	Permit / Insp. Fee per Add'l 100 SF	Total	Total Fee Per Add'l 100 SF	Current Fee	Cost of Svc PC & Prmt Base Cost	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery	Modified Cost Recovery
1	Shell Building	500	\$1,082	\$25.25	\$1,082	\$46.90	\$2,164	\$72.15	\$2,164	\$2,175	100%	\$2,175	100%
	New Construction	2,000	\$1,461	\$16.23	\$1,786	\$19.84	\$3,247	\$36.07	\$3,247	\$3,262	100%	\$3,262	100%
		5,000	\$1,948	\$9.74	\$2,381	\$11.90	\$4,329	\$21.64	\$4,329	\$4,350	100%	\$4,350	100%
		10,000	\$2,435	\$4.51	\$2,976	\$13.53	\$5,411	\$18.04	\$5,411	\$5,437	100%	\$5,437	100%
		20,000	\$2,886	varies	\$4,329	varies	\$7,215	varies	\$7,215	\$7,249	100%	\$7,249	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$253	\$84.17	\$469	\$156.32	\$721	\$240.50	\$721	\$725	100%	\$725	100%
		250	\$379	\$50.50	\$703	\$93.79	\$1,082	\$144.30	\$1,082	\$1,087	100%	\$1,087	100%
		500	\$505	\$25.25	\$938	\$46.90	\$1,443	\$72.15	\$1,443	\$1,450	100%	\$1,450	100%
		1,000	\$631	\$11.78	\$1,172	\$21.89	\$1,804	\$33.67	\$1,804	\$1,812	100%	\$1,812	100%
		2,500	\$808	varies	\$1,501	varies	\$2,309	varies	\$2,309	\$2,320	100%	\$2,320	100%
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	deposit		
3	All Other New Construction	500	\$1,732	\$40.40	\$1,732	\$75.03	\$3,463	\$115.44	\$3,463	\$3,480	100%	\$3,480	100%
		2,000	\$2,338	\$25.97	\$2,857	\$31.75	\$5,195	\$57.72	\$5,195	\$5,220	100%	\$5,220	100%
		5,000	\$3,117	\$15.58	\$3,809	\$19.05	\$6,926	\$34.63	\$6,926	\$6,959	100%	\$6,959	100%
		10,000	\$3,896	\$7.21	\$4,762	\$21.64	\$8,658	\$28.86	\$8,658	\$8,699	100%	\$8,699	100%
		20,000	\$4,618	varies	\$6,926	varies	\$11,544	varies	\$11,544	\$11,599	100%	\$11,599	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	deposit		
4	Tenant Improvements New Construction	250	\$202	\$40.40	\$375	\$75.03	\$577	\$115.44	\$577	\$580	100%	\$580	100%
		500	\$303	\$20.20	\$563	\$37.52	\$866	\$57.72	\$866	\$870	100%	\$870	100%
		1,000	\$404	\$6.73	\$750	\$12.51	\$1,154	\$19.24	\$1,154	\$1,160	100%	\$1,160	100%
		2,500	\$505	\$6.57	\$938	\$12.19	\$1,443	\$18.76	\$1,443	\$1,450	100%	\$1,450	100%
		5,000	\$669	varies	\$1,243	varies	\$1,912	varies	\$1,912	\$1,921	100%	\$1,921	100%
		> 5,000	varies	varies	varies	varies	varies	varies	varies	varies	deposit		

Notes

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

City of Laguna Woods
 Fee Study
 Cost of Service Calculation - Building Fees
 (New Construction & Tenant Improvements)

