



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

- March 2025 -



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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 97%. 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 3% increase for most of the City's construction permit fees.
 - The former "Fire Assessment Fee" was deleted as it is not currently used and the "Work Without Permit – Non-Destructive Inspection Required" fee was clarified to state that it is only charged when two or more non-destructive inspections are required.

- **Planning**
 - 31 individual planning 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 planning fees.

- **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 \$199 fully-burdened hourly rate for fee-related engineering services. The prior study calculated a \$188 fully-burdened hourly rate.
 - Recalibrating fees to recover 100% of the cost of service will result in a 5% 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 and contract services expenditures were based on forecasts of Fiscal Year 2024/25 and Fiscal Year 2025/26 salary, benefits, and contract services expenditures.
- All other services and supplies expenditures were based on Fiscal Year 2024/25 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 97%. 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 3% increase for most of the City's construction permit fees.
- The former "Fire Assessment Fee" was deleted as it is not currently used and the "Work Without Permit – Non-Destructive Inspection Required" fee was clarified to state that it is only charged when two or more non-destructive inspections are required.

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 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 planning fees.

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 \$199 fully-burdened hourly rate for fee-related engineering services. The prior study calculated a \$188 fully-burdened hourly rate.

- Recalibrating fees to recover 100% of the cost of service will result in a 5% 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

Allocation of Annual Labor Effort - Building Division

Position	Yearly	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday &	Productive Hours Per	Total Productive	Notes
Building Official	\$152,786	\$73	1.00	\$152,786	2,080	216	1,864	1,864	[a],[b]
Building Inspector	\$112,912	\$54	1.00	\$112,912	2,080	216	1,864	1,864	[a],[b]
Building Inspector	\$112,913	\$54	1.00	\$112,913	2,080	216	1,864	1,864	[a],[b]
Building Inspector	\$112,914	\$54	1.00	\$112,914	2,080	216	1,864	1,864	[a],[b]
Permit Technician	\$85,862	\$41	1.00	\$85,862	2,080	216	1,864	1,864	[a],[b]
Permit Technician	\$85,863	\$41	1.00	\$85,863	2,080	216	1,864	1,864	[a],[b]
Total			6.00	\$663,250				11,184	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$52,800	\$140	377	[c]

Total Productive Hours	Total	Notes
In-House	11,184	
Contract	377	
Total	11,561	

Allocation of Hours	Share	Total	Notes
Indirect	32%	3,700	[b]
Direct	68%	7,862	[b]
Total	100%	11,561	

[a] Source: FY 25/26 forecast positions.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

[c] Amounts intended to serve as reasonable estimates of market rates for contract service providers (plan review services).

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 Expenditures - Building Division [a]

Description	Forecast	Notes
Salaries, Full-time	\$663,250	
Fringe Benefits	\$108,000	
Supplemental Allowances	\$3,816	
Payroll Taxes	\$51,411	
Retirement (Employer Contribution)	\$54,652	
Benefit Administration	\$12	
Total - Labor Expenditures	\$881,141	

Recurring Non-Labor Expenditures

Description	Forecast	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Contract Services, Plan Review	\$52,800	\$0	\$52,800	[b]
Building Services, Printing	\$2,000	\$0	\$2,000	
Building Services, Publications	\$650	\$0	\$650	
Building Services, Software	\$66,632	\$0	\$66,632	
Building Services, State Fees	\$9,240	\$0	\$9,240	
Code Enforcement Services	\$65,210	(\$65,210)	\$0	[c]
Community Waste Events and Collections	\$67,196	(\$67,196)	\$0	[c]
Planning Services	\$90,000	(\$90,000)	\$0	[c]
Waste Management Services	\$31,224	(\$31,224)	\$0	[c]
Water Quality Services	\$135,462	(\$135,462)	\$0	[c]
<u>Compensation & Benefits (Administrators)</u>				
Salaries, Full-time	\$186,237	(\$186,237)	\$0	[d]
Fringe Benefits	\$24,000	(\$15,600)	\$8,400	[d]
Supplemental Allowances	\$1,908	(\$1,240)	\$668	[d]
Payroll Taxes	\$16,706	(\$10,859)	\$5,847	[d]
Retirement (Employer Contribution)	\$23,005	(\$14,953)	\$8,052	[d]
Total	\$772,270	(\$617,981)	\$154,289	

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 Salary	Share to Bldg	Notes
Development Manager	1.00	\$125,882	30%	[e]
Total	1.00	\$125,882		

Description	Dept OH Personnel	Share to Building	Total	Notes
Estimated Departmental Overhead	\$125,882	30%	\$37,764	[e]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$1,073,194	\$279,030	[f][g]

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Costs	\$1,352,224	
Direct Hours	7,862	[a]
Fully-Burdened Hourly Rate	\$172	

Notes

[a] See worksheet labeled "Allocation of Annual Labor Effort - Building".

[b] Amount represents anticipated contract service expense for, as needed, building plan review services.

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

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

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

[f] See Citywide Overhead Cost Allocation Plan for FY 25/26 - Full Cost Version.

[g] 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

Allocation of Annual Labor Effort - Planning Division

Position	Yearly Top Step	Hourly	FTE	Yearly	Total Hours Per FTE	Holiday & Leave	Hours Per FTE	Productive Hours	Notes
Development Manager	\$125,882	\$61	0.70	\$88,117	2,080	216	1,864	1,305	[a],[b]
Conservation Administrator	\$125,544	\$60	-	\$0	2,080	216	1,864	-	[a],[b]
Total			0.70	\$88,117				1,305	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Notes
Planning Services	\$90,000	\$140	643	[c]

Total Productive Hours	Total	Notes
In-House	1,305	
Contract	643	
Total	1,948	

Allocation of Hours	Share	Total	Notes
Indirect	30%	584	[b]
Direct	70%	1,363	[b]
Total	100%	1,948	

[a] Source: FY 25/26 forecast positions.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

[c] Amounts intended to serve as reasonable estimates of market rates for contract service providers (plan review services).

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 Expenditures - Building Division

Description	Forecast	Adjustment	Subtotal	Notes
Salaries, Full-time	\$663,250	(\$663,250)	\$0	[a]
Fringe Benefits	\$108,000	(\$108,000)	\$0	[a]
Supplemental Allowances	\$3,816	(\$3,816)	\$0	[a]
Payroll Taxes	\$51,411	(\$51,411)	\$0	[a]
Retirement (Employer Contribution)	\$54,652	(\$54,652)	\$0	[a]
Benefit Administration	\$12	(\$12)	\$0	[a]
Total - Labor Expenditures	\$881,141	(\$881,141)	\$0	

Recurring Non-Labor Expenditures

Description	Forecast	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Contract Services, Plan Review	\$52,800	(\$52,800)	\$0	[a]
Building Services, Printing	\$2,000	(\$2,000)	\$0	[a]
Building Services, Publications	\$650	(\$650)	\$0	[a]
Building Services, Software	\$66,632	(\$66,632)	\$0	[a]
Building Services, State Fees	\$9,240	(\$9,240)	\$0	[a]
Code Enforcement Services	\$65,210	(\$65,210)	\$0	[a]
Community Waste Events and Collections	\$67,196	(\$67,196)	\$0	[a]
Planning Services	\$90,000	\$0	\$90,000	[b]
Waste Management Services	\$31,224	(\$31,224)	\$0	[a]
Water Quality Services	\$135,462	(\$135,462)	\$0	[a]
<u>Compensation & Benefits (Administrators)</u>				
Salaries, Full-time	\$186,237	(\$121,054)	\$65,183	[c]
Fringe Benefits	\$24,000	(\$15,600)	\$8,400	[c]
Supplemental Allowances	\$1,908	(\$1,240)	\$668	[c]
Payroll Taxes	\$16,706	(\$10,859)	\$5,847	[c]
Retirement (Employer Contribution)	\$23,005	(\$14,953)	\$8,052	[c]
Total	\$772,270	(\$594,120)	\$178,150	

City of Laguna Woods

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

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

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$178,150	\$46,319	[d][e]

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Costs	\$224,468	[c]
Direct Hours	1,363	[f]
Fully-Burdened Hourly Rate	\$165	

Notes

[a] Adjustment to exclude costs not linked to planning fee-related services.

