



# City of Laguna Woods

## Building, Planning, Encroachment and Grading Permit Fee Study

- February 2022 -



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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 most fees is 95%. 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 5% increase for most of the City's construction permit fees.
  - The primary driver of the increase in proposed fees is an increase in the costs of contract Building Official services, offset by a reduction in the number of hours for contract building inspection services.

- **Planning**
  - 31 individual planning fee categories were examined as part of this study.
  - The cost of service study calculated a \$159 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$158 fully-burdened hourly rate.
  - The City's proposed fees are intended to recover 100% of the cost of service.
  - With an increase to the underlying hourly rate, fee-related services currently recover 99% of the cost of service, necessitating a slight increase for most services.
- **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 \$185 fully-burdened hourly rate for fee-related engineering services. The prior study calculated a \$181 fully-burdened hourly rate.
  - Recalibrating fees to recover 100% of the cost of service will result in a 2% increase for most of the City's encroachment permit fees.
- **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 2021/22 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 2021/22 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 95%. 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 5% increase for the majority of the City's construction permit fees.
- The primary driver of the increase in proposed fees is an increase in the costs of contract Building Official services, offset by a reduction in the number of hours for contract building inspection services.

### 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 \$159 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$158 fully-burdened hourly rate.
- The City's proposed fees are intended to recover 100% of the cost of service.
- With an increase to the underlying hourly rate, fee-related services currently recover 99% of the cost of service, necessitating a slight increase for most services.

### 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 \$185 fully-burdened hourly rate for fee-related engineering services. The prior study calculated a \$181 fully-burdened hourly rate.
- Recalibrating fees to recover 100% of the cost of service will result in an 2% increase for most of the City's encroachment permit fees.

### **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	2,080	2,080	1,040	2,080	2,080	480	9,840
Less: Annual Leave	-	-	-	-	-	-	-
Productive Hours	2,080	2,080	1,040	2,080	2,080	480	9,840
Indirect Activities and Services							
General Administration and Mgmt	416	390	195	520	520	-	2,041
Certification and Training	-	-	-	-	-	-	-
Code, Policies, and Procedures Update	104	-	-	-	-	-	104
Code Enforcement and Compliance	104	-	-	-	-	-	104
Permit Processing and Support	-	-	-	-	-	-	-
Public Information and Assistance	208	-	-	260	260	-	728
Total Indirect Activities and Services Work Hours	832	390	195	780	780	-	2,977
Direct Hours	1,248	1,690	845	1,300	1,300	480	6,863
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 270,400	\$ 156,000	\$ 78,000	\$ 135,200	\$ 135,200	\$ 60,000	\$ 834,800
Total	\$ 270,400	\$ 156,000	\$ 78,000	\$ 135,200	\$ 135,200	\$ 60,000	\$ 834,800
Indirect Activities and Services							
General Administration and Mgmt	20%	19%	19%	25%	25%	0%	20%
Certification and Training	0%	0%	0%	0%	0%	0%	0%
Code, Policies, and Procedures Update	5%	0%	0%	0%	0%	0%	2%
Code Enforcement and Compliance	5%	0%	0%	0%	0%	0%	2%
Permit Processing and Support	0%	0%	0%	0%	0%	0%	0%
Public Information and Assistance	10%	0%	0%	13%	13%	0%	7%
Total Indirect Activities and Services Work Hours	40%	19%	19%	38%	38%	0%	30%
Direct Hours	60%	81%	81%	63%	63%	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	\$ 834,800	
<b>Total - Labor Expenditures</b>	<b>\$ 834,800</b>	

**Recurring Non-Labor Expenditures**

Description	FY 2021/22 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Building Services	\$ 779,680	\$ (779,680)	\$ -	[d]
Building Services, Printing	\$ 2,000	\$ -	\$ 2,000	[e]
Building Services, Publications	\$ -	\$ -	\$ -	[f]
Building Services, Software	\$ 42,149	\$ -	\$ 42,149	
Building Services, State Fees	\$ 5,200	\$ -	\$ 5,200	
Code Enforcement Services	\$ 34,560	\$ (34,560)	\$ -	[g]
Community Waste Events and Collections	\$ 40,635	\$ (40,635)	\$ -	[g]
Planning Services	\$ 45,000	\$ (45,000)	\$ -	[g]
Waste Management Services	\$ 29,746	\$ (29,746)	\$ -	[g]
Water Quality Services	\$ 130,470	\$ (130,470)	\$ -	[g]
<u>Compensation &amp; Benefits</u>				
Salaries, Full-time	\$ 163,496	\$ (163,496)	\$ -	[h]
Fringe Benefits	\$ 24,000	\$ (24,000)	\$ -	[h]
Supplemental Allowances	\$ 1,908	\$ (1,908)	\$ -	[h]
Payroll Taxes	\$ 14,693	\$ (14,693)	\$ -	[h]
Retirement	\$ 18,490	\$ (18,490)	\$ -	[h]
<u>Non-Operating</u>				
Non-Operating	\$ 25,000	\$ (25,000)	\$ -	[b]
<b>Total</b>	<b>\$ 1,357,027</b>	<b>\$ (1,307,678)</b>	<b>\$ 49,349</b>	

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%	[i]
Management Analyst	1.00	\$ 70,018	0%	[i]
<b>Total</b>	<b>2.00</b>	<b>\$ 158,734</b>		

Description	Dept OH Personnel	Share to Building	Total	Notes
Estimated Departmental Overhead	\$ 222,587	17%	\$ 37,321	[i]

**Citywide Overhead**

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	24%	\$ 921,470	\$ 221,153	[j][k]

**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	20%	\$ 165,555	\$ 9,787	\$ 7,401	\$ 43,858	\$ 226,601	98%	\$ 222,024	\$ 32
Certification and Training	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Code, Policies, and Procedures Update	2%	\$ 13,520	\$ 799	\$ 604	\$ 3,582	\$ 18,505	100%	\$ 18,505	\$ 3
Code Enforcement and Compliance	2%	\$ 13,520	\$ 799	\$ 604	\$ 3,582	\$ 18,505	0%	\$ -	\$ -
Permit Processing and Support	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Public Information and Assistance	7%	\$ 60,840	\$ 3,597	\$ 2,720	\$ 16,118	\$ 83,274	100%	\$ 83,274	\$ 12
Direct Hours	70%	\$ 581,365	\$ 34,367	\$ 25,991	\$ 154,014	\$ 795,737	100%	\$ 795,737	\$ 116
<b>Total</b>	<b>100%</b>	<b>\$ 834,800</b>	<b>\$ 49,349</b>	<b>\$ 37,321</b>	<b>\$ 221,153</b>	<b>\$ 1,142,623</b>	<b>98%</b>	<b>\$ 1,119,540</b>	<b>\$ 163</b>
								<b>Direct Hours</b>	<b>6,863</b>



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

[j] See Citywide Overhead Cost Allocation Plan for FY 22/23 - Full Cost Version.

[k] 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	\$ -	\$ 28,088	\$ 28,088
Total	\$ 75,582	\$ 28,088	\$ 103,669
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 \$112 per hour. The hourly rate for contract services equals the average of hourly rates for Assistant Planner(\$91) and Sr. Planner (\$133).

