

**City of Emeryville
Master Fee Schedule
Building Division**

Effective July 19, 2016

<u>DESCRIPTION</u>	<u>FEE</u>
BUILDING PERMIT	0.80% of construction valuation ¹
Includes Sign and Demolition Permits	\$ 123 minimum
Phased Construction (Applicant requests to proceed with first phase of construction prior to issuance of all building permits.)	Full permit fee, including all permit types and plan check fees, plus 25%, due at issuance of first permit.
Permit Renewal	\$ 123 Expired Permits requiring 1 inspection for final
GENERAL PLAN MAINTENANCE²	0.50% of construction valuation ¹
Applied to all permits except solar panels.	
TECHNOLOGY FEE	0.10% of construction valuation ¹
Applied to all permits except solar panels.	
PLAN CHECK – To be paid with submittal of application	
Initial Review plus review of one resubmittal	65% of Building Permit Fee
	50% of Building Permit Fee
	for Residential under \$100,000.00
	\$ 168 minimum
Approved Resubmittals and/or changes to approved plans, including deferred submittals	
In house	\$ 168 per hour, 1 hour minimum
Outside Consultant	Consultant's hourly fee plus 15%
Expedited Plan Check (first review in 3-5 days or less) (requires Chief Building Official approval of request, based upon applicant's demonstrated need for expedited review and staff workloads)	Full plan check fees plus 50% due at submittal of application; minimum \$500
ENERGY CONSERVATION – To be paid with submittal of application	
Review of Title 24 Energy conservation documentation (only if Title 24 is required for the project).	12.5% of Building Permit Fee
ELECTRICAL, PLUMBING, MECHANICAL PERMITS	
When issued with Building Permit	
Electrical	20% of Building Permit Fee
Plumbing	18% of Building Permit Fee
Mechanical	17% of Building Permit Fee
When issued separately	
Electrical, Plumbing or Mechanical	\$ 123 1% of construction valuation ¹ minimum
Photo Voltaic Solar Panel Building Permit Fees³	
Single family residences	\$ 250
Residential except single family residences	
Up to 15 kW	\$ 500
Over 15 kW	\$ 500 plus \$15 per kW over 15 kW.
All Other	
Up to 50 kW	\$ 1,000
Over 50 kW	\$ 1,000 plus \$7 per kW between 50 kW and 250 kW plus \$5 per kW over 250 kW

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<u>DESCRIPTION</u>	<u>FEE</u>
Sewer Lateral Permit	
Per Parcel, Administrative fee	\$ 190
Plus a fee for each new, repaired, replaced or abandoned lateral of:	\$ 488
or, plus a fee based on cost recovery for large or complex private sewer systems, or for inspections requiring overtime, as determined by the City Engineer	\$ 122 per hour \$ 183 overtime per hour
Verification Test (only), on an existing sewer lateral	\$ 122 per test
Traffic signal or street light conduit utility locate (as needed)	\$ 295
Sewer Lateral Performance Security	\$ 1,000
Plan Check for new sewer laterals	\$ 192
SEWER CONNECTION	
Residential Dwellings	\$ 1,321 per unit
All Others Uses	\$ 264 per plumbing trap
(Note: Credit given for removed traps when previous use is abandoned for less than one year)	
STRONG MOTION INSTRUMENTATION PROGRAM (SMIP)²	
1 to 3 Story Residential	0.01% of construction valuation ¹ \$ 0.50 minimum
All Other Construction	0.02% of construction valuation ¹ \$ 0.50 minimum
GRADING PERMIT	
Grading Permit	1% of construction valuation ¹
Plan Review of Grading Permits	65% of Grading Permit Fee \$ 123 minimum
MICROFILM and PHOTOCOPIES	
Project Valuation to \$100,000.00	
8.5" x 14"	\$ 0.50 per page
Larger than 8.5" x 14"	\$ 1.00 per page
Project Valuation over \$100,000.00	1% of Building Permit Fee
CONSTRUCTION WORK WITHOUT REQUIRED PERMITS	5 times cost of the actual permit
OTHER INSPECTIONS AND FEES	
Building Inspection Requests after Business Hours (Business Hours: Monday-Friday 8:00am-4:00 pm) Minimum 2 hours weekday; 4 hours weekend.	\$ 135 per hour
Subsequent Re-inspections of work made necessary by faulty or incorrect work (CBO discretion; fee shall be paid prior to next inspection request)	\$ 123 each re-inspection
Certified Access Specialist Inspections (CASp)	
Inspections	\$ 143 per hour or consultant costs ⁴
Inspection for Reconnection of Utilities	\$ 123 per request
Pre-Plan check prior to permit application (2 hr minimum)	\$ 168 per hour
Pre-Construction Meeting Consultation (2 hr minimum)	\$ 168 per hour
Alternate Methods and Materials Request	\$ 168 per hour
Certificate of Occupancy/Temporary Certificate of Occupancy Requests	\$ 256 per request
Gas/Electrical Meter Release	\$ 256 per request
Assigned Property/Business Address	\$ 123 per request
Plans Copy Request (except counter review)	\$ 123 per request

