



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

- March 2020 -



Table of Contents

Executive Summary.....	1
Recommendations	3
Legislative Guidance	4
Study Methodology.....	5
General Findings	6
Building Fees	6
Planning Fees	6
Encroachment Permit and Grading Permit Fees	7
Appendix	8

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, encroachment, and grading 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 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**
 - 96 individual building fee categories were examined as part of this study.
 - The current cost recovery level for the majority of fees is 98%. The proposed cost recovery level is 100% for the majority of services examined.
 - Minor changes to fees (average of \$6) are proposed for most fees.
 - Recalibrating fees to recover 100% of the cost of service will result in a 2% increase for the majority of the City's construction permit fees. The primary drivers of the increase in proposed fees are increased professional services cost for the City's contract building inspectors and counter specialists.

- Several minor adjustments have been made to:
 - Add fee for reactivation of an expired permit
 - Add fee for permit time extension
 - Add fee for request for document printing
 - Clarify fee for framing/structural reviews requiring more than three inspections
 - Clarify fee for residential HVAC installation or change-out
 - Clarify fee for residential demolition permits
- **Planning**
 - 30 individual planning fee categories were examined as part of this study.
 - The cost of service study calculated a \$152 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$147 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.
 - 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 approximately 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 \$174 fully-burdened hourly rate for fee-related services. The prior study calculated a \$167 fully-burdened hourly rate.
 - With an increase to the underlying hourly rate, fee-related services currently recover 96% of the cost of service, necessitating an increase of roughly 4% 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.
- **Grading Permit Fees**
 - An initial deposit amount has been identified for grading plan check and inspection. Although grading permits are issued infrequently (the City receives approximately three applications per year), a formally established deposit amount will allow for ease of administration. Any unused deposit will be returned to the applicant. If additional resources are needed, the City will notify the applicant to request deposit replenishment.

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, Long Beach, and Anaheim 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, encroachment, and grading 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 2019/20 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 2019/20 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.

- 96 individual building fee categories were examined as part of this study.
- The current cost recovery level for the majority of fees is 98%. The proposed cost recovery level is 100% for the majority of services examined.
- Minor changes to fees (average of \$6) are proposed for most fees.
- Recalibrating fees to recover 100% of the cost of service will result in a 2% increase for the majority of the City's construction permit fees. The primary drivers of the increase in proposed fees are increased professional services cost for the City's contract building inspectors and counter specialists.
- Several minor adjustments have been made to:
 - Add fee for reactivation of an expired permit
 - Add fee for permit time extension
 - Add fee for request for document printing
 - Clarify fee for framing/structural reviews requiring more than three inspections
 - Clarify fee for residential HVAC installation or change-out
 - Clarify fee for residential demolition permits

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 \$152 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$147 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.
- 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 approximately 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 \$174 fully-burdened hourly rate for fee-related services. The prior study calculated a \$167 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 96% of the cost of service, necessitating an increase of roughly 4% 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.

Grading Permit Fees

An initial deposit amount has been identified for grading plan check and inspection. Although grading permits are issued infrequently (the City receives approximately three applications per year), a formally established deposit amount will allow for ease of administration. Any unused deposit will be returned to the applicant. If additional resources are needed, the City will notify the applicant to request deposit replenishment.

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, Encroachment and Grading Permit Fees assuming full or targeted cost recovery levels.

Appendix

Table of Contents

Contents	Page
Calculation of Fully-Burdened Hourly Rates	
Building	3
Planning	8
Encroachment Permits & Grading Permits	12
Calculation of the Costs of Providing Fee Related Services	
Building	15
Planning	22
Encroachment Permits and Grading Permits	24
Working Version of the Master Fee Schedule	
Building Fees	27
Planning Fees	31
Encroachment Permit and Grading Permit Fees	32
Master Fee Schedule	
Building Fees	34
Planning Fees	39
Encroachment Permit and Grading Permit Fees	40

Calculation of Fully-Burdened Hourly Rates

Calculation of Fully-Burdened Hourly Rate

Building

City of Laguna Woods

Study of Building, Planning, Encroachment, and Grading 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	Counter Specialist	Counter Specialist	Total
Allocation to Building	100%	100%	100%	100%	100%	
Calculation of Productive Hours						
Annual Hours - Standard	1,248	2,080	1,664	2,080	2,080	9,152
Less: Annual Leave	-	-	-	-	-	-
Productive Hours	1,248	2,080	1,664	2,080	2,080	9,152
Indirect Activities and Services						
General Administration and Mgmt	237	390	312	390	390	1,719
Certification and Training	-	-	-	-	-	-
Code, Policies, and Procedures Update	62	-	-	-	-	62
Code Enforcement and Compliance	62	-	-	-	-	62
Permit Processing and Support	-	-	-	-	-	-
Public Information and Assistance	125	-	-	195	195	515
Total Indirect Activities and Services Work Hours	487	390	312	585	585	2,359
Direct Hours	761	1,690	1,352	1,495	1,495	6,793
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 149,760	\$ 176,800	\$ 141,440	\$ 145,600	\$ 145,600	\$ 759,200
Total	\$ 149,760	\$ 176,800	\$ 141,440	\$ 145,600	\$ 145,600	\$ 759,200
Indirect Activities and Services						
General Administration and Mgmt	19%	19%	19%	19%	19%	19%
Certification and Training	0%	0%	0%	0%	0%	0%
Code, Policies, and Procedures Update	5%	0%	0%	0%	0%	1%
Code Enforcement and Compliance	5%	0%	0%	0%	0%	1%
Permit Processing and Support	0%	0%	0%	0%	0%	0%
Public Information and Assistance	10%	0%	0%	9%	9%	6%
Total Indirect Activities and Services Work Hours	39%	19%	19%	28%	28%	26%
Direct Hours	61%	81%	81%	72%	72%	74%

Notes

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

City of Laguna Woods

Study of Building, Planning, Encroachment, and Grading 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	\$ 759,200	
Total - Labor Expenditures	\$ 759,200	

Recurring Non-Labor Expenditures

Description	FY 2019/20 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Building Services	\$ 686,313	\$ (686,313)	\$ -	[d]
Building Services, Printing	\$ 5,000	\$ -	\$ 5,000	[e]
Building Services, Publications	\$ 1,800	\$ -	\$ 1,800	[f]
Code Enforcement Services	\$ 38,700	\$ (38,700)	\$ -	[g]
Community Waste Events and Collections	\$ 54,060	\$ (54,060)	\$ -	[g]
Planning Services	\$ 35,000	\$ (35,000)	\$ -	[g]
Waste Management Services	\$ 32,500	\$ (32,500)	\$ -	[g]
Water Quality Services	\$ 134,041	\$ (134,041)	\$ -	[g]
<u>Compensation & Benefits</u>				
Salaries, Full-time	\$ 88,716	\$ (88,716)	\$ -	[h]
Community Events	\$ -	\$ -	\$ -	[h]
Fringe Benefits	\$ 12,000	\$ (12,000)	\$ -	[h]
Payroll Taxes	\$ 7,786	\$ (7,786)	\$ -	[h]
Community Events	\$ -	\$ -	\$ -	[h]
Retirement	\$ 9,523	\$ (9,523)	\$ -	[h]
Subtotal	\$ 1,105,439	\$ (1,098,639)	\$ 6,800	
<u>Manual Adjustment</u>				
Est. Annual Bldg Prmt Software Exp	\$ 2,363	\$ -	\$ 2,363	[i]
Subtotal	\$ 2,363	\$ -	\$ 2,363	
Total	\$ 1,107,802	\$ (1,098,639)	\$ 9,163	