[b] Amount represents anticipated contract service expense for, as needed, planning services. Services may be linked to current or advanced planning.

[c] Although amounts include salary and benefit costs for development manager and conservation administrator positions, only planning related costs will be recovered from fees.

[d] See Citywide Overhead Cost Allocation Plan for FY 25/26 - Full Cost Version.

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

[f] See worksheet labeled "Allocation of Annual Labor Effort - Planning".

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	\$158	per hour	[a]
Total	\$158	per hour	

Recurring Non-Labor Expenditures

Description	Forecast	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Engineering Services	\$49,845	(\$49,845)	\$ -	[b]
Landscaping Services	\$85,000	(\$85,000)	\$ -	[b]
Landscaping Services, M2 Maint of Effort	\$110,000	(\$110,000)	\$ -	[b]
<u>Utilities</u>				
Utilities, Street Lights, Residential	\$41,000	(\$41,000)	\$ -	[b]
<u>Compensation & Benefits</u>				
Salaries, Full-time	\$67,486	(\$67,486)	\$ -	[c]
Fringe Benefits (Less M2 Maintenance of Effort)	\$12,000	(\$12,000)	\$ -	[c]
Supplemental Allowances (Less M2 Maintenance of Effort)	\$2,154	(\$2,154)	\$ -	[c]
Payroll Taxes (Less M2 Maintenance of Effort)	\$8,297	(\$8,297)	\$ -	[c]
Retirement (Less M2 Maintenance of Effort)	\$7,073	(\$7,073)	\$ -	[c]
Subtotal	\$382,855	(\$382,855)	\$ -	

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	\$158	\$41	\$199

- 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 Public Works Administrator 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 25/26 - 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	\$172	= \$106	\$103	97%	\$106	100%	
2	Water Heater Relocation	1.08	x	\$172	= \$186	\$181	97%	\$186	100%	
3	Tub to Tub Insert Only	1.17	x	\$172	= \$201	\$195	97%	\$201	100%	
4	Tub to Tub Tile Back Only	1.58	x	\$172	= \$272	\$264	97%	\$272	100%	
5	Shower to Shower Insert Only	1.17	x	\$172	= \$201	\$195	97%	\$201	100%	
6	Shower to Shower Tile Only	2.00	x	\$172	= \$344	\$334	97%	\$344	100%	
7	Tub to Shower Only	2.00	x	\$172	= \$344	\$334	97%	\$344	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	x	\$172	= \$106	\$103	97%	\$106	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	1.58	x	\$172	= \$272	\$264	97%	\$272	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	x	\$172	= \$115	\$111	97%	\$115	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	x	\$172	= \$72	\$70	97%	\$72	100%	
12	Plumbing Repipe	1.49	x	\$172	= \$257	\$250	97%	\$257	100%	
13	New HVAC / HVAC Change in Type - Residential	1.17	x	\$172	= \$201	\$195	97%	\$201	100%	
14	Ventilation Modifications	1.29	x	\$172	= \$221	\$215	97%	\$221	100%	
15	Electrical - New Fixtures/Receptacles	0.67	x	\$172	= \$115	\$111	97%	\$115	100%	
16	Mechanical - New Fixtures/Receptacles	0.67	x	\$172	= \$115	\$111	98%	\$115	100%	
17	Plumbing - New Fixtures/Receptacles	0.67	x	\$172	= \$115	\$111	98%	\$115	100%	
18	Electrical Panel Modification	2.07	x	\$172	= \$356	\$346	97%	\$356	100%	
19	Electrical Panel Change Out	1.11	x	\$172	= \$191	\$186	97%	\$191	100%	
20	New Washer/Dryer Hook Up	0.83	x	\$172	= \$142	\$138	97%	\$142	100%	
21	Electrical Wheelchair Lift	3.25	x	\$172	= \$559	\$543	97%	\$559	100%	
22	Temporary Power Pole	0.87	x	\$172	= \$149	\$145	97%	\$149	100%	
23	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	x	\$172	= \$178	\$173	97%	\$178	100%	
24	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	x	\$172	= \$34	\$33	97%	\$34	100%	[b]
25	Re-Roof (All Other) - First 1,000 SF	1.25	x	\$172	= \$215	\$209	97%	\$215	100%	
26	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	x	\$172	= \$34	\$33	97%	\$34	100%	[b]
27	Fenestration - Skylights/Solartubes - Fire-Rated	1.17	x	\$172	= \$201	\$195	97%	\$201	100%	
28	Fenestration - Skylights/Solartubes - Non-Rated	0.88	x	\$172	= \$151	\$146	97%	\$151	100%	
29	Fenestration - Window Retrofit	0.96	x	\$172	= \$165	\$160	97%	\$165	100%	
30	Fenestration - Doors/Windows (One New - Framed)	1.38	x	\$172	= \$237	\$230	97%	\$237	100%	[c]
31	Structural, Drywall	0.92	x	\$172	= \$158	\$153	97%	\$158	100%	
32	Structural, Insulation, Drywall	1.33	x	\$172	= \$229	\$223	97%	\$229	100%	
33	Lath	1.45	x	\$172	= \$249	\$242	97%	\$249	100%	
34	Structural, Insulation, Lath	2.17	x	\$172	= \$373	\$362	97%	\$373	100%	
35	Structural, Insulation, Shear, Lath	3.58	x	\$172	= \$616	\$598	97%	\$616	100%	
36	Fire Sprinkler Plans - New	1.33	x	\$172	= \$229	\$223	97%	\$229	100%	
37	Fire Sprinkler Plans - Modified	0.83	x	\$172	= \$143	\$139	97%	\$143	100%	
38	Reserved									

