



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

- May 2023 -



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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**
  - 101 individual building fee categories were examined as part of this study.
  - The current cost recovery level for most fees is 98%. 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 2% increase for most of the City's construction permit fees. The primary driver of this adjustment is in increase in the costs of contract building permitting services.

- **Planning**
  - 31 individual planning fee categories were examined as part of this study.
  - The current cost recovery level for most fees is 99%. 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 1% increase for most of the City's planning fees. The primary driver of this adjustment is an increase in the costs of personnel services that provide primary review services for planning applications.
  
- **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 \$188 fully-burdened hourly rate for fee-related engineering services. The prior study calculated a \$185 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 2022/23 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 2022/23 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.

- 101 individual building fee categories were examined as part of this study.
- The current cost recovery level for most fees is 98%. 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 2% increase for most of the City's construction permit fees. The primary driver of this adjustment is an increase in the costs of contract building permitting 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 current cost recovery level for most fees is 99%. 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 1% increase for most of the City's planning fees. The primary driver of this adjustment is an increase in the costs of personnel services that provide primary review services for planning applications.

### 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 \$188 fully-burdened hourly rate for fee-related engineering services. The prior study calculated a \$185 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.

## 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	2,080	2,080	2,080	480	10,880
Less: Annual Leave	-	-	-	-	-	-	-
Productive Hours	2,080	2,080	2,080	2,080	2,080	480	10,880
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	1,885	1,300	1,300	480	7,903
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services	\$ 281,216	\$ 183,872	\$ 183,872	\$ 140,608	\$ 140,608	\$ 52,800	\$ 982,976
Total	\$ 281,216	\$ 183,872	\$ 183,872	\$ 140,608	\$ 140,608	\$ 52,800	\$ 982,976
Indirect Activities and Services							
General Administration and Mgmt	20%	19%	9%	25%	25%	0%	18%
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%	9%	38%	38%	0%	27%
Direct Hours	60%	81%	91%	63%	63%	100%	73%

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	\$ 982,976	
<b>Total - Labor Expenditures</b>	<b>\$ 982,976</b>	

**Recurring Non-Labor Expenditures**

Description	FY 2022/23 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	\$ 2,000	\$ -	\$ 2,000	[f]
Building Services, Software	\$ 42,149	\$ -	\$ 42,149	
Building Services, State Fees	\$ 5,200	\$ -	\$ 5,200	
Code Enforcement Services	\$ 35,251	\$ (35,251)	\$ -	[g]
Community Waste Events and Collections	\$ 42,570	\$ (42,570)	\$ -	[g]
Planning Services	\$ 45,000	\$ (45,000)	\$ -	[g]
Waste Management Services	\$ 29,746	\$ (29,746)	\$ -	[g]
Water Quality Services	\$ 135,855	\$ (135,855)	\$ -	[g]
<u>Compensation &amp; Benefits</u>				
Salaries, Full-time	\$ 166,766	\$ (166,766)	\$ -	[h]
Fringe Benefits	\$ 24,000	\$ (24,000)	\$ -	[h]
Supplemental Allowances	\$ 1,908	\$ (1,908)	\$ -	[h]
Payroll Taxes	\$ 14,983	\$ (14,983)	\$ -	[h]
Retirement	\$ 18,827	\$ (18,827)	\$ -	[h]
<u>Non-Operating</u>				
Non-Operating	\$ -	\$ -	\$ -	[b]
<b>Total</b>	<b>\$ 1,345,935</b>	<b>\$ (1,294,586)</b>	<b>\$ 51,349</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	Top Step	Share to Bldg	Notes
Management Analyst	1.00	\$ 96,969	30%	[i]
Management Analyst	1.00	\$ 96,969	0%	[i]
<b>Total</b>	<b>2.00</b>	<b>\$ 193,938</b>		

Description	Dept OH Personnel	Share to Building	Total	Notes
Estimated Departmental Overhead	\$ 226,484	15%	\$ 33,973	[i]

**Citywide Overhead**

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$ 1,068,298	\$ 277,757	[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	18%	\$ 178,261	\$ 9,312	\$ 6,161	\$ 50,371	\$ 244,105	98%	\$ 239,840	\$ 30
Certification and Training	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Code, Policies, and Procedures Update	1%	\$ 14,061	\$ 735	\$ 486	\$ 3,973	\$ 19,254	100%	\$ 19,254	\$ 2
Code Enforcement and Compliance	1%	\$ 14,061	\$ 735	\$ 486	\$ 3,973	\$ 19,254	0%	\$ -	\$ -
Permit Processing and Support	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Public Information and Assistance	6%	\$ 63,274	\$ 3,305	\$ 2,187	\$ 17,879	\$ 86,645	100%	\$ 86,645	\$ 11
Direct Hours	73%	\$ 713,320	\$ 37,263	\$ 24,653	\$ 201,561	\$ 976,796	100%	\$ 976,796	\$ 124
<b>Total</b>	<b>100%</b>	<b>\$ 982,976</b>	<b>\$ 51,349</b>	<b>\$ 33,973</b>	<b>\$ 277,757</b>	<b>\$ 1,346,055</b>	<b>98%</b>	<b>\$ 1,322,535</b>	<b>\$ 167</b>
								<b>Direct Hours</b>	<b>7,903</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 23/24 - 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]	Total
Allocation to Planning	70%	
Calculation of Productive Hours		
Annual Hours - Standard	1,456	1,456
Less: Annual Leave	84	84
Productive Hours	1,372	1,372
Indirect Activities and Services		
General Administration and Mgmt	206	206
Certification and Training	27	27
Code, Policies, and Procedures Update	137	137
Code Enforcement and Compliance	69	69
Public Information and Assistance	274	274
Total Indirect Activities and Services Work Hours	713	713
Direct Hours	659	659
Salary	\$ 67,267	\$ 67,267
Benefits	\$ 22,017	\$ 22,017
Contract Services	\$ -	\$ -
Total	\$ 89,284	\$ 89,284
Indirect Activities and Services		
General Administration and Mgmt	15%	15%
Certification and Training	2%	2%
Code, Policies, and Procedures Update	10%	10%
Code Enforcement and Compliance	5%	5%
Public Information and Assistance	20%	20%
Total Indirect Activities and Services Work Hours	52%	52%
Direct Hours	48%	48%

**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.

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	\$ 67,267	
Benefits	\$ 22,017	
Contract Services	\$ -	
<b>Total - Labor Expenditures</b>	<b>\$ 89,284</b>	