Hourly Rate		\$145	Proposed Fee						Proposed Cost Recovery				
Occupancy Classification	Threshold SqFt		Plan Check	Plan Check Fee per Add'l 100 SF	Permit / Inspection	Permit / Insp. Fee per Add'l 100 SF	Total	Total Fee Per Add'l 100 SF	Proposed Fee	Cost of Svc PC & Prmt Base Cost	Proposed Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery	Modified Cost Recovery
1 Shell Building New Construction	500	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49	\$2,175	\$2,175	100%	\$2,175	100%	
	2,000	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25	\$3,262	\$3,262	100%	\$3,262	100%	
	5,000	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75	\$4,350	\$4,350	100%	\$4,350	100%	
	10,000	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12	\$5,437	\$5,437	100%	\$5,437	100%	
	20,000	\$2,900	varies	\$4,350	varies	\$7,249	varies	\$7,249	\$7,249	100%	\$7,249	100%	
	> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit		
2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$254	\$84.58	\$471	\$157.07	\$725	\$241.65	\$725	\$725	100%	\$725	100%	
	250	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99	\$1,087	\$1,087	100%	\$1,087	100%	
	500	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49	\$1,450	\$1,450	100%	\$1,450	100%	
	1,000	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83	\$1,812	\$1,812	100%	\$1,812	100%	
	2,500	\$812	varies	\$1,508	varies	\$2,320	varies	\$2,320	\$2,320	100%	\$2,320	100%	
	> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit		
3 All Other New Construction	500	\$1,740	\$40.60	\$1,740	\$75.39	\$3,480	\$115.99	\$3,480	\$3,480	100%	\$3,480	100%	
	2,000	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99	\$5,220	\$5,220	100%	\$5,220	100%	
	5,000	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80	\$6,959	\$6,959	100%	\$6,959	100%	
	10,000	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00	\$8,699	\$8,699	100%	\$8,699	100%	
	20,000	\$4,640	varies	\$6,959	varies	\$11,599	varies	\$11,599	\$11,599	100%	\$11,599	100%	
	> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit		
4 Tenant Improvements New Construction	250	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99	\$580	\$580	100%	\$580	100%	
	500	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99	\$870	\$870	100%	\$870	100%	
	1,000	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33	\$1,160	\$1,160	100%	\$1,160	100%	
	2,500	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85	\$1,450	\$1,450	100%	\$1,450	100%	
	5,000	\$672	varies	\$1,249	varies	\$1,921	varies	\$1,921	\$1,921	100%	\$1,921	100%	
	> 5,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit		

Notes

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

Calculation of the Costs of Providing Fee Related Services

Planning

City of Laguna Woods
Study of Building, Planning, and Encroachment Permit Fees
Cost of Service Calculation - Planning Fees

Fee Description		Cost of Service (Summary)				Volume and Revenue Statistics						Notes
		Est. Labor Time (Hours)	x	Targeted Hourly Rate	= Cost of Service	Current Fee	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [d]		Modified Cost Recovery		
Fixed Fee Services												
1	Film Permit	4.00	x	\$147	= \$588	\$584	Flat	99%	\$588	Flat	100%	[a]
2	Address Establishment/Change	2.50	x	\$147	= \$368	\$365	Flat	99%	\$368	Flat	100%	
3	Notice of Exemption	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	[b]
4	Outdoor Seating Permit	2.50	x	\$147	= \$368	\$365	Flat	99%	\$368	Flat	100%	
5	Sign Permit - Part of Sign Program	0.75	x	\$147	= \$110	\$110	Flat	99%	\$110	Flat	100%	
6	Sign Permit - Permanent	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	
7	Sign Permit - Temporary	0.50	x	\$147	= \$74	\$73	Flat	99%	\$74	Flat	100%	
8	Sign Permit - Community Facilities/Open Space Annual	0.50	x	\$147	= \$74	\$73	Flat	99%	\$74	Flat	100%	
9	Special Event Permit	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	
10	Temporary Use Permit	4.00	x	\$147	= \$588	\$584	Flat	99%	\$588	Flat	100%	
11	Tree Removal Permit	1.50	x	\$147	= \$221	\$219	Flat	99%	\$221	Flat	100%	
12	Wireless Use Permit Filing Fee	11.50	x	\$147	= \$1,691	\$1,679	Flat	99%	\$1,691	Flat	100%	[c]
13	Eligible Facility Request Permit Filing Fee	8.50	x	\$147	= \$1,250	\$1,241	Flat	99%	\$1,250	Flat	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	
15	Zoning Confirmation Letter	1.25	x	\$147	= \$184	\$183	Flat	99%	\$184	Flat	100%	
16	Appeal (City Council)	14.50	x	\$147	= \$2,132	\$500	Flat	23%	\$500	Flat	23%	[d]
Deposit-Based Fee Services												
17	Change Plan	16.00	x	\$147	= \$2,352	\$2,000	Deposit	99%	\$2,000	Deposit	100%	
18	Conditional Use Permit	28.75	x	\$147	= \$4,226	\$4,000	Deposit	99%	\$4,000	Deposit	100%	
19	Development Agreement	133.50	x	\$147	= \$19,625	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
20	Environmental Impact Report	varies	x	\$147	= varies	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
21	General Plan Amendment	131.50	x	\$147	= \$19,331	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
22	Zoning Code Amendment	131.50	x	\$147	= \$19,331	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
23	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	x	\$147	= varies	\$5,000	Deposit	99%	\$5,000	Deposit	100%	
24	Sign Program	19.00	x	\$147	= \$2,793	\$2,500	Deposit	99%	\$2,500	Deposit	100%	
25	Site Development Permit	28.00	x	\$147	= \$4,116	\$4,000	Deposit	99%	\$4,000	Deposit	100%	
26	Lot Line Adjustment	16.00	x	\$147	= \$2,352	n/a - new	Deposit	n/a	\$2,000	Deposit	100%	
27	Specific Plan	133.50	x	\$147	= \$19,625	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
28	Variance	25.00	x	\$147	= \$3,675	\$3,500	Deposit	99%	\$3,500	Deposit	100%	
29	Zone Change	116.50	x	\$147	= \$17,126	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
30	Other Services Not Identified	varies	x	\$147	= varies	varies	Deposit	99%	varies	Deposit	100%	