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	\$172	= \$330	\$320	97%	\$330	100%	[d]
40	Framing/Structural - 2 inspections	2.33	x	\$172	= \$401	\$390	97%	\$401	100%	[d]
41	Framing/Structural - 3 inspections	2.75	x	\$172	= \$473	\$459	97%	\$473	100%	[d]
42	Framing/Structural - More than 3 inspections									
	a) Base Fee (covers up to 3 inspections)	2.75	x	\$172	= \$473	\$459	97%	\$473	100%	[d]
	b) Each additional inspection	0.42	x	\$172	= \$72	\$70	97%	\$72	100%	[d]
43	Temporary Shade Structure (Commercial)	1.92	x	\$172	= \$330	\$320	97%	\$330	100%	
44	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	1.33	x	\$172	= \$229	\$223	97%	\$229	100%	
45	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	2.00	x	\$172	= \$344	\$334	97%	\$344	100%	
46	Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.38	x	\$172	= \$581	\$564	97%	\$581	100%	
47	Patio Conversion	6.67	x	\$172	= \$1,147	\$1,113	97%	\$1,147	100%	
48	Atrium Conversion	6.67	x	\$172	= \$1,147	\$1,113	97%	\$1,147	100%	
49	Garage Conversion/Alteration	5.83	x	\$172	= \$1,003	\$974	97%	\$1,003	100%	
50	Alteration - Residential (Res.) Kitchen	2.58	x	\$172	= \$444	\$431	97%	\$444	100%	
51	Alteration - Res. Kitchen, plus HVAC OR Fenestration	3.00	x	\$172	= \$516	\$501	97%	\$516	100%	
52	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	3.42	x	\$172	= \$588	\$571	97%	\$588	100%	[e]
53	Alteration - Res. Kitchen, plus 1 Bath	3.00	x	\$172	= \$516	\$501	97%	\$516	100%	
54	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	3.42	x	\$172	= \$588	\$571	97%	\$588	100%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	3.42	x	\$172	= \$588	\$571	97%	\$588	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	3.83	x	\$172	= \$659	\$640	97%	\$659	100%	[e]
57	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	3.83	x	\$172	= \$659	\$640	97%	\$659	100%	[e]
58	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	4.25	x	\$172	= \$731	\$710	97%	\$731	100%	[e]
59	Alteration/Remodel - Res. 1 Bath	1.75	x	\$172	= \$301	\$292	97%	\$301	100%	
60	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	2.58	x	\$172	= \$444	\$431	97%	\$444	100%	
61	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	3.00	x	\$172	= \$516	\$501	97%	\$516	100%	[e]
62	Room Addition	6.00	x	\$172	= \$1,032	\$1,002	97%	\$1,032	100%	
63	Alteration/Remodel w/ Room Addition	8.50	x	\$172	= \$1,462	\$1,420	97%	\$1,462	100%	
64	Sign (Wall) - First	1.17	x	\$172	= \$201	\$195	97%	\$201	100%	
65	Sign (Wall) - Each Add'l	0.08	x	\$172	= \$14	\$14	97%	\$14	100%	
66	Sign (Monument) - First	1.92	x	\$172	= \$330	\$320	97%	\$330	100%	
67	Sign (Monument) - Each Add'l	0.17	x	\$172	= \$29	\$28	97%	\$29	100%	
68	Antenna - Telecommunications	3.67	x	\$172	= \$631	\$612	97%	\$631	100%	
69	Antenna - Equipment Shelter	1.75	x	\$172	= \$301	\$292	97%	\$301	100%	
70	Solar - Residential Systems (Expedited Process)	1.67	x	\$172	= \$287	\$278	97%	\$287	100%	[f]
71	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	x	\$172	= \$516	\$450	87%	\$450	87%	[f]
72	Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	x	\$172	= \$1,462	\$1,000	68%	\$1,000	68%	[g]
73	Demolition - Residential	1.17	x	\$172	= \$201	\$195	97%	\$201	100%	
74	Demolition - Non-Residential	2.50	x	\$172	= \$430	\$418	97%	\$430	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	\$172	= \$106	\$103	97%	\$106	100%	[h]
76 Certificate of Occupancy	1.87	x	\$172	= \$321	\$312	97%	\$321	100%	
77 Sleeping Room Covenant - Recording Fee	0.75	x	\$172	= \$129	\$125	97%	\$129	100%	
78 Miscellaneous/All Other - First Inspection	0.62	x	\$172	= \$106	\$103	97%	\$106	100%	
79 Miscellaneous/All Other - Each Add'l Inspection	0.42	x	\$172	= \$72	\$70	97%	\$72	100%	
80 Miscellaneous/All Other - Plan Check (Per Hr)	1.00	x	\$172	= \$172	\$167	97%	\$172	100%	
81 Plan Revision - Non-Structural - (Per Hr)	1.00	x	\$172	= \$172	\$167	97%	\$172	100%	
82 Plan Revision - Structural - (Per Hr)	1.00	x	\$172	= \$172	\$167	97%	\$172	100%	
83 Work Without Permit - 2+ Non-Destructive Inspections Required	1.33	x	\$172	= \$229	\$223	97%	\$229	100%	
84 Work Without Permit - Destructive Inspection Required	2.33	x	\$172	= \$401	\$390	97%	\$401	100%	
85 Re-Inspection - Missed Appointment	0.42	x	\$172	= \$72	\$70	97%	\$72	100%	
86 Inspection Outside of Normal Business Hours (Per Hr)	1.25	x	\$172	= \$215	\$209	97%	\$215	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	\$172	= \$106	\$103	97%	\$106	100%	
89 Replacement Job Card	0.20	x	\$172	= \$34	\$33	97%	\$34	100%	
90 Permit Extension	0.50	x	\$172	= \$86	\$84	97%	\$86	100%	
91 Change of Contractor, Architect, Owner Processing	0.50	x	\$172	= \$86	\$84	97%	\$86	100%	
92 Expired Permit	1.00	x	\$172	= \$172	\$167	97%	\$172	100%	
93 Cancelled Permit Refund Processing Fee	0.50	x	\$172	= \$86	\$84	97%	\$86	100%	
94 Copy and Printing Charge	0.08	x	\$172	= \$14	\$14	97%	\$14	100%	
95 State Energy Form Assistance (Upon Request) (Per Page)	0.25	x	\$172	= \$43	\$4	9%	\$4	9%	
96 Building and Safety Appeal Application	1.00	x	\$172	= \$172	\$167	97%	\$172	100%	
97 Alternate Materials Method Review (Per Hr)	1.00	x	\$172	= \$172	\$167	97%	\$172	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.

[h] No Work Without Permit fee is charged for permits that require only one non-destructive inspection.