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FIRE DEPARTMENT FEES

Charge per current Fire Department Fee Schedule

SCHOOL FEES (effective June 1, 2008)²

Commercial	\$	0.47	per square foot
Residential (500 sq. ft. or more)	\$	2.97	per square foot
Self Storage	\$	0.07	per square foot

Live/Work	\$	1.73	per square foot
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CALIFORNIA BUILDING STANDARDS COMMISSION FEES (effective January 1, 2009)²

Permit valuation \$1 to \$25,000	\$	1.00	
Permit valuation \$25,001 to \$50,000	\$	2.00	
Permit valuation \$50,001 to \$75,000	\$	3.00	
Permit valuation \$75,001 to \$100,000	\$	4.00	
Permit valuation over \$100,000	\$	1.00	per \$25,000 or fraction thereof

Note: For any services requiring staff time or the time of city hired consultants,

Planning Staff	charged at	calculation of direct salary, fringe benefits plus 45.76% overhead rate
Consultants	charged at	Cost plus 10% administrative fee

This is referred to as "Charged per formula."

NOTE: Fees for the Building Division were not analyzed by NBS. All Calculations were completed by the City.

NOTE: Fees for Traffic Impact, Art in Public Places, or Bay/Shellmound Assessment District may apply². For guidelines and calculations of these fees, consult the Building Division.

¹ Construction valuation shall be determined by the Chief Building Official, and shall be based on the valuation declared by the applicant, or on the most recent "Building Cost Index" published by Engineering News Record and adjusted for the San Francisco Bay Area, whichever is higher.

² These fees have been established by and are collected on behalf of other departments or agencies, are listed here for reference only, and are subject to change. Please consult Building Division to determine current fees.

³ No other fees are charged for Photo Voltaic Solar Panels, except fees that are not controlled by the City, including but not limited to Strong Motion Instrumentation Program (SMIP), School Fees, and California Building Standards Commission Fees.