**Recurring Non-Labor Expenditures**

Description	FY 2022/23 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	\$ 2,000	\$ (2,000)	\$ -	[b]
Building Services, Software	\$ 42,149	\$ (42,149)	\$ -	[b]
Building Services, State Fees	\$ 5,200	\$ (5,200)	\$ -	[b]
Code Enforcement Services	\$ 35,251	\$ (35,251)	\$ -	[b]
Community Waste Events and Collections	\$ 42,570	\$ (42,570)	\$ -	[b]
Planning Services	\$ 45,000	\$ (45,000)	\$ -	[b]
Waste Management Services	\$ 29,746	\$ (29,746)	\$ -	[b]
Water Quality Services	\$ 135,855	\$ (135,855)	\$ -	[b]
<u>Compensation &amp; Benefits</u>	\$ -			
Salaries, Full-time	\$ 166,766	\$ (166,766)	\$ -	[d]
Fringe Benefits	\$ 24,000	\$ (24,000)	\$ -	[d]
Supplemental Allowances	\$ 1,908	\$ (1,908)	\$ -	[d]
Payroll Taxes	\$ 14,983	\$ (14,983)	\$ -	[d]
Retirement	\$ 18,827	\$ (18,827)	\$ -	[d]
<u>Non-Operating</u>	\$ -			
Non-Operating	\$ -	\$ -	\$ -	[b]
<b>Subtotal</b>	<b>\$ 1,345,935</b>	<b>\$ (1,345,935)</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	\$ 226,484	0%	\$ -	[e]

**Citywide Overhead**

Description	C'wide Indirect Rate	Modified Direct Expenditures	Plan'g Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$ 89,284	\$ 23,214	[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	15%	\$ 13,393	\$ -	\$ -	\$ 3,482	\$ 16,875	94%	\$ 15,882	\$ 24
Certification and Training	2%	\$ 1,786	\$ -	\$ -	\$ 464	\$ 2,250	100%	\$ 2,250	\$ 3
Code, Policies, and Procedures Update	10%	\$ 8,928	\$ -	\$ -	\$ 2,321	\$ 11,250	100%	\$ 11,250	\$ 17
Code Enforcement and Compliance	5%	\$ 4,464	\$ -	\$ -	\$ 1,161	\$ 5,625	0%	\$ -	\$ -
Public Information and Assistance	20%	\$ 17,857	\$ -	\$ -	\$ 4,643	\$ 22,500	100%	\$ 22,500	\$ 34
Direct Hours	48%	\$ 42,856	\$ -	\$ -	\$ 11,143	\$ 53,999	100%	\$ 53,999	\$ 82
<b>Total</b>	<b>100%</b>	<b>\$ 89,284</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,214</b>	<b>\$ 112,498</b>	<b>94%</b>	<b>\$ 105,880</b>	<b>\$ 161</b>
								<b>Direct Hours</b>	<b>659</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 contract planning expenditures accounted for in labor and contract services section of the model. Adjustment to avoid double counting.

[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 23/24 - 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 2022/23 Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Engineering Services	\$ 14,460	\$ (14,460)	\$ -	[b]
Landscaping Services	\$ 71,245	\$ (71,245)	\$ -	[b]
Landscaping Services, M2 Maint of Effort	\$ 104,578	\$ (104,578)	\$ -	[b]
<u>Utilities</u>				
Utilities, Street Lights, Residential	\$ 27,804	\$ (27,804)	\$ -	[b]
<u>Compensation &amp; Benefits</u>				
Salaries, Full-time (Less M2 Maintenance of Effort)	\$ 62,526	\$ (62,526)	\$ -	[c]
Fringe Benefits (Less M2 Maintenance of Effort)	\$ 9,235	\$ (9,235)	\$ -	[c]
Supplemental Allowances (Less M2 Maintenance of Effort)	\$ 734	\$ (734)	\$ -	[c]
Payroll Taxes (Less M2 Maintenance of Effort)	\$ 5,658	\$ (5,658)	\$ -	[c]
Retirement (Less M2 Maintenance of Effort)	\$ 4,588	\$ (4,588)	\$ -	[c]
<u>Non-Operating</u>				
Non-Operating	\$ -	\$ -	\$ -	[b]
<b>Subtotal</b>	<b>\$ 300,828</b>	<b>\$ (300,828)</b>	<b>\$ -</b>	

**Citywide Overhead**

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

**Calculation of Fully-Burdened Hourly Rate**

Description	Contract Svcs. Hourly Rate	Citywide Overhead Rate	Total
Hourly Rate for Encroachment Permitting Services	\$ 149	\$ 39	\$ 188