* 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		\$172	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	\$1,290	\$30.10	\$1,290	\$55.90	\$2,580	\$86.00
	New Construction	2,000	10.13	12.38	22.50	\$1,742	\$19.35	\$2,129	\$23.65	\$3,870	\$43.00
		5,000	13.50	16.50	30.00	\$2,322	\$11.61	\$2,838	\$14.19	\$5,160	\$25.80
		10,000	16.88	20.63	37.50	\$2,903	\$5.38	\$3,548	\$16.13	\$6,450	\$21.50
		20,000	20.00	30.00	50.00	\$3,440	varies	\$5,160	varies	\$8,600	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	\$301	\$100.33	\$559	\$186.33	\$860	\$286.67
		250	2.63	4.88	7.50	\$452	\$60.20	\$839	\$111.80	\$1,290	\$172.00
		500	3.50	6.50	10.00	\$602	\$30.10	\$1,118	\$55.90	\$1,720	\$86.00
		1,000	4.38	8.13	12.50	\$753	\$14.05	\$1,398	\$26.09	\$2,150	\$40.13
		2,500	5.60	10.40	16.00	\$963	varies	\$1,789	varies	\$2,752	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$2,064	\$48.16	\$2,064	\$89.44	\$4,128	\$137.60
		2,000	16.20	19.80	36.00	\$2,786	\$30.96	\$3,406	\$37.84	\$6,192	\$68.80
		5,000	21.60	26.40	48.00	\$3,715	\$18.58	\$4,541	\$22.70	\$8,256	\$41.28
		10,000	27.00	33.00	60.00	\$4,644	\$8.60	\$5,676	\$25.80	\$10,320	\$34.40
		20,000	32.00	48.00	80.00	\$5,504	varies	\$8,256	varies	\$13,760	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$241	\$48.16	\$447	\$89.44	\$688	\$137.60
		500	2.10	3.90	6.00	\$361	\$24.08	\$671	\$44.72	\$1,032	\$68.80
		1,000	2.80	5.20	8.00	\$482	\$8.03	\$894	\$14.91	\$1,376	\$22.93
		2,500	3.50	6.50	10.00	\$602	\$7.83	\$1,118	\$14.53	\$1,720	\$22.36
		5,000	4.64	8.61	13.25	\$798	varies	\$1,481	varies	\$2,279	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		\$172	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	\$1,253	\$29.23	\$1,253	\$54.28	\$2,505	\$83.50	\$2,505	\$2,580	97%	\$2,580	100%
		2,000	\$1,691	\$18.79	\$2,067	\$22.96	\$3,758	\$41.75	\$3,758	\$3,870	97%	\$3,870	100%
		5,000	\$2,255	\$11.27	\$2,756	\$13.78	\$5,010	\$25.05	\$5,010	\$5,160	97%	\$5,160	100%
		10,000	\$2,818	\$5.22	\$3,444	\$15.66	\$6,263	\$20.88	\$6,263	\$6,450	97%	\$6,450	100%
		20,000	\$3,340	varies	\$5,010	varies	\$8,350	varies	\$8,350	\$8,600	97%	\$8,600	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	\$860	97%	\$860	100%
		250	\$438	\$58.45	\$814	\$108.55	\$1,253	\$167.00	\$1,253	\$1,290	97%	\$1,290	100%
		500	\$585	\$29.23	\$1,086	\$54.28	\$1,670	\$83.50	\$1,670	\$1,720	97%	\$1,720	100%
		1,000	\$731	\$13.64	\$1,357	\$25.33	\$2,088	\$38.97	\$2,088	\$2,150	97%	\$2,150	100%
		2,500	\$935	varies	\$1,737	varies	\$2,672	varies	\$2,672	\$2,752	97%	\$2,752	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	\$4,128	97%	\$4,128	100%
		2,000	\$2,705	\$30.06	\$3,307	\$36.74	\$6,012	\$66.80	\$6,012	\$6,192	97%	\$6,192	100%
		5,000	\$3,607	\$18.04	\$4,409	\$22.04	\$8,016	\$40.08	\$8,016	\$8,256	97%	\$8,256	100%
		10,000	\$4,509	\$8.35	\$5,511	\$25.05	\$10,020	\$33.40	\$10,020	\$10,320	97%	\$10,320	100%
		20,000	\$5,344	varies	\$8,016	varies	\$13,360	varies	\$13,360	\$13,760	97%	\$13,760	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	\$688	97%	\$688	100%
		500	\$351	\$23.38	\$651	\$43.42	\$1,002	\$66.80	\$1,002	\$1,032	97%	\$1,032	100%
		1,000	\$468	\$7.79	\$868	\$14.47	\$1,336	\$22.27	\$1,336	\$1,376	97%	\$1,376	100%
		2,500	\$585	\$7.60	\$1,086	\$14.11	\$1,670	\$21.71	\$1,670	\$1,720	97%	\$1,720	100%
		5,000	\$774	varies	\$1,438	varies	\$2,213	varies	\$2,213	\$2,279	97%	\$2,279	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		\$172	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	\$1,290	\$30.10	\$1,290	\$55.90	\$2,580	\$86.00	\$2,580	\$2,580	100%	\$2,580	100%
		2,000	\$1,742	\$19.35	\$2,129	\$23.65	\$3,870	\$43.00	\$3,870	\$3,870	100%	\$3,870	100%
		5,000	\$2,322	\$11.61	\$2,838	\$14.19	\$5,160	\$25.80	\$5,160	\$5,160	100%	\$5,160	100%
		10,000	\$2,903	\$5.38	\$3,548	\$16.13	\$6,450	\$21.50	\$6,450	\$6,450	100%	\$6,450	100%
		20,000	\$3,440	varies	\$5,160	varies	\$8,600	varies	\$8,600	\$8,600	100%	\$8,600	100%
		> 20,000	varies		varies		varies		varies	varies			deposit
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$301	\$100.33	\$559	\$186.33	\$860	\$286.67	\$860	\$860	100%	\$860	100%
		250	\$452	\$60.20	\$839	\$111.80	\$1,290	\$172.00	\$1,290	\$1,290	100%	\$1,290	100%
		500	\$602	\$30.10	\$1,118	\$55.90	\$1,720	\$86.00	\$1,720	\$1,720	100%	\$1,720	100%
		1,000	\$753	\$14.05	\$1,398	\$26.09	\$2,150	\$40.13	\$2,150	\$2,150	100%	\$2,150	100%
		2,500	\$963	varies	\$1,789	varies	\$2,752	varies	\$2,752	\$2,752	100%	\$2,752	100%
		> 2,500	varies		varies		varies		varies	varies			deposit
3	All Other New Construction	500	\$2,064	\$48.16	\$2,064	\$89.44	\$4,128	\$137.60	\$4,128	\$4,128	100%	\$4,128	100%
		2,000	\$2,786	\$30.96	\$3,406	\$37.84	\$6,192	\$68.80	\$6,192	\$6,192	100%	\$6,192	100%
		5,000	\$3,715	\$18.58	\$4,541	\$22.70	\$8,256	\$41.28	\$8,256	\$8,256	100%	\$8,256	100%
		10,000	\$4,644	\$8.60	\$5,676	\$25.80	\$10,320	\$34.40	\$10,320	\$10,320	100%	\$10,320	100%
		20,000	\$5,504	varies	\$8,256	varies	\$13,760	varies	\$13,760	\$13,760	100%	\$13,760	100%
		> 20,000	varies		varies		varies		varies	varies			deposit
4	Tenant Improvements New Construction	250	\$241	\$48.16	\$447	\$89.44	\$688	\$137.60	\$688	\$688	100%	\$688	100%
		500	\$361	\$24.08	\$671	\$44.72	\$1,032	\$68.80	\$1,032	\$1,032	100%	\$1,032	100%
		1,000	\$482	\$8.03	\$894	\$14.91	\$1,376	\$22.93	\$1,376	\$1,376	100%	\$1,376	100%
		2,500	\$602	\$7.83	\$1,118	\$14.53	\$1,720	\$22.36	\$1,720	\$1,720	100%	\$1,720	100%