⁴ Cost recovery for special cases requiring outside consultants

**City of Emeryville
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<u>DESCRIPTION</u>	<u>FEE</u>	
<u>Publications, Document Charges</u>		
Maps: [19]		
Set of 11 x 17 Zoning/General Plan maps	\$	10
Individual maps	\$	3
General Plan [19]	\$	69
General Plan EIR (Per Photocopy Rate) [19]	\$	0.10 Per photocopy rate
Park Avenue District Plan [19]	\$	27
North Hollis Area Urban Design Program [19]	\$	27
Planning Regulations [19]	\$	35
Housing Element of the General Plan [19]	\$	50
Stormwater Guidelines [19]	\$	25
Parks and Recreation Strategic Plan [19]	\$	69
Emeryville Design Guidelines [19]	\$	69
Sustainable Transportation Plan [19]	\$	15
Sustainable Transportation Background Report [19]	\$	94
Pedestrian and Bicycle Plan [19]	\$	104
Pedestrian and Bicycle Plan Appendices [19]	\$	82
Photocopying, Per Page [17]	\$	0.10
Faxing, Per Page [17]	\$	0.10
<u>Sidewalk Café Permits (including Parklets)</u>		
Application Fee	\$	100
Annual Renewal Fee		No fee
Appeal to Planning Commission	\$	50
Appeal to City Council	\$	50
<u>Planning Fees</u>		
Notification Fee /Property Owner Mailing Lists charged for all applications requiring Planning Commission and/or City Council Review	\$	397 + charged per formula if excess of 1 hour
<u>Planning Commission Study Session [5]</u>	\$	2,000 Flat Rate
Note: Deposit to be credited to application fee if application submitted within one year.		
<u>General Plan Amendment [4]</u>	At cost, charged per formula	\$3,000 Deposit
<u>Rezoning [4]</u>	At cost, charged per formula	\$3,000 Deposit
<u>Development Agreement [4]</u>	At cost, charged per formula	\$3,000 Deposit
<u>Planned Unit Development [4]</u>		
Preliminary Development Plan	At cost, charged per formula	\$5,000 Deposit
Final Development Plan	At cost, charged per formula	\$3,000 Deposit
<u>Conditional Use Permits</u>		
Minor Conditional Use Permits - Flat Fee	\$	500
Major Conditional Use Permits - Deposit		
Residential, up to 3 units	At cost, charged per formula	\$2,000 Deposit
Demolition of significant or residential structure [4]	At cost, charged per formula	\$3,000 Deposit
All other [4]	At cost, charged per formula	\$3,000 Deposit

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<u>DESCRIPTION</u>	<u>FEE</u>
<u>Temporary Use Permits</u>	\$ 500
<u>Exceptions to Standards</u>	\$ 500
<u>Variances [4]</u>	At cost, charged per formula \$1,000 Deposit
<u>Design Review, including Signs</u>	
Minor Design Review for Signs	\$ 500
Major Design Review for Signs	At cost, charged per formula \$1,000 Deposit
Master Sign Programs [4]	At cost, charged per formula \$2,000 Deposit
Individual signs under Master Sign Programs	\$ 300 zoning compliance review
Temporary Signs	\$ 200
All Other Minor Design Review:	\$ 500
All Other Major Design Review [4]	At cost, charged per formula \$3,000 Deposit
<u>Construction Work, Sign Installation and/or Commencement of Use Without Required Planning Permits or Approvals [20]</u>	5 times cost of actual permit/approval
<u>Tree Removal Permits [6]</u>	
	At cost, charged per formula \$2,000 Deposit
Not in conjunction with other planning permits (Other related fees from Public Works Master Fee Schedule may apply)	
<u>Subdivisions</u>	
Major Subdivisions, including residential condominium conversions [9,12]	At cost, charged per formula \$3,000 Deposit plus cost of any technical assistance such as engineer's review
Minor Subdivisions, including residential condominium conversions	\$ 992
Lot Line Adjustments	\$ 992
Parcel Mergers	\$ 992
Certificate of Compliance	\$ 992
Covenant of Easement [9,24]	At cost, charged per formula \$2,000 Deposit
<u>Assessment District Apportionment</u> <i>(Required for lot configuration changes for parcels in the West Emeryville, Bay Shellmound or East Baybridge Assessment Districts.)</i>	
Lot Line Adjustments/Parcel Map Waivers	\$ 343
Major/Minor Subdivisions (10 parcels or less)	\$ 1,370
Major/Minor Subdivisions (more than 10 parcels)	\$ 3,425 Plus \$25 Per Parcel Over 20 Parcels