City of Laguna Woods

Study of Building, Planning, Encroachment, and Grading 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	\$ 118,025	30%	\$ 35,408	[j]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	27%	\$ 803,771	\$ 217,018	[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	19%	\$ 142,724	\$ 1,278	\$ 6,656	\$ 40,798	\$ 191,457	99%	\$ 189,131	\$ 28
Certification and Training	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Code, Policies, and Procedures Update	1%	\$ 7,488	\$ 67	\$ 349	\$ 2,140	\$ 10,045	100%	\$ 10,045	\$ 1
Code Enforcement and Compliance	1%	\$ 7,488	\$ 67	\$ 349	\$ 2,140	\$ 10,045	0%	\$ -	\$ -
Permit Processing and Support	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Public Information and Assistance	6%	\$ 42,276	\$ 379	\$ 1,972	\$ 12,085	\$ 56,711	100%	\$ 56,711	\$ 8
Direct Hours	74%	\$ 559,224	\$ 5,009	\$ 26,081	\$ 159,855	\$ 750,168	100%	\$ 750,168	\$ 110
Total	100%	\$ 759,200	\$ 6,800	\$ 35,408	\$ 217,018	\$ 1,018,426	99%	\$ 1,006,055	\$ 148
Direct Hours									6,793

City of Laguna Woods

Study of Building, Planning, Encroachment, and Grading 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 March 11, 2020 email.

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

[k] See Citywide Overhead Cost Allocation Plan for FY 20/21 - 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, Encroachment, and Grading 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	\$ 53,230	\$ -	\$ 53,230
Benefits	\$ 17,585	\$ -	\$ 17,585
Contract Services	\$ -	\$ 26,250	\$ 26,250
Total	\$ 70,815	\$ 26,250	\$ 97,065
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>15%</u>
Total Indirect Activities and Services Work Hours	53%	0%	39%
Direct Hours	47%	100%	61%

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. The hourly rate for contract services equals the average of hourly rates for Assistant Planner(\$85) and Sr. Planner (\$125).

City of Laguna Woods

Study of Building, Planning, Encroachment, and Grading 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	\$ 53,230	
Benefits	\$ 17,585	
Contract Services	\$ 26,250	
Total - Labor Expenditures	\$ 97,065	

Recurring Non-Labor Expenditures

Description	FY 2019/20 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Building Services	\$ 686,313	\$ (686,313)	\$ -	[b]
Building Services, Printing	\$ 5,000	\$ (5,000)	\$ -	[b]
Building Services, Publications	\$ 1,800	\$ (1,800)	\$ -	[b]
Code Enforcement Services	\$ 38,700	\$ (38,700)	\$ -	[b]
Community Waste Events and Collections	\$ 54,060	\$ (54,060)	\$ -	[b]
Planning Services	\$ 35,000	\$ (35,000)	\$ -	[c]
Waste Management Services	\$ 32,500	\$ (32,500)	\$ -	[b]
Water Quality Services	\$ 134,041	\$ (134,041)	\$ -	[b]
<u>Compensation & Benefits</u>				
Salaries, Full-time	\$ 88,716	\$ (88,716)	\$ -	[d]
Community Events	\$ -	\$ -	\$ -	[d]
Fringe Benefits	\$ 12,000	\$ (12,000)	\$ -	[d]
Payroll Taxes	\$ 7,786	\$ (7,786)	\$ -	[d]
Community Events	\$ -	\$ -	\$ -	[d]
Retirement	\$ 9,523	\$ (9,523)	\$ -	[d]
Subtotal	\$ 1,105,439	\$ (1,105,439)	\$ -	

City of Laguna Woods
Study of Building, Planning, Encroachment, and Grading 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	\$ 118,025	0%	\$ -	[e]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Plan'g Share of C'wide Overhead	Notes
Estimated Citywide Overhead	27%	\$ 97,065	\$ 26,208	[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%	\$ 17,704	\$ -	\$ -	\$ 4,780	\$ 22,484	99%	\$ 22,283	\$ 28
Certification and Training	1%	\$ 1,416	\$ -	\$ -	\$ 382	\$ 1,799	100%	\$ 1,799	\$ 2
Code, Policies, and Procedures Update	4%	\$ 3,541	\$ -	\$ -	\$ 956	\$ 4,497	100%	\$ 4,497	\$ 6
Code Enforcement and Compliance	1%	\$ 708	\$ -	\$ -	\$ 191	\$ 899	0%	\$ -	\$ -
Public Information and Assistance	15%	\$ 14,163	\$ -	\$ -	\$ 3,824	\$ 17,987	100%	\$ 17,987	\$ 22
Direct Hours	61%	\$ 59,533	\$ -	\$ -	\$ 16,074	\$ 75,607	100%	\$ 75,607	\$ 94
Total	100%	\$ 97,065	\$ -	\$ -	\$ 26,208	\$ 123,273	99%	\$ 122,173	\$ 152
								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 20/21 - 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 and Grading Permits

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

Estimated Contract Services Hourly Rate for Encroachment and Grading Permitting

Description	Rate	Unit	Notes
City Engineer/ City Traffic Engineer	\$ 137	per hour	[a]
Total	\$ 137	per hour	

Recurring Non-Labor Expenditures

Description	FY 2019/20 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Engineering Services	\$ 30,000	\$ (30,000)	\$ -	[b]
Landscaping Services	\$ 74,130	\$ (74,130)	\$ -	[b]
Landscaping Services, M2 Maint of Effort	\$ 89,705	\$ (89,705)	\$ -	[b]
<u>Utilities</u>				
Utilities, Street Lights, Residential	\$ 35,000	\$ (35,000)	\$ -	[b]
<u>Compensation & Benefits</u>				
Salaries, Full-time (Less M2 Maintenance of Effort)	\$ 61,809	\$ (61,809)	\$ -	[c]
Fringe Benefits (Less M2 Maintenance of Effort)	\$ 9,191	\$ (9,191)	\$ -	[c]
Supplemental Allowances (Less M2 Maintenance of Effort)	\$ 731	\$ (731)	\$ -	[c]
Payroll Taxes (Less M2 Maintenance of Effort)	\$ 5,433	\$ (5,433)	\$ -	[c]
Retirement (Less M2 Maintenance of Effort)	\$ 4,632	\$ (4,632)	\$ -	[c]
Subtotal	\$ 310,631	\$ (310,631)	\$ -	

Citywide Overhead

Description	C'wide Indirect Rate	Notes
Estimated Citywide Overhead	27%	[d]

Calculation of Fully-Burdened Hourly Rate

Description	Services Hourly Rate	Citywide Overhead Rate	Total
Hourly Rate for Encroachment Permitting Services	\$ 137	\$ 37	\$ 174