		5,000	\$798	varies	\$1,481	varies	\$2,279	varies	\$2,279	\$2,279	100%	\$2,279	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		
Fixed Fee Services												
1	Film Permit	4.00	x	\$165	= \$660	\$644	Flat	98%	\$660	Flat	100%	[a]
2	Address Establishment/Change	2.50	x	\$165	= \$413	\$403	Flat	98%	\$413	Flat	100%	
3	Notice of Exemption	2.00	x	\$165	= \$330	\$322	Flat	98%	\$330	Flat	100%	[b]
4	Outdoor Seating Permit	2.50	x	\$165	= \$413	\$403	Flat	98%	\$413	Flat	100%	
5	Sign Permit - Part of Sign Program	0.75	x	\$165	= \$124	\$121	Flat	98%	\$124	Flat	100%	
6	Sign Permit - Permanent	2.00	x	\$165	= \$330	\$322	Flat	98%	\$330	Flat	100%	
7	Sign Permit - Temporary	0.50	x	\$165	= \$83	\$81	Flat	98%	\$83	Flat	100%	
8	Sign Permit - Community Facilities/Open Space Annual	0.50	x	\$165	= \$83	\$81	Flat	98%	\$83	Flat	100%	
9	Special Event Permit	2.00	x	\$165	= \$330	\$322	Flat	98%	\$330	Flat	100%	
10	Temporary Use Permit	4.00	x	\$165	= \$660	\$644	Flat	98%	\$660	Flat	100%	
11	Tree Removal Permit	1.50	x	\$165	= \$248	\$242	Flat	98%	\$248	Flat	100%	
12	Wireless Use Permit Filing Fee	11.50	x	\$165	= \$1,898	\$1,852	Flat	98%	\$1,898	Flat	100%	[c]
13	Eligible Facility Request Permit Filing Fee	8.50	x	\$165	= \$1,403	\$1,369	Flat	98%	\$1,403	Flat	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	x	\$165	= \$330	\$322	Flat	98%	\$330	Flat	100%	
15	Zoning Confirmation Letter	1.25	x	\$165	= \$206	\$201	Flat	98%	\$206	Flat	100%	
16	Bingo Permit					\$50	Flat	n/a	\$50	Flat		[d]
17	Appeal (City Council)	14.50	x	\$165	= \$2,393	\$750	Flat	31%	\$750	Flat	31%	[e]
Deposit-Based Fee Services												
18	Change Plan	16.00	x	\$165	= \$2,640	\$2,500	Deposit	98%	\$2,500	Deposit	100%	
19	Conditional Use Permit	28.75	x	\$165	= \$4,744	\$4,500	Deposit	98%	\$4,500	Deposit	100%	
20	Development Agreement	133.50	x	\$165	= \$22,028	\$10,000	Deposit	98%	\$10,000	Deposit	100%	
21	Environmental Impact Report	varies	x	\$165	= varies	\$10,000	Deposit	98%	\$10,000	Deposit	100%	
22	General Plan Amendment	131.50	x	\$165	= \$21,698	\$10,000	Deposit	98%	\$10,000	Deposit	100%	
23	Zoning Code Amendment	131.50	x	\$165	= \$21,698	\$10,000	Deposit	98%	\$10,000	Deposit	100%	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	x	\$165	= varies	\$5,000	Deposit	98%	\$5,000	Deposit	100%	
25	Sign Program	19.00	x	\$165	= \$3,135	\$3,000	Deposit	98%	\$3,000	Deposit	100%	
26	Site Development Permit	28.00	x	\$165	= \$4,620	\$4,500	Deposit	98%	\$4,500	Deposit	100%	
27	Lot Line Adjustment	16.00	x	\$165	= \$2,640	\$2,500	Deposit	98%	\$2,500	Deposit	100%	
28	Specific Plan	133.50	x	\$165	= \$22,028	\$10,000	Deposit	98%	\$10,000	Deposit	100%	
29	Variance	25.00	x	\$165	= \$4,125	\$4,000	Deposit	98%	\$4,000	Deposit	100%	
30	Zone Change	116.50	x	\$165	= \$19,223	\$10,000	Deposit	98%	\$10,000	Deposit	100%	
31	Other Services Not Identified	varies	x	\$165	= varies	varies	Deposit	98%	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	
Encroachment Permits													
Minor Projects													
1	Landscape Maintenance	1.50	x	\$199	=	\$299	\$280	flat	94%	\$295	flat	99%	
2	Temporary Staging	1.50	x	\$199	=	\$299	\$280	flat	94%	\$295	flat	99%	
3	Traffic Control Only	2.00	x	\$199	=	\$398	\$375	flat	94%	\$395	flat	99%	
4	Utilities Structure Inspection	2.50	x	\$199	=	\$498	\$470	flat	94%	\$495	flat	99%	
5	Pole Replacement	2.50	x	\$199	=	\$498	\$470	flat	94%	\$495	flat	99%	
Major Projects													
6	Major Project												[a]
	a) First Day	4.00	x	\$199	=	\$796	\$750	flat	94%	\$795	flat	100%	
	b) Each Additional Day	1.50	x	\$199	=	\$299	\$280	per day	94%	\$295	per day	99%	
7	Projects Greater Than Two Weeks in Duration	varies	x	\$199	=	varies	\$3,000	deposit	varies	\$3,000	deposit	100%	
Grading Permits													
1	Grading Plan Check and Inspection	varies	x	\$199	=	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	\$103	\$106	97%	\$106	\$3	100%	
2	Water Heater Relocation	\$181	\$186	97%	\$186	\$5	100%	
3	Tub to Tub Insert Only	\$195	\$201	97%	\$201	\$6	100%	
4	Tub to Tub Tile Back Only	\$264	\$272	97%	\$272	\$8	100%	
5	Shower to Shower Insert Only	\$195	\$201	97%	\$201	\$6	100%	
6	Shower to Shower Tile Only	\$334	\$344	97%	\$344	\$10	100%	
7	Tub to Shower Only	\$334	\$344	97%	\$344	\$10	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$103	\$106	97%	\$106	\$3	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$264	\$272	97%	\$272	\$8	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$111	\$115	97%	\$115	\$3	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$70	\$72	97%	\$72	\$2	100%	
12	Plumbing Repipe	\$250	\$257	97%	\$257	\$7	100%	
13	New HVAC / HVAC Change in Type - Residential	\$195	\$201	97%	\$201	\$6	100%	
14	Ventilation Modifications	\$215	\$221	97%	\$221	\$6	100%	
15	Electrical - New Fixtures/Receptacles	\$111	\$115	97%	\$115	\$3	100%	
16	Mechanical - New Fixtures/Receptacles	\$111	\$115	98%	\$115	\$3	100%	
17	Plumbing - New Fixtures/Receptacles	\$111	\$115	98%	\$115	\$3	100%	
18	Electrical Panel Modification	\$346	\$356	97%	\$356	\$10	100%	
19	Electrical Panel Change Out	\$186	\$191	97%	\$191	\$6	100%	
20	New Washer/Dryer Hook Up	\$138	\$142	97%	\$142	\$4	100%	
21	Electrical Wheelchair Lift	\$543	\$559	97%	\$559	\$16	100%	
22	Temporary Power Pole	\$145	\$149	97%	\$149	\$4	100%	
23	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$173	\$178	97%	\$178	\$5	100%	
24	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$33	\$34	97%	\$34	\$1	100%	[b]
25	Re-Roof (All Other) - First 1,000 SF	\$209	\$215	97%	\$215	\$6	100%	
