RESOLUTION 228 **-2019**

A RESOLUTION TO UPDATE COMMUNITY DEVELOPMENT FEES FOR BUILDING & CONSTRUCTION FEES (TITLE 14) AND LAND USE & DEVELOPMENT FEES (TITLE 21)

WHEREAS, the Department became a Special Revenue Fund in January, 2008; and,

WHEREAS, subsequent fee updates have been implemented at least annually since 2010; and,

WHEREAS, the International Code Council has increased its Building Valuation Data Table (August 2019 edition) by 0.41% which is considered in determining building and construction permit fees; and,

WHEREAS, based on 2019 analysis, the department recommends an increase to the Permit Fee Multiplier (PFM) from 1.64% to 1.74% for residential projects and commercial mechanical / plumbing elements and updates to various fire permit construction fees; and,

WHEREAS, the Department conducted a detailed permit analysis in 2019 of land use and development applications in order to identify opportunities to transition from a deposit-based fee to more predictable flat fees; and,

WHEREAS, based on the 2019 analysis, the department recommends updating land use and development fees as identified in the 2020 Community Development Fee Schedule; and,

WHEREAS, the Department recognizes the need to prepare for future anticipated costs of technology, the Department recommends an increase to the Technology Surcharge from 1% to 3% to ensure funding is in place when technology investments are required; and,

WHEREAS, the Board of County Commissioners held a public hearing on December 9, 2019 concerning the adoption of the updated Community Development Fee Schedule to be effective January 1, 2020.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners that the attached Community Development Fee Schedule is hereby adopted.

ADOPTED this 9th day of December, 2019.

BOARD OF COUNTY COMMISSIONERS
Kitsap County Washington

Edward E. Wolfe, Chair

Charlotte Garrido, Commissioner

Robert Gelder, Commissioner

ATTEST:

Dana Daniels
Clerk of the Board

FEE SCHEDULE
COMMUNITY DEVELOPMENT

Residential and Commercial Building Permit Fees and Fire Code Construction Permits are determined by the building value or value of the improvement as calculated by either using the square footage of the project multiplied by the square foot construction cost, as compiled by the International Code Council (ICC) and published by the Building Safety Journal magazine annually, or the value of the improvement. For improvements not covered in the ICC table, applicants may be asked to provide the valuation for those projects (i.e., replacement furnaces, decks, or other components of a construction project). That value will then be multiplied by a Permit Fee Multiplier as determined by the type of construction. For single family residences, the Permit Fee may include all improvements of the structure, i.e., mechanical and/or plumbing permits, fixture fees, and plan review. For commercial projects, the Permit Fee Multiplier includes the main structure only; supporting elements such as mechanical and plumbing, etc. will have a separate fee based on the value of improvement. The Director will establish a separate policy regarding the timeframe for permits and extensions.

Where the values are unclear the Department will use RS Means or Saylor Publications Inc. or other regionally accepted valuation determination publication, or contract documents.

> **Mechanical and Plumbing Fees** are included in the building permit fee for new single-family residences. For all other permit types, mechanical and plumbing fees are based on valuation with a minimum fee of $75.

Land use and development fees are charged a flat fee based on the average processing time to review/process the application. The flat fee includes two iterations of plans review (first submittal comments and review of second submittal comments), as well as intake and closeout of the application. Any additional review beyond two iterations of plans review will be charged monthly at the approved hourly rate and must be paid in full prior to issuance. No applicant will be charged additional hours without a review by the appropriate manager to ensure the hours are valid. Inspections may or may not be included in the flat fee. Inspections that are charged an hourly rate as identified in the Community Development Fee Schedule, will be charged monthly, and must be paid in full prior to final inspection.

A non-refundable **Base Application Fee** of $90 is collected for each permit application unless otherwise noted.

A non-refundable **Technology Surcharge** of 3% is collected for each permit application, which will be maintained in a restricted account for technology initiatives only.

Other Agency Fees are included for those agencies that have authorized the Department to collect specific fees on behalf of their agency. These fees include impact fees for local schools, roads and parks, and the Washington State Building Code Council surcharge.