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	\$ 28,088	
<b>Total - Labor Expenditures</b>	<b>\$ 103,669</b>	

**Recurring Non-Labor Expenditures**

Description	FY 2021/22 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Building Services	\$ 779,680	\$ (779,680)	\$ -	[b]
Building Services, Printing	\$ 2,000	\$ (2,000)	\$ -	[b]
Building Services, Publications	\$ -	\$ -	\$ -	[b]
Building Services, Software	\$ 42,149	\$ (42,149)	\$ -	[b]
Building Services, State Fees	\$ 5,200	\$ (5,200)	\$ -	[b]
Code Enforcement Services	\$ 34,560	\$ (34,560)	\$ -	[b]
Community Waste Events and Collections	\$ 40,635	\$ (40,635)	\$ -	[b]
Planning Services	\$ 45,000	\$ (45,000)	\$ -	[c]
Waste Management Services	\$ 29,746	\$ (29,746)	\$ -	[b]
Water Quality Services	\$ 130,470	\$ (130,470)	\$ -	[b]
<u>Compensation &amp; Benefits</u>				
Salaries, Full-time	\$ 163,496	\$ (163,496)	\$ -	[d]
Fringe Benefits	\$ 24,000	\$ (24,000)	\$ -	[d]
Supplemental Allowances	\$ 1,908	\$ (1,908)	\$ -	[d]
Payroll Taxes	\$ 14,693	\$ (14,693)	\$ -	[d]
Retirement	\$ 18,490	\$ (18,490)	\$ -	[d]
<u>Non-Operating</u>				
Non-Operating	\$ 25,000	\$ (25,000)	\$ -	[b]
<b>Subtotal</b>	<b>\$ 1,357,027</b>	<b>\$ (1,357,027)</b>	<b>\$ -</b>	

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	\$ 222,587	0%	\$ -	[e]

**Citywide Overhead**

Description	C'wide Indirect Rate	Modified Direct Expenditures	Plan'g Share of C'wide Overhead	Notes
Estimated Citywide Overhead	24%	\$ 103,669	\$ 24,881	[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	\$ -	\$ -	\$ 4,535	\$ 23,430	99%	\$ 23,221	\$ 29
Certification and Training	1%	\$ 1,512	\$ -	\$ -	\$ 363	\$ 1,874	100%	\$ 1,874	\$ 2
Code, Policies, and Procedures Update	4%	\$ 3,779	\$ -	\$ -	\$ 907	\$ 4,686	100%	\$ 4,686	\$ 6
Code Enforcement and Compliance	1%	\$ 756	\$ -	\$ -	\$ 181	\$ 937	0%	\$ -	\$ -
Public Information and Assistance	15%	\$ 15,116	\$ -	\$ -	\$ 3,628	\$ 18,744	100%	\$ 18,744	\$ 23
Direct Hours	61%	\$ 63,611	\$ -	\$ -	\$ 15,267	\$ 78,878	100%	\$ 78,878	\$ 98
<b>Total</b>	<b>100%</b>	<b>\$ 103,669</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,881</b>	<b>\$ 128,550</b>	<b>99%</b>	<b>\$ 127,404</b>	<b>\$ 159</b>
								<b>Direct Hours</b>	<b>803</b>

**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 22/23 - 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	\$ 149	per hour	[a]
<b>Total</b>	<b>\$ 149</b>	<b>per hour</b>	

**Recurring Non-Labor Expenditures**

Description	FY 2021/22 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Engineering Services	\$ 14,460	\$ (14,460)	\$ -	[b]
Landscaping Services	\$ 68,523	\$ (68,523)	\$ -	[b]
Landscaping Services, M2 Maint of Effort	\$ 104,578	\$ (104,578)	\$ -	[b]
<u>Utilities</u>				
Utilities, Street Lights, Residential	\$ 24,699	\$ (24,699)	\$ -	[b]
<u>Compensation &amp; Benefits</u>				
Salaries, Full-time (Less M2 Maintenance of Effort)	\$ 61,002	\$ (61,002)	\$ -	[c]
Fringe Benefits	\$ 9,191	\$ (9,191)	\$ -	[c]
Supplemental Allowances	\$ 731	\$ (731)	\$ -	[c]
Payroll Taxes	\$ 5,523	\$ (5,523)	\$ -	[c]
Retirement	\$ 4,423	\$ (4,423)	\$ -	[c]
<u>Non-Operating</u>				
Non-Operating	\$ -	\$ -	\$ -	[b]
<b>Subtotal</b>	<b>\$ 293,130</b>	<b>\$ (293,130)</b>	<b>\$ -</b>	

**Citywide Overhead**

Description	C'wide Indirect Rate	Notes
Estimated Citywide Overhead	24%	[d]

**Calculation of Fully-Burdened Hourly Rate**

Description	Contract Svcs. Hourly Rate	Citywide Overhead Rate	Total
Hourly Rate for Encroachment Permitting Services	\$ 149	\$ 36	\$ 185