Notes

[a] Film permit fee applies for major filming (production)

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[d] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

Calculation of the Costs of Providing Fee Related Services

Encroachment Permits

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Encroachment Permit Fees

Fee Description		Cost of Service (Summary)				Current and Proposed Cost Recovery					Notes		
		Est. Labor Time (Hours)	x	Fully Burdened Hourly Rate	=	Cost of Service	Current Fee		Current Cost Recovery	Proposed Fee Assuming Full Cost Recovery		Proposed Cost Recovery	
Minor Projects													
1	Landscape Maintenance	1.50	x	\$167	=	\$251	\$245	Flat	97%	\$250	flat	100%	
2	Temporary Staging	1.50	x	\$167	=	\$251	\$245	Flat	97%	\$250	flat	100%	
3	Traffic Control Only	2.00	x	\$167	=	\$335	\$326	Flat	97%	\$335	flat	100%	
4	Utilities Structure Inspection	2.50	x	\$167	=	\$419	\$408	Flat	97%	\$419	flat	100%	
5	Pole Replacement	2.50	x	\$167	=	\$419	\$408	Flat	97%	\$419	flat	100%	
Major Projects													
6	Major Project												[a]
	a) First Day	4.00	x	\$167	=	\$670	\$653	Flat	97%	\$670	flat	100%	
	b) Each Additional Day	1.50	x	\$167	=	\$251	\$245	Per Day	97%	\$250	per day	100%	
7	Projects Greater Than Two Weeks in Duration	varies	x	\$167	=	varies	\$3,000	Deposit	varies	\$3,000	deposit		

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment permit fees for activities associated with City projects or contracts.