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 20/21 - 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, Encroachment, and Grading 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	\$148	=	\$91	\$89	98%	\$91	100%	
2	Water Heater Relocation	1.08	x	\$148	=	\$160	\$157	98%	\$160	100%	
3	Tub to Tub Insert Only	1.17	x	\$148	=	\$173	\$169	98%	\$173	100%	
4	Tub to Tub Tile Back Only	1.58	x	\$148	=	\$234	\$230	98%	\$234	100%	
5	Shower to Shower Insert Only	1.17	x	\$148	=	\$173	\$169	98%	\$173	100%	
6	Shower to Shower Tile Only	2.00	x	\$148	=	\$296	\$290	98%	\$296	100%	
7	Tub to Shower Only	2.00	x	\$148	=	\$296	\$290	98%	\$296	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	x	\$148	=	\$91	\$89	98%	\$91	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	1.58	x	\$148	=	\$234	\$230	98%	\$234	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	x	\$148	=	\$99	\$97	98%	\$99	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	x	\$148	=	\$62	\$60	98%	\$62	100%	
12	Plumbing Repipe	1.49	x	\$148	=	\$221	\$217	98%	\$221	100%	
13	New HVAC / HVAC Change in Type - Residential	1.17	x	\$148	=	\$173	\$169	98%	\$173	100%	
14	Ventilation Modifications	1.29	x	\$148	=	\$190	\$186	98%	\$190	100%	
15	Electrical - New Fixtures/Receptacles	0.67	x	\$148	=	\$99	\$97	98%	\$99	100%	
16	Electrical Panel Modification	2.07	x	\$148	=	\$307	\$300	98%	\$307	100%	
17	Electrical Panel Change Out	1.11	x	\$148	=	\$165	\$161	98%	\$165	100%	
18	New Washer/Dryer Hook Up	0.83	x	\$148	=	\$122	\$120	98%	\$122	100%	
19	Electrical Wheelchair Lift	3.25	x	\$148	=	\$481	\$471	98%	\$481	100%	
20	Temporary Power Pole	0.87	x	\$148	=	\$128	\$126	98%	\$128	100%	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	x	\$148	=	\$153	\$150	98%	\$153	100%	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	x	\$148	=	\$30	\$29	98%	\$30	100%	[b]
23	Re-Roof (All Other) - First 1,000 SF	1.25	x	\$148	=	\$185	\$181	98%	\$185	100%	[b]
24	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	x	\$148	=	\$30	\$29	98%	\$30	100%	
25	Fenestration - Skylights/Solartubes - Fire-Rated	1.17	x	\$148	=	\$173	\$169	98%	\$173	100%	[c]
26	Fenestration - Skylights/Solartubes - Non-Rated	0.88	x	\$148	=	\$130	\$127	98%	\$130	100%	
27	Fenestration - Window Retrofit	0.96	x	\$148	=	\$142	\$139	98%	\$142	100%	
28	Fenestration - Doors/Windows (One New - Framed)	1.38	x	\$148	=	\$204	\$199	98%	\$204	100%	
29	Structural, Drywall	0.92	x	\$148	=	\$136	\$133	98%	\$136	100%	
30	Structural, Insulation, Drywall	1.33	x	\$148	=	\$197	\$193	98%	\$197	100%	
31	Lath	1.45	x	\$148	=	\$215	\$210	98%	\$215	100%	
32	Structural, Insulation, Lath	2.17	x	\$148	=	\$321	\$314	98%	\$321	100%	
33	Structural, Insulation, Shear, Lath	3.58	x	\$148	=	\$531	\$520	98%	\$531	100%	
34	Fire Sprinkler Plans - New	1.33	x	\$148	=	\$197	\$193	98%	\$197	100%	
35	Fire Sprinkler Plans - Modified	0.83	x	\$148	=	\$123	\$121	98%	\$123	100%	
36	Fire Assessment Review	1.20	x	\$148	=	\$178	\$174	98%	\$178	100%	
37	Framing/Structural - 1 inspection	1.92	x	\$148	=	\$284	\$278	98%	\$284	100%	[d]
38	Framing/Structural - 2 inspections	2.33	x	\$148	=	\$346	\$338	98%	\$346	100%	[d]
39	Framing/Structural - 3 inspections	2.75	x	\$148	=	\$407	\$399	98%	\$407	100%	[d]

City of Laguna Woods

Study of Building, Planning, Encroachment, and Grading 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
40	Framing/Structural - More than 3 inspections										
	a) Base Fee (covers up to 3 inspections)	2.75	x	\$148	=	\$407	\$399	98%	\$407	100%	[d]
	b) Each additional inspection	0.42	x	\$148	=	\$62	\$60	98%	\$62	100%	[d]
41	Temporary Shade Structure (Commercial)	1.92	x	\$148	=	\$284	\$278	98%	\$284	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	1.33	x	\$148	=	\$197	\$193	98%	\$197	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	2.00	x	\$148	=	\$296	\$290	98%	\$296	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.38	x	\$148	=	\$500	\$489	98%	\$500	100%	
45	Patio Conversion	6.67	x	\$148	=	\$987	\$967	98%	\$987	100%	
46	Atrium Conversion	6.67	x	\$148	=	\$987	\$967	98%	\$987	100%	
47	Garage Conversion/Alteration	5.83	x	\$148	=	\$864	\$846	98%	\$864	100%	
48	Alteration - Residential (Res.) Kitchen	2.58	x	\$148	=	\$383	\$375	98%	\$383	100%	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	3.00	x	\$148	=	\$444	\$435	98%	\$444	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	3.42	x	\$148	=	\$506	\$495	98%	\$506	100%	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	3.00	x	\$148	=	\$444	\$435	98%	\$444	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	3.42	x	\$148	=	\$506	\$495	98%	\$506	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	3.42	x	\$148	=	\$506	\$495	98%	\$506	100%	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	3.83	x	\$148	=	\$568	\$556	98%	\$568	100%	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	3.83	x	\$148	=	\$568	\$556	98%	\$568	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	4.25	x	\$148	=	\$629	\$616	98%	\$629	100%	[e]
57	Alteration/Remodel - Res. 1 Bath	1.75	x	\$148	=	\$259	\$254	98%	\$259	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	2.58	x	\$148	=	\$383	\$375	98%	\$383	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	3.00	x	\$148	=	\$444	\$435	98%	\$444	100%	[e]
60	Room Addition	6.00	x	\$148	=	\$889	\$870	98%	\$889	100%	
61	Alteration/Remodel w/ Room Addition	8.50	x	\$148	=	\$1,259	\$1,232	98%	\$1,259	100%	
62	Sign (Wall) - First	1.17	x	\$148	=	\$173	\$169	98%	\$173	100%	
63	Sign (Wall) - Each Add'l	0.08	x	\$148	=	\$12	\$12	98%	\$12	100%	
64	Sign (Monument) - First	1.92	x	\$148	=	\$284	\$278	98%	\$284	100%	
65	Sign (Monument) - Each Add'l	0.17	x	\$148	=	\$25	\$24	98%	\$25	100%	
66	Antenna - Telecommunications	3.67	x	\$148	=	\$543	\$532	98%	\$543	100%	
67	Antenna - Equipment Shelter	1.75	x	\$148	=	\$259	\$254	98%	\$259	100%	
68	Solar - Residential Systems (Expedited Process)	1.67	x	\$148	=	\$247	\$242	98%	\$247	100%	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	x	\$148	=	\$444	\$435	98%	\$444	100%	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	x	\$148	=	\$1,259	\$1,000	79%	\$1,000	79%	[g]
71	Demolition - Residential	1.17	x	\$148	=	\$173	\$169	98%	\$173	100%	
72	Demolition - Non-Residential	2.50	x	\$148	=	\$370	\$362	98%	\$370	100%	
73	Certificate of Occupancy - Temporary	0.62	x	\$148	=	\$91	\$89	98%	\$91	100%	
74	Certificate of Occupancy	1.87	x	\$148	=	\$276	\$271	98%	\$276	100%	
75	Sleeping Room Covenant - Recording Fee	0.75	x	\$148	=	\$111	\$109	98%	\$111	100%	
76	Miscellaneous/All Other - First Inspection	0.62	x	\$148	=	\$91	\$89	98%	\$91	100%	