**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 23/24 - 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	\$167	= \$103	\$101	98%	\$103	100%	
2	Water Heater Relocation	1.08	x	\$167	= \$181	\$177	98%	\$181	100%	
3	Tub to Tub Insert Only	1.17	x	\$167	= \$195	\$190	98%	\$195	100%	
4	Tub to Tub Tile Back Only	1.58	x	\$167	= \$264	\$258	98%	\$264	100%	
5	Shower to Shower Insert Only	1.17	x	\$167	= \$195	\$190	98%	\$195	100%	
6	Shower to Shower Tile Only	2.00	x	\$167	= \$334	\$326	98%	\$334	100%	
7	Tub to Shower Only	2.00	x	\$167	= \$334	\$326	98%	\$334	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	x	\$167	= \$103	\$101	98%	\$103	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	1.58	x	\$167	= \$264	\$258	98%	\$264	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	x	\$167	= \$111	\$109	98%	\$111	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	x	\$167	= \$70	\$68	98%	\$70	100%	
12	Plumbing Repipe	1.49	x	\$167	= \$250	\$244	98%	\$250	100%	
13	New HVAC / HVAC Change in Type - Residential	1.17	x	\$167	= \$195	\$190	98%	\$195	100%	
14	Ventilation Modifications	1.29	x	\$167	= \$215	\$210	98%	\$215	100%	
15	Electrical - New Fixtures/Receptacles	0.67	x	\$167	= \$111	\$109	98%	\$111	100%	
16	Mechanical - New Fixtures/Receptacles	0.67	x	\$167	= \$111	varies	98%	\$111	100%	
17	Plumbing - New Fixtures/Receptacles	0.67	x	\$167	= \$111	varies	98%	\$111	100%	
18	Electrical Panel Modification	2.07	x	\$167	= \$346	\$338	98%	\$346	100%	
19	Electrical Panel Change Out	1.11	x	\$167	= \$186	\$181	98%	\$186	100%	
20	New Washer/Dryer Hook Up	0.83	x	\$167	= \$138	\$134	98%	\$138	100%	
21	Electrical Wheelchair Lift	3.25	x	\$167	= \$543	\$530	98%	\$543	100%	
22	Temporary Power Pole	0.87	x	\$167	= \$145	\$141	98%	\$145	100%	
23	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	x	\$167	= \$173	\$168	98%	\$173	100%	
24	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	x	\$167	= \$33	\$33	98%	\$33	100%	[b]
25	Re-Roof (All Other) - First 1,000 SF	1.25	x	\$167	= \$209	\$204	98%	\$209	100%	
26	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	x	\$167	= \$33	\$33	98%	\$33	100%	[b]
27	Fenestration - Skylights/Solartubes - Fire-Rated	1.17	x	\$167	= \$195	\$190	98%	\$195	100%	
28	Fenestration - Skylights/Solartubes - Non-Rated	0.88	x	\$167	= \$146	\$143	98%	\$146	100%	
29	Fenestration - Window Retrofit	0.96	x	\$167	= \$160	\$156	98%	\$160	100%	
30	Fenestration - Doors/Windows (One New - Framed)	1.38	x	\$167	= \$230	\$224	98%	\$230	100%	[c]
31	Structural, Drywall	0.92	x	\$167	= \$153	\$149	98%	\$153	100%	
32	Structural, Insulation, Drywall	1.33	x	\$167	= \$223	\$217	98%	\$223	100%	
33	Lath	1.45	x	\$167	= \$242	\$236	98%	\$242	100%	
34	Structural, Insulation, Lath	2.17	x	\$167	= \$362	\$353	98%	\$362	100%	
35	Structural, Insulation, Shear, Lath	3.58	x	\$167	= \$598	\$584	98%	\$598	100%	
36	Fire Sprinkler Plans - New	1.33	x	\$167	= \$223	\$217	98%	\$223	100%	
37	Fire Sprinkler Plans - Modified	0.83	x	\$167	= \$139	\$136	98%	\$139	100%	
38	Fire Assessment Review	1.20	x	\$167	= \$200	\$196	98%	\$200	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	
39	Framing/Structural - 1 inspection	1.92	x	\$167	= \$320	\$312	98%	\$320	100%	[d]
40	Framing/Structural - 2 inspections	2.33	x	\$167	= \$390	\$380	98%	\$390	100%	[d]
41	Framing/Structural - 3 inspections	2.75	x	\$167	= \$459	\$448	98%	\$459	100%	[d]
42	Framing/Structural - More than 3 inspections									
	a) Base Fee (covers up to 3 inspections)	2.75	x	\$167	= \$459	\$448	98%	\$459	100%	[d]
	b) Each additional inspection	0.42	x	\$167	= \$70	\$68	98%	\$70	100%	[d]
43	Temporary Shade Structure (Commercial)	1.92	x	\$167	= \$320	\$312	98%	\$320	100%	
44	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	1.33	x	\$167	= \$223	\$217	98%	\$223	100%	
45	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	2.00	x	\$167	= \$334	\$326	98%	\$334	100%	
46	Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.38	x	\$167	= \$564	\$550	98%	\$564	100%	
47	Patio Conversion	6.67	x	\$167	= \$1,113	\$1,087	98%	\$1,113	100%	
48	Atrium Conversion	6.67	x	\$167	= \$1,113	\$1,087	98%	\$1,113	100%	
49	Garage Conversion/Alteration	5.83	x	\$167	= \$974	\$951	98%	\$974	100%	
50	Alteration - Residential (Res.) Kitchen	2.58	x	\$167	= \$431	\$421	98%	\$431	100%	
51	Alteration - Res. Kitchen, plus HVAC OR Fenestration	3.00	x	\$167	= \$501	\$489	98%	\$501	100%	
52	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	3.42	x	\$167	= \$571	\$557	98%	\$571	100%	[e]
53	Alteration - Res. Kitchen, plus 1 Bath	3.00	x	\$167	= \$501	\$489	98%	\$501	100%	
54	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	3.42	x	\$167	= \$571	\$557	98%	\$571	100%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	3.42	x	\$167	= \$571	\$557	98%	\$571	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	3.83	x	\$167	= \$640	\$625	98%	\$640	100%	[e]
57	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	3.83	x	\$167	= \$640	\$625	98%	\$640	100%	[e]
58	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	4.25	x	\$167	= \$710	\$693	98%	\$710	100%	[e]
59	Alteration/Remodel - Res. 1 Bath	1.75	x	\$167	= \$292	\$285	98%	\$292	100%	
60	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	2.58	x	\$167	= \$431	\$421	98%	\$431	100%	
61	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	3.00	x	\$167	= \$501	\$489	98%	\$501	100%	[e]
62	Room Addition	6.00	x	\$167	= \$1,002	\$978	98%	\$1,002	100%	
63	Alteration/Remodel w/ Room Addition	8.50	x	\$167	= \$1,420	\$1,386	98%	\$1,420	100%	
64	Sign (Wall) - First	1.17	x	\$167	= \$195	\$190	98%	\$195	100%	
65	Sign (Wall) - Each Add'l	0.08	x	\$167	= \$14	\$14	98%	\$14	100%	
66	Sign (Monument) - First	1.92	x	\$167	= \$320	\$312	98%	\$320	100%	
67	Sign (Monument) - Each Add'l	0.17	x	\$167	= \$28	\$27	98%	\$28	100%	
68	Antenna - Telecommunications	3.67	x	\$167	= \$612	\$598	98%	\$612	100%	
69	Antenna - Equipment Shelter	1.75	x	\$167	= \$292	\$285	98%	\$292	100%	
70	Solar - Residential Systems (Expedited Process)	1.67	x	\$167	= \$278	\$272	98%	\$278	100%	[f]
71	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	x	\$167	= \$501	\$450	90%	\$450	90%	[f]
72	Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	x	\$167	= \$1,420	\$1,000	70%	\$1,000	70%	[g]
73	Demolition - Residential	1.17	x	\$167	= \$195	\$190	98%	\$195	100%	
74	Demolition - Non-Residential	2.50	x	\$167	= \$418	\$408	98%	\$418	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	
75 Certificate of Occupancy - Temporary	0.62	x	\$167	= \$103	\$101	98%	\$103	100%	
76 Certificate of Occupancy	1.87	x	\$167	= \$312	\$304	98%	\$312	100%	
77 Sleeping Room Covenant - Recording Fee	0.75	x	\$167	= \$125	\$122	98%	\$125	100%	
78 Miscellaneous/All Other - First Inspection	0.62	x	\$167	= \$103	\$101	98%	\$103	100%	
79 Miscellaneous/All Other - Each Add'l Inspection	0.42	x	\$167	= \$70	\$68	98%	\$70	100%	
80 Miscellaneous/All Other - Plan Check (Per Hr)	1.00	x	\$167	= \$167	\$163	98%	\$167	100%	
81 Plan Revision - Non-Structural - (Per Hr)	1.00	x	\$167	= \$167	\$163	98%	\$167	100%	
82 Plan Revision - Structural - (Per Hr)	1.00	x	\$167	= \$167	\$163	98%	\$167	100%	
83 Work Without Permit - Non-Destructive Inspection Required	1.33	x	\$167	= \$223	\$217	98%	\$223	100%	
84 Work Without Permit - Destructive Inspection Required	2.33	x	\$167	= \$390	\$380	98%	\$390	100%	
85 Re-Inspection - Missed Appointment	0.42	x	\$167	= \$70	\$68	98%	\$70	100%	
86 Inspection Outside of Normal Business Hours (Per Hr)	1.25	x	\$167	= \$209	\$204	98%	\$209	100%	
87 Expedited Plan Review of Residential Remodels	125% of standard fee				125% of standard	98%	125% of standard fee	100%	
88 Additional Inspections	0.62	x	\$167	= \$103	\$101	98%	\$103	100%	
89 Replacement Job Card	0.20	x	\$167	= \$33	\$33	98%	\$33	100%	
90 Permit Extension	0.50	x	\$167	= \$84	\$82	98%	\$84	100%	
91 Change of Contractor, Architect, Owner Processing	0.50	x	\$167	= \$84	\$82	98%	\$84	100%	
92 Expired Permit	1.00	x	\$167	= \$167	\$163	98%	\$167	100%	
93 Cancelled Permit Refund Processing Fee	0.50	x	\$167	= \$84	\$82	98%	\$84	100%	
94 Copy and Printing Charge	0.08	x	\$167	= \$14	\$14	98%	\$14	100%	
95 State Energy Form Assistance (Upon Request) (Per Page)	0.25	x	\$167	= \$42	\$4	10%	\$4	10%	
96 Building and Safety Appeal Application	1.00	x	\$167	= \$167	\$163	98%	\$167	100%	
97 Alternate Materials Method Review (Per Hr)	1.00	x	\$167	= \$167	\$163	98%	\$167	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)	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Modified Cost Recovery	
		x	=					