Building and Construction Fees - Title 14	
Residential Building Flat Fee Permits	
Manufactured Home installed on land parcel	$390
Manufactured Home installed in a mobile home park	$130
Adult Family Home (per IRC R324)	$130
Re-Roofing	$130
Spa or Hot Tub	$130
Pool	$390
Demolition	$130
Simplified Drainage Review	$1,040
Transitory – Single Family	$130
Commercial Building Flat Fee Permits	
Transitory Housing – Indoor, Large, Safe Park, Small *(inspection hours charged hourly)*	$390
Certificate of Occupancy	$130
Revised Certificate of Occupancy (no work)	$75
Temporary building installation and removal	$130
Home Business	$500
Sign Permit *(inspection time charge separately at issuance)*	$260
Plan Processing for Basic Development Sets*	
Setup Fee for Establishing a Basic Plan Set	$260
Establish Basic Plan Set (See Valuation Table for Building Permit fee)	½ Residential Permit Fee
Utilization of Basic Plan Set	½ Residential Permit Fee and $260
Fixture Fees *(Exempt from base application fee)*	
Mechanical Permit - Minimum Fee (*includes standard fixtures, based on valuation*)	$75
Plumbing Permit - Minimum Fee (*includes standard fixtures, based on valuation*)	$75

*Basic Plan Sets are plan sets approved for construction, which may be used multiple times and on different lots.

Building and Construction Fees - Title 14 *continued*
Permit Fee Multipliers (PFM) *(multiplied by the project valuation to determine fee amount)*
.0174– Residential projects and commercial mechanical/plumbing elements – includes plan review. For new residential construction only, the fee includes mechanical and plumbing.
.01 – All commercial projects except tenant improvements – includes plan review. Main structure only. Mechanical and plumbing calculated separately using **.0174**.
.024 – Commercial Tenant Improvement projects – includes plan review. Main structure only. Mechanical and plumbing calculated separately using **.0174**.
.029 – Fire Code Construction - new automatic sprinkler installations and modifications exceeding twenty heads – includes plan review.
.071 – Fire Code Construction – new installation or modification of a fire alarm or Emergency Responder Radio Communication System – includes plan review.

Fire Code Permit Fees	
Fees shall be included with the building permit application when the project includes a process for which a permit is required by the International Code Council	
Fire Construction – Sprinklers New or Major Modification	See PFM
Fire Construction – Alarms New	See PFM
Fire Construction – Sprinklers existing sprinkler modifications 20 heads or less	$325
Fire Construction – Alarms existing alarm minor modifications	$325
Fire Construction – Marijuana Extraction	$780
Fire Construction permits unless otherwise listed	$325
Fire Operational – Carnivals and Fairs	$520
Fire Operational – Marijuana Extraction	$715
Fire Operational – Carbon Dioxide Systems	$390
Fire Operational permits unless otherwise listed	$325
Emergency Responder Radio Communication System	See PFM
Temporary stand for the sale of fireworks (in accordance with RCW 70.77) Includes permit inspection, *(Base fee waived)*	$100