City of Laguna Woods

Study of Building, Planning, Encroachment, and Grading Permit Fees

Cost of Service Calculation - Building Fees

		Cost of Service (Summary)					Cost Recovery Summary				
		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	
Fee Description											Note:
77	Miscellaneous/All Other - Each Add'l Inspection	0.42	x	\$148	=	\$62	\$60	98%	\$62	100%	
78	Miscellaneous/All Other - Plan Check (Per Hr)	1.00	x	\$148	=	\$148	\$145	98%	\$148	100%	
79	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	1.00	x	\$148	=	\$148	\$145	98%	\$148	100%	
80	Plan Revision - Structural - (Per Hr; 1 hour minimum)	1.00	x	\$148	=	\$148	\$145	98%	\$148	100%	
81	Work Without Permit	1.33	x	\$148	=	\$197	\$193	98%	\$197	100%	
82	Re-Inspection - Missed Appointment	0.42	x	\$148	=	\$62	\$60	98%	\$62	100%	
83	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	1.25	x	\$148	=	\$185	\$181	98%	\$185	100%	
84	Additional Inspections	0.62	x	\$148	=	\$91	\$89	98%	\$91	100%	
85	Replacement Job Card	0.20	x	\$148	=	\$30	\$29	98%	\$30	100%	
86	Permit Extension	0.50	x	\$148	=	\$74	n/a	n/a - new	\$74	100%	
87	Expired Permit	1.00	x	\$148	=	\$148	n/a	n/a - new	\$148	100%	
88	Cancelled Permit Refund Processing Fee	0.50	x	\$148	=	\$74	\$72	98%	\$74	100%	
89	Copy and Printing Charge	0.08	x	\$148	=	\$12	n/a	n/a - new	\$12	100%	
90	State Energy Form Assistance (Upon Request) (Per Page)	0.25	x	\$148	=	\$37	\$4	11%	\$4	11%	
91	Building and Safety Appeal Application	1.00	x	\$148	=	\$148	\$145	98%	\$148	100%	
92	Alternate Materials Method Review (Per Hr)	1.00	x	\$148	=	\$148	\$145	98%	\$148	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] Other may include items such as water-heater change-out or water heater relocation, and/or minor hook-ups associated with the alteration or remodel.

[f] 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.

[g] 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.

* 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		\$148	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 New Construction	500	7.50	7.50	15.00	\$1,111	\$25.92	\$1,111	\$48.13	\$2,221	\$74.05
		2,000	10.13	12.38	22.50	\$1,499	\$16.66	\$1,833	\$20.36	\$3,332	\$37.02
		5,000	13.50	16.50	30.00	\$1,999	\$10.00	\$2,444	\$12.22	\$4,443	\$22.21
		10,000	16.88	20.63	37.50	\$2,499	\$4.63	\$3,054	\$13.88	\$5,554	\$18.51
		20,000	20.00	30.00	50.00	\$2,962	varies	\$4,443	varies	\$7,405	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	\$259	\$86.39	\$481	\$160.44	\$740	\$246.83
		250	2.63	4.88	7.50	\$389	\$51.83	\$722	\$96.26	\$1,111	\$148.10
		500	3.50	6.50	10.00	\$518	\$25.92	\$963	\$48.13	\$1,481	\$74.05
		1,000	4.38	8.13	12.50	\$648	\$12.09	\$1,203	\$22.46	\$1,851	\$34.56
		2,500	5.60	10.40	16.00	\$829	varies	\$1,540	varies	\$2,370	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$1,777	\$41.47	\$1,777	\$77.01	\$3,554	\$118.48
		2,000	16.20	19.80	36.00	\$2,399	\$26.66	\$2,932	\$32.58	\$5,331	\$59.24
		5,000	21.60	26.40	48.00	\$3,199	\$15.99	\$3,910	\$19.55	\$7,109	\$35.54
		10,000	27.00	33.00	60.00	\$3,999	\$7.40	\$4,887	\$22.21	\$8,886	\$29.62
		20,000	32.00	48.00	80.00	\$4,739	varies	\$7,109	varies	\$11,848	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$207	\$41.47	\$385	\$77.01	\$592	\$118.48
		500	2.10	3.90	6.00	\$311	\$20.73	\$578	\$38.50	\$889	\$59.24
		1,000	2.80	5.20	8.00	\$415	\$6.91	\$770	\$12.83	\$1,185	\$19.75
		2,500	3.50	6.50	10.00	\$518	\$6.74	\$963	\$12.51	\$1,481	\$19.25
		5,000	4.64	8.61	13.25	\$687	varies	\$1,275	varies	\$1,962	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		\$148	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 New Construction	500	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49	\$2,175	\$2,221	98%	\$2,221	100%
		2,000	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25	\$3,262	\$3,332	98%	\$3,332	100%
		5,000	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75	\$4,350	\$4,443	98%	\$4,443	100%
		10,000	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12	\$5,437	\$5,554	98%	\$5,554	100%
		20,000	\$2,900	varies	\$4,350	varies	\$7,249	varies	\$7,249	\$7,405	98%	\$7,405	100%
		> 20,000	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	\$740	98%	\$740	100%
		250	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99	\$1,087	\$1,111	98%	\$1,111	100%
		500	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49	\$1,450	\$1,481	98%	\$1,481	100%
		1,000	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83	\$1,812	\$1,851	98%	\$1,851	100%
		2,500	\$812	varies	\$1,508	varies	\$2,320	varies	\$2,320	\$2,370	98%	\$2,370	100%
		> 2,500	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	\$3,554	98%	\$3,554	100%
		2,000	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99	\$5,220	\$5,331	98%	\$5,331	100%
		5,000	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80	\$6,959	\$7,109	98%	\$7,109	100%
		10,000	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00	\$8,699	\$8,886	98%	\$8,886	100%
		20,000	\$4,640	varies	\$6,959	varies	\$11,599	varies	\$11,599	\$11,848	98%	\$11,848	100%
		> 20,000	varies		varies		varies		varies	varies		deposit	
4	Tenant Improvements New Construction	250	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99	\$580	\$592	98%	\$592	100%
		500	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99	\$870	\$889	98%	\$889	100%
		1,000	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33	\$1,160	\$1,185	98%	\$1,185	100%
		2,500	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85	\$1,450	\$1,481	98%	\$1,481	100%
		5,000	\$672	varies	\$1,249	varies	\$1,921	varies	\$1,921	\$1,962	98%	\$1,962	100%
		> 5,000	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		\$148	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	\$1,111	\$25.92	\$1,111	\$48.13	\$2,221	\$74.05	\$2,221	\$2,221	100%	\$2,221	100%
		2,000	\$1,499	\$16.66	\$1,833	\$20.36	\$3,332	\$37.02	\$3,332	\$3,332	100%	\$3,332	100%
		5,000	\$1,999	\$10.00	\$2,444	\$12.22	\$4,443	\$22.21	\$4,443	\$4,443	100%	\$4,443	100%
		10,000	\$2,499	\$4.63	\$3,054	\$13.88	\$5,554	\$18.51	\$5,554	\$5,554	100%	\$5,554	100%
		20,000	\$2,962	varies	\$4,443	varies	\$7,405	varies	\$7,405	\$7,405	100%	\$7,405	100%
		> 20,000	varies		varies		varies		varies	varies		deposit	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$259	\$86.39	\$481	\$160.44	\$740	\$246.83	\$740	\$740	100%	\$740	100%
		250	\$389	\$51.83	\$722	\$96.26	\$1,111	\$148.10	\$1,111	\$1,111	100%	\$1,111	100%
		500	\$518	\$25.92	\$963	\$48.13	\$1,481	\$74.05	\$1,481	\$1,481	100%	\$1,481	100%
		1,000	\$648	\$12.09	\$1,203	\$22.46	\$1,851	\$34.56	\$1,851	\$1,851	100%	\$1,851	100%
		2,500	\$829	varies	\$1,540	varies	\$2,370	varies	\$2,370	\$2,370	100%	\$2,370	100%
		> 2,500	varies		varies		varies		varies	varies		deposit	
3	All Other New Construction	500	\$1,777	\$41.47	\$1,777	\$77.01	\$3,554	\$118.48	\$3,554	\$3,554	100%	\$3,554	100%
		2,000	\$2,399	\$26.66	\$2,932	\$32.58	\$5,331	\$59.24	\$5,331	\$5,331	100%	\$5,331	100%
		5,000	\$3,199	\$15.99	\$3,910	\$19.55	\$7,109	\$35.54	\$7,109	\$7,109	100%	\$7,109	100%
		10,000	\$3,999	\$7.40	\$4,887	\$22.21	\$8,886	\$29.62	\$8,886	\$8,886	100%	\$8,886	100%
		20,000	\$4,739	varies	\$7,109	varies	\$11,848	varies	\$11,848	\$11,848	100%	\$11,848	100%
		> 20,000	varies		varies		varies		varies	varies		deposit	
4	Tenant Improvements New Construction	250	\$207	\$41.47	\$385	\$77.01	\$592	\$118.48	\$592	\$592	100%	\$592	100%
		500	\$311	\$20.73	\$578	\$38.50	\$889	\$59.24	\$889	\$889	100%	\$889	100%
		1,000	\$415	\$6.91	\$770	\$12.83	\$1,185	\$19.75	\$1,185	\$1,185	100%	\$1,185	100%
		2,500	\$518	\$6.74	\$963	\$12.51	\$1,481	\$19.25	\$1,481	\$1,481	100%	\$1,481	100%
		5,000	\$687	varies	\$1,275	varies	\$1,962	varies	\$1,962	\$1,962	100%	\$1,962	100%
		> 5,000	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, Encroachment, and Grading Permit Fees