Working Version of the Master Fee Schedule

City of Laguna Woods

Working Version of the Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description		Current Fee	Est. Cost of Service	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Increase (Decrease) Amount	Modified Cost Recovery	Notes
1	New or Existing Water Heater Change Out	\$89	\$89	100%	\$89	\$0	100%	
2	Water Heater Relocation	\$156	\$157	100%	\$157	\$1	100%	
3	Tub to Tub Insert Only	\$168	\$169	100%	\$169	\$1	100%	
4	Tub to Tub Tile Back Only	\$228	\$230	100%	\$230	\$1	100%	
5	Shower to Shower Insert Only	\$168	\$169	100%	\$169	\$1	100%	
6	Shower to Shower Tile Only	\$289	\$290	100%	\$290	\$1	100%	
7	Tub to Shower Only	\$289	\$290	100%	\$290	\$1	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$89	\$89	100%	\$89	\$0	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$228	\$230	100%	\$230	\$1	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$96	\$97	100%	\$97	\$0	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$60	\$60	100%	\$60	\$0	100%	
12	Plumbing Repipe	\$216	\$217	100%	\$217	n/a	100%	
13	New HVAC / HVAC Change in Type (Central System) - Residential	\$168	\$169	100%	\$169	\$1	100%	
14	New HVAC / HVAC Change in Type (All Others) - Residential	\$89	\$89	100%	\$89	\$0	100%	
15	Ventilation Modifications	\$186	\$186	100%	\$186	\$1	100%	
16	Electrical - New Fixtures/Receptacles	\$96	\$97	100%	\$97	\$0	100%	
17	Electrical Panel Modification	\$299	\$300	100%	\$300	n/a	100%	
18	Electrical Panel Change Out	\$161	\$161	100%	\$161	n/a	100%	
19	New Washer/Dryer Hook Up	\$119	\$120	100%	\$120	\$1	100%	
20	Electrical Wheelchair Lift	\$469	\$471	100%	\$471	\$2	100%	
21	Temporary Power Pole	\$125	\$126	100%	\$126	n/a	100%	
22	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$149	\$150	100%	\$150	\$1	100%	
23	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$29	\$29	100%	\$29	\$0	100%	[b]
24	Re-Roof (All Other) - First 1,000 SF	\$180	\$181	100%	\$181	\$1	100%	
25	Re-Roof (All Other) - Each Add'l 5,000 SF	\$29	\$29	100%	\$29	\$0	100%	[b]
26	Fenestration - Skylights/Solartubes (1 Hr. Buildings)	\$168	\$169	100%	\$169	\$1	100%	
27	Fenestration - Skylights/Solartubes (All Others)	\$126	\$127	100%	\$127	\$1	100%	
28	Fenestration - Window Retrofit	\$138	\$139	100%	\$139	\$1	100%	
29	Fenestration - Doors/Windows (One New - Framed)	\$198	\$199	100%	\$199	\$1	100%	[c]
30	Structural, Drywall	\$132	\$133	100%	\$133	\$1	100%	
31	Structural, Insulation, Drywall	\$192	\$193	100%	\$193	\$1	100%	
32	Lath	\$209	\$210	100%	\$210	\$1	100%	
33	Structural, Insulation, Lath	\$313	\$314	100%	\$314	\$1	100%	
34	Structural, Insulation, Shear, Lath	\$517	\$520	100%	\$520	\$2	100%	
35	Fire Sprinkler Plans - New	\$192	\$193	100%	\$193	n/a	100%	
36	Fire Sprinkler Plans - Modified	\$120	\$121	100%	\$121	n/a	100%	
37	Fire Assessment Review	\$173	\$174	100%	\$174	n/a	100%	
38	Framing/Structural - 1 inspection	\$277	\$278	100%	\$278	\$1	100%	[d]
39	Framing/Structural - 2 inspections	\$337	\$338	100%	\$338	\$2	100%	[d]
40	Framing/Structural - 3 inspections	\$397	\$399	100%	\$399	\$2	100%	[d]
41	Temporary Shade Structure (Commercial)	\$277	\$278	100%	\$278	\$1	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$192	\$193	100%	\$193	\$1	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$289	\$290	100%	\$290	\$1	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$487	\$489	100%	\$489	\$2	100%	
45	Patio Conversion	\$962	\$967	100%	\$967	n/a	100%	
46	Atrium Conversion	\$962	\$967	100%	\$967	n/a	100%	
47	Garage Conversion/Alteration	\$842	\$846	100%	\$846	n/a	100%	
48	Alteration - Residential (Res.) Kitchen	\$373	\$375	100%	\$375	\$2	100%	