**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 assumption 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 22/23 - 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	\$163	=	\$101	\$96	95%	\$101	100%	
2	Water Heater Relocation	1.08	x	\$163	=	\$177	\$168	95%	\$177	100%	
3	Tub to Tub Insert Only	1.17	x	\$163	=	\$190	\$181	95%	\$190	100%	
4	Tub to Tub Tile Back Only	1.58	x	\$163	=	\$258	\$245	95%	\$258	100%	
5	Shower to Shower Insert Only	1.17	x	\$163	=	\$190	\$181	95%	\$190	100%	
6	Shower to Shower Tile Only	2.00	x	\$163	=	\$326	\$310	95%	\$326	100%	
7	Tub to Shower Only	2.00	x	\$163	=	\$326	\$310	95%	\$326	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	x	\$163	=	\$101	\$96	95%	\$101	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	1.58	x	\$163	=	\$258	\$245	95%	\$258	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	x	\$163	=	\$109	\$103	95%	\$109	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	x	\$163	=	\$68	\$65	95%	\$68	100%	
12	Plumbing Repipe	1.49	x	\$163	=	\$244	\$232	95%	\$244	100%	
13	New HVAC / HVAC Change in Type - Residential	1.17	x	\$163	=	\$190	\$181	95%	\$190	100%	
14	Ventilation Modifications	1.29	x	\$163	=	\$210	\$199	95%	\$210	100%	
15	Electrical - New Fixtures/Receptacles	0.67	x	\$163	=	\$109	\$103	95%	\$109	100%	
16	Electrical Panel Modification	2.07	x	\$163	=	\$338	\$321	95%	\$338	100%	
17	Electrical Panel Change Out	1.11	x	\$163	=	\$181	\$173	95%	\$181	100%	
18	New Washer/Dryer Hook Up	0.83	x	\$163	=	\$134	\$128	95%	\$134	100%	
19	Electrical Wheelchair Lift	3.25	x	\$163	=	\$530	\$504	95%	\$530	100%	
20	Temporary Power Pole	0.87	x	\$163	=	\$141	\$134	95%	\$141	100%	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	x	\$163	=	\$168	\$160	95%	\$168	100%	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	x	\$163	=	\$33	\$31	95%	\$33	100%	[b]
23	Re-Roof (All Other) - First 1,000 SF	1.25	x	\$163	=	\$204	\$194	95%	\$204	100%	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	x	\$163	=	\$33	\$31	95%	\$33	100%	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	1.17	x	\$163	=	\$190	\$181	95%	\$190	100%	
26	Fenestration - Skylights/Solartubes - Non-Rated	0.88	x	\$163	=	\$143	\$136	95%	\$143	100%	
27	Fenestration - Window Retrofit	0.96	x	\$163	=	\$156	\$149	95%	\$156	100%	
28	Fenestration - Doors/Windows (One New - Framed)	1.38	x	\$163	=	\$224	\$213	95%	\$224	100%	[c]
29	Structural, Drywall	0.92	x	\$163	=	\$149	\$142	95%	\$149	100%	
30	Structural, Insulation, Drywall	1.33	x	\$163	=	\$217	\$207	95%	\$217	100%	
31	Lath	1.45	x	\$163	=	\$236	\$225	95%	\$236	100%	
32	Structural, Insulation, Lath	2.17	x	\$163	=	\$353	\$336	95%	\$353	100%	
33	Structural, Insulation, Shear, Lath	3.58	x	\$163	=	\$584	\$555	95%	\$584	100%	
34	Fire Sprinkler Plans - New	1.33	x	\$163	=	\$217	\$207	95%	\$217	100%	
35	Fire Sprinkler Plans - Modified	0.83	x	\$163	=	\$136	\$129	95%	\$136	100%	
36	Fire Assessment Review	1.20	x	\$163	=	\$196	\$186	95%	\$196	100%	
37	Framing/Structural - 1 inspection	1.92	x	\$163	=	\$312	\$297	95%	\$312	100%	[d]
38	Framing/Structural - 2 inspections	2.33	x	\$163	=	\$380	\$362	95%	\$380	100%	[d]
39	Framing/Structural - 3 inspections	2.75	x	\$163	=	\$448	\$426	95%	\$448	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	\$163	= \$448	\$426	95%	\$448	100%	[d]
	b) Each additional inspection	0.42	x	\$163	= \$68	\$65	95%	\$68	100%	[d]
41	Temporary Shade Structure (Commercial)	1.92	x	\$163	= \$312	\$297	95%	\$312	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	1.33	x	\$163	= \$217	\$207	95%	\$217	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	2.00	x	\$163	= \$326	\$310	95%	\$326	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.38	x	\$163	= \$550	\$523	95%	\$550	100%	
45	Patio Conversion	6.67	x	\$163	= \$1,087	\$1,033	95%	\$1,087	100%	
46	Atrium Conversion	6.67	x	\$163	= \$1,087	\$1,033	95%	\$1,087	100%	
47	Garage Conversion/Alteration	5.83	x	\$163	= \$951	\$904	95%	\$951	100%	
48	Alteration - Residential (Res.) Kitchen	2.58	x	\$163	= \$421	\$400	95%	\$421	100%	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	3.00	x	\$163	= \$489	\$465	95%	\$489	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	3.42	x	\$163	= \$557	\$530	95%	\$557	100%	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	3.00	x	\$163	= \$489	\$465	95%	\$489	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	3.42	x	\$163	= \$557	\$530	95%	\$557	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	3.42	x	\$163	= \$557	\$530	95%	\$557	100%	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	3.83	x	\$163	= \$625	\$594	95%	\$625	100%	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	3.83	x	\$163	= \$625	\$594	95%	\$625	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	4.25	x	\$163	= \$693	\$659	95%	\$693	100%	[e]
57	Alteration/Remodel - Res. 1 Bath	1.75	x	\$163	= \$285	\$271	95%	\$285	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	2.58	x	\$163	= \$421	\$400	95%	\$421	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	3.00	x	\$163	= \$489	\$465	95%	\$489	100%	[e]
60	Room Addition	6.00	x	\$163	= \$978	\$930	95%	\$978	100%	
61	Alteration/Remodel w/ Room Addition	8.50	x	\$163	= \$1,386	\$1,318	95%	\$1,386	100%	
62	Sign (Wall) - First	1.17	x	\$163	= \$190	\$181	95%	\$190	100%	
63	Sign (Wall) - Each Add'l	0.08	x	\$163	= \$14	\$13	95%	\$14	100%	
64	Sign (Monument) - First	1.92	x	\$163	= \$312	\$297	95%	\$312	100%	
65	Sign (Monument) - Each Add'l	0.17	x	\$163	= \$27	\$26	95%	\$27	100%	
66	Antenna - Telecommunications	3.67	x	\$163	= \$598	\$568	95%	\$598	100%	
67	Antenna - Equipment Shelter	1.75	x	\$163	= \$285	\$271	95%	\$285	100%	