**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		\$167	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	\$1,253	\$29.23	\$1,253	\$54.28	\$2,505	\$83.50
	New Construction	2,000	10.13	12.38	22.50	\$1,691	\$18.79	\$2,067	\$22.96	\$3,758	\$41.75
		5,000	13.50	16.50	30.00	\$2,255	\$11.27	\$2,756	\$13.78	\$5,010	\$25.05
		10,000	16.88	20.63	37.50	\$2,818	\$5.22	\$3,444	\$15.66	\$6,263	\$20.88
		20,000	20.00	30.00	50.00	\$3,340	varies	\$5,010	varies	\$8,350	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	\$292	\$97.42	\$543	\$180.92	\$835	\$278.33
		250	2.63	4.88	7.50	\$438	\$58.45	\$814	\$108.55	\$1,253	\$167.00
		500	3.50	6.50	10.00	\$585	\$29.23	\$1,086	\$54.28	\$1,670	\$83.50
		1,000	4.38	8.13	12.50	\$731	\$13.64	\$1,357	\$25.33	\$2,088	\$38.97
		2,500	5.60	10.40	16.00	\$935	varies	\$1,737	varies	\$2,672	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$2,004	\$46.76	\$2,004	\$86.84	\$4,008	\$133.60
		2,000	16.20	19.80	36.00	\$2,705	\$30.06	\$3,307	\$36.74	\$6,012	\$66.80
		5,000	21.60	26.40	48.00	\$3,607	\$18.04	\$4,409	\$22.04	\$8,016	\$40.08
		10,000	27.00	33.00	60.00	\$4,509	\$8.35	\$5,511	\$25.05	\$10,020	\$33.40
		20,000	32.00	48.00	80.00	\$5,344	varies	\$8,016	varies	\$13,360	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$234	\$46.76	\$434	\$86.84	\$668	\$133.60
		500	2.10	3.90	6.00	\$351	\$23.38	\$651	\$43.42	\$1,002	\$66.80
		1,000	2.80	5.20	8.00	\$468	\$7.79	\$868	\$14.47	\$1,336	\$22.27
		2,500	3.50	6.50	10.00	\$585	\$7.60	\$1,086	\$14.11	\$1,670	\$21.71
		5,000	4.64	8.61	13.25	\$774	varies	\$1,438	varies	\$2,213	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		\$167	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	\$1,223	\$28.53	\$1,223	\$52.98	\$2,445	\$81.50	\$2,445	\$2,505	98%	\$2,505	100%
		2,000	\$1,650	\$18.34	\$2,017	\$22.41	\$3,668	\$40.75	\$3,668	\$3,758	98%	\$3,758	100%
		5,000	\$2,201	\$11.00	\$2,690	\$13.45	\$4,890	\$24.45	\$4,890	\$5,010	98%	\$5,010	100%
		10,000	\$2,751	\$5.09	\$3,362	\$15.28	\$6,113	\$20.38	\$6,113	\$6,263	98%	\$6,263	100%
		20,000	\$3,260	varies	\$4,890	varies	\$8,150	varies	\$8,150	\$8,350	98%	\$8,350	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	\$835	98%	\$835	100%
		250	\$428	\$57.05	\$795	\$105.95	\$1,223	\$163.00	\$1,223	\$1,253	98%	\$1,253	100%
		500	\$571	\$28.53	\$1,060	\$52.98	\$1,630	\$81.50	\$1,630	\$1,670	98%	\$1,670	100%
		1,000	\$713	\$13.31	\$1,324	\$24.72	\$2,038	\$38.03	\$2,038	\$2,088	98%	\$2,088	100%
		2,500	\$913	varies	\$1,695	varies	\$2,608	varies	\$2,608	\$2,672	98%	\$2,672	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	\$4,008	98%	\$4,008	100%
		2,000	\$2,641	\$29.34	\$3,227	\$35.86	\$5,868	\$65.20	\$5,868	\$6,012	98%	\$6,012	100%
		5,000	\$3,521	\$17.60	\$4,303	\$21.52	\$7,824	\$39.12	\$7,824	\$8,016	98%	\$8,016	100%
		10,000	\$4,401	\$8.15	\$5,379	\$24.45	\$9,780	\$32.60	\$9,780	\$10,020	98%	\$10,020	100%
		20,000	\$5,216	varies	\$7,824	varies	\$13,040	varies	\$13,040	\$13,360	98%	\$13,360	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	\$668	98%	\$668	100%
		500	\$342	\$22.82	\$636	\$42.38	\$978	\$65.20	\$978	\$1,002	98%	\$1,002	100%
		1,000	\$456	\$7.61	\$848	\$14.13	\$1,304	\$21.73	\$1,304	\$1,336	98%	\$1,336	100%
		2,500	\$571	\$7.42	\$1,060	\$13.77	\$1,630	\$21.19	\$1,630	\$1,670	98%	\$1,670	100%
		5,000	\$756	varies	\$1,404	varies	\$2,160	varies	\$2,160	\$2,213	98%	\$2,213	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		\$167	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	\$1,253	\$29.23	\$1,253	\$54.28	\$2,505	\$83.50	\$2,505	\$2,505	100%	\$2,505	100%
		2,000	\$1,691	\$18.79	\$2,067	\$22.96	\$3,758	\$41.75	\$3,758	\$3,758	100%	\$3,758	100%
		5,000	\$2,255	\$11.27	\$2,756	\$13.78	\$5,010	\$25.05	\$5,010	\$5,010	100%	\$5,010	100%
		10,000	\$2,818	\$5.22	\$3,444	\$15.66	\$6,263	\$20.88	\$6,263	\$6,263	100%	\$6,263	100%
		20,000	\$3,340	varies	\$5,010	varies	\$8,350	varies	\$8,350	\$8,350	100%	\$8,350	100%
		> 20,000	varies		varies		varies		varies	varies			deposit
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$292	\$97.42	\$543	\$180.92	\$835	\$278.33	\$835	\$835	100%	\$835	100%
		250	\$438	\$58.45	\$814	\$108.55	\$1,253	\$167.00	\$1,253	\$1,253	100%	\$1,253	100%
		500	\$585	\$29.23	\$1,086	\$54.28	\$1,670	\$83.50	\$1,670	\$1,670	100%	\$1,670	100%
		1,000	\$731	\$13.64	\$1,357	\$25.33	\$2,088	\$38.97	\$2,088	\$2,088	100%	\$2,088	100%
		2,500	\$935	varies	\$1,737	varies	\$2,672	varies	\$2,672	\$2,672	100%	\$2,672	100%
		> 2,500	varies		varies		varies		varies	varies			deposit
3	All Other New Construction	500	\$2,004	\$46.76	\$2,004	\$86.84	\$4,008	\$133.60	\$4,008	\$4,008	100%	\$4,008	100%
		2,000	\$2,705	\$30.06	\$3,307	\$36.74	\$6,012	\$66.80	\$6,012	\$6,012	100%	\$6,012	100%
		5,000	\$3,607	\$18.04	\$4,409	\$22.04	\$8,016	\$40.08	\$8,016	\$8,016	100%	\$8,016	100%
		10,000	\$4,509	\$8.35	\$5,511	\$25.05	\$10,020	\$33.40	\$10,020	\$10,020	100%	\$10,020	100%
		20,000	\$5,344	varies	\$8,016	varies	\$13,360	varies	\$13,360	\$13,360	100%	\$13,360	100%
		> 20,000	varies		varies		varies		varies	varies			deposit
4	Tenant Improvements New Construction	250	\$234	\$46.76	\$434	\$86.84	\$668	\$133.60	\$668	\$668	100%	\$668	100%
		500	\$351	\$23.38	\$651	\$43.42	\$1,002	\$66.80	\$1,002	\$1,002	100%	\$1,002	100%
		1,000	\$468	\$7.79	\$868	\$14.47	\$1,336	\$22.27	\$1,336	\$1,336	100%	\$1,336	100%
		2,500	\$585	\$7.60	\$1,086	\$14.11	\$1,670	\$21.71	\$1,670	\$1,670	100%	\$1,670	100%
		5,000	\$774	varies	\$1,438	varies	\$2,213	varies	\$2,213	\$2,213	100%	\$2,213	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		
<b>Fixed Fee Services</b>												
1	Film Permit	4.00	x	\$161	= \$644	\$636	Flat	99%	\$644	Flat	100%	[a]
2	Address Establishment/Change	2.50	x	\$161	= \$403	\$398	Flat	99%	\$403	Flat	100%	
3	Notice of Exemption	2.00	x	\$161	= \$322	\$318	Flat	99%	\$322	Flat	100%	[b]
