



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

- April 2021 -



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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, 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**
 - 99 individual building fee categories were examined as part of this study.
 - The current cost recovery level for the majority of fees is 96%. The proposed cost recovery level is 100% for the majority of services examined.
 - Recalibrating fees to recover 100% of the cost of service will result in a 4% increase for the majority of the City's construction permit fees.
 - The primary drivers of the increase in proposed fees are increased costs associated with the City's transition to electronic permitting software.

- Several other adjustments have been made to:
 - Add fee for change of contractor
 - Add fee for expedited plan review of residential remodels
 - Modify fee for review of work commenced without a permit to distinguish between work requiring destructive inspection (i.e., exposing portions of the work completed behind walls, etc.) and review of work without a permit that does not require additional effort to expose unpermitted work.
 - Remove minimum time estimates for work that is billed hourly (i.e., clarify that work will be billed per hour, without requirement of a minimum billing amount).

- **Planning**
 - 31 individual planning fee categories were examined as part of this study.
 - The cost of service study calculated a \$158 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$152 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.
 - The City's proposed fees are intended to recover 100% of the cost of service with two exceptions:
 - Appeals: The Appeal fee is intended to be modified to \$750. The updated fee will recover approximately 33% of the cost of service.
 - Bingo Permit Fee: A new fee is recommended for City processing of bingo permit applications. The \$50 proposed fee corresponds to the permit fee authorized by the State of California via Penal Code Section 326.5.

- **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 \$181 fully-burdened hourly rate for fee-related services. The prior study calculated a \$174 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.

- **Grading Permit Fees**
 - The initial deposit amount for grading plan check and inspection is proposed to remain unchanged. 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 align fees more closely 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. 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.

- 99 individual building fee categories were examined as part of this study.
- The current cost recovery level for the majority of fees is 96%. The proposed cost recovery level is 100% for the majority of services examined.
- Recalibrating fees to recover 100% of the cost of service will result in a 4% increase for the majority of the City's construction permit fees.
- The primary drivers of the increase in proposed fees are increased costs associated with the City's transition to electronic permitting software.
- Several other adjustments have been made to:
 - Add fee for change of contractor
 - Add fee for expedited plan review of residential remodels
 - Modify fee for review of work commenced without a permit to distinguish between work requiring destructive inspection (i.e., exposing portions of the work completed behind walls, etc.) and review of work without a permit that does not require additional effort to expose unpermitted work.
 - Remove minimum time estimates for work that is billed hourly (i.e., clarify that work will be billed per hour, without requirement of a minimum billing amount).

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.

- 31 individual planning fee categories were examined as part of this study.
- The cost of service study calculated a \$158 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$152 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.
- The City's proposed fees are intended to recover 100% of the cost of service with two exceptions:

- Appeals: The Appeal fee is intended to be modified to \$750. The updated fee will recover approximately 33% of the cost of service.
- Bingo Permit Fee: A new fee is recommended for City processing of bingo permit applications. The \$50 proposed fee corresponds to the permit fee authorized by the State of California via Penal Code Section 326.5.

Encroachment Permit Fees

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 \$181 fully-burdened hourly rate for fee-related services. The prior study calculated a \$174 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.

Grading Permit Fees

The initial deposit amount for grading plan check and inspection is proposed to remain unchanged. 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, Encroachment and Grading 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.

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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, 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	Permit Technician	Permit Technician	Add'l Contract PC	Total
Allocation to Building	100%	100%	100%	100%	100%	100%	
Calculation of Productive Hours							
Annual Hours - Standard	1,248	2,080	2,080	2,080	2,080	480	10,048
Less: Annual Leave	-	-	-	-	-	-	-
Productive Hours	1,248	2,080	2,080	2,080	2,080	480	10,048
Indirect Activities and Services							
General Administration and Mgmt	250	390	390	650	650	-	2,330
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	-	-	260	260	-	645
Total Indirect Activities and Services Work Hours	499	390	390	910	910	-	3,099
Direct Hours	749	1,690	1,690	1,170	1,170	480	6,949
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 137,280	\$ 156,000	\$ 156,000	\$ 135,200	\$ 135,200	\$ 60,000	\$ 779,680
Total	\$ 137,280	\$ 156,000	\$ 156,000	\$ 135,200	\$ 135,200	\$ 60,000	\$ 779,680
Indirect Activities and Services							
General Administration and Mgmt	20%	19%	19%	31%	31%	0%	22%
Certification and Training	0%	0%	0%	0%	0%	0%	0%
Code, Policies, and Procedures Update	5%	0%	0%	0%	0%	0%	1%
Code Enforcement and Compliance	5%	0%	0%	0%	0%	0%	1%
Permit Processing and Support	0%	0%	0%	0%	0%	0%	0%
Public Information and Assistance	10%	0%	0%	13%	13%	0%	6%
Total Indirect Activities and Services Work Hours	40%	19%	19%	44%	44%	0%	30%
Direct Hours	60%	81%	81%	56%	56%	100%	70%

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	\$ 779,680	
Total - Labor Expenditures	\$ 779,680	

Recurring Non-Labor Expenditures

Description	FY 2020/21 Budget	Adjustment	Subtotal	Notes
General Expenses				
Building Services	\$ 696,578	\$ (696,578)	\$ -	[d]
Building Services, Printing	\$ 5,000	\$ -	\$ 5,000	[e]
Building Services, Publications	\$ 1,800	\$ -	\$ 1,800	[f]
Code Enforcement Services	\$ 34,283	\$ (34,283)	\$ -	[g]
Community Waste Events and Collections	\$ 49,310	\$ (49,310)	\$ -	[g]
Planning Services	\$ 35,000	\$ (35,000)	\$ -	[g]
Waste Management Services	\$ 39,100	\$ (39,100)	\$ -	[g]
Water Quality Services	\$ 136,191	\$ (136,191)	\$ -	[g]
Compensation & Benefits				
Salaries, Full-time	\$ 161,909	\$ (161,909)	\$ -	[h]
Fringe Benefits	\$ 24,000	\$ (24,000)	\$ -	[h]
Payroll Taxes	\$ 14,118	\$ (14,118)	\$ -	[h]
Retirement	\$ 15,328	\$ (15,328)	\$ -	[h]
Non-Operating				
Non-Operating	\$ 33,173	\$ (33,173)	\$ -	[b]
Subtotal	\$ 1,245,790	\$ (1,238,990)	\$ 6,800	
Manual Adjustments				[i]
Est. Credit Card Transaction Processing Costs	\$ 5,000	\$ -	\$ 5,000	[j]
Est. Annual Energov Software Lic. & Support	\$ 40,709	\$ -	\$ 40,709	[k]
Est. Annual Data Plan Costs	\$ 960	\$ -	\$ 960	[l]
Subtotal	\$ 46,669	\$ -	\$ 46,669	
Total	\$ 1,292,459	\$ (1,238,990)	\$ 53,469	

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	FTE	Base Annual Salary	Share to Bldg	Notes
Management Analyst	1.00	\$ 88,716	30%	[m]
Management Analyst	1.00	\$ 70,018	0%	[m]
Total	2.00	\$ 158,734		

Description	Dept OH Personnel	Share to Building	Total	Notes
Estimated Departmental Overhead	\$ 215,355	17%	\$ 36,108	[m]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	25%	\$ 869,257	\$ 217,314	[n][o]

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	22%	\$ 170,456	\$ 11,690	\$ 7,894	\$ 47,510	\$ 237,550	99%	\$ 234,873	\$ 34
Certification and Training	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Code, Policies, and Procedures Update	1%	\$ 6,864	\$ 471	\$ 318	\$ 1,913	\$ 9,566	100%	\$ 9,566	\$ 1
Code Enforcement and Compliance	1%	\$ 6,864	\$ 471	\$ 318	\$ 1,913	\$ 9,566	0%	\$ -	\$ -
Permit Processing and Support	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Public Information and Assistance	6%	\$ 47,528	\$ 3,259	\$ 2,201	\$ 13,247	\$ 66,236	100%	\$ 66,236	\$ 10
Direct Hours	70%	\$ 547,968	\$ 37,579	\$ 25,377	\$ 152,731	\$ 763,655	100%	\$ 763,655	\$ 110
Total	100%	\$ 779,680	\$ 53,469	\$ 36,108	\$ 217,314	\$ 1,086,572	99%	\$ 1,074,330	\$ 155
								Direct Hours	6,949

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, permit counter, inspection, and plan review services.