68	Solar - Residential Systems (Expedited Process)	1.67	x	\$163	= \$272	\$258	95%	\$272	100%	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	x	\$163	= \$489	\$450	92%	\$450	92%	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	x	\$163	= \$1,386	\$1,000	72%	\$1,000	72%	[g]
71	Demolition - Residential	1.17	x	\$163	= \$190	\$181	95%	\$190	100%	
72	Demolition - Non-Residential	2.50	x	\$163	= \$408	\$388	95%	\$408	100%	
73	Certificate of Occupancy - Temporary	0.62	x	\$163	= \$101	\$96	95%	\$101	100%	
74	Certificate of Occupancy	1.87	x	\$163	= \$304	\$289	95%	\$304	100%	
75	Sleeping Room Covenant - Recording Fee	0.75	x	\$163	= \$122	\$116	95%	\$122	100%	
76	Miscellaneous/All Other - First Inspection	0.62	x	\$163	= \$101	\$96	95%	\$101	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				Note
		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	\$163	=	\$68	\$65	95%	\$68	100%	
78	Miscellaneous/All Other - Plan Check (Per Hr)	1.00	x	\$163	=	\$163	\$155	95%	\$163	100%	
79	Plan Revision - Non-Structural - (Per Hr)	1.00	x	\$163	=	\$163	\$155	95%	\$163	100%	
80	Plan Revision - Structural - (Per Hr)	1.00	x	\$163	=	\$163	\$155	95%	\$163	100%	
81	Work Without Permit - Non-Destructive Inspection Required	1.33	x	\$163	=	\$217	\$207	95%	\$217	100%	
82	Work Without Permit - Destructive Inspection Required	2.33	x	\$163	=	\$380	\$362	95%	\$380	100%	
83	Re-Inspection - Missed Appointment	0.42	x	\$163	=	\$68	\$65	95%	\$68	100%	
84	Inspection Outside of Normal Business Hours (Per Hr)	1.25	x	\$163	=	\$204	\$194	95%	\$204	100%	
85	Expedited Plan Review of Residential Remodels	125% of standard fee					125% of standard	89%	125% of standard fee	100%	
86	Additional Inspections	0.62	x	\$163	=	\$101	\$96	95%	\$101	100%	
87	Replacement Job Card	0.20	x	\$163	=	\$33	\$31	95%	\$33	100%	
88	Permit Extension	0.50	x	\$163	=	\$82	\$78	95%	\$82	100%	
89	Change of Contractor, Architect, Owner Processing	0.50	x	\$163	=	\$82	\$78	95%	\$82	100%	
90	Expired Permit	1.00	x	\$163	=	\$163	\$155	95%	\$163	100%	
91	Cancelled Permit Refund Processing Fee	0.50	x	\$163	=	\$82	\$78	95%	\$82	100%	
92	Copy and Printing Charge	0.08	x	\$163	=	\$14	\$13	95%	\$14	100%	
93	State Energy Form Assistance (Upon Request) (Per Page)	0.25	x	\$163	=	\$41	\$4	10%	\$4	10%	
94	Building and Safety Appeal Application	1.00	x	\$163	=	\$163	\$155	95%	\$163	100%	
95	Alternate Materials Method Review (Per Hr)	1.00	x	\$163	=	\$163	\$155	95%	\$163	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		\$163	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	\$1,223	\$28.53	\$1,223	\$52.98	\$2,445	\$81.50
		2,000	10.13	12.38	22.50	\$1,650	\$18.34	\$2,017	\$22.41	\$3,668	\$40.75
		5,000	13.50	16.50	30.00	\$2,201	\$11.00	\$2,690	\$13.45	\$4,890	\$24.45
		10,000	16.88	20.63	37.50	\$2,751	\$5.09	\$3,362	\$15.28	\$6,113	\$20.38
		20,000	20.00	30.00	50.00	\$3,260	varies	\$4,890	varies	\$8,150	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	\$285	\$95.08	\$530	\$176.58	\$815	\$271.67
		250	2.63	4.88	7.50	\$428	\$57.05	\$795	\$105.95	\$1,223	\$163.00
		500	3.50	6.50	10.00	\$571	\$28.53	\$1,060	\$52.98	\$1,630	\$81.50
		1,000	4.38	8.13	12.50	\$713	\$13.31	\$1,324	\$24.72	\$2,038	\$38.03
		2,500	5.60	10.40	16.00	\$913	varies	\$1,695	varies	\$2,608	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$1,956	\$45.64	\$1,956	\$84.76	\$3,912	\$130.40
		2,000	16.20	19.80	36.00	\$2,641	\$29.34	\$3,227	\$35.86	\$5,868	\$65.20
		5,000	21.60	26.40	48.00	\$3,521	\$17.60	\$4,303	\$21.52	\$7,824	\$39.12
		10,000	27.00	33.00	60.00	\$4,401	\$8.15	\$5,379	\$24.45	\$9,780	\$32.60
		20,000	32.00	48.00	80.00	\$5,216	varies	\$7,824	varies	\$13,040	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$228	\$45.64	\$424	\$84.76	\$652	\$130.40
		500	2.10	3.90	6.00	\$342	\$22.82	\$636	\$42.38	\$978	\$65.20
		1,000	2.80	5.20	8.00	\$456	\$7.61	\$848	\$14.13	\$1,304	\$21.73
		2,500	3.50	6.50	10.00	\$571	\$7.42	\$1,060	\$13.77	\$1,630	\$21.19
		5,000	4.64	8.61	13.25	\$756	varies	\$1,404	varies	\$2,160	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		\$163	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	\$1,163	\$27.13	\$1,163	\$50.38	\$2,325	\$77.50	\$2,325	\$2,445	95%	\$2,445	100%
		2,000	\$1,569	\$17.44	\$1,918	\$21.31	\$3,488	\$38.75	\$3,488	\$3,668	95%	\$3,668	100%
		5,000	\$2,093	\$10.46	\$2,558	\$12.79	\$4,650	\$23.25	\$4,650	\$4,890	95%	\$4,890	100%
		10,000	\$2,616	\$4.84	\$3,197	\$14.53	\$5,813	\$19.38	\$5,813	\$6,113	95%	\$6,113	100%
		20,000	\$3,100	varies	\$4,650	varies	\$7,750	varies	\$7,750	\$8,150	95%	\$8,150	100%
		> 20,000	varies		varies		varies		varies	varies		deposit	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$271	\$90.42	\$504	\$167.92	\$775	\$258.33	\$775	\$815	95%	\$815	100%
		250	\$407	\$54.25	\$756	\$100.75	\$1,163	\$155.00	\$1,163	\$1,223	95%	\$1,223	100%
		500	\$543	\$27.13	\$1,008	\$50.38	\$1,550	\$77.50	\$1,550	\$1,630	95%	\$1,630	100%
		1,000	\$678	\$12.66	\$1,259	\$23.51	\$1,938	\$36.17	\$1,938	\$2,038	95%	\$2,038	100%
		2,500	\$868	varies	\$1,612	varies	\$2,480	varies	\$2,480	\$2,608	95%	\$2,608	100%
		> 2,500	varies		varies		varies		varies	varies		deposit	
3	All Other New Construction	500	\$1,860	\$43.40	\$1,860	\$80.60	\$3,720	\$124.00	\$3,720	\$3,912	95%	\$3,912	100%
		2,000	\$2,511	\$27.90	\$3,069	\$34.10	\$5,580	\$62.00	\$5,580	\$5,868	95%	\$5,868	100%
		5,000	\$3,348	\$16.74	\$4,092	\$20.46	\$7,440	\$37.20	\$7,440	\$7,824	95%	\$7,824	100%
		10,000	\$4,185	\$7.75	\$5,115	\$23.25	\$9,300	\$31.00	\$9,300	\$9,780	95%	\$9,780	100%
		20,000	\$4,960	varies	\$7,440	varies	\$12,400	varies	\$12,400	\$13,040	95%	\$13,040	100%