26	Re-Roof (All Other) - Each Add'l 5,000 SF	\$33	\$34	97%	\$34	\$1	100%	[b]
27	Fenestration - Skylights/Solartubes - Fire-Rated	\$195	\$201	97%	\$201	\$6	100%	
28	Fenestration - Skylights/Solartubes - Non-Rated	\$146	\$151	97%	\$151	\$4	100%	
29	Fenestration - Window Retrofit	\$160	\$165	97%	\$165	\$5	100%	
30	Fenestration - Doors/Windows (One New - Framed)	\$230	\$237	97%	\$237	\$7	100%	[c]
31	Structural, Drywall	\$153	\$158	97%	\$158	\$5	100%	
32	Structural, Insulation, Drywall	\$223	\$229	97%	\$229	\$7	100%	
33	Lath	\$242	\$249	97%	\$249	\$7	100%	
34	Structural, Insulation, Lath	\$362	\$373	97%	\$373	\$11	100%	
35	Structural, Insulation, Shear, Lath	\$598	\$616	97%	\$616	\$18	100%	
36	Fire Sprinkler Plans - New	\$223	\$229	97%	\$229	\$7	100%	
37	Fire Sprinkler Plans - Modified	\$139	\$143	97%	\$143	\$4	100%	
38	<i>Reserved</i>							
39	Framing/Structural - 1 inspection	\$320	\$330	97%	\$330	\$10	100%	[d]
40	Framing/Structural - 2 inspections	\$390	\$401	97%	\$401	\$12	100%	[d]
41	Framing/Structural - 3 inspections	\$459	\$473	97%	\$473	\$14	100%	[d]
42	Framing/Structural - More than 3 inspections							
	a) Base Fee (covers up to 3 inspections)	\$459	\$473	97%	\$473	\$14	100%	[d]
	b) Each additional inspection	\$70	\$72	97%	\$72	\$2	100%	[d]
43	Temporary Shade Structure (Commercial)	\$320	\$330	97%	\$330	\$10	100%	
44	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$223	\$229	97%	\$229	\$7	100%	
45	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$334	\$344	97%	\$344	\$10	100%	
46	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$564	\$581	97%	\$581	\$17	100%	
47	Patio Conversion	\$1,113	\$1,147	97%	\$1,147	\$33	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	\$1,113	\$1,147	97%	\$1,147	\$33	100%	
49	Garage Conversion/Alteration	\$974	\$1,003	97%	\$1,003	\$29	100%	
50	Alteration - Residential (Res.) Kitchen	\$431	\$444	97%	\$444	\$13	100%	
51	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$501	\$516	97%	\$516	\$15	100%	
52	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$571	\$588	97%	\$588	\$17	100%	[e]
53	Alteration - Res. Kitchen, plus 1 Bath	\$501	\$516	97%	\$516	\$15	100%	
54	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$571	\$588	97%	\$588	\$17	100%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$571	\$588	97%	\$588	\$17	100%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$640	\$659	97%	\$659	\$19	100%	[e]
57	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$640	\$659	97%	\$659	\$19	100%	[e]
58	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND	\$710	\$731	97%	\$731	\$21	100%	[e]
59	Alteration/Remodel - Res. 1 Bath	\$292	\$301	97%	\$301	\$9	100%	
60	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$431	\$444	97%	\$444	\$13	100%	
61	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$501	\$516	97%	\$516	\$15	100%	[e]
62	Room Addition	\$1,002	\$1,032	97%	\$1,032	\$30	100%	
63	Alteration/Remodel w/ Room Addition	\$1,420	\$1,462	97%	\$1,462	\$43	100%	
64	Sign (Wall) - First	\$195	\$201	97%	\$201	\$6	100%	
65	Sign (Wall) - Each Add'l	\$14	\$14	97%	\$14	\$0	100%	
66	Sign (Monument) - First	\$320	\$330	97%	\$330	\$10	100%	
67	Sign (Monument) - Each Add'l	\$28	\$29	97%	\$29	\$1	100%	
68	Antenna - Telecommunications	\$612	\$631	97%	\$631	\$18	100%	
69	Antenna - Equipment Shelter	\$292	\$301	97%	\$301	\$9	100%	
70	Solar - Residential Systems (Expedited Process)	\$278	\$287	97%	\$287	\$8	100%	[f]
71	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$450	\$516	87%	\$450	\$0	87%	[f]
72	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	\$1,462	68%	\$1,000	\$0	68%	[g]
73	Demolition - Residential	\$195	\$201	97%	\$201	\$6	100%	
74	Demolition - Non-Residential	\$418	\$430	97%	\$430	\$13	100%	
75	Certificate of Occupancy - Temporary	\$103	\$106	97%	\$106	\$3	100%	
76	Certificate of Occupancy	\$312	\$321	97%	\$321	\$9	100%	
77	Sleeping Room Covenant - Recording Fee	\$125	\$129	97%	\$129	\$4	100%	
78	Miscellaneous/All Other - First Inspection	\$103	\$106	97%	\$106	\$3	100%	
79	Miscellaneous/All Other - Each Add'l Inspection	\$70	\$72	97%	\$72	\$2	100%	
80	Miscellaneous/All Other - Plan Check (Per Hr)	\$167	\$172	97%	\$172	\$5	100%	
81	Plan Revision - Non-Structural - (Per Hr)	\$167	\$172	97%	\$172	\$5	100%	
82	Plan Revision - Structural - (Per Hr)	\$167	\$172	97%	\$172	\$5	100%	
83	Work Without Permit - 2+ Non-Destructive Inspections Required	\$223	\$229	97%	\$229	\$7	100%	[h]
84	Work Without Permit - Destructive Inspection Required	\$390	\$401	97%	\$401	\$12	100%	
85	Re-Inspection - Missed Appointment	\$70	\$72	97%	\$72	\$2	100%	
86	Inspection Outside of Normal Business Hours (Per Hr)	\$209	\$215	97%	\$215	\$6	100%	
87	Expedited Plan Review of Residential Remodels	125% of standard		98%	125% of standard fee		100%	
88	Additional Inspections	\$103	\$106	97%	\$106	\$3	100%	
89	Replacement Job Card	\$33	\$34	97%	\$34	\$1	100%	
90	Permit Extension	\$84	\$86	97%	\$86	\$3	100%	
91	Change of Contractor, Architect, Owner Processing	\$84	\$86	97%	\$86	\$3	100%	
92	Expired Permit	\$167	\$172	97%	\$172	\$5	100%	
93	Cancelled Permit Refund Processing Fee	\$84	\$86	97%	\$86	\$3	100%	
94	Copy and Printing Charge	\$14	\$14	97%	\$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	\$43	9%	\$4	\$0	9%	
96	Building and Safety Appeal Application	\$167	\$172	97%	\$172	\$5	100%	
97	Alternate Materials Method Review (Per Hr)	\$167	\$172	97%	\$172	\$5	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.