[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 items not included in FY 20/21 adopted budget, but expected to be incurred by the City in on-going fiscal years.

[j] Assumes 1% vendor-related electronic transaction processing costs and 70% of future payments made using electronic transaction.

[k] Estimated costs for on-going licensing and technical support costs.

[l] Estimated at \$40 per month for two field inspectors.

[m] Amount represents typical on-going support provided to Building.

[n] See Citywide Overhead Cost Allocation Plan for FY 21/22 - Full Cost Version.

[o] 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	\$ 22,352	\$ -	\$ 22,352
Contract Services	\$ -	\$ 26,750	\$ 26,750
Total	\$ 75,582	\$ 26,750	\$ 102,332
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 \$107 per hour. The hourly rate for contract services equals the average of hourly rates for Assistant Planner(\$87) and Sr. Planner (\$127).

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	\$ 22,352	
Contract Services	\$ 26,750	
Total - Labor Expenditures	\$ 102,332	

Recurring Non-Labor Expenditures

Description	FY 2020/21 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Building Services	\$ 696,578	\$ (696,578)	\$ -	[b]
Building Services, Printing	\$ 5,000	\$ (5,000)	\$ -	[b]
Building Services, Publications	\$ 1,800	\$ (1,800)	\$ -	[b]
Code Enforcement Services	\$ 34,283	\$ (34,283)	\$ -	[b]
Community Waste Events and Collections	\$ 49,310	\$ (49,310)	\$ -	[b]
Planning Services	\$ 35,000	\$ (35,000)	\$ -	[c]
Waste Management Services	\$ 39,100	\$ (39,100)	\$ -	[b]
Water Quality Services	\$ 136,191	\$ (136,191)	\$ -	[b]
<u>Compensation & Benefits</u>				
Salaries, Full-time	\$ 161,909	\$ (161,909)	\$ -	[d]
Fringe Benefits	\$ 24,000	\$ (24,000)	\$ -	[d]
Payroll Taxes	\$ 14,118	\$ (14,118)	\$ -	[d]
Retirement	\$ 15,328	\$ (15,328)	\$ -	[d]
<u>Non-Operating</u>				
Non-Operating	\$ 33,173	\$ (33,173)	\$ -	[b]
Subtotal	\$ 1,245,790	\$ (1,245,790)	\$ -	

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	\$ 215,355	0%	\$ -	[e]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Plan'g Share of C'wide Overhead	Notes
Estimated Citywide Overhead	25%	\$ 102,332	\$ 25,583	[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%	\$ 18,895	\$ -	\$ -	\$ 4,724	\$ 23,619	99%	\$ 23,405	\$ 29
Certification and Training	1%	\$ 1,512	\$ -	\$ -	\$ 378	\$ 1,890	100%	\$ 1,890	\$ 2
Code, Policies, and Procedures Update	4%	\$ 3,779	\$ -	\$ -	\$ 945	\$ 4,724	100%	\$ 4,724	\$ 6
Code Enforcement and Compliance	1%	\$ 756	\$ -	\$ -	\$ 189	\$ 945	0%	\$ -	\$ -
Public Information and Assistance	15%	\$ 15,116	\$ -	\$ -	\$ 3,779	\$ 18,895	100%	\$ 18,895	\$ 24
Direct Hours	61%	\$ 62,273	\$ -	\$ -	\$ 15,568	\$ 77,842	100%	\$ 77,842	\$ 97
Total	100%	\$ 102,332	\$ -	\$ -	\$ 25,583	\$ 127,915	99%	\$ 126,756	\$ 158
								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 21/22 - 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 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	\$ 145	per hour	[a]
Total	\$ 145	per hour	

Recurring Non-Labor Expenditures

Description	FY 2020/21 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Engineering Services	\$ 30,000	\$ (30,000)	\$ -	[b]
Landscaping Services	\$ 75,883	\$ (75,883)	\$ -	[b]
Landscaping Services, M2 Maint of Effort	\$ 94,190	\$ (94,190)	\$ -	[b]
<u>Utilities</u>				
Utilities, Street Lights, Residential	\$ 31,080	\$ (31,080)	\$ -	[b]
<u>Compensation & Benefits</u>				
Salaries, Full-time (Less M2 Maintenance of Effort)	\$ 57,314	\$ (57,314)	\$ -	[c]
Fringe Benefits	\$ 12,000	\$ (12,000)	\$ -	[c]
Supplemental Allowances	\$ 954	\$ (954)	\$ -	[c]
Payroll Taxes	\$ 7,232	\$ (7,232)	\$ -	[c]
Retirement	\$ 6,009	\$ (6,009)	\$ -	[c]
<u>Non-Operating</u>				
Non-Operating	\$ 30,000	\$ (30,000)	\$ -	[b]
Subtotal	\$ 344,662	\$ (344,662)	\$ -	

Citywide Overhead

Description	C'wide Indirect Rate	Notes
Estimated Citywide Overhead	25%	[d]

Calculation of Fully-Burdened Hourly Rate

Description	Contract Svcs. Hourly Rate	Citywide Overhead Rate	Total
Hourly Rate for Encroachment Permitting Services	\$ 145	\$ 36	\$ 181