City of Laguna Woods

Working Version of the Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

	Fee Description	Current Fee	Est. Cost of Service	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Increase (Decrease) Amount	Modified Cost Recovery	Notes
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$433	\$435	100%	\$435	\$2	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$493	\$495	100%	\$495	\$2	100%	
51	Alteration - Res. Kitchen, plus 1 Bath	\$433	\$435	100%	\$435	\$2	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$493	\$495	100%	\$495	\$2	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$493	\$495	100%	\$495	\$2	100%	
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$553	\$556	100%	\$556	\$3	100%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND	\$553	\$556	100%	\$556	\$3	100%	
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND	\$613	\$616	100%	\$616	\$3	100%	
57	Alteration/Remodel - Res. 1 Bath	\$253	\$254	100%	\$254	\$1	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$373	\$375	100%	\$375	\$2	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$433	\$435	100%	\$435	\$2	100%	
60	Room Addition	\$866	\$870	100%	\$870	\$4	100%	
61	Alteration/Remodel w/ Room Addition	\$1,227	\$1,232	100%	\$1,232	\$6	100%	
62	Sign (Wall) - First	\$168	\$169	100%	\$169	\$1	100%	
63	Sign (Wall) - Each Add'l	\$12	\$12	100%	\$12	\$0	100%	
64	Sign (Monument) - First	\$277	\$278	100%	\$278	\$1	100%	
65	Sign (Monument) - Each Add'l	\$24	\$24	100%	\$24	\$0	100%	
66	Antenna - Telecommunications	\$529	\$532	100%	\$532	\$3	100%	
67	Antenna - Equipment Shelter	\$253	\$254	100%	\$254	\$1	100%	
68	Solar - Residential Systems (Expedited Process)	\$240	\$242	100%	\$242	\$1	100%	[e]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$433	\$435	100%	\$435	\$2	100%	[e]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	\$1,232	81%	\$1,000	\$0	81%	[f]
71	Demolition - Residential Interior	\$168	\$169	100%	\$169	\$1	100%	
72	Demolition - Residential (All Other)	\$96	\$97	100%	\$97	\$0	100%	[g]
73	Demolition - Non-Residential	\$361	\$362	100%	\$362	\$2	100%	
74	Certificate of Occupancy - Temporary	\$89	\$89	100%	\$89	\$0	100%	
75	Certificate of Occupancy	\$269	\$271	100%	\$271	\$1	100%	
76	Sleeping Room Covenant - Recording Fee	n/a - new	\$109	n/a - new	\$109		100%	
77	Miscellaneous/All Other - First Inspection	\$89	\$89	100%	\$89	\$0	100%	
78	Miscellaneous/All Other - Each Add'l Inspection	\$60	\$60	100%	\$60	\$0	100%	
79	Miscellaneous/All Other - Plan Check (Per Hr)	\$144	\$145	100%	\$145	\$1	100%	
80	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	\$144	\$145	100%	\$145	n/a	100%	
81	Plan Revision - Structural - (Per Hr; 1 hour minimum)	\$144	\$145	100%	\$145	n/a	100%	
82	Work Without Permit	\$192	\$193	100%	\$193	\$1	100%	
83	Re-Inspection - Missed Appointment	\$60	\$60	100%	\$60	\$0	100%	
84	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	\$180	\$181	100%	\$181	n/a	100%	
85	Additional Inspections	\$89	\$89	100%	\$89	\$0	100%	
86	Replacement Job Card	\$29	\$29	100%	\$29	\$0	100%	
87	Cancelled Permit Refund Processing Fee	\$72	\$72	100%	\$72	\$0	100%	
88	State Energy Form Assistance (Upon Request) (Per Page)	\$4	\$36	11%	\$4	\$0	11%	
89	Building and Safety Appeal Application	\$144	\$145	100%	\$145	\$1	100%	
90	Alternate Materials Method Review (Per Hr)	\$144	\$145	100%	\$145	\$1	100%	

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The modified fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

City of Laguna Woods

Working Version of the Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description	Current Fee	Est. Cost of Service	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Increase (Decrease) Amount	Modified Cost Recovery	Notes
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[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[f] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee for ceiling scrapes, lead paint removal, floor removal, etc.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

*** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods

Working Version of the Schedule of Building Fees New Construction and Non-Residential Tenant Improvements

Construction Class		SqFt	Current Fee	Est. Cost of Svc	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Increase (Decrease) Amount	Modified Cost Recovery
1	Shell Building	500	\$2,164	\$2,175	100%	\$2,175	\$10	100%
	New Construction	2,000	\$3,247	\$3,262	100%	\$3,262	\$16	100%
		5,000	\$4,329	\$4,350	100%	\$4,350	\$21	100%
		10,000	\$5,411	\$5,437	100%	\$5,437	\$26	100%
		20,000	\$7,215	\$7,249	100%	\$7,249	\$34	100%
		> 20,000	varies	varies		deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$721	\$725	100%	\$725	\$3	100%
		250	\$1,082	\$1,087	100%	\$1,087	\$5	100%
		500	\$1,443	\$1,450	100%	\$1,450	\$7	100%
		1,000	\$1,804	\$1,812	100%	\$1,812	\$9	100%
		2,500	\$2,309	\$2,320	100%	\$2,320	\$11	100%
		> 2,500	varies	varies		deposit		
3	All Other New Construction	500	\$3,463	\$3,480	100%	\$3,480	\$17	100%
		2,000	\$5,195	\$5,220	100%	\$5,220	\$25	100%
		5,000	\$6,926	\$6,959	100%	\$6,959	\$33	100%
		10,000	\$8,658	\$8,699	100%	\$8,699	\$41	100%
		20,000	\$11,544	\$11,599	100%	\$11,599	\$55	100%
		> 20,000	varies	varies		deposit		
4	Tenant Improvements New Construction	250	\$577	\$580	100%	\$580	\$3	100%
		500	\$866	\$870	100%	\$870	\$4	100%
		1,000	\$1,154	\$1,160	100%	\$1,160	\$6	100%
		2,500	\$1,443	\$1,450	100%	\$1,450	\$7	100%
		5,000	\$1,912	\$1,921	100%	\$1,921	\$9	100%
		> 5,000	varies	varies		deposit		

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The proposed fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