Cost of Service Calculation - Planning Fees

Fee Description		Cost of Service (Summary)					Volume and Revenue Statistics					Notes	
		Est.	Targeted				Current Fee	Current Cost Recovery	Modified Fee		Modified Cost Recovery		
		Labor Time (Hours)	x	Hourly Rate	=	Cost of Service			Assuming Full or Targeted Cost Recovery [d]				
Fixed Fee Services													
1	Film Permit	4.00	x	\$152	=	\$608	\$588	Flat	97%	\$608	Flat	100%	[a]
2	Address Establishment/Change	2.50	x	\$152	=	\$380	\$368	Flat	97%	\$380	Flat	100%	[b]
3	Notice of Exemption	2.00	x	\$152	=	\$304	\$294	Flat	97%	\$304	Flat	100%	
4	Outdoor Seating Permit	2.50	x	\$152	=	\$380	\$368	Flat	97%	\$380	Flat	100%	
5	Sign Permit - Part of Sign Program	0.75	x	\$152	=	\$114	\$110	Flat	97%	\$114	Flat	100%	
6	Sign Permit - Permanent	2.00	x	\$152	=	\$304	\$294	Flat	97%	\$304	Flat	100%	
7	Sign Permit - Temporary	0.50	x	\$152	=	\$76	\$74	Flat	97%	\$76	Flat	100%	[c]
8	Sign Permit - Community Facilities/Open Space Annual	0.50	x	\$152	=	\$76	\$74	Flat	97%	\$76	Flat	100%	
9	Special Event Permit	2.00	x	\$152	=	\$304	\$294	Flat	97%	\$304	Flat	100%	
10	Temporary Use Permit	4.00	x	\$152	=	\$608	\$588	Flat	97%	\$608	Flat	100%	
11	Tree Removal Permit	1.50	x	\$152	=	\$228	\$221	Flat	97%	\$228	Flat	100%	
12	Wireless Use Permit Filing Fee	11.50	x	\$152	=	\$1,748	\$1,691	Flat	97%	\$1,748	Flat	100%	[d]
13	Eligible Facility Request Permit Filing Fee	8.50	x	\$152	=	\$1,292	\$1,250	Flat	97%	\$1,292	Flat	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	x	\$152	=	\$304	\$294	Flat	97%	\$304	Flat	100%	
15	Zoning Confirmation Letter	1.25	x	\$152	=	\$190	\$184	Flat	97%	\$190	Flat	100%	
16	Appeal (City Council)	14.50	x	\$152	=	\$2,204	\$500	Flat	23%	\$500	Flat	23%	
Deposit-Based Fee Services													
17	Change Plan	16.00	x	\$152	=	\$2,432	\$2,000	Deposit	97%	\$2,000	Deposit	100%	[d]
18	Conditional Use Permit	28.75	x	\$152	=	\$4,370	\$4,000	Deposit	97%	\$4,000	Deposit	100%	
19	Development Agreement	133.50	x	\$152	=	\$20,292	\$10,000	Deposit	97%	\$10,000	Deposit	100%	
20	Environmental Impact Report	varies	x	\$152	=	varies	\$10,000	Deposit	97%	\$10,000	Deposit	100%	
21	General Plan Amendment	131.50	x	\$152	=	\$19,988	\$10,000	Deposit	97%	\$10,000	Deposit	100%	
22	Zoning Code Amendment	131.50	x	\$152	=	\$19,988	\$10,000	Deposit	97%	\$10,000	Deposit	100%	
23	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	x	\$152	=	varies	\$5,000	Deposit	97%	\$5,000	Deposit	100%	
24	Sign Program	19.00	x	\$152	=	\$2,888	\$2,500	Deposit	97%	\$2,500	Deposit	100%	
25	Site Development Permit	28.00	x	\$152	=	\$4,256	\$4,000	Deposit	97%	\$4,000	Deposit	100%	
26	Lot Line Adjustment	16.00	x	\$152	=	\$2,432	\$2,000	Deposit	n/a	\$2,000	Deposit	100%	
27	Specific Plan	133.50	x	\$152	=	\$20,292	\$10,000	Deposit	97%	\$10,000	Deposit	100%	
28	Variance	25.00	x	\$152	=	\$3,800	\$3,500	Deposit	97%	\$3,500	Deposit	100%	
29	Zone Change	116.50	x	\$152	=	\$17,708	\$10,000	Deposit	97%	\$10,000	Deposit	100%	
30	Other Services Not Identified	varies	x	\$152	=	varies	varies	Deposit	97%	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 and Grading Permits

City of Laguna Woods
Study of Building, Planning, Encroachment, and Grading Permit Fees
Cost of Service Calculation - Encroachment Permit and Grading 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	
	Encroachment Permits												[a]
	Minor Projects												
1	Landscape Maintenance	1.50	x	\$174	=	\$261	\$250	Flat	96%	\$260	flat	100%	
2	Temporary Staging	1.50	x	\$174	=	\$261	\$250	Flat	96%	\$260	flat	100%	
3	Traffic Control Only	2.00	x	\$174	=	\$348	\$335	Flat	96%	\$345	flat	99%	
4	Utilities Structure Inspection	2.50	x	\$174	=	\$435	\$419	Flat	96%	\$435	flat	100%	
5	Pole Replacement	2.50	x	\$174	=	\$435	\$419	Flat	96%	\$435	flat	100%	
	Major Projects												
6	Major Project												
	a) First Day	4.00	x	\$174	=	\$696	\$670	Flat	96%	\$695	flat	100%	
	b) Each Additional Day	1.50	x	\$174	=	\$261	\$250	Per Day	96%	\$260	per day	100%	
7	Projects Greater Than Two Weeks in Duration	varies	x	\$174	=	varies	\$3,000	Deposit	varies	\$3,000	deposit	100%	
	Grading Permits												
1	Grading Plan Check and Inspection	varies	x	\$174	=	varies	varies	Deposit	varies	\$2,500	deposit	100%	