- Notes:**
- [a] Source: Consultant Services Agreement for City Engineering and Traffic Operations Services.
 - [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 21/22 - 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	\$155	= \$96	\$91	96%	\$96	100%	
2	Water Heater Relocation	1.08	x	\$155	= \$168	\$160	96%	\$168	100%	
3	Tub to Tub Insert Only	1.17	x	\$155	= \$181	\$173	96%	\$181	100%	
4	Tub to Tub Tile Back Only	1.58	x	\$155	= \$245	\$234	96%	\$245	100%	
5	Shower to Shower Insert Only	1.17	x	\$155	= \$181	\$173	96%	\$181	100%	
6	Shower to Shower Tile Only	2.00	x	\$155	= \$310	\$296	96%	\$310	100%	
7	Tub to Shower Only	2.00	x	\$155	= \$310	\$296	96%	\$310	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	x	\$155	= \$96	\$91	96%	\$96	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	1.58	x	\$155	= \$245	\$234	96%	\$245	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	x	\$155	= \$103	\$99	96%	\$103	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	x	\$155	= \$65	\$62	96%	\$65	100%	
12	Plumbing Repipe	1.49	x	\$155	= \$232	\$221	96%	\$232	100%	
13	New HVAC / HVAC Change in Type - Residential	1.17	x	\$155	= \$181	\$173	96%	\$181	100%	
14	Ventilation Modifications	1.29	x	\$155	= \$199	\$190	96%	\$199	100%	
15	Electrical - New Fixtures/Receptacles	0.67	x	\$155	= \$103	\$99	96%	\$103	100%	
16	Electrical Panel Modification	2.07	x	\$155	= \$321	\$307	96%	\$321	100%	
17	Electrical Panel Change Out	1.11	x	\$155	= \$173	\$165	96%	\$173	100%	
18	New Washer/Dryer Hook Up	0.83	x	\$155	= \$128	\$122	96%	\$128	100%	
19	Electrical Wheelchair Lift	3.25	x	\$155	= \$504	\$481	96%	\$504	100%	
20	Temporary Power Pole	0.87	x	\$155	= \$134	\$128	96%	\$134	100%	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	x	\$155	= \$160	\$153	96%	\$160	100%	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	x	\$155	= \$31	\$30	96%	\$31	100%	[b]
23	Re-Roof (All Other) - First 1,000 SF	1.25	x	\$155	= \$194	\$185	96%	\$194	100%	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	x	\$155	= \$31	\$30	96%	\$31	100%	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	1.17	x	\$155	= \$181	\$173	96%	\$181	100%	
26	Fenestration - Skylights/Solartubes - Non-Rated	0.88	x	\$155	= \$136	\$130	96%	\$136	100%	
27	Fenestration - Window Retrofit	0.96	x	\$155	= \$149	\$142	96%	\$149	100%	
28	Fenestration - Doors/Windows (One New - Framed)	1.38	x	\$155	= \$213	\$204	96%	\$213	100%	[c]
29	Structural, Drywall	0.92	x	\$155	= \$142	\$136	96%	\$142	100%	
30	Structural, Insulation, Drywall	1.33	x	\$155	= \$207	\$197	96%	\$207	100%	
31	Lath	1.45	x	\$155	= \$225	\$215	96%	\$225	100%	
32	Structural, Insulation, Lath	2.17	x	\$155	= \$336	\$321	96%	\$336	100%	
33	Structural, Insulation, Shear, Lath	3.58	x	\$155	= \$555	\$531	96%	\$555	100%	
34	Fire Sprinkler Plans - New	1.33	x	\$155	= \$207	\$197	96%	\$207	100%	
35	Fire Sprinkler Plans - Modified	0.83	x	\$155	= \$129	\$123	96%	\$129	100%	
36	Fire Assessment Review	1.20	x	\$155	= \$186	\$178	96%	\$186	100%	
37	Framing/Structural - 1 inspection	1.92	x	\$155	= \$297	\$284	96%	\$297	100%	[d]
38	Framing/Structural - 2 inspections	2.33	x	\$155	= \$362	\$346	96%	\$362	100%	[d]
39	Framing/Structural - 3 inspections	2.75	x	\$155	= \$426	\$407	96%	\$426	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	\$155	= \$426	\$407	96%	\$426	100%	[d]
	b) Each additional inspection	0.42	x	\$155	= \$65	\$62	96%	\$65	100%	[d]
41	Temporary Shade Structure (Commercial)	1.92	x	\$155	= \$297	\$284	96%	\$297	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	1.33	x	\$155	= \$207	\$197	96%	\$207	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	2.00	x	\$155	= \$310	\$296	96%	\$310	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.38	x	\$155	= \$523	\$500	96%	\$523	100%	
45	Patio Conversion	6.67	x	\$155	= \$1,033	\$987	96%	\$1,033	100%	
46	Atrium Conversion	6.67	x	\$155	= \$1,033	\$987	96%	\$1,033	100%	
47	Garage Conversion/Alteration	5.83	x	\$155	= \$904	\$864	96%	\$904	100%	
48	Alteration - Residential (Res.) Kitchen	2.58	x	\$155	= \$400	\$383	96%	\$400	100%	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	3.00	x	\$155	= \$465	\$444	96%	\$465	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	3.42	x	\$155	= \$530	\$506	96%	\$530	100%	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	3.00	x	\$155	= \$465	\$444	96%	\$465	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	3.42	x	\$155	= \$530	\$506	96%	\$530	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	3.42	x	\$155	= \$530	\$506	96%	\$530	100%	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	3.83	x	\$155	= \$594	\$568	96%	\$594	100%	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	3.83	x	\$155	= \$594	\$568	96%	\$594	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	4.25	x	\$155	= \$659	\$629	96%	\$659	100%	[e]
57	Alteration/Remodel - Res. 1 Bath	1.75	x	\$155	= \$271	\$259	96%	\$271	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	2.58	x	\$155	= \$400	\$383	96%	\$400	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	3.00	x	\$155	= \$465	\$444	96%	\$465	100%	[e]
60	Room Addition	6.00	x	\$155	= \$930	\$889	96%	\$930	100%	
61	Alteration/Remodel w/ Room Addition	8.50	x	\$155	= \$1,318	\$1,259	96%	\$1,318	100%	
62	Sign (Wall) - First	1.17	x	\$155	= \$181	\$173	96%	\$181	100%	
63	Sign (Wall) - Each Add'l	0.08	x	\$155	= \$13	\$12	96%	\$13	100%	
64	Sign (Monument) - First	1.92	x	\$155	= \$297	\$284	96%	\$297	100%	
65	Sign (Monument) - Each Add'l	0.17	x	\$155	= \$26	\$25	96%	\$26	100%	
66	Antenna - Telecommunications	3.67	x	\$155	= \$568	\$543	96%	\$568	100%	
67	Antenna - Equipment Shelter	1.75	x	\$155	= \$271	\$259	96%	\$271	100%	
68	Solar - Residential Systems (Expedited Process)	1.67	x	\$155	= \$258	\$247	96%	\$258	100%	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	x	\$155	= \$465	\$444	96%	\$450	97%	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	x	\$155	= \$1,318	\$1,000	76%	\$1,000	76%	[g]
71	Demolition - Residential	1.17	x	\$155	= \$181	\$173	96%	\$181	100%	
72	Demolition - Non-Residential	2.50	x	\$155	= \$388	\$370	96%	\$388	100%	
73	Certificate of Occupancy - Temporary	0.62	x	\$155	= \$96	\$91	96%	\$96	100%	
74	Certificate of Occupancy	1.87	x	\$155	= \$289	\$276	96%	\$289	100%	
75	Sleeping Room Covenant - Recording Fee	0.75	x	\$155	= \$116	\$111	96%	\$116	100%	
76	Miscellaneous/All Other - First Inspection	0.62	x	\$155	= \$96	\$91	96%	\$96	100%	