Building and Construction Fees - Title 14 *continued*	
Miscellaneous Fees	
Washington State Building Code Council - surcharge per building permit. There is imposed a fee of six dollars and fifty cents on each residential building permit and a fee of twenty-five dollars for each commercial building permit issued by a county or a city, plus an additional surcharge of two dollars for each residential unit, but not including the first unit, on each building containing more than one residential unit. *(RCW 19.27.085)*	**Residential** $6.50/1st unit $2/ea addt'l unit **Commercial** $25.00/ea
Building Permits Supplied with Well Water Each new domestic use that proposes a new withdrawal from a water right permit-exempt well approved after January 19, 2018 shall be assessed a $500 fee. *($350 to Department of Ecology / $150 DCD program administration*)	$500
Use of outside consultants (for plan checking and inspections, or both) shall have a fee equal to the actual costs. *(KCC 14.04.120C)*	Actual Cost
Additional Review Additional plan review required by changes, revisions, or additions to the plans shall have a fee equal to the hourly rate per hour or the total cost of the permit, whichever is less. *(KCC 14.04.120C)*	$130/hour
Reactivation Fee (<1 Year) To reactivate a permit after permit expiration, if within one year of expiration, the Permit Fee shall be one-half of the current amount required for a new permit, provided no changes have been made, or will be made in the original plans and specifications for such work. *(KCC 14.04.120C)*	Varies
Reactivation Fee (>1 Year) To reactivate a permit any time after the permit has been expired for more than one year, a full permit fee shall be paid in the amount required for a new permit. *(KCC 14.04.120C)*	Varies
Reactivation Fee (Final Inspection Only) To reactivate a permit after permit expiration, to perform a final inspection only for a permit that previously had all required inspections approved other than the Final Inspection. *(KCC 14.04.120C)*	$130/hour
Reinspection Fee Whenever an Inspection is requested but the project is not yet ready for inspection, if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of an hourly rate beginning with the third inspection for the same issue. *(KCC 14.04.120C)*	Varies
Investigation Fee Whenever any work for which a permit is required by this code has commenced without first obtaining such permit, an investigation fee shall be paid in an amount equal to the permit fee for such project, in addition to the required plan review and permit fees. *(KCC 14.04.120C)*	Varies
Posted Stop Work Fee	$130
Donation: Kitsap Nuisance Abatements Donated funds will support ongoing public nuisance abatement efforts to protect the health and welfare of residents of Kitsap County. *(KCC 9.56)*	Varies Optional

Land Use and Development Fees - Title 21	
Pre-Permit Activity *(Exempt from base application fee and technology fee)*	
Staff Consultation – Cross-functional team of technical experts (30 minute maximum; credit towards application within 12 months)	$350
Pre-Application Meeting (Detailed Analysis; Department prepares a report)	$2,210
Pre-Submittal/Pre-Construction Meeting (without permit)	$130/hour
Zoning Confirmation Letter or Rebuild Letter	$195
Title Elimination Request (Collected as required for the Kitsap County Auditor's Office)	Varies
Administrative Land Subdivision and Land Use Decisions (Type I & II)	
Large Lot Subdivisions Preliminary Preliminary Amendment Final Final Alteration	 $2,470 $2,080 $1,430 $520
Short Lot Subdivisions Preliminary Preliminary Amendment Final Final Alteration	 $2,730 $2,080 $1,690 $1,300
Binding Site Plan Binding Site Plan Alteration	$1,300 $3,770
Administrative Conditional Use Permit Administrative Conditional Use Permit - Amendment Administrative Conditional Use Permit - Shoreline Administrative Conditional Use Permit - Additional Dwelling Unit Administrative Conditional Use Permit - Agriculture Administrative Conditional Use Permit - Wireless	$3,900 $2,210 $3,640 $2,730 $2,340 $3,900
Vacation BSP/LL/SP - Type II	$1,040
Hearing Examiner and BOCC Decisions (Type III & IV) If application requires a Hearing Examiner decision, an additional $800 fee will be assessed	
Conditional Use Permit Conditional Use Permit - Additional Dwelling Unit Conditional Use Permit - Revision Minor Conditional Use Permit - Revision Major Conditional Use Permit - Shoreline Conditional Use Permit - Wireless	$6,630 $3,770 $1,950 $2,600 $2,730 $6,630
Plats – Preliminary Preliminary Amendment - Minor Type 2 Preliminary Amendment - Major Type 3 Final Final Alteration	$7,020 $3,770 $2,600 $2,860 $1,950
Performance Based Development Performance Based Development - Revision Minor Performance Based Development - Revision Major	$2,600 $2,730 $2,600
Vacation Plat – Type III	$1,040
Development Agreement	$1,950