[h] No Work Without Permit fee is charged for permits that require only one non-destructive inspection.

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

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

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

City of Laguna Woods

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

Construction Class		SqFt	Current Fee	Est. Cost of Svc	Current Cost Recovery	Modified Fee Assuming Full or Targeted Cost Recovery [a]	Increase (Decrease) Amount	Modified Cost Recovery
1	Shell Building	500	\$2,505	\$2,580	97%	\$2,580	\$75	100%
	New Construction	2,000	\$3,758	\$3,870	97%	\$3,870	\$113	100%
		5,000	\$5,010	\$5,160	97%	\$5,160	\$150	100%
		10,000	\$6,263	\$6,450	97%	\$6,450	\$188	100%
		20,000	\$8,350	\$8,600	97%	\$8,600	\$250	100%
		> 20,000	varies	varies		deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$835	\$860	97%	\$860	\$25	100%
		250	\$1,253	\$1,290	97%	\$1,290	\$38	100%
		500	\$1,670	\$1,720	97%	\$1,720	\$50	100%
		1,000	\$2,088	\$2,150	97%	\$2,150	\$63	100%
		2,500	\$2,672	\$2,752	97%	\$2,752	\$80	100%
		> 2,500	varies	varies		deposit		
3	All Other New Construction	500	\$4,008	\$4,128	97%	\$4,128	\$120	100%
		2,000	\$6,012	\$6,192	97%	\$6,192	\$180	100%
		5,000	\$8,016	\$8,256	97%	\$8,256	\$240	100%
		10,000	\$10,020	\$10,320	97%	\$10,320	\$300	100%
		20,000	\$13,360	\$13,760	97%	\$13,760	\$400	100%
		> 20,000	varies	varies		deposit		
4	Tenant Improvements New Construction	250	\$668	\$688	97%	\$688	\$20	100%
		500	\$1,002	\$1,032	97%	\$1,032	\$30	100%
		1,000	\$1,336	\$1,376	97%	\$1,376	\$40	100%
		2,500	\$1,670	\$1,720	97%	\$1,720	\$50	100%
		5,000	\$2,213	\$2,279	97%	\$2,279	\$66	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
Fixed Fee Services								
1	Film Permit	\$644	\$660	98%	\$660	\$16	100%	[a]
2	Address Establishment/Change	\$403	\$413	98%	\$413	\$10	100%	
3	Notice of Exemption	\$322	\$330	98%	\$330	\$8	100%	[b]
4	Outdoor Seating Permit	\$403	\$413	98%	\$413	\$10	100%	
5	Sign Permit - Part of Sign Program	\$121	\$124	98%	\$124	\$3	100%	
6	Sign Permit - Permanent	\$322	\$330	98%	\$330	\$8	100%	
7	Sign Permit - Temporary	\$81	\$83	98%	\$83	\$2	100%	
8	Sign Permit - Community Facilities/Open Space Annual	\$81	\$83	98%	\$83	\$2	100%	
9	Special Event Permit	\$322	\$330	98%	\$330	\$8	100%	
10	Temporary Use Permit	\$644	\$660	98%	\$660	\$16	100%	
11	Tree Removal Permit	\$242	\$248	98%	\$248	\$6	100%	
12	Wireless Use Permit Filing Fee	\$1,852	\$1,898	98%	\$1,898	\$46	100%	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,369	\$1,403	98%	\$1,403	\$34	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$322	\$330	98%	\$330	\$8	100%	
15	Zoning Confirmation Letter	\$201	\$206	98%	\$206	\$5	100%	
16	Bingo Permit	\$50		n/a	\$50	\$0	n/a	[d]
17	Appeal (City Council)	\$750	\$2,393	31%	\$750	\$0	31%	

Fee Description		Current Initial Deposit	Est. Cost of Service	Current Cost Recovery	Modified Deposit [d]	Increase (Decrease)	Modified Cost Recovery	Notes
Deposit-Based Fee Services								[e]
18	Change Plan	\$2,500	\$2,640	98%	\$2,500	\$0	100%	
19	Conditional Use Permit	\$4,500	\$4,744	98%	\$4,500	\$0	100%	
20	Development Agreement	\$10,000	\$22,028	98%	\$10,000	\$0	100%	
21	Environmental Impact Report	\$10,000	varies	98%	\$10,000	\$0	100%	
22	General Plan Amendment	\$10,000	\$21,698	98%	\$10,000	\$0	100%	
23	Zoning Code Amendment	\$10,000	\$21,698	98%	\$10,000	\$0	100%	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	varies	98%	\$5,000	\$0	100%	
25	Sign Program	\$3,000	\$3,135	98%	\$3,000	\$0	100%	
26	Site Development Permit	\$4,500	\$4,620	98%	\$4,500	\$0	100%	
27	Lot Line Adjustment	\$2,500	\$2,640	98%	\$2,500	\$0	100%	
28	Specific Plan	\$10,000	\$22,028	98%	\$10,000	\$0	100%	
29	Variance	\$4,000	\$4,125	98%	\$4,000	\$0	100%	
30	Zone Change	\$10,000	\$19,223	98%	\$10,000	\$0	100%	
31	Other Services Not Identified	varies	varies	98%	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
Encroachment Permits								
Minor Projects								
1	Landscape Maintenance	\$280	\$299	\$295	flat	\$15	99%	
2	Temporary Staging	\$280	\$299	\$295	flat	\$15	99%	
3	Traffic Control Only	\$375	\$398	\$395	flat	\$20	99%	
4	Utilities Structure Inspection	\$470	\$498	\$495	flat	\$25	99%	
5	Pole Replacement	\$470	\$498	\$495	flat	\$25	99%	
Major Projects								
6	Major Project							[a]
	a) First Day	\$750	\$796	\$795	flat	\$45	100%	
	b) Each Additional Day	\$280	\$299	\$295	per day	\$15	99%	
7	Projects Greater Than Two Weeks in Duration	\$3,000	varies	\$3,000	deposit	\$0	100%	