		> 20,000	varies		varies		varies		varies	varies		deposit	
4	Tenant Improvements New Construction	250	\$217	\$43.40	\$403	\$80.60	\$620	\$124.00	\$620	\$652	95%	\$652	100%
		500	\$326	\$21.70	\$605	\$40.30	\$930	\$62.00	\$930	\$978	95%	\$978	100%
		1,000	\$434	\$7.23	\$806	\$13.43	\$1,240	\$20.67	\$1,240	\$1,304	95%	\$1,304	100%
		2,500	\$543	\$7.05	\$1,008	\$13.10	\$1,550	\$20.15	\$1,550	\$1,630	95%	\$1,630	100%
		5,000	\$719	varies	\$1,335	varies	\$2,054	varies	\$2,054	\$2,160	95%	\$2,160	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			Proposed Fee						Proposed Cost Recovery				
Occupancy Classification			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	\$1,223	\$28.53	\$1,223	\$52.98	\$2,445	\$81.50	\$2,445	\$2,445	100%	\$2,445	100%
		2,000	\$1,650	\$18.34	\$2,017	\$22.41	\$3,668	\$40.75	\$3,668	\$3,668	100%	\$3,668	100%
		5,000	\$2,201	\$11.00	\$2,690	\$13.45	\$4,890	\$24.45	\$4,890	\$4,890	100%	\$4,890	100%
		10,000	\$2,751	\$5.09	\$3,362	\$15.28	\$6,113	\$20.38	\$6,113	\$6,113	100%	\$6,113	100%
		20,000	\$3,260	varies	\$4,890	varies	\$8,150	varies	\$8,150	\$8,150	100%	\$8,150	100%
		> 20,000	varies		varies		varies		varies	varies		deposit	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$285	\$95.08	\$530	\$176.58	\$815	\$271.67	\$815	\$815	100%	\$815	100%
		250	\$428	\$57.05	\$795	\$105.95	\$1,223	\$163.00	\$1,223	\$1,223	100%	\$1,223	100%
		500	\$571	\$28.53	\$1,060	\$52.98	\$1,630	\$81.50	\$1,630	\$1,630	100%	\$1,630	100%
		1,000	\$713	\$13.31	\$1,324	\$24.72	\$2,038	\$38.03	\$2,038	\$2,038	100%	\$2,038	100%
		2,500	\$913	varies	\$1,695	varies	\$2,608	varies	\$2,608	\$2,608	100%	\$2,608	100%
		> 2,500	varies		varies		varies		varies	varies		deposit	
3	All Other New Construction	500	\$1,956	\$45.64	\$1,956	\$84.76	\$3,912	\$130.40	\$3,912	\$3,912	100%	\$3,912	100%
		2,000	\$2,641	\$29.34	\$3,227	\$35.86	\$5,868	\$65.20	\$5,868	\$5,868	100%	\$5,868	100%
		5,000	\$3,521	\$17.60	\$4,303	\$21.52	\$7,824	\$39.12	\$7,824	\$7,824	100%	\$7,824	100%
		10,000	\$4,401	\$8.15	\$5,379	\$24.45	\$9,780	\$32.60	\$9,780	\$9,780	100%	\$9,780	100%
		20,000	\$5,216	varies	\$7,824	varies	\$13,040	varies	\$13,040	\$13,040	100%	\$13,040	100%
		> 20,000	varies		varies		varies		varies	varies		deposit	
4	Tenant Improvements New Construction	250	\$228	\$45.64	\$424	\$84.76	\$652	\$130.40	\$652	\$652	100%	\$652	100%
		500	\$342	\$22.82	\$636	\$42.38	\$978	\$65.20	\$978	\$978	100%	\$978	100%
		1,000	\$456	\$7.61	\$848	\$14.13	\$1,304	\$21.73	\$1,304	\$1,304	100%	\$1,304	100%
		2,500	\$571	\$7.42	\$1,060	\$13.77	\$1,630	\$21.19	\$1,630	\$1,630	100%	\$1,630	100%
		5,000	\$756	varies	\$1,404	varies	\$2,160	varies	\$2,160	\$2,160	100%	\$2,160	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. 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
1	Fixed Fee Services											[a]	
2	Film Permit	4.00	x	\$159	=	\$636	\$632	Flat	99%	\$636	Flat		100%
3	Address Establishment/Change	2.50	x	\$159	=	\$398	\$395	Flat	99%	\$398	Flat		100%
4	Notice of Exemption	2.00	x	\$159	=	\$318	\$316	Flat	99%	\$318	Flat	100%	[b]
5	Outdoor Seating Permit	2.50	x	\$159	=	\$398	\$395	Flat	99%	\$398	Flat	100%	
6	Sign Permit - Part of Sign Program	0.75	x	\$159	=	\$119	\$119	Flat	99%	\$119	Flat	100%	
7	Sign Permit - Permanent	2.00	x	\$159	=	\$318	\$316	Flat	99%	\$318	Flat	100%	
8	Sign Permit - Temporary	0.50	x	\$159	=	\$80	\$79	Flat	99%	\$80	Flat	100%	
9	Sign Permit - Community Facilities/Open Space Annual	0.50	x	\$159	=	\$80	\$79	Flat	99%	\$80	Flat	100%	
10	Special Event Permit	2.00	x	\$159	=	\$318	\$316	Flat	99%	\$318	Flat	100%	
11	Temporary Use Permit	4.00	x	\$159	=	\$636	\$632	Flat	99%	\$636	Flat	100%	
12	Tree Removal Permit	1.50	x	\$159	=	\$239	\$237	Flat	99%	\$239	Flat	100%	
13	Wireless Use Permit Filing Fee	11.50	x	\$159	=	\$1,829	\$1,817	Flat	99%	\$1,829	Flat	100%	[c]
14	Eligible Facility Request Permit Filing Fee	8.50	x	\$159	=	\$1,352	\$1,343	Flat	99%	\$1,352	Flat	100%	
15	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	x	\$159	=	\$318	\$316	Flat	99%	\$318	Flat	100%	
16	Zoning Confirmation Letter	1.25	x	\$159	=	\$199	\$198	Flat	99%	\$199	Flat	100%	
17	Bingo Permit						\$50	Flat	n/a	\$50	Flat		
18	Appeal (City Council)	14.50	x	\$159	=	\$2,306	\$750	Flat	33%	\$750	Flat	33%	
19	Deposit-Based Fee Services											[e]	
20	Change Plan	16.00	x	\$159	=	\$2,544	\$2,000	Deposit	99%	\$2,000	Deposit		100%
21	Conditional Use Permit	28.75	x	\$159	=	\$4,571	\$4,000	Deposit	99%	\$4,000	Deposit		100%
22	Development Agreement	133.50	x	\$159	=	\$21,227	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
23	Environmental Impact Report	varies	x	\$159	=	varies	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
24	General Plan Amendment	131.50	x	\$159	=	\$20,909	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
25	Zoning Code Amendment	131.50	x	\$159	=	\$20,909	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
26	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	x	\$159	=	varies	\$5,000	Deposit	99%	\$5,000	Deposit	100%	
27	Sign Program	19.00	x	\$159	=	\$3,021	\$2,500	Deposit	99%	\$2,500	Deposit	100%	
28	Site Development Permit	28.00	x	\$159	=	\$4,452	\$4,000	Deposit	99%	\$4,000	Deposit	100%	
29	Lot Line Adjustment	16.00	x	\$159	=	\$2,544	\$2,000	Deposit	99%	\$2,000	Deposit	100%	
30	Specific Plan	133.50	x	\$159	=	\$21,227	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
31	Variance	25.00	x	\$159	=	\$3,975	\$3,500	Deposit	99%	\$3,500	Deposit	100%	
32	Zone Change	116.50	x	\$159	=	\$18,524	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
33	Other Services Not Identified	varies	x	\$159	=	varies	varies	Deposit	99%	varies	Deposit	100%	