* In accordance with Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods

Working Version of the Schedule of Planning Fees

Fee Description		Current Fee	Est. Cost of Service	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery	Increase (Decrease) Amount	Modified Cost Recovery	Notes
Fixed Fee Services								
1	Film Permit	\$584	\$588	99%	\$588	\$4	100%	[a]
2	Address Establishment/Change	\$365	\$368	99%	\$368	\$3	100%	
3	Notice of Exemption	\$292	\$294	99%	\$294	\$2	100%	[b]
4	Outdoor Seating Permit	\$365	\$368	99%	\$368	\$3	100%	
5	Sign Permit - Part of Sign Program	\$110	\$110	99%	\$110	\$1	100%	
6	Sign Permit - Permanent	\$292	\$294	99%	\$294	\$2	100%	
7	Sign Permit - Temporary	\$73	\$74	99%	\$74	\$1	100%	
8	Sign Permit - Community Facilities/Open Space	\$73	\$74	99%	\$74	\$1	100%	
9	Special Event Permit	\$292	\$294	99%	\$294	\$2	100%	
10	Temporary Use Permit	\$584	\$588	99%	\$588	\$4	100%	
11	Tree Removal Permit	\$219	\$221	99%	\$221	\$2	100%	
12	Wireless Use Permit Filing Fee	\$1,679	\$1,691	99%	\$1,691	\$12	100%	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,241	\$1,250	99%	\$1,250	\$9	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$292	\$294	99%	\$294	\$2	100%	
15	Zoning Confirmation Letter	\$183	\$184	99%	\$184	\$1	100%	
16	Appeal (City Council)	\$500	\$2,132	23%	\$500	\$0	23%	

Fee Description		Current Initial Deposit	Est. Cost of Service	Current Cost Recovery	Modified Deposit [d]	Increase (Decrease)	Modified Cost Recovery	Notes
Deposit-Based Fee Services								
17	Change Plan	\$2,000	\$2,352	99%	\$2,000	\$0	100%	[d]
18	Conditional Use Permit	\$4,000	\$4,226	99%	\$4,000	\$0	100%	
19	Development Agreement	\$10,000	\$19,625	99%	\$10,000	\$0	100%	
20	Environmental Impact Report	\$10,000	varies	99%	\$10,000	\$0	100%	
21	General Plan Amendment	\$10,000	\$19,331	99%	\$10,000	\$0	100%	
22	Zoning Code Amendment	\$10,000	\$19,331	99%	\$10,000	\$0	100%	
23	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	varies	99%	\$5,000	\$0	100%	
24	Sign Program	\$2,500	\$2,793	99%	\$2,500	\$0	100%	
25	Site Development Permit	\$4,000	\$4,116	99%	\$4,000	\$0	100%	
26	Lot Line Adjustment	n/a - new	\$2,352	n/a	\$2,000		100%	
27	Specific Plan	\$10,000	\$19,625	99%	\$10,000	\$0	100%	
28	Variance	\$3,500	\$3,675	99%	\$3,500	\$0	100%	
29	Zone Change	\$10,000	\$17,126	99%	\$10,000	\$0	100%	
30	Other Services Not Identified	varies	varies	99%	varies			

Notes

[a] Film permit fee applies for major filming (production).

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[d] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

City of Laguna Woods

Working Version of the Schedule of Encroachment Permit Fees

Fee Description		Current Fee	Est. Cost of Service	Modified Fee Assuming Full Cost Recovery	Unit	Increase (Decrease) Amount	Modified Cost Recovery	Notes
Minor Projects								
1	Landscape Maintenance	\$245	\$251	\$250	flat	\$5	100%	
2	Temporary Staging	\$245	\$251	\$250	flat	\$5	100%	
3	Traffic Control Only	\$326	\$335	\$335	flat	\$8	100%	
4	Utilities Structure Inspection	\$408	\$419	\$419	flat	\$11	100%	
5	Pole Replacement	\$408	\$419	\$419	flat	\$11	100%	
Major Projects								
6	Major Project							[a]
	a) First Day	\$653	\$670	\$670	flat	\$17	100%	
	b) Each Additional Day	\$245	\$251	\$250	per day	\$5	100%	
7	Projects Greater Than Two Weeks in Duration	\$3,000	varies	\$3,000	deposit	\$0		

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment permit fees for activities associated with City projects or contracts.

