

RESOLUTION NO. 07 FOR 2008

A RESOLUTION TO SET COPY, RESEARCH, AND MISCELLANEOUS SERVICE FEES.

WHEREAS, except as otherwise prescribed by law, the City of Sweet Home deems it desirable to establish charges which are closely reflective of actual material costs and staff time for copying reports, documents and other items requested by the general public; and

WHEREAS, except as otherwise prescribed by law, the City of Sweet Home deems it desirable to establish charges which are closely reflective of actual staff and material costs for City Staff performing research and other miscellaneous tasks or services specifically requested by the general public; and

WHEREAS, the application of these fees shall not apply to City sponsored public information meetings or City initiated information distribution.

NOW, THEREFORE, the City Council resolves that the following fees are hereby established and made effective immediately:

If items are not covered in this resolution, the City Manager is authorized to set a temporary fee until it can be approved by City Council.

This Resolution replaces and supersedes Resolution No. 9 for 2005 and shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor, this 22nd day of April 2008.



Mayor

ATTEST:



City Manager – Ex Officio City Recorder

City of Sweet Home
Public Information, Records, Research and Miscellaneous Fees - 008

General information regarding fees for Public Information and Records Requests:

The fees established in this policy are not intended to be all-inclusive in regards to requests for Public Records or other public information. When applicable additional fees for staff time (including legal review fees) necessary to research, retrieve, review and prepare information may apply in accordance with applicable State statutes.

General Fees

Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.35 per side
Fax - local only	.25 per page
Public Meeting Records	
Audio Cassette Tapes	5.00 each
Audio CD	5.00 each
Packaging, Mailing and Postage	Actual costs
Returned Check Fee	25.00

Community Development Department

Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.35 per page

Public Meeting Records

Audio Cassette Tapes	5.00 each
Audio CD	5.00 each
Comprehensive Plan (bound document)	10.00 each
Zoning Ordinance (bound document)	10.00 each
Subdivision Ordinance (bound document)	5.00 each
Packaging, Mailing and Postage	Actual costs

Park/Facility Use fees

Racquetball Court City Resident	50.00/year
Racquetball Court Non-City Resident	75.00/year
Racquetball Card-Lock Key	6.00/each
Weddle Bridge Reservation	50.00/event

Building Permit Fees

See Attachment "A"

Land Use Processing Fees

Annexation	938.00
Appeal	569.00
Comprehensive Plan Amendment	1,429.00 (plus notice costs)
Conditional Use	589.00
Development Plan Review	74.00
Home Occupation Permit	549.00
Measure 57 Mailing	Actual Notice Costs
Ordinance Legal Interpretation	155.00
Partition	283.00
Property Line Adjustment	131.00
Planned Development	908.00
Secondary Applications file concurrently	50% of regular fee
Subdivision – Tentative and Final	882.00
Vacation of Right of Way	927.00
Variance	554.00
Zone Map or Text Change	925.00

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Public Information, Records, Research and Miscellaneous Fees - 2008
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Finance Department

Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.35 per page
Fax - local only, per page	.25
Public Meeting Records	
Audio Cassette Tapes	5.00 each
Audio CD	5.00 each

Miscellaneous Service and Research Fees

Budget Document (bound copy)	15.00
Audit/CAFR Document (bound copy)	15.00
Municipal Lien Search Fee per Tax Lot	25.00
Municipal Lien Recording Fee per Tax Lot	5.00
Packaging, Mailing and Postage	Actual costs
Passport Processing Fees each	25.00
Passport Photographs – 1 set of two	10.00

Library Services Fees

Photocopies Black and White	.25 per side
Fax – local only	.25 per page

Overdue Library Materials

Hardbacks and Books on Tape per item per 10 days	.50
Magazines, Paperbacks, Puzzles per item per 10 days	.25
Videos - per day	1.00

Out of City Library Card

Per Family and/or single card per year issued	35.00
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Lost/Destroyed Library Materials

Actual Cost of Replacement including staff time

Public Works Fees

Engineering Document Plan Copies

Size	Paper	Velum/Mylar
12 X 18	1.50	4.00
18 X 24	2.50	7.00
24 X 36	4.00	13.00
36 X 48	8.00	26.00