**Notes**

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

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

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

[d] 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.

\*\* Deposit-based fee services include processing of the principal application and, when applicable, required landscape documentation packages and/or water quality management plans.

## 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
	<b>Encroachment Permits</b>												
	<b>Minor Projects</b>												
1	Landscape Maintenance	1.50	x	\$185	=	\$278	\$270	flat	97%	\$275	flat	99%	
2	Temporary Staging	1.50	x	\$185	=	\$278	\$270	flat	97%	\$275	flat	99%	
3	Traffic Control Only	2.00	x	\$185	=	\$370	\$360	flat	97%	\$370	flat	100%	
4	Utilities Structure Inspection	2.50	x	\$185	=	\$463	\$450	flat	97%	\$460	flat	99%	
5	Pole Replacement	2.50	x	\$185	=	\$463	\$450	flat	97%	\$460	flat	99%	
	<b>Major Projects</b>												
6	Major Project											[a]	
	a) First Day	4.00	x	\$185	=	\$740	\$725	flat	98%	\$740	flat		100%
	b) Each Additional Day	1.50	x	\$185	=	\$278	\$270	per day	97%	\$275	per day		99%
7	Projects Greater Than Two Weeks in Duration	varies	x	\$185	=	varies	\$3,000	deposit	varies	\$3,000	deposit		100%
	<b>Grading Permits</b>												
1	Grading Plan Check and Inspection	varies	x	\$185	=	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	\$96	\$101	95%	\$101	\$5	100%	
2	Water Heater Relocation	\$168	\$177	95%	\$177	\$9	100%	
3	Tub to Tub Insert Only	\$181	\$190	95%	\$190	\$9	100%	
4	Tub to Tub Tile Back Only	\$245	\$258	95%	\$258	\$13	100%	
5	Shower to Shower Insert Only	\$181	\$190	95%	\$190	\$9	100%	
6	Shower to Shower Tile Only	\$310	\$326	95%	\$326	\$16	100%	
7	Tub to Shower Only	\$310	\$326	95%	\$326	\$16	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$96	\$101	95%	\$101	\$5	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$245	\$258	95%	\$258	\$13	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$103	\$109	95%	\$109	\$5	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$65	\$68	95%	\$68	\$3	100%	
12	Plumbing Repipe	\$232	\$244	95%	\$244	\$12	100%	
13	New HVAC / HVAC Change in Type - Residential	\$181	\$190	95%	\$190	\$9	100%	
14	Ventilation Modifications	\$199	\$210	95%	\$210	\$10	100%	
15	Electrical - New Fixtures/Receptacles	\$103	\$109	95%	\$109	\$5	100%	
16	Electrical Panel Modification	\$321	\$338	95%	\$338	\$17	100%	
17	Electrical Panel Change Out	\$173	\$181	95%	\$181	\$9	100%	
18	New Washer/Dryer Hook Up	\$128	\$134	95%	\$134	\$7	100%	
19	Electrical Wheelchair Lift	\$504	\$530	95%	\$530	\$26	100%	
20	Temporary Power Pole	\$134	\$141	95%	\$141	\$7	100%	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$160	\$168	95%	\$168	\$8	100%	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$31	\$33	95%	\$33	\$2	100%	[b]
23	Re-Roof (All Other) - First 1,000 SF	\$194	\$204	95%	\$204	\$10	100%	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	\$31	\$33	95%	\$33	\$2	100%	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	\$181	\$190	95%	\$190	\$9	100%	
26	Fenestration - Skylights/Solartubes - Non-Rated	\$136	\$143	95%	\$143	\$7	100%	
27	Fenestration - Window Retrofit	\$149	\$156	95%	\$156	\$8	100%	
28	Fenestration - Doors/Windows (One New - Framed)	\$213	\$224	95%	\$224	\$11	100%	[c]
29	Structural, Drywall	\$142	\$149	95%	\$149	\$7	100%	
30	Structural, Insulation, Drywall	\$207	\$217	95%	\$217	\$11	100%	
31	Lath	\$225	\$236	95%	\$236	\$12	100%	
32	Structural, Insulation, Lath	\$336	\$353	95%	\$353	\$17	100%	
33	Structural, Insulation, Shear, Lath	\$555	\$584	95%	\$584	\$29	100%	
34	Fire Sprinkler Plans - New	\$207	\$217	95%	\$217	\$11	100%	
35	Fire Sprinkler Plans - Modified	\$129	\$136	95%	\$136	\$7	100%	
36	Fire Assessment Review	\$186	\$196	95%	\$196	\$10	100%	
37	Framing/Structural - 1 inspection	\$297	\$312	95%	\$312	\$15	100%	[d]
38	Framing/Structural - 2 inspections	\$362	\$380	95%	\$380	\$19	100%	[d]
39	Framing/Structural - 3 inspections	\$426	\$448	95%	\$448	\$22	100%	[d]
40	Framing/Structural - More than 3 inspections							
	a) Base Fee (covers up to 3 inspections)	\$426	\$448	95%	\$448	\$22	100%	[d]
	b) Each additional inspection	\$65	\$68	95%	\$68	\$3	100%	[d]
41	Temporary Shade Structure (Commercial)	\$297	\$312	95%	\$312	\$15	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$207	\$217	95%	\$217	\$11	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$310	\$326	95%	\$326	\$16	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$523	\$550	95%	\$550	\$27	100%	
45	Patio Conversion	\$1,033	\$1,087	95%	\$1,087	\$53	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	\$1,033	\$1,087	95%	\$1,087	\$53	100%	
47	Garage Conversion/Alteration	\$904	\$951	95%	\$951	\$47	100%	
48	Alteration - Residential (Res.) Kitchen	\$400	\$421	95%	\$421	\$21	100%	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$465	\$489	95%	\$489	\$24	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$530	\$557	95%	\$557	\$27	100%	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	\$465	\$489	95%	\$489	\$24	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$530	\$557	95%	\$557	\$27	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$530	\$557	95%	\$557	\$27	100%	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$594	\$625	95%	\$625	\$31	100%	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$594	\$625	95%	\$625	\$31	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND	\$659	\$693	95%	\$693	\$34	100%	[e]
57	Alteration/Remodel - Res. 1 Bath	\$271	\$285	95%	\$285	\$14	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$400	\$421	95%	\$421	\$21	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$465	\$489	95%	\$489	\$24	100%	[e]
60	Room Addition	\$930	\$978	95%	\$978	\$48	100%	
61	Alteration/Remodel w/ Room Addition	\$1,318	\$1,386	95%	\$1,386	\$68	100%	
62	Sign (Wall) - First	\$181	\$190	95%	\$190	\$9	100%	
63	Sign (Wall) - Each Add'l	\$13	\$14	95%	\$14	\$1	100%	
64	Sign (Monument) - First	\$297	\$312	95%	\$312	\$15	100%	
65	Sign (Monument) - Each Add'l	\$26	\$27	95%	\$27	\$1	100%	
66	Antenna - Telecommunications	\$568	\$598	95%	\$598	\$29	100%	
67	Antenna - Equipment Shelter	\$271	\$285	95%	\$285	\$14	100%	
68	Solar - Residential Systems (Expedited Process)	\$258	\$272	95%	\$272	\$13	100%	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$450	\$489	92%	\$450	\$0	92%	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	\$1,386	72%	\$1,000	\$0	72%	[g]
71	Demolition - Residential	\$181	\$190	95%	\$190	\$9	100%	
72	Demolition - Non-Residential	\$388	\$408	95%	\$408	\$20	100%	
73	Certificate of Occupancy - Temporary	\$96	\$101	95%	\$101	\$5	100%	
74	Certificate of Occupancy	\$289	\$304	95%	\$304	\$15	100%	
75	Sleeping Room Covenant - Recording Fee	\$116	\$122	95%	\$122	\$6	100%	
76	Miscellaneous/All Other - First Inspection	\$96	\$101	95%	\$101	\$5	100%	
77	Miscellaneous/All Other - Each Add'l Inspection	\$65	\$68	95%	\$68	\$3	100%	
78	Miscellaneous/All Other - Plan Check (Per Hr)	\$155	\$163	95%	\$163	\$8	100%	
79	Plan Revision - Non-Structural - (Per Hr)	\$155	\$163	95%	\$163	\$8	100%	
80	Plan Revision - Structural - (Per Hr)	\$155	\$163	95%	\$163	\$8	100%	
81	Work Without Permit - Non-Destructive Inspection Required	\$207	\$217	95%	\$217	\$11	100%	
82	Work Without Permit - Destructive Inspection Required	\$362	\$380	95%	\$380	\$19	100%	
83	Re-Inspection - Missed Appointment	\$65	\$68	95%	\$68	\$3	100%	
84	Inspection Outside of Normal Business Hours (Per Hr)	\$194	\$204	95%	\$204	\$10	100%	
85	Expedited Plan Review of Residential Remodels	125% of standard		89%	125% of standard fee		100%	
86	Additional Inspections	\$96	\$101	95%	\$101	\$5	100%	
87	Replacement Job Card	\$31	\$33	95%	\$33	\$2	100%	
88	Permit Extension	\$78	\$82	95%	\$82	\$4	100%	
89	Change of Contractor, Architect, Owner Processing	\$78	\$82	95%	\$82	\$4	100%	
90	Expired Permit	\$155	\$163	95%	\$163	\$8	100%	
91	Cancelled Permit Refund Processing Fee	\$78	\$82	95%	\$82	\$4	100%	
92	Copy and Printing Charge	\$13	\$14	95%	\$14	\$1	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	\$41	10%	\$4	\$0	10%	
94	Building and Safety Appeal Application	\$155	\$163	95%	\$163	\$8	100%	
95	Alternate Materials Method Review (Per Hr)	\$155	\$163	95%	\$163	\$8	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.