Master Fee Schedule

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description		[a] Fee Assuming Full or Targeted Cost Recovery	Notes
1	New or Existing Water Heater Change Out	\$89	
2	Water Heater Relocation	\$157	
3	Tub to Tub Insert Only	\$169	
4	Tub to Tub Tile Back Only	\$230	
5	Shower to Shower Insert Only	\$169	
6	Shower to Shower Tile Only	\$290	
7	Tub to Shower Only	\$290	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$89	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$230	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$97	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$60	
12	Plumbing Repipe	\$217	
13	New HVAC / HVAC Change in Type (Central System) - Residential	\$169	
14	New HVAC / HVAC Change in Type (All Others) - Residential	\$89	
15	Ventilation Modifications	\$186	
16	Electrical - New Fixtures/Receptacles	\$97	
17	Electrical Panel Modification	\$300	
18	Electrical Panel Change Out	\$161	
19	New Washer/Dryer Hook Up	\$120	
20	Electrical Wheelchair Lift	\$471	
21	Temporary Power Pole	\$126	
22	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$150	
23	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$29	[b]
24	Re-Roof (All Other) - First 1,000 SF	\$181	
25	Re-Roof (All Other) - Each Add'l 5,000 SF	\$29	[b]
26	Fenestration - Skylights/Solartubes (1 Hr. Buildings)	\$169	
27	Fenestration - Skylights/Solartubes (All Others)	\$127	
28	Fenestration - Window Retrofit	\$139	
29	Fenestration - Doors/Windows (One New - Framed)	\$199	[c]
30	Structural, Drywall	\$133	
31	Structural, Insulation, Drywall	\$193	
32	Lath	\$210	
33	Structural, Insulation, Lath	\$314	
34	Structural, Insulation, Shear, Lath	\$520	
35	Fire Sprinkler Plans - New	\$193	
36	Fire Sprinkler Plans - Modified	\$121	
37	Fire Assessment Review	\$174	
38	Framing/Structural - 1 inspection	\$278	[d]
39	Framing/Structural - 2 inspections	\$338	[d]
40	Framing/Structural - 3 inspections	\$399	[d]
41	Temporary Shade Structure (Commercial)	\$278	

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description		[a] Fee Assuming Full or Targeted Cost Recovery	Notes
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$193	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$290	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$489	
45	Patio Conversion	\$967	
46	Atrium Conversion	\$967	
47	Garage Conversion/Alteration	\$846	
48	Alteration - Residential (Res.) Kitchen	\$375	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$435	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$495	
51	Alteration - Res. Kitchen, plus 1 Bath	\$435	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$495	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$495	
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$556	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$556	
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$616	
57	Alteration/Remodel - Res. 1 Bath	\$254	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$375	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$435	
60	Room Addition	\$870	
61	Alteration/Remodel w/ Room Addition	\$1,232	
62	Sign (Wall) - First	\$169	
63	Sign (Wall) - Each Add'l	\$12	
64	Sign (Monument) - First	\$278	
65	Sign (Monument) - Each Add'l	\$24	
66	Antenna - Telecommunications	\$532	
67	Antenna - Equipment Shelter	\$254	
68	Solar - Residential Systems (Expedited Process)	\$242	[e]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$435	[e]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	[f]
71	Demolition - Residential Interior	\$169	
72	Demolition - Residential (All Other)	\$97	[g]
73	Demolition - Non-Residential	\$362	
74	Certificate of Occupancy - Temporary	\$89	
75	Certificate of Occupancy	\$271	
76	Sleeping Room Covenant - Recording Fee	\$109	
77	Miscellaneous/All Other - First Inspection	\$89	
78	Miscellaneous/All Other - Each Add'l Inspection	\$60	
79	Miscellaneous/All Other - Plan Check (Per Hr)	\$145	
80	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	\$145	
81	Plan Revision - Structural - (Per Hr; 1 hour minimum)	\$145	
82	Work Without Permit	\$193	
83	Re-Inspection - Missed Appointment	\$60	

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description		[a] Fee Assuming Full or Targeted Cost Recovery	Notes
84	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	\$181	
85	Additional Inspections	\$89	
86	Replacement Job Card	\$29	
87	Cancelled Permit Refund Processing Fee	\$72	
88	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
89	Building and Safety Appeal Application	\$145	
90	Alternate Materials Method Review (Per Hr)	\$145	

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The modified fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[f] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee for ceiling scrapes, lead paint removal, floor removal, etc.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

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City of Laguna Woods

Schedule of Building Fees - New Construction and Non-Residential Tenant Improvements