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	
77 Miscellaneous/All Other - Each Add'l Inspection	0.42	x	\$155	= \$65	\$62	96%	\$65	100%	
78 Miscellaneous/All Other - Plan Check (Per Hr)	1.00	x	\$155	= \$155	\$148	96%	\$155	100%	
79 Plan Revision - Non-Structural - (Per Hr)	1.00	x	\$155	= \$155	\$148	96%	\$155	100%	
80 Plan Revision - Structural - (Per Hr)	1.00	x	\$155	= \$155	\$148	96%	\$155	100%	
81 Work Without Permit - Non-Destructive Inspection Required	1.33	x	\$155	= \$207	\$197	96%	\$207	100%	
82 Work Without Permit - Destructive Inspection Required	2.33	x	\$155	= \$362	\$197	55%	\$362	100%	
83 Re-Inspection - Missed Appointment	0.42	x	\$155	= \$65	\$62	96%	\$65	100%	
84 Inspection Outside of Normal Business Hours (Per Hr)	1.25	x	\$155	= \$194	\$185	96%	\$194	100%	
85 Expedited Plan Review of Residential Remodels	125% of standard fee				n/a - new	n/a - new	125% of standard fee	100%	
86 Additional Inspections	0.62	x	\$155	= \$96	\$91	96%	\$96	100%	
87 Replacement Job Card	0.20	x	\$155	= \$31	\$30	96%	\$31	100%	
88 Permit Extension	0.50	x	\$155	= \$78	\$74	96%	\$78	100%	
89 Change of Contractor, Architect, Owner Processing	0.50	x	\$155	= \$78	n/a - new	n/a - new	\$78	100%	
90 Expired Permit	1.00	x	\$155	= \$155	\$148	96%	\$155	100%	
91 Cancelled Permit Refund Processing Fee	0.50	x	\$155	= \$78	\$74	96%	\$78	100%	
92 Copy and Printing Charge	0.08	x	\$155	= \$13	\$12	96%	\$13	100%	
93 State Energy Form Assistance (Upon Request) (Per Page)	0.25	x	\$155	= \$39	\$4	10%	\$4	10%	
94 Building and Safety Appeal Application	1.00	x	\$155	= \$155	\$148	96%	\$155	100%	
95 Alternate Materials Method Review (Per Hr)	1.00	x	\$155	= \$155	\$148	96%	\$155	100%	