GIS Ortho Photographs

8.5 X 11	1.50
11 X 17	2.00

Police Department Fees

Photocopies each side	.25
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Fingerprinting Services

First Card	10.00
Each additional Card	1.00
Bicycle License per bicycle – current owner	2.00

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Public Information, Records, Research and Miscellaneous Fees - 2008
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Police Department Fees(Cont)

Reports and Recordings:

Research Fee per unknown case number	10.00
Archived Reports prior to 2001	
Actual staff costs	1 hour minimum
Applicable reproduction cost	
Incident Reports (up to 4 pages)	5.00
Additional pages	.50
Report postage minimum up to 10 pages	2.00
Additional pages each	.10
Evidence Recordings (digital audio)	
Digital Audio	30.00
Video (minimum up to 2 hours maximum)	50.00
Each additional 2 hours	50.00
Recording postage per CD/DVD	5.00

Evidence Photographs

Standard Film minimum up 10 3" X 5"	20.00
Digital Photos per case on CD	25.00
Digital Photos per sheet (max 4/sheet)	10.00
Photograph postage	
Postage per photo CD	5.00
Postage min to 10 printed pages	5.00
Per page after 10	.10

Records Checks

Letters of clearance per individual	15.00
Location/Person Overview per	10.00
Postage for records checks min to 10 pages	2.00
Per page after 10	.10

License Investigations

Liquor License, new or Change of Ownership	100.00
Liquor License, Temporary Sales	20.00

Attachment "A"
Building Inspection Program
2008 Fees

STRUCTURAL SPECIALTY CODE	
TOTAL VALUATION	FEE
Building Permit Fees: Permit fees are based on the value of construction as per the most current ICBO Building Valuation Table.	
\$1 to \$500	\$50
\$501 to \$2,000	\$50 for 1st \$500 plus \$2.52 for each additional \$100 or fraction thereof
\$2,001 to \$25,000	\$87.80 for 1st \$2,000 plus \$10.08 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$319.64 for 1st \$25,000 plus \$7.56 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$508.64 for 1st \$50,000 plus \$5.04 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$760.64 for 1st \$100,000 plus \$4 for each additional \$1,000 or fraction thereof

OTHER INSPECTIONS AND FEES	
Plan Review Fee	65% of the Building Permit Fee
Plan Review Re-issue Fee	50% of the Plan Review Fee
Fire, Life, Safety Review	40% of the Building Permit Fee
Inspections outside of normal business hours Under special circumstances with pre-arrangement Minimum charge of two hours	\$75 per hour
Inspections for which no fee is specifically indicated Minimum charge of one-half hour	\$50 per hour
Reinspection fee	\$50 per inspection
Additional plan review required by changes, additions, or revisions to approved plans Minimum charge of one-half hour	\$50 per hour

Manufactured Dwelling Permits

Manufactured Dwelling Permit Fees	
Manufactured Dwelling and Cabana Installation Permit Fee: (per installation) Fee includes inspection on items required at each site, installation, and final inspections. This fee does not include plumbing or electrical service installation permits fees.	\$250
State Manufactured Dwelling and Cabana Installation Administrative Fee (per permit)	\$30
Manufactured Dwelling Accessory Buildings or Structural Installation Permit Fees as per Sweet Home Structural Speciality Code Fees	

Other Inspections and Fees	
Inspections outside of normal business hours Under special circumstances with pre-arrangement Minimum charge of two hours	\$75 per hour
Inspections for which no fee is specifically indicated Minimum charge of one-half hour	\$50 per hour
Reinspection fee	\$50 per inspection
Additional plan review required by changes, additions, or revisions to approved plans Minimum charge of one-half hour	\$50 per hour

Demolition Permits

Demolition Permit Fees	
Structural Removal for the 1st 1,000 sq. ft.	\$50
Each Additional 1,000 sq. ft. or fraction thereof	\$15
Plumbing Disconnect Fee Inspection	\$15
Electrical Disconnect - PPL Responsibility	
Inspections for which no fee is specifically indicated Minimum charge of one-half hour	\$50 per hour