4	Outdoor Seating Permit	2.50	x	\$161	= \$403	\$398	Flat	99%	\$403	Flat	100%	
5	Sign Permit - Part of Sign Program	0.75	x	\$161	= \$121	\$119	Flat	99%	\$121	Flat	100%	
6	Sign Permit - Permanent	2.00	x	\$161	= \$322	\$318	Flat	99%	\$322	Flat	100%	
7	Sign Permit - Temporary	0.50	x	\$161	= \$81	\$80	Flat	99%	\$81	Flat	100%	
8	Sign Permit - Community Facilities/Open Space Annual	0.50	x	\$161	= \$81	\$80	Flat	99%	\$81	Flat	100%	
9	Special Event Permit	2.00	x	\$161	= \$322	\$318	Flat	99%	\$322	Flat	100%	
10	Temporary Use Permit	4.00	x	\$161	= \$644	\$636	Flat	99%	\$644	Flat	100%	
11	Tree Removal Permit	1.50	x	\$161	= \$242	\$239	Flat	99%	\$242	Flat	100%	
12	Wireless Use Permit Filing Fee	11.50	x	\$161	= \$1,852	\$1,829	Flat	99%	\$1,852	Flat	100%	[c]
13	Eligible Facility Request Permit Filing Fee	8.50	x	\$161	= \$1,369	\$1,352	Flat	99%	\$1,369	Flat	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	x	\$161	= \$322	\$318	Flat	99%	\$322	Flat	100%	
15	Zoning Confirmation Letter	1.25	x	\$161	= \$201	\$199	Flat	99%	\$201	Flat	100%	
16	Bingo Permit					\$50	Flat	n/a	\$50	Flat		[d]
17	Appeal (City Council)	14.50	x	\$161	= \$2,335	\$750	Flat	32%	\$750	Flat	32%	[e]
<b>Deposit-Based Fee Services</b>												
18	Change Plan	16.00	x	\$161	= \$2,576	\$2,000	Deposit	99%	\$2,500	Deposit	100%	
19	Conditional Use Permit	28.75	x	\$161	= \$4,629	\$4,000	Deposit	99%	\$4,500	Deposit	100%	
20	Development Agreement	133.50	x	\$161	= \$21,494	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
21	Environmental Impact Report	varies	x	\$161	= varies	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
22	General Plan Amendment	131.50	x	\$161	= \$21,172	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
23	Zoning Code Amendment	131.50	x	\$161	= \$21,172	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	x	\$161	= varies	\$5,000	Deposit	99%	\$5,000	Deposit	100%	
25	Sign Program	19.00	x	\$161	= \$3,059	\$2,500	Deposit	99%	\$3,000	Deposit	100%	
26	Site Development Permit	28.00	x	\$161	= \$4,508	\$4,000	Deposit	99%	\$4,500	Deposit	100%	
27	Lot Line Adjustment	16.00	x	\$161	= \$2,576	\$2,000	Deposit	99%	\$2,500	Deposit	100%	
28	Specific Plan	133.50	x	\$161	= \$21,494	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
29	Variance	25.00	x	\$161	= \$4,025	\$3,500	Deposit	99%	\$4,000	Deposit	100%	
30	Zone Change	116.50	x	\$161	= \$18,757	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
31	Other Services Not Identified	varies	x	\$161	= 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	\$188	= \$282	\$275	flat	98%	\$280	flat	99%	
2	Temporary Staging	1.50	x	\$188	= \$282	\$275	flat	98%	\$280	flat	99%	
3	Traffic Control Only	2.00	x	\$188	= \$376	\$370	flat	98%	\$375	flat	100%	
4	Utilities Structure Inspection	2.50	x	\$188	= \$470	\$460	flat	98%	\$470	flat	100%	
5	Pole Replacement	2.50	x	\$188	= \$470	\$460	flat	98%	\$470	flat	100%	
<b>Major Projects</b>												
6	Major Project											[a]
	a) First Day	4.00	x	\$188	= \$752	\$740	flat	98%	\$750	flat	100%	
	b) Each Additional Day	1.50	x	\$188	= \$282	\$275	per day	98%	\$280	per day	99%	
7	Projects Greater Than Two Weeks in Duration	varies	x	\$188	= varies	\$3,000	deposit	varies	\$3,000	deposit	100%	
<b>Grading Permits</b>												
1	Grading Plan Check and Inspection	varies	x	\$188	= 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	\$101	\$103	98%	\$103	\$2	100%	
2	Water Heater Relocation	\$177	\$181	98%	\$181	\$4	100%	
3	Tub to Tub Insert Only	\$190	\$195	98%	\$195	\$5	100%	
4	Tub to Tub Tile Back Only	\$258	\$264	98%	\$264	\$6	100%	
5	Shower to Shower Insert Only	\$190	\$195	98%	\$195	\$5	100%	
6	Shower to Shower Tile Only	\$326	\$334	98%	\$334	\$8	100%	
7	Tub to Shower Only	\$326	\$334	98%	\$334	\$8	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$101	\$103	98%	\$103	\$2	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$258	\$264	98%	\$264	\$6	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$109	\$111	98%	\$111	\$3	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$68	\$70	98%	\$70	\$2	100%	
12	Plumbing Repipe	\$244	\$250	98%	\$250	\$6	100%	
13	New HVAC / HVAC Change in Type - Residential	\$190	\$195	98%	\$195	\$5	100%	
14	Ventilation Modifications	\$210	\$215	98%	\$215	\$5	100%	
15	Electrical - New Fixtures/Receptacles	\$109	\$111	98%	\$111	\$3	100%	
16	Mechanical - New Fixtures/Receptacles	varies	\$111	98%	\$111	varies	100%	
17	Plumbing - New Fixtures/Receptacles	varies	\$111	98%	\$111	varies	100%	
18	Electrical Panel Modification	\$338	\$346	98%	\$346	\$8	100%	
19	Electrical Panel Change Out	\$181	\$186	98%	\$186	\$4	100%	
20	New Washer/Dryer Hook Up	\$134	\$138	98%	\$138	\$3	100%	
21	Electrical Wheelchair Lift	\$530	\$543	98%	\$543	\$13	100%	
22	Temporary Power Pole	\$141	\$145	98%	\$145	\$3	100%	
23	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$168	\$173	98%	\$173	\$4	100%	
24	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$33	\$33	98%	\$33	\$1	100%	[b]
25	Re-Roof (All Other) - First 1,000 SF	\$204	\$209	98%	\$209	\$5	100%	
26	Re-Roof (All Other) - Each Add'l 5,000 SF	\$33	\$33	98%	\$33	\$1	100%	[b]
27	Fenestration - Skylights/Solartubes - Fire-Rated	\$190	\$195	98%	\$195	\$5	100%	
28	Fenestration - Skylights/Solartubes - Non-Rated	\$143	\$146	98%	\$146	\$4	100%	
29	Fenestration - Window Retrofit	\$156	\$160	98%	\$160	\$4	100%	
30	Fenestration - Doors/Windows (One New - Framed)	\$224	\$230	98%	\$230	\$6	100%	[c]
31	Structural, Drywall	\$149	\$153	98%	\$153	\$4	100%	
32	Structural, Insulation, Drywall	\$217	\$223	98%	\$223	\$5	100%	
33	Lath	\$236	\$242	98%	\$242	\$6	100%	
34	Structural, Insulation, Lath	\$353	\$362	98%	\$362	\$9	100%	
35	Structural, Insulation, Shear, Lath	\$584	\$598	98%	\$598	\$14	100%	
36	Fire Sprinkler Plans - New	\$217	\$223	98%	\$223	\$5	100%	
37	Fire Sprinkler Plans - Modified	\$136	\$139	98%	\$139	\$3	100%	
38	Fire Assessment Review	\$196	\$200	98%	\$200	\$5	100%	