Notes

[a] The City uses specialized service providers to process certain building permitting activities. These specialized services include, but are not limited to, Building Official, permit counter, inspection, and plan review services. The modified fees are intended to reflect the estimated costs of all typical 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		\$155	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	\$1,163	\$27.13	\$1,163	\$50.38	\$2,325	\$77.50
	New Construction	2,000	10.13	12.38	22.50	\$1,569	\$17.44	\$1,918	\$21.31	\$3,488	\$38.75
		5,000	13.50	16.50	30.00	\$2,093	\$10.46	\$2,558	\$12.79	\$4,650	\$23.25
		10,000	16.88	20.63	37.50	\$2,616	\$4.84	\$3,197	\$14.53	\$5,813	\$19.38
		20,000	20.00	30.00	50.00	\$3,100	varies	\$4,650	varies	\$7,750	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	\$271	\$90.42	\$504	\$167.92	\$775	\$258.33
		250	2.63	4.88	7.50	\$407	\$54.25	\$756	\$100.75	\$1,163	\$155.00
		500	3.50	6.50	10.00	\$543	\$27.13	\$1,008	\$50.38	\$1,550	\$77.50
		1,000	4.38	8.13	12.50	\$678	\$12.66	\$1,259	\$23.51	\$1,938	\$36.17
		2,500	5.60	10.40	16.00	\$868	varies	\$1,612	varies	\$2,480	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$1,860	\$43.40	\$1,860	\$80.60	\$3,720	\$124.00
		2,000	16.20	19.80	36.00	\$2,511	\$27.90	\$3,069	\$34.10	\$5,580	\$62.00
		5,000	21.60	26.40	48.00	\$3,348	\$16.74	\$4,092	\$20.46	\$7,440	\$37.20
		10,000	27.00	33.00	60.00	\$4,185	\$7.75	\$5,115	\$23.25	\$9,300	\$31.00
		20,000	32.00	48.00	80.00	\$4,960	varies	\$7,440	varies	\$12,400	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$217	\$43.40	\$403	\$80.60	\$620	\$124.00
		500	2.10	3.90	6.00	\$326	\$21.70	\$605	\$40.30	\$930	\$62.00
		1,000	2.80	5.20	8.00	\$434	\$7.23	\$806	\$13.43	\$1,240	\$20.67
		2,500	3.50	6.50	10.00	\$543	\$7.05	\$1,008	\$13.10	\$1,550	\$20.15
		5,000	4.64	8.61	13.25	\$719	varies	\$1,335	varies	\$2,054	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		\$155	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	\$1,111	\$25.92	\$1,111	\$48.13	\$2,221	\$74.05	\$2,221	\$2,325	96%	\$2,325	100%
	New Construction	2,000	\$1,499	\$16.66	\$1,833	\$20.36	\$3,332	\$37.02	\$3,332	\$3,488	96%	\$3,488	100%
		5,000	\$1,999	\$10.00	\$2,444	\$12.22	\$4,443	\$22.21	\$4,443	\$4,650	96%	\$4,650	100%
		10,000	\$2,499	\$4.63	\$3,054	\$13.88	\$5,554	\$18.51	\$5,554	\$5,813	96%	\$5,813	100%
		20,000	\$2,962	varies	\$4,443	varies	\$7,405	varies	\$7,405	\$7,750	96%	\$7,750	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	96%	deposit	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$259	\$86.39	\$481	\$160.44	\$740	\$246.83	\$740	\$775	96%	\$775	100%
		250	\$389	\$51.83	\$722	\$96.26	\$1,111	\$148.10	\$1,111	\$1,163	96%	\$1,163	100%
		500	\$518	\$25.92	\$963	\$48.13	\$1,481	\$74.05	\$1,481	\$1,550	96%	\$1,550	100%
		1,000	\$648	\$12.09	\$1,203	\$22.46	\$1,851	\$34.56	\$1,851	\$1,938	96%	\$1,938	100%
		2,500	\$829	varies	\$1,540	varies	\$2,370	varies	\$2,370	\$2,480	96%	\$2,480	100%
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	96%	deposit	
3	All Other New Construction	500	\$1,777	\$41.47	\$1,777	\$77.01	\$3,554	\$118.48	\$3,554	\$3,720	96%	\$3,720	100%
		2,000	\$2,399	\$26.66	\$2,932	\$32.58	\$5,331	\$59.24	\$5,331	\$5,580	96%	\$5,580	100%
		5,000	\$3,199	\$15.99	\$3,910	\$19.55	\$7,109	\$35.54	\$7,109	\$7,440	96%	\$7,440	100%
		10,000	\$3,999	\$7.40	\$4,887	\$22.21	\$8,886	\$29.62	\$8,886	\$9,300	96%	\$9,300	100%
		20,000	\$4,739	varies	\$7,109	varies	\$11,848	varies	\$11,848	\$12,400	96%	\$12,400	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	96%	deposit	
4	Tenant Improvements New Construction	250	\$207	\$41.47	\$385	\$77.01	\$592	\$118.48	\$592	\$620	96%	\$620	100%
		500	\$311	\$20.73	\$578	\$38.50	\$889	\$59.24	\$889	\$930	96%	\$930	100%
		1,000	\$415	\$6.91	\$770	\$12.83	\$1,185	\$19.75	\$1,185	\$1,240	96%	\$1,240	100%
		2,500	\$518	\$6.74	\$963	\$12.51	\$1,481	\$19.25	\$1,481	\$1,550	96%	\$1,550	100%
		5,000	\$687	varies	\$1,275	varies	\$1,962	varies	\$1,962	\$2,054	96%	\$2,054	100%
		> 5,000	varies	varies	varies	varies	varies	varies	varies	varies	96%	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		\$155	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	\$1,163	\$27.13	\$1,163	\$50.38	\$2,325	\$77.50	\$2,325	\$2,325	100%	\$2,325	100%
		2,000	\$1,569	\$17.44	\$1,918	\$21.31	\$3,488	\$38.75	\$3,488	\$3,488	100%	\$3,488	100%
		5,000	\$2,093	\$10.46	\$2,558	\$12.79	\$4,650	\$23.25	\$4,650	\$4,650	100%	\$4,650	100%
		10,000	\$2,616	\$4.84	\$3,197	\$14.53	\$5,813	\$19.38	\$5,813	\$5,813	100%	\$5,813	100%
		20,000	\$3,100	varies	\$4,650	varies	\$7,750	varies	\$7,750	\$7,750	100%	\$7,750	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit	deposit
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$271	\$90.42	\$504	\$167.92	\$775	\$258.33	\$775	\$775	100%	\$775	100%
		250	\$407	\$54.25	\$756	\$100.75	\$1,163	\$155.00	\$1,163	\$1,163	100%	\$1,163	100%
		500	\$543	\$27.13	\$1,008	\$50.38	\$1,550	\$77.50	\$1,550	\$1,550	100%	\$1,550	100%
		1,000	\$678	\$12.66	\$1,259	\$23.51	\$1,938	\$36.17	\$1,938	\$1,938	100%	\$1,938	100%
		2,500	\$868	varies	\$1,612	varies	\$2,480	varies	\$2,480	\$2,480	100%	\$2,480	100%
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit	deposit
3	All Other New Construction	500	\$1,860	\$43.40	\$1,860	\$80.60	\$3,720	\$124.00	\$3,720	\$3,720	100%	\$3,720	100%
		2,000	\$2,511	\$27.90	\$3,069	\$34.10	\$5,580	\$62.00	\$5,580	\$5,580	100%	\$5,580	100%
		5,000	\$3,348	\$16.74	\$4,092	\$20.46	\$7,440	\$37.20	\$7,440	\$7,440	100%	\$7,440	100%
		10,000	\$4,185	\$7.75	\$5,115	\$23.25	\$9,300	\$31.00	\$9,300	\$9,300	100%	\$9,300	100%
		20,000	\$4,960	varies	\$7,440	varies	\$12,400	varies	\$12,400	\$12,400	100%	\$12,400	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit	deposit
4	Tenant Improvements New Construction	250	\$217	\$43.40	\$403	\$80.60	\$620	\$124.00	\$620	\$620	100%	\$620	100%
		500	\$326	\$21.70	\$605	\$40.30	\$930	\$62.00	\$930	\$930	100%	\$930	100%
		1,000	\$434	\$7.23	\$806	\$13.43	\$1,240	\$20.67	\$1,240	\$1,240	100%	\$1,240	100%
		2,500	\$543	\$7.05	\$1,008	\$13.10	\$1,550	\$20.15	\$1,550	\$1,550	100%	\$1,550	100%
		5,000	\$719	varies	\$1,335	varies	\$2,054	varies	\$2,054	\$2,054	100%	\$2,054	100%
		> 5,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit	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. 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	\$158	= \$632	\$608	Flat	96%	\$632	Flat	100%	[a]
2	Address Establishment/Change	2.50	x	\$158	= \$395	\$380	Flat	96%	\$395	Flat	100%	
3	Notice of Exemption	2.00	x	\$158	= \$316	\$304	Flat	96%	\$316	Flat	100%	[b]
4	Outdoor Seating Permit	2.50	x	\$158	= \$395	\$380	Flat	96%	\$395	Flat	100%	
5	Sign Permit - Part of Sign Program	0.75	x	\$158	= \$119	\$114	Flat	96%	\$119	Flat	100%	
6	Sign Permit - Permanent	2.00	x	\$158	= \$316	\$304	Flat	96%	\$316	Flat	100%	
7	Sign Permit - Temporary	0.50	x	\$158	= \$79	\$76	Flat	96%	\$79	Flat	100%	
8	Sign Permit - Community Facilities/Open Space Annual	0.50	x	\$158	= \$79	\$76	Flat	96%	\$79	Flat	100%	
9	Special Event Permit	2.00	x	\$158	= \$316	\$304	Flat	96%	\$316	Flat	100%	
10	Temporary Use Permit	4.00	x	\$158	= \$632	\$608	Flat	96%	\$632	Flat	100%	
11	Tree Removal Permit	1.50	x	\$158	= \$237	\$228	Flat	96%	\$237	Flat	100%	
12	Wireless Use Permit Filing Fee	11.50	x	\$158	= \$1,817	\$1,748	Flat	96%	\$1,817	Flat	100%	[c]
13	Eligible Facility Request Permit Filing Fee	8.50	x	\$158	= \$1,343	\$1,292	Flat	96%	\$1,343	Flat	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	x	\$158	= \$316	\$304	Flat	96%	\$316	Flat	100%	
15	Zoning Confirmation Letter	1.25	x	\$158	= \$198	\$190	Flat	96%	\$198	Flat	100%	
16	Bingo Permit					n/a - new		n/a	\$50	Flat		[d]
17	Appeal (City Council)	14.50	x	\$158	= \$2,291	\$500	Flat	22%	\$750	Flat	33%	[e]
Deposit-Based Fee Services												
18	Change Plan	16.00	x	\$158	= \$2,528	\$2,000	Deposit	96%	\$2,000	Deposit	100%	
19	Conditional Use Permit	28.75	x	\$158	= \$4,543	\$4,000	Deposit	96%	\$4,000	Deposit	100%	
20	Development Agreement	133.50	x	\$158	= \$21,093	\$10,000	Deposit	96%	\$10,000	Deposit	100%	
21	Environmental Impact Report	varies	x	\$158	= varies	\$10,000	Deposit	96%	\$10,000	Deposit	100%	
22	General Plan Amendment	131.50	x	\$158	= \$20,777	\$10,000	Deposit	96%	\$10,000	Deposit	100%	
23	Zoning Code Amendment	131.50	x	\$158	= \$20,777	\$10,000	Deposit	96%	\$10,000	Deposit	100%	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	x	\$158	= varies	\$5,000	Deposit	96%	\$5,000	Deposit	100%	
25	Sign Program	19.00	x	\$158	= \$3,002	\$2,500	Deposit	96%	\$2,500	Deposit	100%	
26	Site Development Permit	28.00	x	\$158	= \$4,424	\$4,000	Deposit	96%	\$4,000	Deposit	100%	
27	Lot Line Adjustment	16.00	x	\$158	= \$2,528	\$2,000	Deposit	n/a	\$2,000	Deposit	100%	
28	Specific Plan	133.50	x	\$158	= \$21,093	\$10,000	Deposit	96%	\$10,000	Deposit	100%	
29	Variance	25.00	x	\$158	= \$3,950	\$3,500	Deposit	96%	\$3,500	Deposit	100%	
30	Zone Change	116.50	x	\$158	= \$18,407	\$10,000	Deposit	96%	\$10,000	Deposit	100%	
31	Other Services Not Identified	varies	x	\$158	= varies	varies	Deposit	96%	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] Fee limited by California Penal Code Section 326.5.