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 and grading 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	\$91	98%	\$91	\$2	100%	
2	Water Heater Relocation	\$157	\$160	98%	\$160	\$3	100%	
3	Tub to Tub Insert Only	\$169	\$173	98%	\$173	\$4	100%	
4	Tub to Tub Tile Back Only	\$230	\$234	98%	\$234	\$5	100%	
5	Shower to Shower Insert Only	\$169	\$173	98%	\$173	\$4	100%	
6	Shower to Shower Tile Only	\$290	\$296	98%	\$296	\$6	100%	
7	Tub to Shower Only	\$290	\$296	98%	\$296	\$6	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$89	\$91	98%	\$91	\$2	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$230	\$234	98%	\$234	\$5	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$97	\$99	98%	\$99	\$2	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$60	\$62	98%	\$62	\$1	100%	
12	Plumbing Repipe	\$217	\$221	98%	\$221	\$5	100%	
13	New HVAC / HVAC Change in Type - Residential	\$169	\$173	98%	\$173	\$4	100%	
14	Ventilation Modifications	\$186	\$190	98%	\$190	\$4	100%	
15	Electrical - New Fixtures/Receptacles	\$97	\$99	98%	\$99	\$2	100%	
16	Electrical Panel Modification	\$300	\$307	98%	\$307	\$6	100%	
17	Electrical Panel Change Out	\$161	\$165	98%	\$165	\$3	100%	
18	New Washer/Dryer Hook Up	\$120	\$122	98%	\$122	\$3	100%	
19	Electrical Wheelchair Lift	\$471	\$481	98%	\$481	\$10	100%	
20	Temporary Power Pole	\$126	\$128	98%	\$128	\$3	100%	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$150	\$153	98%	\$153	\$3	100%	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$29	\$30	98%	\$30	\$1	100%	[b]
23	Re-Roof (All Other) - First 1,000 SF	\$181	\$185	98%	\$185	\$4	100%	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	\$29	\$30	98%	\$30	\$1	100%	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	\$169	\$173	98%	\$173	\$4	100%	
26	Fenestration - Skylights/Solartubes - Non-Rated	\$127	\$130	98%	\$130	\$3	100%	
27	Fenestration - Window Retrofit	\$139	\$142	98%	\$142	\$3	100%	
28	Fenestration - Doors/Windows (One New - Framed)	\$199	\$204	98%	\$204	\$4	100%	[c]
29	Structural, Drywall	\$133	\$136	98%	\$136	\$3	100%	
30	Structural, Insulation, Drywall	\$193	\$197	98%	\$197	\$4	100%	
31	Lath	\$210	\$215	98%	\$215	\$5	100%	
32	Structural, Insulation, Lath	\$314	\$321	98%	\$321	\$7	100%	
33	Structural, Insulation, Shear, Lath	\$520	\$531	98%	\$531	\$11	100%	
34	Fire Sprinkler Plans - New	\$193	\$197	98%	\$197	\$4	100%	
35	Fire Sprinkler Plans - Modified	\$121	\$123	98%	\$123	\$3	100%	
36	Fire Assessment Review	\$174	\$178	98%	\$178	\$4	100%	
37	Framing/Structural - 1 inspection	\$278	\$284	98%	\$284	\$6	100%	[d]
38	Framing/Structural - 2 inspections	\$338	\$346	98%	\$346	\$7	100%	[d]
39	Framing/Structural - 3 inspections	\$399	\$407	98%	\$407	\$9	100%	[d]
40	Framing/Structural - More than 3 inspections							
	a) Base Fee (covers up to 3 inspections)	\$399	\$407	98%	\$407	\$9	100%	[d]
	b) Each additional inspection	\$60	\$62	98%	\$62	\$1	100%	[d]
41	Temporary Shade Structure (Commercial)	\$278	\$284	98%	\$284	\$6	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$193	\$197	98%	\$197	\$4	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$290	\$296	98%	\$296	\$6	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$489	\$500	98%	\$500	\$10	100%	
45	Patio Conversion	\$967	\$987	98%	\$987	\$21	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
46	Atrium Conversion	\$967	\$987	98%	\$987	\$21	100%	
47	Garage Conversion/Alteration	\$846	\$864	98%	\$864	\$18	100%	
48	Alteration - Residential (Res.) Kitchen	\$375	\$383	98%	\$383	\$8	100%	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$435	\$444	98%	\$444	\$9	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$495	\$506	98%	\$506	\$11	100%	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	\$435	\$444	98%	\$444	\$9	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$495	\$506	98%	\$506	\$11	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$495	\$506	98%	\$506	\$11	100%	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$556	\$568	98%	\$568	\$12	100%	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$556	\$568	98%	\$568	\$12	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND	\$616	\$629	98%	\$629	\$13	100%	[e]
57	Alteration/Remodel - Res. 1 Bath	\$254	\$259	98%	\$259	\$5	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$375	\$383	98%	\$383	\$8	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$435	\$444	98%	\$444	\$9	100%	[e]
60	Room Addition	\$870	\$889	98%	\$889	\$19	100%	
61	Alteration/Remodel w/ Room Addition	\$1,232	\$1,259	98%	\$1,259	\$26	100%	
62	Sign (Wall) - First	\$169	\$173	98%	\$173	\$4	100%	
63	Sign (Wall) - Each Add'l	\$12	\$12	98%	\$12	\$0	100%	
64	Sign (Monument) - First	\$278	\$284	98%	\$284	\$6	100%	
65	Sign (Monument) - Each Add'l	\$24	\$25	98%	\$25	\$1	100%	
66	Antenna - Telecommunications	\$532	\$543	98%	\$543	\$11	100%	
67	Antenna - Equipment Shelter	\$254	\$259	98%	\$259	\$5	100%	
68	Solar - Residential Systems (Expedited Process)	\$242	\$247	98%	\$247	\$5	100%	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$435	\$444	98%	\$444	\$9	100%	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	\$1,259	79%	\$1,000	\$0	79%	[g]
71	Demolition - Residential	\$169	\$173	98%	\$173	\$4	100%	
72	Demolition - Non-Residential	\$362	\$370	98%	\$370	\$8	100%	
73	Certificate of Occupancy - Temporary	\$89	\$91	98%	\$91	\$2	100%	
74	Certificate of Occupancy	\$271	\$276	98%	\$276	\$6	100%	
75	Sleeping Room Covenant - Recording Fee	\$109	\$111	98%	\$111	\$2	100%	
76	Miscellaneous/All Other - First Inspection	\$89	\$91	98%	\$91	\$2	100%	
77	Miscellaneous/All Other - Each Add'l Inspection	\$60	\$62	98%	\$62	\$1	100%	
78	Miscellaneous/All Other - Plan Check (Per Hr)	\$145	\$148	98%	\$148	\$3	100%	
79	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	\$145	\$148	98%	\$148	\$3	100%	
80	Plan Revision - Structural - (Per Hr; 1 hour minimum)	\$145	\$148	98%	\$148	\$3	100%	
81	Work Without Permit	\$193	\$197	98%	\$197	\$4	100%	
82	Re-Inspection - Missed Appointment	\$60	\$62	98%	\$62	\$1	100%	
83	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	\$181	\$185	98%	\$185	\$4	100%	
84	Additional Inspections	\$89	\$91	98%	\$91	\$2	100%	
85	Replacement Job Card	\$29	\$30	98%	\$30	\$1	100%	
86	Permit Extension	n/a	\$74	n/a - new	\$74	n/a	100%	
87	Expired Permit	n/a	\$148	n/a - new	\$148	n/a	100%	
88	Cancelled Permit Refund Processing Fee	\$72	\$74	98%	\$74	\$2	100%	
89	Copy and Printing Charge	n/a	\$12	n/a - new	\$12	n/a	100%	
90	State Energy Form Assistance (Upon Request) (Per Page)	\$4	\$37	11%	\$4	\$0	11%	
91	Building and Safety Appeal Application	\$145	\$148	98%	\$148	\$3	100%	
92	Alternate Materials Method Review (Per Hr)	\$145	\$148	98%	\$148	\$3	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