Grading Permits

Grading Permit Fees	
10 cubic yards or less	No fee
11 to 50 cubic yards	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.50 for the 1 st 100 cubic yards, plus \$17.50 for each additional 1,000 cubic yards
1,001 to 10,000 cubic yards	\$194.50 for the 1 st 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$325 for the 1 st 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards
Grading Plan Review Fees	
50 cubic yards or less	No fee
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the 1 st 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$404.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
Other Inspections and Fees	
Inspections outside of normal business hours Under special circumstances with pre-arrangement Minimum charge of two hours	\$75 per hour
Inspections for which no fee is specifically indicated Minimum charge of one-half hour	\$50 per hour
Reinspection fee	\$50 per inspection
Additional plan review required by changes, additions, or revisions to approved plans Minimum charge of one-half hour	\$50 per hour

Mechanical Permit Fees

Residential Mechanical Permit Fees	
Permit Issuance	\$50
Plan Review	25% of Permit
Each Supplemental Permit	\$15
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, up to 100,000BTU	\$20
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, over 100,000BTU	\$25
Installation/relocation floor furnace	\$20
Installation/relocation suspended heater	\$20
Installation, relocation, or replacement of appliance vents not included in an appliance permit	\$9
Repair of, alteration of, or addition to each heating, refrigeration, cooling, absorption, or evaporative unit or system, including controls	\$20
Boiler or compressor up to 3 horsepower, or each absorption system up to 100,000 BTU/h	\$20
Boiler or compressor over 3 and up to 15 horsepower, or each absorption system over 100,000 and up to 500,000 BTU/h	\$25
Boiler or compressor over 15 and up to 30 horsepower, or each absorption system over 500,000 and up to 1,000,000 BTU/h	\$40
Boiler or compressor over 30 and up to 50 horsepower, over 500,000 and up to 1,750,000 BTU/h	\$55
Installation or relocation of each boiler or refrigeration compressor over 50 horsepower or absorption system over 1,750,000 BTU/h	\$55
Each air handling unit up to 10,000 cubic feet per minute, including attached ducts	\$15
Each air handling unit exceeding 10,000 cfm	\$25
Each evaporative cooler , other than portable types	\$15
Each ventilation fan connected to a single duct	\$10
Each ventilation system which is not a portion of heating or air conditioning system authorized by permit	\$15
Installation of each hood served by mechanical exhaust, including ducts	\$15
Installation or relocation of each domestic type incinerator	\$20
Installation or relocation of each commercial or industrial type incinerator	\$50
Each appliance or piece of equipment regulation by this code, but not classed in other applicant categories, or no other fee is listed.	\$15
Gas piping system with 1 to 4 outlets	\$4
Gas piping system with 5 or more outlets	\$1 per outlet
Other Inspections and Fees	
Inspections outside of normal business hours (minimum two hours)	\$75 per/hour
Inspections for which no fee is specifically indicated (minimum ½ hour)	\$50 per hour
Reinspection fee	\$50 per inspection
Additional plan review required by changes, additions, or revisions to approved plans (minimum ½ hour)	\$50 per hour

Commercial Mechanical Permit Fees

Total Valuation		Permit Fee
\$1	to \$2,000	\$65.00
\$2,001	to \$25,000	\$65.00 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001	to \$50,000	\$318.00 for the first \$25,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001	to \$100,000	\$543.00 for the first \$50,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001	and up	\$843.00 for the first \$100,000 plus \$4.00 for each additional \$1,000, or fraction thereof
Other Inspection and Fees		Fee
Mechanical Plan Review		25% of the permit fee
Reinspection Fee		\$50.00 per inspection
Inspections outside of normal business hours		\$75.00 per hour with a two hour minimum
Inspections for which no fee is specifically indicated		\$50.00 per hour with a one hour minimum
Additional Plan Review required by changes, additions, or revisions to the approved plans		\$50.00 per hour with a one-half hour minimum
Investigation Fee		Equal to and in addition to the permit fee