[e] 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													
Minor Projects													
1	Landscape Maintenance	1.50	x	\$181	=	\$272	\$260	Flat	96%	\$270	flat	99%	
2	Temporary Staging	1.50	x	\$181	=	\$272	\$260	Flat	96%	\$270	flat	99%	
3	Traffic Control Only	2.00	x	\$181	=	\$362	\$345	Flat	95%	\$360	flat	99%	
4	Utilities Structure Inspection	2.50	x	\$181	=	\$453	\$435	Flat	96%	\$450	flat	99%	
5	Pole Replacement	2.50	x	\$181	=	\$453	\$435	Flat	96%	\$450	flat	99%	
Major Projects													
6	Major Project												[a]
	a) First Day	4.00	x	\$181	=	\$724	\$695	Flat	96%	\$725	flat	100%	
	b) Each Additional Day	1.50	x	\$181	=	\$272	\$260	Per Day	96%	\$270	per day	99%	
7	Projects Greater Than Two Weeks in Duration	varies	x	\$181	=	varies	\$3,000	Deposit	varies	\$3,000	deposit	100%	
Grading Permits													
1	Grading Plan Check and Inspection	varies	x	\$181	=	varies	\$2,500	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	\$91	\$96	96%	\$96	\$4	100%	
2	Water Heater Relocation	\$160	\$168	96%	\$168	\$7	100%	
3	Tub to Tub Insert Only	\$173	\$181	96%	\$181	\$8	100%	
4	Tub to Tub Tile Back Only	\$234	\$245	96%	\$245	\$11	100%	
5	Shower to Shower Insert Only	\$173	\$181	96%	\$181	\$8	100%	
6	Shower to Shower Tile Only	\$296	\$310	96%	\$310	\$14	100%	
7	Tub to Shower Only	\$296	\$310	96%	\$310	\$14	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$91	\$96	96%	\$96	\$4	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$234	\$245	96%	\$245	\$11	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$99	\$103	96%	\$103	\$5	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$62	\$65	96%	\$65	\$3	100%	
12	Plumbing Repipe	\$221	\$232	96%	\$232	\$10	100%	
13	New HVAC / HVAC Change in Type - Residential	\$173	\$181	96%	\$181	\$8	100%	
14	Ventilation Modifications	\$190	\$199	96%	\$199	\$9	100%	
15	Electrical - New Fixtures/Receptacles	\$99	\$103	96%	\$103	\$5	100%	
16	Electrical Panel Modification	\$307	\$321	96%	\$321	\$14	100%	
17	Electrical Panel Change Out	\$165	\$173	96%	\$173	\$8	100%	
18	New Washer/Dryer Hook Up	\$122	\$128	96%	\$128	\$6	100%	
19	Electrical Wheelchair Lift	\$481	\$504	96%	\$504	\$22	100%	
20	Temporary Power Pole	\$128	\$134	96%	\$134	\$6	100%	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$153	\$160	96%	\$160	\$7	100%	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$30	\$31	96%	\$31	\$1	100%	[b]
23	Re-Roof (All Other) - First 1,000 SF	\$185	\$194	96%	\$194	\$9	100%	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	\$30	\$31	96%	\$31	\$1	100%	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	\$173	\$181	96%	\$181	\$8	100%	
26	Fenestration - Skylights/Solartubes - Non-Rated	\$130	\$136	96%	\$136	\$6	100%	
27	Fenestration - Window Retrofit	\$142	\$149	96%	\$149	\$7	100%	
28	Fenestration - Doors/Windows (One New - Framed)	\$204	\$213	96%	\$213	\$9	100%	[c]
29	Structural, Drywall	\$136	\$142	96%	\$142	\$6	100%	
30	Structural, Insulation, Drywall	\$197	\$207	96%	\$207	\$9	100%	
31	Lath	\$215	\$225	96%	\$225	\$10	100%	
32	Structural, Insulation, Lath	\$321	\$336	96%	\$336	\$15	100%	
33	Structural, Insulation, Shear, Lath	\$531	\$555	96%	\$555	\$25	100%	
34	Fire Sprinkler Plans - New	\$197	\$207	96%	\$207	\$9	100%	
35	Fire Sprinkler Plans - Modified	\$123	\$129	96%	\$129	\$6	100%	
36	Fire Assessment Review	\$178	\$186	96%	\$186	\$8	100%	
37	Framing/Structural - 1 inspection	\$284	\$297	96%	\$297	\$13	100%	[d]
38	Framing/Structural - 2 inspections	\$346	\$362	96%	\$362	\$16	100%	[d]
39	Framing/Structural - 3 inspections	\$407	\$426	96%	\$426	\$19	100%	[d]
40	Framing/Structural - More than 3 inspections							
	a) Base Fee (covers up to 3 inspections)	\$407	\$426	96%	\$426	\$19	100%	[d]
	b) Each additional inspection	\$62	\$65	96%	\$65	\$3	100%	[d]
41	Temporary Shade Structure (Commercial)	\$284	\$297	96%	\$297	\$13	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$197	\$207	96%	\$207	\$9	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$296	\$310	96%	\$310	\$14	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$500	\$523	96%	\$523	\$23	100%	
45	Patio Conversion	\$987	\$1,033	96%	\$1,033	\$46	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	\$987	\$1,033	96%	\$1,033	\$46	100%	
47	Garage Conversion/Alteration	\$864	\$904	96%	\$904	\$40	100%	
48	Alteration - Residential (Res.) Kitchen	\$383	\$400	96%	\$400	\$18	100%	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$444	\$465	96%	\$465	\$21	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$506	\$530	96%	\$530	\$24	100%	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	\$444	\$465	96%	\$465	\$21	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$506	\$530	96%	\$530	\$24	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$506	\$530	96%	\$530	\$24	100%	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$568	\$594	96%	\$594	\$26	100%	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$568	\$594	96%	\$594	\$26	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND	\$629	\$659	96%	\$659	\$29	100%	[e]
57	Alteration/Remodel - Res. 1 Bath	\$259	\$271	96%	\$271	\$12	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$383	\$400	96%	\$400	\$18	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$444	\$465	96%	\$465	\$21	100%	[e]
60	Room Addition	\$889	\$930	96%	\$930	\$41	100%	
61	Alteration/Remodel w/ Room Addition	\$1,259	\$1,318	96%	\$1,318	\$59	100%	
62	Sign (Wall) - First	\$173	\$181	96%	\$181	\$8	100%	
63	Sign (Wall) - Each Add'l	\$12	\$13	96%	\$13	\$1	100%	
64	Sign (Monument) - First	\$284	\$297	96%	\$297	\$13	100%	
65	Sign (Monument) - Each Add'l	\$25	\$26	96%	\$26	\$1	100%	
66	Antenna - Telecommunications	\$543	\$568	96%	\$568	\$25	100%	
67	Antenna - Equipment Shelter	\$259	\$271	96%	\$271	\$12	100%	
68	Solar - Residential Systems (Expedited Process)	\$247	\$258	96%	\$258	\$12	100%	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$444	\$465	96%	\$450	\$6	97%	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	\$1,318	76%	\$1,000	\$0	76%	[g]
71	Demolition - Residential	\$173	\$181	96%	\$181	\$8	100%	
72	Demolition - Non-Residential	\$370	\$388	96%	\$388	\$17	100%	
73	Certificate of Occupancy - Temporary	\$91	\$96	96%	\$96	\$4	100%	
74	Certificate of Occupancy	\$276	\$289	96%	\$289	\$13	100%	
75	Sleeping Room Covenant - Recording Fee	\$111	\$116	96%	\$116	\$5	100%	
76	Miscellaneous/All Other - First Inspection	\$91	\$96	96%	\$96	\$4	100%	
77	Miscellaneous/All Other - Each Add'l Inspection	\$62	\$65	96%	\$65	\$3	100%	
78	Miscellaneous/All Other - Plan Check (Per Hr)	\$148	\$155	96%	\$155	\$7	100%	
79	Plan Revision - Non-Structural - (Per Hr)	\$148	\$155	96%	\$155	\$7	100%	
80	Plan Revision - Structural - (Per Hr)	\$148	\$155	96%	\$155	\$7	100%	
81	Work Without Permit - Non-Destructive Inspection Required	\$197	\$207	96%	\$207	\$9	100%	
82	Work Without Permit - Destructive Inspection Required	\$197	\$362	55%	\$362	\$164	100%	
83	Re-Inspection - Missed Appointment	\$62	\$65	96%	\$65	\$3	100%	
84	Inspection Outside of Normal Business Hours (Per Hr)	\$185	\$194	96%	\$194	\$9	100%	
85	Expedited Plan Review of Residential Remodels	n/a - new		n/a - new	125% of standard fee		100%	
86	Additional Inspections	\$91	\$96	96%	\$96	\$4	100%	
87	Replacement Job Card	\$30	\$31	96%	\$31	\$1	100%	
88	Permit Extension	\$74	\$78	96%	\$78	n/a	100%	
89	Change of Contractor, Architect, Owner Processing	n/a - new	\$78	n/a - new	\$78	n/a	100%	
90	Expired Permit	\$148	\$155	96%	\$155	n/a	100%	
91	Cancelled Permit Refund Processing Fee	\$74	\$78	96%	\$78	\$3	100%	
92	Copy and Printing Charge	\$12	\$13	96%	\$13	n/a	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
93	State Energy Form Assistance (Upon Request) (Per Page)	\$4	\$39	10%	\$4	\$0	10%	
94	Building and Safety Appeal Application	\$148	\$155	96%	\$155	\$7	100%	
95	Alternate Materials Method Review (Per Hr)	\$148	\$155	96%	\$155	\$7	100%	