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] Other may include items such as water-heater change-out or water heater relocation, and/or minor hook-ups associated with the alteration or remodel.

[f] 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.

[g] 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.

* 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 New Construction	500	\$2,175	\$2,221	98%	\$2,221	\$47	100%
		2,000	\$3,262	\$3,332	98%	\$3,332	\$70	100%
		5,000	\$4,350	\$4,443	98%	\$4,443	\$93	100%
		10,000	\$5,437	\$5,554	98%	\$5,554	\$117	100%
		20,000	\$7,249	\$7,405	98%	\$7,405	\$155	100%
		> 20,000	varies	varies		deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$725	\$740	98%	\$740	\$16	100%
		250	\$1,087	\$1,111	98%	\$1,111	\$23	100%
		500	\$1,450	\$1,481	98%	\$1,481	\$31	100%
		1,000	\$1,812	\$1,851	98%	\$1,851	\$39	100%
		2,500	\$2,320	\$2,370	98%	\$2,370	\$50	100%
		> 2,500	varies	varies		deposit		
3	All Other New Construction	500	\$3,480	\$3,554	98%	\$3,554	\$75	100%
		2,000	\$5,220	\$5,331	98%	\$5,331	\$112	100%
		5,000	\$6,959	\$7,109	98%	\$7,109	\$149	100%
		10,000	\$8,699	\$8,886	98%	\$8,886	\$186	100%
		20,000	\$11,599	\$11,848	98%	\$11,848	\$249	100%
		> 20,000	varies	varies		deposit		
4	Tenant Improvements New Construction	250	\$580	\$592	98%	\$592	\$12	100%
		500	\$870	\$889	98%	\$889	\$19	100%
		1,000	\$1,160	\$1,185	98%	\$1,185	\$25	100%
		2,500	\$1,450	\$1,481	98%	\$1,481	\$31	100%
		5,000	\$1,921	\$1,962	98%	\$1,962	\$41	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.

** 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 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	\$588	\$608	97%	\$608	\$20	100%	[a]
2	Address Establishment/Change	\$368	\$380	97%	\$380	\$13	100%	
3	Notice of Exemption	\$294	\$304	97%	\$304	\$10	100%	[b]
4	Outdoor Seating Permit	\$368	\$380	97%	\$380	\$13	100%	
5	Sign Permit - Part of Sign Program	\$110	\$114	97%	\$114	\$4	100%	
6	Sign Permit - Permanent	\$294	\$304	97%	\$304	\$10	100%	
7	Sign Permit - Temporary	\$74	\$76	97%	\$76	\$3	100%	
8	Sign Permit - Community Facilities/Open Space	\$74	\$76	97%	\$76	\$3	100%	
9	Special Event Permit	\$294	\$304	97%	\$304	\$10	100%	
10	Temporary Use Permit	\$588	\$608	97%	\$608	\$20	100%	
11	Tree Removal Permit	\$221	\$228	97%	\$228	\$8	100%	
12	Wireless Use Permit Filing Fee	\$1,691	\$1,748	97%	\$1,748	\$58	100%	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,250	\$1,292	97%	\$1,292	\$43	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$294	\$304	97%	\$304	\$10	100%	
15	Zoning Confirmation Letter	\$184	\$190	97%	\$190	\$6	100%	
16	Appeal (City Council)	\$500	\$2,204	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							[d]
17	Change Plan	\$2,000	\$2,432	97%	\$2,000	\$0	100%	
18	Conditional Use Permit	\$4,000	\$4,370	97%	\$4,000	\$0	100%	
19	Development Agreement	\$10,000	\$20,292	97%	\$10,000	\$0	100%	
20	Environmental Impact Report	\$10,000	varies	97%	\$10,000	\$0	100%	
21	General Plan Amendment	\$10,000	\$19,988	97%	\$10,000	\$0	100%	
22	Zoning Code Amendment	\$10,000	\$19,988	97%	\$10,000	\$0	100%	
23	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	varies	97%	\$5,000	\$0	100%	
24	Sign Program	\$2,500	\$2,888	97%	\$2,500	\$0	100%	
25	Site Development Permit	\$4,000	\$4,256	97%	\$4,000	\$0	100%	
26	Lot Line Adjustment	\$2,000	\$2,432	n/a	\$2,000	\$0	100%	
27	Specific Plan	\$10,000	\$20,292	97%	\$10,000	\$0	100%	
28	Variance	\$3,500	\$3,800	97%	\$3,500	\$0	100%	
29	Zone Change	\$10,000	\$17,708	97%	\$10,000	\$0	100%	
30	Other Services Not Identified	varies	varies	97%	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 and Grading Permit Fees

Fee Description		Current Fee	Est. Cost of Service	Modified Fee Assuming Full Cost Recovery	Unit	Increase (Decrease) Amount	Modified Cost Recovery	Notes
Encroachment Permits								
Minor Projects								
1	Landscape Maintenance	\$250	\$261	\$260	flat	\$10	100%	
2	Temporary Staging	\$250	\$261	\$260	flat	\$10	100%	
3	Traffic Control Only	\$335	\$348	\$345	flat	\$10	99%	
4	Utilities Structure Inspection	\$419	\$435	\$435	flat	\$16	100%	
5	Pole Replacement	\$419	\$435	\$435	flat	\$16	100%	
Major Projects								
6	Major Project							[a]
	a) First Day	\$670	\$696	\$695	flat	\$25	100%	
	b) Each Additional Day	\$250	\$261	\$260	per day	\$10	100%	
7	Projects Greater Than Two Weeks in Duration	\$3,000	varies	\$3,000	deposit	\$0	100%	

Fee Description		Current Fee	Est. Cost of Service	Modified Fee Assuming Full Cost Recovery	Unit	Increase (Decrease) Amount	Modified Cost Recovery	Notes
Grading Permits								
1	Grading Plan Check and Inspection	varies	varies	\$2,500	deposit	varies	100%	