39	Framing/Structural - 1 inspection	\$312	\$320	98%	\$320	\$8	100%	[d]
40	Framing/Structural - 2 inspections	\$380	\$390	98%	\$390	\$9	100%	[d]
41	Framing/Structural - 3 inspections	\$448	\$459	98%	\$459	\$11	100%	[d]
42	Framing/Structural - More than 3 inspections							
	a) Base Fee (covers up to 3 inspections)	\$448	\$459	98%	\$459	\$11	100%	[d]
	b) Each additional inspection	\$68	\$70	98%	\$70	\$2	100%	[d]
43	Temporary Shade Structure (Commercial)	\$312	\$320	98%	\$320	\$8	100%	
44	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$217	\$223	98%	\$223	\$5	100%	
45	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$326	\$334	98%	\$334	\$8	100%	
46	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$550	\$564	98%	\$564	\$14	100%	
47	Patio Conversion	\$1,087	\$1,113	98%	\$1,113	\$27	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
48	Atrium Conversion	\$1,087	\$1,113	98%	\$1,113	\$27	100%	
49	Garage Conversion/Alteration	\$951	\$974	98%	\$974	\$23	100%	
50	Alteration - Residential (Res.) Kitchen	\$421	\$431	98%	\$431	\$10	100%	
51	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$489	\$501	98%	\$501	\$12	100%	
52	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$557	\$571	98%	\$571	\$14	100%	[e]
53	Alteration - Res. Kitchen, plus 1 Bath	\$489	\$501	98%	\$501	\$12	100%	
54	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$557	\$571	98%	\$571	\$14	100%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$557	\$571	98%	\$571	\$14	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$625	\$640	98%	\$640	\$15	100%	[e]
57	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$625	\$640	98%	\$640	\$15	100%	[e]
58	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND	\$693	\$710	98%	\$710	\$17	100%	[e]
59	Alteration/Remodel - Res. 1 Bath	\$285	\$292	98%	\$292	\$7	100%	
60	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$421	\$431	98%	\$431	\$10	100%	
61	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$489	\$501	98%	\$501	\$12	100%	[e]
62	Room Addition	\$978	\$1,002	98%	\$1,002	\$24	100%	
63	Alteration/Remodel w/ Room Addition	\$1,386	\$1,420	98%	\$1,420	\$34	100%	
64	Sign (Wall) - First	\$190	\$195	98%	\$195	\$5	100%	
65	Sign (Wall) - Each Add'l	\$14	\$14	98%	\$14	\$0	100%	
66	Sign (Monument) - First	\$312	\$320	98%	\$320	\$8	100%	
67	Sign (Monument) - Each Add'l	\$27	\$28	98%	\$28	\$1	100%	
68	Antenna - Telecommunications	\$598	\$612	98%	\$612	\$15	100%	
69	Antenna - Equipment Shelter	\$285	\$292	98%	\$292	\$7	100%	
70	Solar - Residential Systems (Expedited Process)	\$272	\$278	98%	\$278	\$7	100%	[f]
71	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$450	\$501	90%	\$450	\$0	90%	[f]
72	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	\$1,420	70%	\$1,000	\$0	70%	[g]
73	Demolition - Residential	\$190	\$195	98%	\$195	\$5	100%	
74	Demolition - Non-Residential	\$408	\$418	98%	\$418	\$10	100%	
75	Certificate of Occupancy - Temporary	\$101	\$103	98%	\$103	\$2	100%	
76	Certificate of Occupancy	\$304	\$312	98%	\$312	\$7	100%	
77	Sleeping Room Covenant - Recording Fee	\$122	\$125	98%	\$125	\$3	100%	
78	Miscellaneous/All Other - First Inspection	\$101	\$103	98%	\$103	\$2	100%	
79	Miscellaneous/All Other - Each Add'l Inspection	\$68	\$70	98%	\$70	\$2	100%	
80	Miscellaneous/All Other - Plan Check (Per Hr)	\$163	\$167	98%	\$167	\$4	100%	
81	Plan Revision - Non-Structural - (Per Hr)	\$163	\$167	98%	\$167	\$4	100%	
82	Plan Revision - Structural - (Per Hr)	\$163	\$167	98%	\$167	\$4	100%	
83	Work Without Permit - Non-Destructive Inspection Required	\$217	\$223	98%	\$223	\$5	100%	
84	Work Without Permit - Destructive Inspection Required	\$380	\$390	98%	\$390	\$9	100%	
85	Re-Inspection - Missed Appointment	\$68	\$70	98%	\$70	\$2	100%	
86	Inspection Outside of Normal Business Hours (Per Hr)	\$204	\$209	98%	\$209	\$5	100%	
87	Expedited Plan Review of Residential Remodels	125% of standard		98%	125% of standard fee		100%	
88	Additional Inspections	\$101	\$103	98%	\$103	\$2	100%	
89	Replacement Job Card	\$33	\$33	98%	\$33	\$1	100%	
90	Permit Extension	\$82	\$84	98%	\$84	\$2	100%	
91	Change of Contractor, Architect, Owner Processing	\$82	\$84	98%	\$84	\$2	100%	
92	Expired Permit	\$163	\$167	98%	\$167	\$4	100%	
93	Cancelled Permit Refund Processing Fee	\$82	\$84	98%	\$84	\$2	100%	
94	Copy and Printing Charge	\$14	\$14	98%	\$14	\$0	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
95	State Energy Form Assistance (Upon Request) (Per Page)	\$4	\$42	10%	\$4	\$0	10%	
96	Building and Safety Appeal Application	\$163	\$167	98%	\$167	\$4	100%	
97	Alternate Materials Method Review (Per Hr)	\$163	\$167	98%	\$167	\$4	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	\$2,445	\$2,505	98%	\$2,505	\$60	100%
	New Construction	2,000	\$3,668	\$3,758	98%	\$3,758	\$90	100%
		5,000	\$4,890	\$5,010	98%	\$5,010	\$120	100%
		10,000	\$6,113	\$6,263	98%	\$6,263	\$150	100%
		20,000	\$8,150	\$8,350	98%	\$8,350	\$200	100%
		> 20,000	varies	varies		deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$815	\$835	98%	\$835	\$20	100%
		250	\$1,223	\$1,253	98%	\$1,253	\$30	100%
		500	\$1,630	\$1,670	98%	\$1,670	\$40	100%
		1,000	\$2,038	\$2,088	98%	\$2,088	\$50	100%
		2,500	\$2,608	\$2,672	98%	\$2,672	\$64	100%
		> 2,500	varies	varies		deposit		
3	All Other New Construction	500	\$3,912	\$4,008	98%	\$4,008	\$96	100%
		2,000	\$5,868	\$6,012	98%	\$6,012	\$144	100%
		5,000	\$7,824	\$8,016	98%	\$8,016	\$192	100%
		10,000	\$9,780	\$10,020	98%	\$10,020	\$240	100%
		20,000	\$13,040	\$13,360	98%	\$13,360	\$320	100%
		> 20,000	varies	varies		deposit		
4	Tenant Improvements New Construction	250	\$652	\$668	98%	\$668	\$16	100%
		500	\$978	\$1,002	98%	\$1,002	\$24	100%
		1,000	\$1,304	\$1,336	98%	\$1,336	\$32	100%
		2,500	\$1,630	\$1,670	98%	\$1,670	\$40	100%
		5,000	\$2,160	\$2,213	98%	\$2,213	\$53	100%
		> 5,000	varies	varies		deposit		