Notes

[a] The City uses specialized service providers to process certain building permitting activities. These specialized services include, but are not limited to, Building Official, permit counter, inspection, and plan review services. The modified fees are intended to reflect the estimated costs of all typical 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	500	\$2,221	\$2,325	96%	\$2,325	\$104	100%
	New Construction	2,000	\$3,332	\$3,488	96%	\$3,488	\$155	100%
		5,000	\$4,443	\$4,650	96%	\$4,650	\$207	100%
		10,000	\$5,554	\$5,813	96%	\$5,813	\$259	100%
		20,000	\$7,405	\$7,750	96%	\$7,750	\$345	100%
		> 20,000	varies	varies		deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$740	\$775	96%	\$775	\$35	100%
		250	\$1,111	\$1,163	96%	\$1,163	\$52	100%
		500	\$1,481	\$1,550	96%	\$1,550	\$69	100%
		1,000	\$1,851	\$1,938	96%	\$1,938	\$86	100%
		2,500	\$2,370	\$2,480	96%	\$2,480	\$110	100%
		> 2,500	varies	varies		deposit		
3	All Other New Construction	500	\$3,554	\$3,720	96%	\$3,720	\$166	100%
		2,000	\$5,331	\$5,580	96%	\$5,580	\$249	100%
		5,000	\$7,109	\$7,440	96%	\$7,440	\$331	100%
		10,000	\$8,886	\$9,300	96%	\$9,300	\$414	100%
		20,000	\$11,848	\$12,400	96%	\$12,400	\$552	100%
		> 20,000	varies	varies		deposit		
4	Tenant Improvements New Construction	250	\$592	\$620	96%	\$620	\$28	100%
		500	\$889	\$930	96%	\$930	\$41	100%
		1,000	\$1,185	\$1,240	96%	\$1,240	\$55	100%
		2,500	\$1,481	\$1,550	96%	\$1,550	\$69	100%
		5,000	\$1,962	\$2,054	96%	\$2,054	\$91	100%
		> 5,000	varies	varies		deposit		

Notes

[a] The City uses specialized service providers to process certain building permitting activities. These specialized services include, but are not limited to, Building Official, permit counter, inspection, and plan review services. The modified fees are intended to reflect the estimated costs of all typical 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.

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** 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	\$608	\$632	96%	\$632	\$24	100%	[a]
2	Address Establishment/Change	\$380	\$395	96%	\$395	\$15	100%	
3	Notice of Exemption	\$304	\$316	96%	\$316	\$12	100%	[b]
4	Outdoor Seating Permit	\$380	\$395	96%	\$395	\$15	100%	
5	Sign Permit - Part of Sign Program	\$114	\$119	96%	\$119	\$5	100%	
6	Sign Permit - Permanent	\$304	\$316	96%	\$316	\$12	100%	
7	Sign Permit - Temporary	\$76	\$79	96%	\$79	\$3	100%	
8	Sign Permit - Community Facilities/Open Space	\$76	\$79	96%	\$79	\$3	100%	
9	Special Event Permit	\$304	\$316	96%	\$316	\$12	100%	
10	Temporary Use Permit	\$608	\$632	96%	\$632	\$24	100%	
11	Tree Removal Permit	\$228	\$237	96%	\$237	\$9	100%	
12	Wireless Use Permit Filing Fee	\$1,748	\$1,817	96%	\$1,817	\$69	100%	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,292	\$1,343	96%	\$1,343	\$51	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$304	\$316	96%	\$316	\$12	100%	
15	Zoning Confirmation Letter	\$190	\$198	96%	\$198	\$8	100%	
16	Bingo Permit	n/a - new		n/a	\$50			[d]
17	Appeal (City Council)	\$500	\$2,291	22%	\$750	\$250	33%	

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								
18	Change Plan	\$2,000	\$2,528	96%	\$2,000	\$0	100%	[e]
19	Conditional Use Permit	\$4,000	\$4,543	96%	\$4,000	\$0	100%	
20	Development Agreement	\$10,000	\$21,093	96%	\$10,000	\$0	100%	
21	Environmental Impact Report	\$10,000	varies	96%	\$10,000	\$0	100%	
22	General Plan Amendment	\$10,000	\$20,777	96%	\$10,000	\$0	100%	
23	Zoning Code Amendment	\$10,000	\$20,777	96%	\$10,000	\$0	100%	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	varies	96%	\$5,000	\$0	100%	
25	Sign Program	\$2,500	\$3,002	96%	\$2,500	\$0	100%	
26	Site Development Permit	\$4,000	\$4,424	96%	\$4,000	\$0	100%	
27	Lot Line Adjustment	\$2,000	\$2,528	n/a	\$2,000	\$0	100%	
28	Specific Plan	\$10,000	\$21,093	96%	\$10,000	\$0	100%	
29	Variance	\$3,500	\$3,950	96%	\$3,500	\$0	100%	
30	Zone Change	\$10,000	\$18,407	96%	\$10,000	\$0	100%	
31	Other Services Not Identified	varies	varies	96%	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] Fee limited by California Penal Code Section 326.5.