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<u>DESCRIPTION</u>	<u>FEE</u>	
Environmental Review		
Preparation of Negative Declaration [9,23]	At cost, charged per formula	\$15,000 deposit
Environmental Impact Report [9,23]	At cost, charged per formula	\$30,000 deposit
Preparation of Notice of Determination [22]	\$	86
Filing Fees Required by State Department of Fish & Game (Effective 7/20/2016) [14,20]		
Negative Declaration [2]	\$	2,181
Environmental Impact Report (EIR) [2]	\$	3,030
Administrative Fees [21]		
Appeals		
to Planning Commission	\$	100
to City Council	\$	200
Time Extensions (Permit Applications)		
If Granted Administratively	\$	343
If Planning Commission or City Council consideration is required	At cost, charged per formula	
Zoning Compliance Review		
Building Permit Sign-Off	At cost, charged per formula, if related to a cost recovery planning project; otherwise, No Fee	
Business License Sign-Off, including Home Occupations and Live/Work Unit Occupancy	No Fee	
All Other, Including Zoning Compliance or Code Interpretation [10]	\$	397
Amendments to conditions of approval by Planning Commission or City Council		
Any project that was originally flat fee (ie major use permits, residential up to 3 units, individual signs)	\$	992
Any project that was originally cost recovery (ie items to do not fall in a previous fee) [4]	At cost, charged per formula	\$1,000 Deposit
Request for Waiver of construction noise hours by City Council	\$	1,200
In Lieu Fees [3, 15, 20]		
Open Space, pursuant to EMC Section 9-4.303(a)(3)b	\$	200 Per square foot of required open space not provided
Parking, pursuant to EMC Section 9-4.407(d)	\$	7,500 Per required parking space not provided

Note: For any services requiring staff time or the time of city hired consultants, charges will be

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Consultants	charged at	Cost plus 10% administrative fee

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NOTES

- [1] The cost of processing applications includes all direct personnel costs in all appropriate departments including Planning & Building, Economic Development and Housing Public Works, Fire and Police. Personnel costs include actual salary plus fringe benefits and indirect overhead.
- [2] All applications that are charged on a cost recovery basis require an initial deposit to be paid at the time of filing. If the costs incurred in processing an application exceed this deposit, the City will bill the applicant for this additional amount, except for charges that are less than \$25. Likewise, if the deposit exceeds the costs, the balance will be refunded to the applicant.
- [3] An assessment District Apportionment is required for lot configuration changes for parcels in West Emeryville, Bay Shellmound or the East Bay Bridge Assessment Districts.
- [4] If more than one application is being filed, such as a conditional use permit and design review, the deposits will be combined, with the applications processed concurrently at cost.
- [5] Filing fees required by the State Department of Fish & Game are established by the State of California, are listed here for reference only, and are subject to change. Please consult State Department of Fish & Game to determine current fees.
- [6] Dictated by State Law
- [7] Updated at Beginning of Each CY
- [8] As Instructed by Council at 5/6/14 Meeting
- [9] For any services requiring staff time or the time of city hired consultants, charges for: Planning Staff charged at calculation of direct salary, fringe benefits plus 45.76% overhead rate; Consultants charged at cost plus 10% administrative fee. This is referred to as a "Charged Per Formula."
- [10] Deposit to be credited to application fee if application submitted within one year.
- [11] Other related fees from Public Works Master Fee Schedule may apply
- [12] Cost of any technical assistance such as engineer's review
- [13] Charged to applicants requesting recording of lot line adjustments, parcel maps, parcel map waivers and final maps within the City of Emeryville
- [14] Effective 7/20/2016
- [15] Letter, Secondary Residential Units, and Individual Signs Under Master Sign Programs
- [16] Final Sign off by Planning staff of Building Plan review/inspection included in planning application deposit
- [17] CA Government Code §6253. "A common standard that is viewed as legally defensible is 10 cents per page."
- [18] Revenues sourced [FY1718 Revenue Worksheet - CD]
- [19] all maps are available on website and can be downloaded for free. If the city charges the current fee is cost for duplication. Will charge the public the actual cost to the city.
- [20] N/A
- [21] Per City Council Resolution, cost must not change
- [22] Applicant expected to file with county and pay county cost and fish and game fee
- [23] initial study included in deposit level when needed
- [24] requires planning commission approval
- [25] Overhead Rate charged at 45.76% derived from the City's Cost Allocation Plan