Land Use and Development Fees - Title 21	
Hearing Examiner and BOCC Decisions (Type III & IV) If application requires a Hearing Examiner decision, an additional $800 fee will be assessed	
Shoreline Substantial Development Permit (Residential or Commercial)	$4,940
Shoreline Substantial Development Permit Revision	$1,040
Rezone	$1,950
Variances Type III permits will require a Hearing Examiner decision, an additional $800 fee will be assessed	
Engineering Variance - Type III	$5,200
Critical Area Variance - Type III	$3,770
Shoreline Variance - Type III	$3,380
Zoning Variance - Type III	$2,470
Administrative Variance - Type II	$1,560
Director's Variance - Type I	$1,430
Flood Hazard Area Variance	$650
Site Development Activity Permits (SDAPs)	
Road Maintenance. The following road maintenance practices are exempt: pothole and square cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regarding drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, and vegetation maintenance. *(Kitsap County Code 12.10.040)*	
Grading 0 to 149 cubic yards	$0
Grading: ≥150 but < 500 cubic yards *(fee includes inspection hours)*	$1,560
Grading: ≥ 500 but < 5000 cubic yards *(Inspection hours charged separately)*	$2,080
Grading: ≥5000 cubic yards or greater *(Inspection hours charged separately)*	$3,380
SDAP Single Family Residence *(Inspection hours charged separately)*	$2,340
SDAP Commercial *(Inspection hours charged separately)*	$5,070
SDAP Short Plats *(Inspection hours charged separately)*	$4,550
SDAP Large Lots *(Inspection hours charged separately)*	$4,940
SDAP Land Subdivision *(Inspection hours charged separately)*	$5,200
SDAP ROW Use/Improvement - Minor Development *(Inspection hours charged separately)*	$2,210
SDAP ROW Use/Improvement - Major Development *(Inspection hours charged separately)*	$1,170
All other SDAPs *(Inspection hours charged separately)*	$2,340
SDAP Addendum (*for permits which are issued. Application Fee Deposit (AFD) includes 9 hours of review and will be subject to refund/additional charges outside of the AFD)*	$1,170 AFD /hourly
Road Approach (fee waived if submitted with SDAP or building permit) *(includes inspection hours)*	$260

Environmental Permits	
Critical Area or Shoreline Buffer Reduction	$1,950
Conditional Waiver from View Blockage Requirement	$1,820
Timber Harvest Minor Major	 $780 $1,560
Mooring Buoy	$390
Open Space	$500
Site Evaluation	$260
SEPA Checklist Review	$650
Shoreline Exemption	$650
Environmental Impact Statement Review (EIS) (*base fee waived*)	$130/hour
Community Development Reactivation Fees	
SDAP Permit Renewal Fee and Reactivation *(within 180 days of expiration)*	$130 and 50% of initial fee
Re-inspection fees charged after 2 disapproved inspections (*per inspection*)	$130
Revoked Permit Fee *(to re-activate permits which were revoked for non-payment of fees)*	$130 and fees owed
Returned Check or electronic payment Fee	$35
Other Community Development Fees	
Additional Plan Review *(base fee waived)*	$130/hour
Address Request *(fee waived if submitted with building permit) (base fee waived)*	$130
Appeals of permit decision *(base fee waived)*	$500
Hourly Rate *(minimum of 1 hour charged, then by the quarter hour per staff member)*	$130
Miscellaneous Permits	$130/hour
Inspections (including Level 2 inspections) (*base fee waived)*	$130/hour
Road Name Petition (fee waived if part of land subdivision)	$260 minimum
Temporary Land Use Permit	$130/hour
Third Party Review of Application	110% of Contract Rate and Listed Fee
Hearing Examiner decision, Type 3 or 4	$800
Transfer of Development Right	$130/hour
Public Records: All fees related to public records will be in accordance with Kitsap County approved fees.	Varies
Recording Fees - Collected as required for the Kitsap County Auditor's Office	Varies

Kitsap County Public Works Fees	
Right of Way Permits	$230
Basic Permit Fee	$230
Additional Cost based on Scope of the Project	$65 hourly
Re-inspection Fee	$125
Non-Disturbing Activity	$65
Franchise Permit	$135
Oversize Vehicle Permit	$50
Petition for Sale of Tax Title Strip	$525
Right-of-Way Use and Improvement	$1,500
Right-of-Way Vacation Petition	$635
Temporary Right-of-Way Use	$250
Traffic Concurrency Test *(No fee if submitted with Building Permit)*	$200
Capacity Inquiry	$25
Capacity Reservation	$25
Certificate of Concurrency	$25
Renewal of any Concurrency test listed above	$25