[e] 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	\$260	\$272	\$270	flat	\$10	99%	
2	Temporary Staging	\$260	\$272	\$270	flat	\$10	99%	
3	Traffic Control Only	\$345	\$362	\$360	flat	\$15	99%	
4	Utilities Structure Inspection	\$435	\$453	\$450	flat	\$15	99%	
5	Pole Replacement	\$435	\$453	\$450	flat	\$15	99%	
Major Projects								
6	Major Project							[a]
	a) First Day	\$695	\$724	\$725	flat	\$30	100%	
	b) Each Additional Day	\$260	\$272	\$270	per day	\$10	99%	
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	\$2,500	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	\$96	
2	Water Heater Relocation	\$168	
3	Tub to Tub Insert Only	\$181	
4	Tub to Tub Tile Back Only	\$245	
5	Shower to Shower Insert Only	\$181	
6	Shower to Shower Tile Only	\$310	
7	Tub to Shower Only	\$310	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$96	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$245	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$103	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$65	
12	Plumbing Repipe	\$232	
13	New HVAC / HVAC Change in Type - Residential	\$181	
14	Ventilation Modifications	\$199	
15	Electrical - New Fixtures/Receptacles	\$103	
16	Electrical Panel Modification	\$321	
17	Electrical Panel Change Out	\$173	
18	New Washer/Dryer Hook Up	\$128	
19	Electrical Wheelchair Lift	\$504	
20	Temporary Power Pole	\$134	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$160	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$31	[b]
23	Re-Roof (All Other) - First 1,000 SF	\$194	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	\$31	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	\$181	
26	Fenestration - Skylights/Solartubes - Non-Rated	\$136	
27	Fenestration - Window Retrofit	\$149	
28	Fenestration - Doors/Windows (One New - Framed)	\$213	[c]
29	Structural, Drywall	\$142	
30	Structural, Insulation, Drywall	\$207	
31	Lath	\$225	
32	Structural, Insulation, Lath	\$336	
33	Structural, Insulation, Shear, Lath	\$555	
34	Fire Sprinkler Plans - New	\$207	
35	Fire Sprinkler Plans - Modified	\$129	
36	Fire Assessment Review	\$186	
37	Framing/Structural - 1 inspection	\$297	[d]
38	Framing/Structural - 2 inspections	\$362	[d]
39	Framing/Structural - 3 inspections	\$426	[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)	\$426	[d]
	b) Each additional inspection	\$65	[d]
41	Temporary Shade Structure (Commercial)	\$297	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$207	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$310	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$523	
45	Patio Conversion	\$1,033	
46	Atrium Conversion	\$1,033	
47	Garage Conversion/Alteration	\$904	
48	Alteration - Residential (Res.) Kitchen	\$400	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$465	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$530	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	\$465	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$530	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$530	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$594	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$594	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$659	[e]
57	Alteration/Remodel - Res. 1 Bath	\$271	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$400	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$465	[e]
60	Room Addition	\$930	
61	Alteration/Remodel w/ Room Addition	\$1,318	
62	Sign (Wall) - First	\$181	
63	Sign (Wall) - Each Add'l	\$13	
64	Sign (Monument) - First	\$297	
65	Sign (Monument) - Each Add'l	\$26	
66	Antenna - Telecommunications	\$568	
67	Antenna - Equipment Shelter	\$271	
68	Solar - Residential Systems (Expedited Process)	\$258	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$450	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	[g]
71	Demolition - Residential	\$181	
72	Demolition - Non-Residential	\$388	
73	Certificate of Occupancy - Temporary	\$96	
74	Certificate of Occupancy	\$289	
75	Sleeping Room Covenant - Recording Fee	\$116	
76	Miscellaneous/All Other - First Inspection	\$96	
77	Miscellaneous/All Other - Each Add'l Inspection	\$65	
78	Miscellaneous/All Other - Plan Check (Per Hr)	\$155	

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)	\$155	
80	Plan Revision - Structural - (Per Hr)	\$155	
81	Work Without Permit - Non-Destructive Inspection Required	\$207	
82	Work Without Permit - Destructive Inspection Required	\$362	
83	Re-Inspection - Missed Appointment	\$65	
84	Inspection Outside of Normal Business Hours (Per Hr)	\$194	
85	Expedited Plan Review of Residential Remodels	125% of standard fee	
86	Additional Inspections	\$96	
87	Replacement Job Card	\$31	
88	Permit Extension	\$78	
89	Change of Contractor, Architect, Owner Processing	\$78	
90	Expired Permit	\$155	
91	Cancelled Permit Refund Processing Fee	\$78	
92	Copy and Printing Charge	\$13	
93	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
94	Building and Safety Appeal Application	\$155	
95	Alternate Materials Method Review (Per Hr)	\$155	

Notes

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[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.

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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	\$1,163	\$27.13	\$1,163	\$50.38	\$2,325	\$77.50
	2,000	\$1,569	\$17.44	\$1,918	\$21.31	\$3,488	\$38.75
	5,000	\$2,093	\$10.46	\$2,558	\$12.79	\$4,650	\$23.25
	10,000	\$2,616	\$4.84	\$3,197	\$14.53	\$5,813	\$19.38
	20,000	\$3,100	varies	\$4,650	varies	\$7,750	varies
	> 20,000	varies		varies		varies	
2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$271	\$90.42	\$504	\$167.92	\$775	\$258.33
	250	\$407	\$54.25	\$756	\$100.75	\$1,163	\$155.00
	500	\$543	\$27.13	\$1,008	\$50.38	\$1,550	\$77.50
	1,000	\$678	\$12.66	\$1,259	\$23.51	\$1,938	\$36.17
	2,500	\$868	varies	\$1,612	varies	\$2,480	varies
	> 2,500	varies		varies		varies	
3 All Other New Construction	500	\$1,860	\$43.40	\$1,860	\$80.60	\$3,720	\$124.00
	2,000	\$2,511	\$27.90	\$3,069	\$34.10	\$5,580	\$62.00
	5,000	\$3,348	\$16.74	\$4,092	\$20.46	\$7,440	\$37.20
	10,000	\$4,185	\$7.75	\$5,115	\$23.25	\$9,300	\$31.00
	20,000	\$4,960	varies	\$7,440	varies	\$12,400	varies
	> 20,000	varies		varies		varies	
4 Tenant Improvements New Construction	250	\$217	\$43.40	\$403	\$80.60	\$620	\$124.00
	500	\$326	\$21.70	\$605	\$40.30	\$930	\$62.00
	1,000	\$434	\$7.23	\$806	\$13.43	\$1,240	\$20.67
	2,500	\$543	\$7.05	\$1,008	\$13.10	\$1,550	\$20.15
	5,000	\$719	varies	\$1,335	varies	\$2,054	varies
	> 5,000	varies		varies		varies	

[a] The City uses specialized service providers to process certain building permitting activities. These specialized services include, but are not limited to, Building Official, permit counter, inspection, and plan review services. The modified fees are intended to reflect the estimated costs of all typical 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.

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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	\$632	[a]
2	Address Establishment/Change	\$395	
3	Notice of Exemption	\$316	[b]
4	Outdoor Seating Permit	\$395	
5	Sign Permit - Part of Sign Program	\$119	
6	Sign Permit - Permanent	\$316	
7	Sign Permit - Temporary	\$79	
8	Sign Permit - Community Facilities/Open Space Annual	\$79	
9	Special Event Permit	\$316	
10	Temporary Use Permit	\$632	
11	Tree Removal Permit	\$237	
12	Wireless Use Permit Filing Fee	\$1,817	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,343	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$316	
15	Zoning Confirmation Letter	\$198	
16	Bingo Permit	\$50	[d]
17	Appeal (City Council)	\$750	
Fee Description		Initial Deposit [d]	Notes
Deposit-Based Fee Services			
18	Change Plan	\$2,000	[e]
19	Conditional Use Permit	\$4,000	
20	Development Agreement	\$10,000	
21	Environmental Impact Report	\$10,000	
22	General Plan Amendment	\$10,000	
23	Zoning Code Amendment	\$10,000	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	
25	Sign Program	\$2,500	
26	Site Development Permit	\$4,000	
27	Lot Line Adjustment	\$2,000	
28	Specific Plan	\$10,000	
29	Variance	\$3,500	
30	Zone Change	\$10,000	
31	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] Fee limited by California Penal Code Section 326.5.

[e] 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	\$270	flat	
2	Temporary Staging	\$270	flat	
3	Traffic Control Only	\$360	flat	
4	Utilities Structure Inspection	\$450	flat	
5	Pole Replacement	\$450	flat	
Major Projects				
6	Major Project			[a]
	a) First Day	\$725	flat	
	b) Each Additional Day	\$270	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	\$181	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.