Plumbing Permits

Plumbing Permit Fees	
Base Fee for issuance of each permit	\$50/Permit
Fixture Fee	\$16/Fixture
Plan Review, if required	30% of fee
Water Service/Building Sewer/Storm Sewer	
Water service – first 100 feet or fraction thereof	\$50
Water service – each additional 100 feet of fraction thereof	\$30
Building sewer – first 100 feet or fraction thereof	\$50
Building sewer – each additional 100 feet of fraction thereof	\$30
Storm sewer or rain drain – first 100 feet or fraction thereof	\$50
Storm sewer or rain drain – each additional 100 feet of fraction thereof	\$30
New One and Two Family Dwellings Includes first 100 feet of water and sewer and 30 fixtures	
1 bath	\$150
2 bath	\$210
3 bath	\$250
4 bath	\$280
Commercial, Industrial, Multifamily Dwellings	
10 or less fixtures	\$145
Prefabricated Structures – utility connection only	\$50
Manufactured Homes in Parks – sewer collection and water distribution	\$50 Space
Miscellaneous Fees	
Inspections outside of normal business hours - Under special circumstances with pre-arrangement - Minimum charge of two hours	\$75/hour
Alternate, potable water heating system (coil, extract, heat pumps, etc.)	\$40
Special Inspections – includes 2 fixtures/after 2 fixtures, the fee is per fixture	\$50/hour
Backflow Device	\$40

Manufactured Home and RV Parks

Manufactured Home Parks Construction Fees	
\$1 to \$500	\$15
\$501 to \$2,000	\$15 for 1 st \$500 plus \$1.50 for each add'l \$100 or fraction thereof
\$2,001 to \$25,000	\$45 for 1 st \$2,000 plus \$9 for each add'l \$1,000 or fraction thereof
\$25,001 to \$50,000	\$252 for 1 st \$25,000 plus \$6.50 for each add'l \$1,000 or fraction thereof
\$50,001 to \$100,000	\$414.50 for 1 st \$50,000 plus \$4.50 for each add'l \$1,000 or fraction thereof
\$100,001 to \$500,000	\$639.50 for 1 st \$100,000 plus \$3.50 for each add'l \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$2,039.50 for 1 st \$500,000 plus \$2 for each add'l \$1,000 or fraction thereof
\$1,000,001 and up	\$3,539.50 for 1 st \$1,000 plus \$2 for each add'l \$1,000 or fraction thereof

RV Parks Construction Fees ¹	
\$1 to \$500	\$15
\$501 to \$2,000	\$15 for 1 st \$500 plus \$1.50 for each add'l \$100 or fraction thereof
\$2,001 to \$25,000	\$45 for 1 st \$2,000 plus \$9 for each add'l \$1,000 or fraction thereof
\$25,001 to \$50,000	\$252 for 1 st \$25,000 plus \$6.50 for each add'l \$1,000 or fraction thereof
\$50,001 to \$100,000	\$414.50 for 1 st \$50,000 plus \$4.50 for each add'l \$1,000 or fraction thereof
\$100,001 to \$500,000	\$639.50 for 1 st \$100,000 plus \$3.50 for each add'l \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$2,039.50 for 1 st \$500,000 plus \$2 for each add'l \$1,000 or fraction thereof
\$1,000,001 and up	\$3,539.50 for 1 st \$1,000 plus \$2 for each add'l \$1,000 or fraction thereof

¹ This permit does not include permits or related fees for park facilities constructed under building, mechanical, plumbing, electrical or mobile home setup permits.

RESOLUTION NO. 9 FOR 2005

A RESOLUTION TO SET COPY, RESEARCH, AND MISCELLANEOUS SERVICE FEES.

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish charges which are reflective of actual staff and material costs for copying reports, documents and other items specifically requested by the general public; and

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish charges which are reflective of actual staff and material costs for City Staff performing research and other miscellaneous tasks specifically requested by the general public; and

WHEREAS, the City Council has provided that land use application fees be set by Resolution; and

WHEREAS, the City Council has provided that permit fees for the Building Inspection Program be set by Resolution; and

WHEREAS, the application of these fees shall not apply to City sponsored public information meetings or City initiated information distribution.

NOW, THEREFORE, the City Council resolves that the following fees are hereby established and made effective immediately:

GENERAL INFORMATION

PHOTOCOPIES	Copies of general information per side (8 1/2 x 11)	\$.15
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PLAN COPIES

	<u>SIZE</u>	<u>PAPER</u>	<u>VELLUM/MYLAR</u>
PHOTOCOPIES	12x18	\$1.50	\$ 4.00
	18x24	\$2.50	\$ 7.00
	24x36	\$4.00	\$13.00
	36x48	\$8.00	\$26.00