Description	Project Size Threshold	Plan Check [a]		Permit [a]		Total [a]	
		Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF	Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF	Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF
1 Shell Building New Construction	500	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49
	2,000	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25
	5,000	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75
	10,000	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12
	20,000	\$2,900	varies	\$4,350	varies	\$7,249	varies
	> 20,000	varies		varies		varies	
2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$254	\$84.58	\$471	\$157.07	\$725	\$241.65
	250	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99
	500	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49
	1,000	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83
	2,500	\$812	varies	\$1,508	varies	\$2,320	varies
	> 2,500	varies		varies		varies	
3 All Other New Construction	500	\$1,740	\$40.60	\$1,740	\$75.39	\$3,480	\$115.99
	2,000	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99
	5,000	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80
	10,000	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00
	20,000	\$4,640	varies	\$6,959	varies	\$11,599	varies
	> 20,000	varies		varies		varies	
4 Tenant Improvements New Construction	250	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99
	500	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99
	1,000	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33
	2,500	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85
	5,000	\$672	varies	\$1,249	varies	\$1,921	varies
	> 5,000	varies		varies		varies	

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The proposed fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

* In accordance with Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

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City of Laguna Woods

Schedule of Building Fees

Fee Description		Fee *	Notes
	Strong Motion Instrumentation Program (SMIP)		[a]
	Fee Calculation		
1	Residential (1-3 Story)	\$0.50 or valuation x 0.00013	
2	Commercial or Residential (4+ Story)	\$0.50 or valuation x 0.00028	
	Building Standards Administration Special Revolving Fund (SB 1473) Fee Calculation		[b]
3	Valuation:		
	a) \$1 - \$25,000	\$1	
	b) \$25,001 - \$50,000	\$2	
	c) \$50,001 - \$75,000	\$3	
	d) \$75,001 - \$100,000	\$4	
	e) Every \$25,000 or fraction thereof above \$100,000	Add \$1	

Notes

[a] Source: California Public Resources Code Section 2705

[b] Source: California Health and Safety Code Section 18931.6

* Project valuation shall be determined by project amount submitted by permit applicant, or most current International Code Council (ICC) published Building Valuation Table as published in the Building Safety Journal, or by RS Means Square Foot Costs Manual, where ICC data is not available.

City of Laguna Woods

Schedule of Planning Fees

Fee Description		Fee Assuming Full or Targeted Cost Recovery	Notes
Fixed Fee Services			
1	Film Permit	\$588	[a]
2	Address Establishment/Change	\$368	
3	Notice of Exemption	\$294	[b]
4	Outdoor Seating Permit	\$368	
5	Sign Permit - Part of Sign Program	\$110	
6	Sign Permit - Permanent	\$294	
7	Sign Permit - Temporary	\$74	
8	Sign Permit - Community Facilities/Open Space Annual	\$74	
9	Special Event Permit	\$294	
10	Temporary Use Permit	\$588	
11	Tree Removal Permit	\$221	
12	Wireless Use Permit Filing Fee	\$1,691	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,250	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$294	
15	Zoning Confirmation Letter	\$184	
16	Appeal (City Council)	\$500	

Fee Description		Initial Deposit [d]	Notes
Deposit-Based Fee Services			
17	Change Plan	\$2,000	[d]
18	Conditional Use Permit	\$4,000	
19	Development Agreement	\$10,000	
20	Environmental Impact Report	\$10,000	
21	General Plan Amendment	\$10,000	
22	Zoning Code Amendment	\$10,000	
23	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	
24	Sign Program	\$2,500	
25	Site Development Permit	\$4,000	
26	Lot Line Adjustment	\$2,000	
27	Specific Plan	\$10,000	
28	Variance	\$3,500	
29	Zone Change	\$10,000	
30	Other Services Not Identified	varies	

Notes

[a] Film permit fee applies for major filming (production).

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[d] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

City of Laguna Woods

Schedule of Encroachment Permit Fees

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
Minor Projects				
1	Landscape Maintenance	\$250	flat	
2	Temporary Staging	\$250	flat	
3	Traffic Control Only	\$335	flat	
4	Utilities Structure Inspection	\$419	flat	
5	Pole Replacement	\$419	flat	
Major Projects				
6	Major Project			[a]
	a) First Day	\$670	flat	
	b) Each Additional Day	\$250	per day	
7	Projects Greater Than Two Weeks in Duration	\$3,000	deposit	

For service requests, which have no fees listed in this Master Fee Schedule, the City Manager or his/her designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

Fee Description		Fee	Unit	Notes
8	City Engineer	\$167	per hour	
9	Other Staff/Outside Service Providers	100%	of actual costs, plus indirect cost rate	

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment permit fees for activities associated with City projects or contracts.