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

Notes

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

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

Master Fee Schedule

City of Laguna Woods

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

Fee Description		[a] Fee Assuming Full or Targeted Cost Recovery	Notes
1	New or Existing Water Heater Change Out	\$106	
2	Water Heater Relocation	\$186	
3	Tub to Tub Insert Only	\$201	
4	Tub to Tub Tile Back Only	\$272	
5	Shower to Shower Insert Only	\$201	
6	Shower to Shower Tile Only	\$344	
7	Tub to Shower Only	\$344	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$106	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$272	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$115	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$72	
12	Plumbing Repipe	\$257	
13	New HVAC / HVAC Change in Type - Residential	\$201	
14	Ventilation Modifications	\$221	
15	Electrical - New Fixtures/Receptacles	\$115	
16	Mechanical - New Fixtures/Receptacles	\$115	
17	Plumbing - New Fixtures/Receptacles	\$115	
18	Electrical Panel Modification	\$356	
19	Electrical Panel Change Out	\$191	
20	New Washer/Dryer Hook Up	\$142	
21	Electrical Wheelchair Lift	\$559	
22	Temporary Power Pole	\$149	
23	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$178	
24	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$34	[b]
25	Re-Roof (All Other) - First 1,000 SF	\$215	
26	Re-Roof (All Other) - Each Add'l 5,000 SF	\$34	[b]
27	Fenestration - Skylights/Solartubes - Fire-Rated	\$201	
28	Fenestration - Skylights/Solartubes - Non-Rated	\$151	
29	Fenestration - Window Retrofit	\$165	
30	Fenestration - Doors/Windows (One New - Framed)	\$237	[c]
31	Structural, Drywall	\$158	
32	Structural, Insulation, Drywall	\$229	
33	Lath	\$249	
34	Structural, Insulation, Lath	\$373	
35	Structural, Insulation, Shear, Lath	\$616	
36	Fire Sprinkler Plans - New	\$229	
37	Fire Sprinkler Plans - Modified	\$143	
38	<i>Reserved</i>		
39	Framing/Structural - 1 inspection	\$330	[d]
40	Framing/Structural - 2 inspections	\$401	[d]
41	Framing/Structural - 3 inspections	\$473	[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)	\$473	[d]
	b) Each additional inspection	\$72	[d]
43	Temporary Shade Structure (Commercial)	\$330	
44	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$229	
45	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$344	
46	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$581	
47	Patio Conversion	\$1,147	
48	Atrium Conversion	\$1,147	
49	Garage Conversion/Alteration	\$1,003	
50	Alteration - Residential (Res.) Kitchen	\$444	
51	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$516	
52	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$588	[e]
53	Alteration - Res. Kitchen, plus 1 Bath	\$516	
54	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$588	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$588	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$659	[e]
57	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$659	[e]
58	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$731	[e]
59	Alteration/Remodel - Res. 1 Bath	\$301	
60	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$444	
61	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$516	[e]
62	Room Addition	\$1,032	
63	Alteration/Remodel w/ Room Addition	\$1,462	
64	Sign (Wall) - First	\$201	
65	Sign (Wall) - Each Add'l	\$14	
66	Sign (Monument) - First	\$330	
67	Sign (Monument) - Each Add'l	\$29	
68	Antenna - Telecommunications	\$631	
69	Antenna - Equipment Shelter	\$301	
70	Solar - Residential Systems (Expedited Process)	\$287	[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	\$201	
74	Demolition - Non-Residential	\$430	
75	Certificate of Occupancy - Temporary	\$106	
76	Certificate of Occupancy	\$321	
77	Sleeping Room Covenant - Recording Fee	\$129	
78	Miscellaneous/All Other - First Inspection	\$106	
79	Miscellaneous/All Other - Each Add'l Inspection	\$72	
80	Miscellaneous/All Other - Plan Check (Per Hr)	\$172	

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)	\$172	
82	Plan Revision - Structural - (Per Hr)	\$172	
83	Work Without Permit - 2+ Non-Destructive Inspections Required	\$229	[h]
84	Work Without Permit - Destructive Inspection Required	\$401	
85	Re-Inspection - Missed Appointment	\$72	
86	Inspection Outside of Normal Business Hours (Per Hr)	\$215	
87	Expedited Plan Review of Residential Remodels	125% of standard fee	
88	Additional Inspections	\$106	
89	Replacement Job Card	\$34	
90	Permit Extension	\$86	
91	Change of Contractor, Architect, Owner Processing	\$86	
92	Expired Permit	\$172	
93	Cancelled Permit Refund Processing Fee	\$86	
94	Copy and Printing Charge	\$14	
95	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
96	Building and Safety Appeal Application	\$172	
97	Alternate Materials Method Review (Per Hr)	\$172	

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.

[h] No Work Without Permit fee is charged for permits that require only one non-destructive inspection.

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

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

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

City of Laguna Woods

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

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	\$1,290	\$30.10	\$1,290	\$55.90	\$2,580	\$86.00
	2,000	\$1,742	\$19.35	\$2,129	\$23.65	\$3,870	\$43.00
	5,000	\$2,322	\$11.61	\$2,838	\$14.19	\$5,160	\$25.80
	10,000	\$2,903	\$5.38	\$3,548	\$16.13	\$6,450	\$21.50
	20,000	\$3,440	varies	\$5,160	varies	\$8,600	varies
	> 20,000	varies		varies		varies	
2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$301	\$100.33	\$559	\$186.33	\$860	\$286.67
	250	\$452	\$60.20	\$839	\$111.80	\$1,290	\$172.00
	500	\$602	\$30.10	\$1,118	\$55.90	\$1,720	\$86.00
	1,000	\$753	\$14.05	\$1,398	\$26.09	\$2,150	\$40.13
	2,500	\$963	varies	\$1,789	varies	\$2,752	varies
	> 2,500	varies		varies		varies	
3 All Other New Construction	500	\$2,064	\$48.16	\$2,064	\$89.44	\$4,128	\$137.60
	2,000	\$2,786	\$30.96	\$3,406	\$37.84	\$6,192	\$68.80
	5,000	\$3,715	\$18.58	\$4,541	\$22.70	\$8,256	\$41.28
	10,000	\$4,644	\$8.60	\$5,676	\$25.80	\$10,320	\$34.40
	20,000	\$5,504	varies	\$8,256	varies	\$13,760	varies
	> 20,000	varies		varies		varies	
4 Tenant Improvements New Construction	250	\$241	\$48.16	\$447	\$89.44	\$688	\$137.60
	500	\$361	\$24.08	\$671	\$44.72	\$1,032	\$68.80
	1,000	\$482	\$8.03	\$894	\$14.91	\$1,376	\$22.93
	2,500	\$602	\$7.83	\$1,118	\$14.53	\$1,720	\$22.36
	5,000	\$798	varies	\$1,481	varies	\$2,279	varies
	> 5,000	varies		varies		varies	

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

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

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

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

City of Laguna Woods

Schedule of Building Fees

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

Notes

[a] Source: California Public Resources Code Section 2705

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

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

City of Laguna Woods

Schedule of Planning Fees

Fee Description		Fee Assuming Full or Targeted Cost Recovery	Notes
Fixed Fee Services			
1	Film Permit	\$660	[a]
2	Address Establishment/Change	\$413	
3	Notice of Exemption	\$330	[b]
4	Outdoor Seating Permit	\$413	
5	Sign Permit - Part of Sign Program	\$124	
6	Sign Permit - Permanent	\$330	
7	Sign Permit - Temporary	\$83	
8	Sign Permit - Community Facilities/Open Space Annual	\$83	
9	Special Event Permit	\$330	
10	Temporary Use Permit	\$660	
11	Tree Removal Permit	\$248	
12	Wireless Use Permit Filing Fee	\$1,898	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,403	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$330	
15	Zoning Confirmation Letter	\$206	
16	Bingo Permit	\$50	[d]
17	Appeal (City Council)	\$750	

Fee Description		Initial Deposit [d]	Notes
Deposit-Based Fee Services			[e]
18	Change Plan	\$2,500	
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.

* 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
Encroachment Permits				
Minor Projects				
1	Landscape Maintenance	\$295	flat	
2	Temporary Staging	\$295	flat	
3	Traffic Control Only	\$395	flat	
4	Utilities Structure Inspection	\$495	flat	
5	Pole Replacement	\$495	flat	
Major Projects				
6	Major Project			[a]
	a) First Day	\$795	flat	
	b) Each Additional Day	\$295	per day	
7	Projects Greater Than Two Weeks in Duration	\$3,000	deposit	

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
Grading Permits				
1	Grading Plan Check and Inspection	\$2,500	deposit	

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

Fee Description		Fee	Unit	Notes
1	City Engineer	\$199	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.