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 and grading 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	\$91	
2	Water Heater Relocation	\$160	
3	Tub to Tub Insert Only	\$173	
4	Tub to Tub Tile Back Only	\$234	
5	Shower to Shower Insert Only	\$173	
6	Shower to Shower Tile Only	\$296	
7	Tub to Shower Only	\$296	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$91	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$234	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$99	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$62	
12	Plumbing Repipe	\$221	
13	New HVAC / HVAC Change in Type - Residential	\$173	
14	Ventilation Modifications	\$190	
15	Electrical - New Fixtures/Receptacles	\$99	
16	Electrical Panel Modification	\$307	
17	Electrical Panel Change Out	\$165	
18	New Washer/Dryer Hook Up	\$122	
19	Electrical Wheelchair Lift	\$481	
20	Temporary Power Pole	\$128	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$153	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$30	[b]
23	Re-Roof (All Other) - First 1,000 SF	\$185	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	\$30	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	\$173	
26	Fenestration - Skylights/Solartubes - Non-Rated	\$130	
27	Fenestration - Window Retrofit	\$142	
28	Fenestration - Doors/Windows (One New - Framed)	\$204	[c]
29	Structural, Drywall	\$136	
30	Structural, Insulation, Drywall	\$197	
31	Lath	\$215	
32	Structural, Insulation, Lath	\$321	
33	Structural, Insulation, Shear, Lath	\$531	
34	Fire Sprinkler Plans - New	\$197	
35	Fire Sprinkler Plans - Modified	\$123	
36	Fire Assessment Review	\$178	
37	Framing/Structural - 1 inspection	\$284	[d]
38	Framing/Structural - 2 inspections	\$346	[d]
39	Framing/Structural - 3 inspections	\$407	[d]

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
40	Framing/Structural - More than 3 inspections		
	a) Base Fee (covers up to 3 inspections)	\$407	[d]
	b) Each additional inspection	\$62	[d]
41	Temporary Shade Structure (Commercial)	\$284	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$197	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$296	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$500	
45	Patio Conversion	\$987	
46	Atrium Conversion	\$987	
47	Garage Conversion/Alteration	\$864	
48	Alteration - Residential (Res.) Kitchen	\$383	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$444	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$506	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	\$444	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$506	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$506	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$568	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$568	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$629	[e]
57	Alteration/Remodel - Res. 1 Bath	\$259	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$383	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$444	[e]
60	Room Addition	\$889	
61	Alteration/Remodel w/ Room Addition	\$1,259	
62	Sign (Wall) - First	\$173	
63	Sign (Wall) - Each Add'l	\$12	
64	Sign (Monument) - First	\$284	
65	Sign (Monument) - Each Add'l	\$25	
66	Antenna - Telecommunications	\$543	
67	Antenna - Equipment Shelter	\$259	
68	Solar - Residential Systems (Expedited Process)	\$247	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$444	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	[g]
71	Demolition - Residential	\$173	
72	Demolition - Non-Residential	\$370	
73	Certificate of Occupancy - Temporary	\$91	
74	Certificate of Occupancy	\$276	
75	Sleeping Room Covenant - Recording Fee	\$111	
76	Miscellaneous/All Other - First Inspection	\$91	
77	Miscellaneous/All Other - Each Add'l Inspection	\$62	
78	Miscellaneous/All Other - Plan Check (Per Hr)	\$148	

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
79	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	\$148	
80	Plan Revision - Structural - (Per Hr; 1 hour minimum)	\$148	
81	Work Without Permit	\$197	
82	Re-Inspection - Missed Appointment	\$62	
83	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	\$185	
84	Additional Inspections	\$91	
85	Replacement Job Card	\$30	
86	Permit Extension	\$74	
87	Expired Permit	\$148	
88	Cancelled Permit Refund Processing Fee	\$74	
89	Copy and Printing Charge	\$12	
90	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
91	Building and Safety Appeal Application	\$148	
92	Alternate Materials Method Review (Per Hr)	\$148	

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] Other may include items such as water-heater change-out or water heater relocation, and/or minor hook-ups associated with the alteration or remodel.

[f] 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.

[g] 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.

* 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

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

			Plan Check [a]		Permit [a]		Total [a]	
Description		Project Size Threshold	Assuming Full or Targeted Cost Recovery	Fee Per Add'l 100 SF	Assuming Full or Targeted Cost Recovery	Fee Per Add'l 100 SF	Assuming Full or Targeted Cost Recovery	Fee Per Add'l 100 SF
1	Shell Building New Construction	500	\$1,111	\$25.92	\$1,111	\$48.13	\$2,221	\$74.05
		2,000	\$1,499	\$16.66	\$1,833	\$20.36	\$3,332	\$37.02
		5,000	\$1,999	\$10.00	\$2,444	\$12.22	\$4,443	\$22.21
		10,000	\$2,499	\$4.63	\$3,054	\$13.88	\$5,554	\$18.51
		20,000	\$2,962	varies	\$4,443	varies	\$7,405	varies
		> 20,000	varies		varies		varies	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$259	\$86.39	\$481	\$160.44	\$740	\$246.83
		250	\$389	\$51.83	\$722	\$96.26	\$1,111	\$148.10
		500	\$518	\$25.92	\$963	\$48.13	\$1,481	\$74.05
		1,000	\$648	\$12.09	\$1,203	\$22.46	\$1,851	\$34.56
		2,500	\$829	varies	\$1,540	varies	\$2,370	varies
		> 2,500	varies		varies		varies	
3	All Other New Construction	500	\$1,777	\$41.47	\$1,777	\$77.01	\$3,554	\$118.48
		2,000	\$2,399	\$26.66	\$2,932	\$32.58	\$5,331	\$59.24
		5,000	\$3,199	\$15.99	\$3,910	\$19.55	\$7,109	\$35.54
		10,000	\$3,999	\$7.40	\$4,887	\$22.21	\$8,886	\$29.62
		20,000	\$4,739	varies	\$7,109	varies	\$11,848	varies
		> 20,000	varies		varies		varies	
4	Tenant Improvements New Construction	250	\$207	\$41.47	\$385	\$77.01	\$592	\$118.48
		500	\$311	\$20.73	\$578	\$38.50	\$889	\$59.24
		1,000	\$415	\$6.91	\$770	\$12.83	\$1,185	\$19.75
		2,500	\$518	\$6.74	\$963	\$12.51	\$1,481	\$19.25
		5,000	\$687	varies	\$1,275	varies	\$1,962	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.

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

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	[b]
Building Standards Administration Special Revolving Fund (SB 1473) Fee Calculation			
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	\$608	[a]
2	Address Establishment/Change	\$380	
3	Notice of Exemption	\$304	[b]
4	Outdoor Seating Permit	\$380	
5	Sign Permit - Part of Sign Program	\$114	
6	Sign Permit - Permanent	\$304	
7	Sign Permit - Temporary	\$76	
8	Sign Permit - Community Facilities/Open Space Annual	\$76	
9	Special Event Permit	\$304	
10	Temporary Use Permit	\$608	
11	Tree Removal Permit	\$228	
12	Wireless Use Permit Filing Fee	\$1,748	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,292	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$304	
15	Zoning Confirmation Letter	\$190	
16	Appeal (City Council)	\$500	
Fee Description		Initial Deposit [d]	Notes
Deposit-Based Fee Services			[d]
17	Change Plan	\$2,000	
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 and Grading Permit Fees

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
Encroachment Permits				
Minor Projects				
1	Landscape Maintenance	\$260	flat	[a]
2	Temporary Staging	\$260	flat	
3	Traffic Control Only	\$345	flat	
4	Utilities Structure Inspection	\$435	flat	
5	Pole Replacement	\$435	flat	
Major Projects				
6	Major Project			
	a) First Day	\$695	flat	
	b) Each Additional Day	\$260	per day	
7	Projects Greater Than Two Weeks in Duration	\$3,000	deposit	

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
Grading Permits				
1	Grading Plan Check and Inspection	\$2,500	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
1	City Engineer	\$174	per hour	
2	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 and grading permit fees for activities associated with City projects or contracts.