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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	\$2,325	\$2,445	95%	\$2,445	\$120	100%
	New Construction	2,000	\$3,488	\$3,668	95%	\$3,668	\$180	100%
		5,000	\$4,650	\$4,890	95%	\$4,890	\$240	100%
		10,000	\$5,813	\$6,113	95%	\$6,113	\$300	100%
		20,000	\$7,750	\$8,150	95%	\$8,150	\$400	100%
		> 20,000	varies	varies		deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse)	100	\$775	\$815	95%	\$815	\$40	100%
	New Construction	250	\$1,163	\$1,223	95%	\$1,223	\$60	100%
		500	\$1,550	\$1,630	95%	\$1,630	\$80	100%
		1,000	\$1,938	\$2,038	95%	\$2,038	\$100	100%
		2,500	\$2,480	\$2,608	95%	\$2,608	\$128	100%
		> 2,500	varies	varies		deposit		
3	All Other	500	\$3,720	\$3,912	95%	\$3,912	\$192	100%
	New Construction	2,000	\$5,580	\$5,868	95%	\$5,868	\$288	100%
		5,000	\$7,440	\$7,824	95%	\$7,824	\$384	100%
		10,000	\$9,300	\$9,780	95%	\$9,780	\$480	100%
		20,000	\$12,400	\$13,040	95%	\$13,040	\$640	100%
		> 20,000	varies	varies		deposit		
4	Tenant Improvements	250	\$620	\$652	95%	\$652	\$32	100%
	New Construction	500	\$930	\$978	95%	\$978	\$48	100%
		1,000	\$1,240	\$1,304	95%	\$1,304	\$64	100%
		2,500	\$1,550	\$1,630	95%	\$1,630	\$80	100%
		5,000	\$2,054	\$2,160	95%	\$2,160	\$106	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.

\* 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 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
	<b>Fixed Fee Services</b>							
1	Film Permit	\$632	\$636	99%	\$636	\$4	100%	[a]
2	Address Establishment/Change	\$395	\$398	99%	\$398	\$3	100%	
3	Notice of Exemption	\$316	\$318	99%	\$318	\$2	100%	[b]
4	Outdoor Seating Permit	\$395	\$398	99%	\$398	\$3	100%	
5	Sign Permit - Part of Sign Program	\$119	\$119	99%	\$119	\$1	100%	
6	Sign Permit - Permanent	\$316	\$318	99%	\$318	\$2	100%	
7	Sign Permit - Temporary	\$79	\$80	99%	\$80	\$1	100%	
8	Sign Permit - Community Facilities/Open Space	\$79	\$80	99%	\$80	\$1	100%	
9	Special Event Permit	\$316	\$318	99%	\$318	\$2	100%	
10	Temporary Use Permit	\$632	\$636	99%	\$636	\$4	100%	
11	Tree Removal Permit	\$237	\$239	99%	\$239	\$2	100%	
12	Wireless Use Permit Filing Fee	\$1,817	\$1,829	99%	\$1,829	\$12	100%	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,343	\$1,352	99%	\$1,352	\$9	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$316	\$318	99%	\$318	\$2	100%	
15	Zoning Confirmation Letter	\$198	\$199	99%	\$199	\$1	100%	
16	Bingo Permit	\$50		n/a	\$50	\$0	n/a	[d]
17	Appeal (City Council)	\$750	\$2,306	33%	\$750	\$0	33%	

	Fee Description	Current Initial Deposit	Est. Cost of Service	Current Cost Recovery	Modified Deposit [d]	Increase (Decrease)	Modified Cost Recovery	Notes
	<b>Deposit-Based Fee Services</b>							[e]
18	Change Plan	\$2,000	\$2,544	99%	\$2,000	\$0	100%	
19	Conditional Use Permit	\$4,000	\$4,571	99%	\$4,000	\$0	100%	
20	Development Agreement	\$10,000	\$21,227	99%	\$10,000	\$0	100%	
21	Environmental Impact Report	\$10,000	varies	99%	\$10,000	\$0	100%	
22	General Plan Amendment	\$10,000	\$20,909	99%	\$10,000	\$0	100%	
23	Zoning Code Amendment	\$10,000	\$20,909	99%	\$10,000	\$0	100%	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	varies	99%	\$5,000	\$0	100%	
25	Sign Program	\$2,500	\$3,021	99%	\$2,500	\$0	100%	
26	Site Development Permit	\$4,000	\$4,452	99%	\$4,000	\$0	100%	
27	Lot Line Adjustment	\$2,000	\$2,544	99%	\$2,000	\$0	100%	
28	Specific Plan	\$10,000	\$21,227	99%	\$10,000	\$0	100%	
29	Variance	\$3,500	\$3,975	99%	\$3,500	\$0	100%	
30	Zone Change	\$10,000	\$18,524	99%	\$10,000	\$0	100%	
31	Other Services Not Identified	varies	varies	99%	varies			

**Notes**

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

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

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

[d] 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.

\*\* Deposit-based fee services include processing of the principal application and, when applicable, required landscape documentation packages and/or water quality management plans.