**Notes**

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\*\*\* 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	\$636	\$644	99%	\$644	\$8	100%	[a]
2	Address Establishment/Change	\$398	\$403	99%	\$403	\$5	100%	
3	Notice of Exemption	\$318	\$322	99%	\$322	\$4	100%	[b]
4	Outdoor Seating Permit	\$398	\$403	99%	\$403	\$5	100%	
5	Sign Permit - Part of Sign Program	\$119	\$121	99%	\$121	\$2	100%	
6	Sign Permit - Permanent	\$318	\$322	99%	\$322	\$4	100%	
7	Sign Permit - Temporary	\$80	\$81	99%	\$81	\$1	100%	
8	Sign Permit - Community Facilities/Open Space Annual	\$80	\$81	99%	\$81	\$1	100%	
9	Special Event Permit	\$318	\$322	99%	\$322	\$4	100%	
10	Temporary Use Permit	\$636	\$644	99%	\$644	\$8	100%	
11	Tree Removal Permit	\$239	\$242	99%	\$242	\$3	100%	
12	Wireless Use Permit Filing Fee	\$1,829	\$1,852	99%	\$1,852	\$23	100%	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,352	\$1,369	99%	\$1,369	\$17	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$318	\$322	99%	\$322	\$4	100%	
15	Zoning Confirmation Letter	\$199	\$201	99%	\$201	\$3	100%	
16	Bingo Permit	\$50		n/a	\$50	\$0	n/a	[d]
17	Appeal (City Council)	\$750	\$2,335	32%	\$750	\$0	32%	

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	\$2,576	99%	\$2,500	\$500	100%	
19	Conditional Use Permit	\$4,000	\$4,629	99%	\$4,500	\$500	100%	
20	Development Agreement	\$10,000	\$21,494	99%	\$10,000	\$0	100%	
21	Environmental Impact Report	\$10,000	varies	99%	\$10,000	\$0	100%	
22	General Plan Amendment	\$10,000	\$21,172	99%	\$10,000	\$0	100%	
23	Zoning Code Amendment	\$10,000	\$21,172	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	\$3,059	99%	\$3,000	\$500	100%	
26	Site Development Permit	\$4,000	\$4,508	99%	\$4,500	\$500	100%	
27	Lot Line Adjustment	\$2,000	\$2,576	99%	\$2,500	\$500	100%	
28	Specific Plan	\$10,000	\$21,494	99%	\$10,000	\$0	100%	
29	Variance	\$3,500	\$4,025	99%	\$4,000	\$500	100%	
30	Zone Change	\$10,000	\$18,757	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	\$275	\$282	\$280	flat	\$5	99%	
2	Temporary Staging	\$275	\$282	\$280	flat	\$5	99%	
3	Traffic Control Only	\$370	\$376	\$375	flat	\$5	100%	
4	Utilities Structure Inspection	\$460	\$470	\$470	flat	\$10	100%	
5	Pole Replacement	\$460	\$470	\$470	flat	\$10	100%	
<b>Major Projects</b>								
6	Major Project							[a]
	a) First Day	\$740	\$752	\$750	flat	\$10	100%	
	b) Each Additional Day	\$275	\$282	\$280	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	\$103	
2	Water Heater Relocation	\$181	
3	Tub to Tub Insert Only	\$195	
4	Tub to Tub Tile Back Only	\$264	
5	Shower to Shower Insert Only	\$195	
6	Shower to Shower Tile Only	\$334	
7	Tub to Shower Only	\$334	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$103	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$264	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$111	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$70	
12	Plumbing Repipe	\$250	
13	New HVAC / HVAC Change in Type - Residential	\$195	
14	Ventilation Modifications	\$215	
15	Electrical - New Fixtures/Receptacles	\$111	
16	Mechanical - New Fixtures/Receptacles	\$111	
17	Plumbing - New Fixtures/Receptacles	\$111	
18	Electrical Panel Modification	\$346	
19	Electrical Panel Change Out	\$186	
20	New Washer/Dryer Hook Up	\$138	
21	Electrical Wheelchair Lift	\$543	
22	Temporary Power Pole	\$145	
23	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$173	
24	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$33	[b]
25	Re-Roof (All Other) - First 1,000 SF	\$209	
26	Re-Roof (All Other) - Each Add'l 5,000 SF	\$33	[b]
27	Fenestration - Skylights/Solartubes - Fire-Rated	\$195	
28	Fenestration - Skylights/Solartubes - Non-Rated	\$146	
29	Fenestration - Window Retrofit	\$160	
30	Fenestration - Doors/Windows (One New - Framed)	\$230	[c]
31	Structural, Drywall	\$153	
32	Structural, Insulation, Drywall	\$223	
33	Lath	\$242	
34	Structural, Insulation, Lath	\$362	
35	Structural, Insulation, Shear, Lath	\$598	
36	Fire Sprinkler Plans - New	\$223	
37	Fire Sprinkler Plans - Modified	\$139	
38	Fire Assessment Review	\$200	
39	Framing/Structural - 1 inspection	\$320	[d]
40	Framing/Structural - 2 inspections	\$390	[d]
41	Framing/Structural - 3 inspections	\$459	[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
42	Framing/Structural - More than 3 inspections		
	a) Base Fee (covers up to 3 inspections)	\$459	[d]
	b) Each additional inspection	\$70	[d]
43	Temporary Shade Structure (Commercial)	\$320	
44	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$223	
45	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$334	
46	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$564	
47	Patio Conversion	\$1,113	
48	Atrium Conversion	\$1,113	
49	Garage Conversion/Alteration	\$974	
50	Alteration - Residential (Res.) Kitchen	\$431	
51	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$501	
52	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$571	[e]
53	Alteration - Res. Kitchen, plus 1 Bath	\$501	
54	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$571	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$571	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$640	[e]
57	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$640	[e]
58	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$710	[e]
59	Alteration/Remodel - Res. 1 Bath	\$292	
60	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$431	
61	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$501	[e]
62	Room Addition	\$1,002	
63	Alteration/Remodel w/ Room Addition	\$1,420	
64	Sign (Wall) - First	\$195	
65	Sign (Wall) - Each Add'l	\$14	
66	Sign (Monument) - First	\$320	
67	Sign (Monument) - Each Add'l	\$28	
68	Antenna - Telecommunications	\$612	
69	Antenna - Equipment Shelter	\$292	
70	Solar - Residential Systems (Expedited Process)	\$278	[f]
71	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$450	[f]
72	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	[g]
73	Demolition - Residential	\$195	
74	Demolition - Non-Residential	\$418	
75	Certificate of Occupancy - Temporary	\$103	
76	Certificate of Occupancy	\$312	
77	Sleeping Room Covenant - Recording Fee	\$125	
78	Miscellaneous/All Other - First Inspection	\$103	
79	Miscellaneous/All Other - Each Add'l Inspection	\$70	
80	Miscellaneous/All Other - Plan Check (Per Hr)	\$167	