## 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
<b>Encroachment Permits</b>								
<b>Minor Projects</b>								
1	Landscape Maintenance	\$270	\$278	\$275	flat	\$5	99%	
2	Temporary Staging	\$270	\$278	\$275	flat	\$5	99%	
3	Traffic Control Only	\$360	\$370	\$370	flat	\$10	100%	
4	Utilities Structure Inspection	\$450	\$463	\$460	flat	\$10	99%	
5	Pole Replacement	\$450	\$463	\$460	flat	\$10	99%	
<b>Major Projects</b>								
6	Major Project							[a]
	a) First Day	\$725	\$740	\$740	flat	\$15	100%	
	b) Each Additional Day	\$270	\$278	\$275	per day	\$5	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
<b>Grading Permits</b>								
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	\$101	
2	Water Heater Relocation	\$177	
3	Tub to Tub Insert Only	\$190	
4	Tub to Tub Tile Back Only	\$258	
5	Shower to Shower Insert Only	\$190	
6	Shower to Shower Tile Only	\$326	
7	Tub to Shower Only	\$326	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$101	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$258	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$109	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$68	
12	Plumbing Repipe	\$244	
13	New HVAC / HVAC Change in Type - Residential	\$190	
14	Ventilation Modifications	\$210	
15	Electrical - New Fixtures/Receptacles	\$109	
16	Electrical Panel Modification	\$338	
17	Electrical Panel Change Out	\$181	
18	New Washer/Dryer Hook Up	\$134	
19	Electrical Wheelchair Lift	\$530	
20	Temporary Power Pole	\$141	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$168	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$33	[b]
23	Re-Roof (All Other) - First 1,000 SF	\$204	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	\$33	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	\$190	
26	Fenestration - Skylights/Solartubes - Non-Rated	\$143	
27	Fenestration - Window Retrofit	\$156	
28	Fenestration - Doors/Windows (One New - Framed)	\$224	[c]
29	Structural, Drywall	\$149	
30	Structural, Insulation, Drywall	\$217	
31	Lath	\$236	
32	Structural, Insulation, Lath	\$353	
33	Structural, Insulation, Shear, Lath	\$584	
34	Fire Sprinkler Plans - New	\$217	
35	Fire Sprinkler Plans - Modified	\$136	
36	Fire Assessment Review	\$196	
37	Framing/Structural - 1 inspection	\$312	[d]
38	Framing/Structural - 2 inspections	\$380	[d]
39	Framing/Structural - 3 inspections	\$448	[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)	\$448	[d]
	b) Each additional inspection	\$68	[d]
41	Temporary Shade Structure (Commercial)	\$312	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$217	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$326	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$550	
45	Patio Conversion	\$1,087	
46	Atrium Conversion	\$1,087	
47	Garage Conversion/Alteration	\$951	
48	Alteration - Residential (Res.) Kitchen	\$421	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$489	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$557	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	\$489	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$557	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$557	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$625	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$625	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$693	[e]
57	Alteration/Remodel - Res. 1 Bath	\$285	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$421	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$489	[e]
60	Room Addition	\$978	
61	Alteration/Remodel w/ Room Addition	\$1,386	
62	Sign (Wall) - First	\$190	
63	Sign (Wall) - Each Add'l	\$14	
64	Sign (Monument) - First	\$312	
65	Sign (Monument) - Each Add'l	\$27	
66	Antenna - Telecommunications	\$598	
67	Antenna - Equipment Shelter	\$285	
68	Solar - Residential Systems (Expedited Process)	\$272	[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	\$190	
72	Demolition - Non-Residential	\$408	
73	Certificate of Occupancy - Temporary	\$101	
74	Certificate of Occupancy	\$304	
75	Sleeping Room Covenant - Recording Fee	\$122	
76	Miscellaneous/All Other - First Inspection	\$101	
77	Miscellaneous/All Other - Each Add'l Inspection	\$68	
78	Miscellaneous/All Other - Plan Check (Per Hr)	\$163	

## 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)	\$163	
80	Plan Revision - Structural - (Per Hr)	\$163	
81	Work Without Permit - Non-Destructive Inspection Required	\$217	
82	Work Without Permit - Destructive Inspection Required	\$380	
83	Re-Inspection - Missed Appointment	\$68	
84	Inspection Outside of Normal Business Hours (Per Hr)	\$204	
85	Expedited Plan Review of Residential Remodels	125% of standard fee	
86	Additional Inspections	\$101	
87	Replacement Job Card	\$33	
88	Permit Extension	\$82	
89	Change of Contractor, Architect, Owner Processing	\$82	
90	Expired Permit	\$163	
91	Cancelled Permit Refund Processing Fee	\$82	
92	Copy and Printing Charge	\$14	
93	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
94	Building and Safety Appeal Application	\$163	
95	Alternate Materials Method Review (Per Hr)	\$163	

#### 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

			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	\$1,223	\$28.53	\$1,223	\$52.98	\$2,445	\$81.50
		2,000	\$1,650	\$18.34	\$2,017	\$22.41	\$3,668	\$40.75
		5,000	\$2,201	\$11.00	\$2,690	\$13.45	\$4,890	\$24.45
		10,000	\$2,751	\$5.09	\$3,362	\$15.28	\$6,113	\$20.38
		20,000	\$3,260	varies	\$4,890	varies	\$8,150	varies
		> 20,000	varies		varies		varies	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$285	\$95.08	\$530	\$176.58	\$815	\$271.67
		250	\$428	\$57.05	\$795	\$105.95	\$1,223	\$163.00
		500	\$571	\$28.53	\$1,060	\$52.98	\$1,630	\$81.50
		1,000	\$713	\$13.31	\$1,324	\$24.72	\$2,038	\$38.03
		2,500	\$913	varies	\$1,695	varies	\$2,608	varies
		> 2,500	varies		varies		varies	
3	All Other New Construction	500	\$1,956	\$45.64	\$1,956	\$84.76	\$3,912	\$130.40
		2,000	\$2,641	\$29.34	\$3,227	\$35.86	\$5,868	\$65.20
		5,000	\$3,521	\$17.60	\$4,303	\$21.52	\$7,824	\$39.12
		10,000	\$4,401	\$8.15	\$5,379	\$24.45	\$9,780	\$32.60
		20,000	\$5,216	varies	\$7,824	varies	\$13,040	varies
		> 20,000	varies		varies		varies	
4	Tenant Improvements New Construction	250	\$228	\$45.64	\$424	\$84.76	\$652	\$130.40
		500	\$342	\$22.82	\$636	\$42.38	\$978	\$65.20
		1,000	\$456	\$7.61	\$848	\$14.13	\$1,304	\$21.73
		2,500	\$571	\$7.42	\$1,060	\$13.77	\$1,630	\$21.19
		5,000	\$756	varies	\$1,404	varies	\$2,160	varies
		> 5,000	varies		varies		varies	

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# City of Laguna Woods

## Schedule of Building Fees

Fee Description		Fee *	Notes
<b>Strong Motion Instrumentation Program (SMIP)</b>			[a]
<b>Fee Calculation</b>			
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</b>			[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
<b>Fixed Fee Services</b>			
1	Film Permit	\$636	[a]
2	Address Establishment/Change	\$398	
3	Notice of Exemption	\$318	[b]
4	Outdoor Seating Permit	\$398	
5	Sign Permit - Part of Sign Program	\$119	
6	Sign Permit - Permanent	\$318	
7	Sign Permit - Temporary	\$80	
8	Sign Permit - Community Facilities/Open Space Annual	\$80	
9	Special Event Permit	\$318	
10	Temporary Use Permit	\$636	
11	Tree Removal Permit	\$239	
12	Wireless Use Permit Filing Fee	\$1,829	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,352	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$318	
15	Zoning Confirmation Letter	\$199	
16	Bingo Permit	\$50	[d]
17	Appeal (City Council)	\$750	
Fee Description		Initial Deposit [d]	Notes
<b>Deposit-Based Fee Services</b>			[e]
18	Change Plan	\$2,000	
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.

\*\* Deposit-based fee services include processing of the principal application and, when applicable, required landscape documentation packages and/or water quality management plans.

## City of Laguna Woods

### Schedule of Encroachment Permit and Grading Permit Fees

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
<b>Encroachment Permits</b>				
<b>Minor Projects</b>				
1	Landscape Maintenance	\$275	flat	
2	Temporary Staging	\$275	flat	
3	Traffic Control Only	\$370	flat	
4	Utilities Structure Inspection	\$460	flat	
5	Pole Replacement	\$460	flat	
<b>Major Projects</b>				
6	Major Project			[a]
	a) First Day	\$740	flat	
	b) Each Additional Day	\$275	per day	
7	Projects Greater Than Two Weeks in Duration	\$3,000	deposit	

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
<b>Grading Permits</b>				
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	\$185	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.