## 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
81	Plan Revision - Non-Structural - (Per Hr)	\$167	
82	Plan Revision - Structural - (Per Hr)	\$167	
83	Work Without Permit - Non-Destructive Inspection Required	\$223	
84	Work Without Permit - Destructive Inspection Required	\$390	
85	Re-Inspection - Missed Appointment	\$70	
86	Inspection Outside of Normal Business Hours (Per Hr)	\$209	
87	Expedited Plan Review of Residential Remodels	125% of standard fee	
88	Additional Inspections	\$103	
89	Replacement Job Card	\$33	
90	Permit Extension	\$84	
91	Change of Contractor, Architect, Owner Processing	\$84	
92	Expired Permit	\$167	
93	Cancelled Permit Refund Processing Fee	\$84	
94	Copy and Printing Charge	\$14	
95	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
96	Building and Safety Appeal Application	\$167	
97	Alternate Materials Method Review (Per Hr)	\$167	

#### 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]	
		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	\$1,253	\$29.23	\$1,253	\$54.28	\$2,505	\$83.50
	2,000	\$1,691	\$18.79	\$2,067	\$22.96	\$3,758	\$41.75
	5,000	\$2,255	\$11.27	\$2,756	\$13.78	\$5,010	\$25.05
	10,000	\$2,818	\$5.22	\$3,444	\$15.66	\$6,263	\$20.88
	20,000	\$3,340	varies	\$5,010	varies	\$8,350	varies
	> 20,000	varies		varies		varies	
2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$292	\$97.42	\$543	\$180.92	\$835	\$278.33
	250	\$438	\$58.45	\$814	\$108.55	\$1,253	\$167.00
	500	\$585	\$29.23	\$1,086	\$54.28	\$1,670	\$83.50
	1,000	\$731	\$13.64	\$1,357	\$25.33	\$2,088	\$38.97
	2,500	\$935	varies	\$1,737	varies	\$2,672	varies
	> 2,500	varies		varies		varies	
3 All Other New Construction	500	\$2,004	\$46.76	\$2,004	\$86.84	\$4,008	\$133.60
	2,000	\$2,705	\$30.06	\$3,307	\$36.74	\$6,012	\$66.80
	5,000	\$3,607	\$18.04	\$4,409	\$22.04	\$8,016	\$40.08
	10,000	\$4,509	\$8.35	\$5,511	\$25.05	\$10,020	\$33.40
	20,000	\$5,344	varies	\$8,016	varies	\$13,360	varies
	> 20,000	varies		varies		varies	
4 Tenant Improvements New Construction	250	\$234	\$46.76	\$434	\$86.84	\$668	\$133.60
	500	\$351	\$23.38	\$651	\$43.42	\$1,002	\$66.80
	1,000	\$468	\$7.79	\$868	\$14.47	\$1,336	\$22.27
	2,500	\$585	\$7.60	\$1,086	\$14.11	\$1,670	\$21.71
	5,000	\$774	varies	\$1,438	varies	\$2,213	varies
	> 5,000	varies		varies		varies	

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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.

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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	\$644	[a]
2	Address Establishment/Change	\$403	
3	Notice of Exemption	\$322	[b]
4	Outdoor Seating Permit	\$403	
5	Sign Permit - Part of Sign Program	\$121	
6	Sign Permit - Permanent	\$322	
7	Sign Permit - Temporary	\$81	
8	Sign Permit - Community Facilities/Open Space Annual	\$81	
9	Special Event Permit	\$322	
10	Temporary Use Permit	\$644	
11	Tree Removal Permit	\$242	
12	Wireless Use Permit Filing Fee	\$1,852	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,369	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$322	
15	Zoning Confirmation Letter	\$201	
16	Bingo Permit	\$50	[d]
17	Appeal (City Council)	\$750	

Fee Description		Initial Deposit [d]	Notes
<b>Deposit-Based Fee Services</b>			
18	Change Plan	\$2,500	[e]
19	Conditional Use Permit	\$4,500	
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	\$3,000	
26	Site Development Permit	\$4,500	
27	Lot Line Adjustment	\$2,500	
28	Specific Plan	\$10,000	
29	Variance	\$4,000	
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.

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\*\* 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	\$280	flat	
2	Temporary Staging	\$280	flat	
3	Traffic Control Only	\$375	flat	
4	Utilities Structure Inspection	\$470	flat	
5	Pole Replacement	\$470	flat	
<b>Major Projects</b>				
6	Major Project			[a]
	a) First Day	\$750	flat	
	b) Each Additional Day	\$280	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	\$188	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.