OFFICIAL REPORTS

POLICE INCIDENT REPORTS	Minimum charge per report	\$ 5.00
	Each additional page beyond 4, single-sided pages	\$.50
	Mailing and postage-responsibility of requesting party unless self-addressed stamped envelope is furnished with request.	
	Minimum postage/ mailing charge	\$ 1.00
BUDGET AND AUDIT	Per Bound Document	\$ 15.00
COMPREHENSIVE PLAN	Per Bound Document	\$ 10.00
ZONING ORDINANCE	Per Bound Document	\$ 10.00
SUBDIVISION	Per Bound Document	\$ 5.00
	Mailing and Postage	Actual Costs

AUDIO AND VIDEO TAPES-COMPACT DISCS

EVIDENCE TAPES	Minimum Charge-First 15 minutes of reproduction (60 minutes of preparation and copying @ \$30.00 per hour. CD or tape supplied by the City.)	\$ 30.00
	Each additional 15 minutes of reproduction or portion thereof	\$ 5.00
	Mailing and postage—Responsibility of requesting party unless self-addressed stamped envelope is furnished with request.	
	Minimum postage/ mailing charge	\$ 1.00
PUBLIC HEARINGS AND MEETINGS	Per recording mailing and postage	\$ 10.00
		Actual Costs

PHOTOGRAPHS

EVIDENCE PHOTOS	Includes up to first 10 standard 3x5 photographs (40 minutes of preparation and copying @ \$30.00 per hour)	\$ 20.00
	Each additional 3x5 photograph	\$ 1.50
	Enlargement actual cost plus base above	Actual
	Mailing and postage—Responsibility of requesting party unless self-addressed stamped envelope is furnished with request. Minimum postage/ mailing charge	\$ 1.00
GIS ORTHO PHOTOS	8.5x11 Print	\$ 1.50
	11x17 Print	\$ 2.00
	Mailing and postage	Actual Costs
PASSPORT PHOTOS	(2) Photos for passport application	\$ 12.50

MISCELLANEOUS

BICYCLE LICENSE	Per bicycle; current owner	\$ 2.00
FINGERPRINTING	Per card	\$ 5.00
CASE NUMBER RESEARCH		\$ 5.00
LIQUOR LICENSES	Initial investigation and recommendation	\$ 25.00
	Change of ownership/license type investigation	\$ 25.00
	Annual renewal fee	\$ 15.00
RECORDING FEE	Preparation of lien documents	\$ 5.00
RETURNED CHECK FEE	Check returned from bank for NSF, closed account etc.	\$ 25.00
PASSPORT EXECUTION FEE	Processing of Passport applications	\$ 30.00
POLICE LETTER OF CLEARANCE	Immigration, foreign visa, etc.	\$ 15.00

LIBRARY

OVER DUE LIBRARY MATERIALS	Hardbacks and Books on Tape per item per every 10 days	\$.50
	Magazines, Paperbacks, Puzzles per item per every 10 days	\$.25
	Videos per day	\$ 1.00
OUT OF CITY LIBRARY CARD LOST/DESTROYED LIBRARY MATERIALS	Per family and/or single per card per year issued	\$ 30.00
	Actual cost of replacement including staff time	Actual costs

LAND USE FEES

Attachment "A"

BUILDING INSPECTION PROGRAM

Attachment "B"

If items are not covered in this resolution, the City Manager is authorized to set a temporary fee until it can be approved by City Council.

This Resolution replaces and supersedes Resolution No. 16 for 2001 and Resolution No. 1 for 1996.

This Resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor, this 10th of May, 2005.



Mayor

ATTEST:



City Manager – Ex Officio City Recorder

RESOLUTION # 9 FOR 2005
ATTACHMENT "A"

LAND USE ACTION	FEE
Annexation	\$938
Appeal	\$569
Comprehensive Plan Amendment plus the actual cost of mailing of notices	\$1,429
Conditional Use	\$589
Development Plan Review	\$74
Home Occupation	\$549
Measure 37 Mailing	Actual Costs
Ordinance Interpretation	\$155
Partition	\$283
Property Line Adjustment	\$131
Planned Development	\$908
Secondary Applications Processed Concurrently with Primary Application	50% of stated fee
Subdivision - Tentative & Final	\$882
Vacation of Right-of-Way	\$927
Variance	\$554
Zone Map or Text Change	\$925

RESOLUTION # 9 FOR 2005
ATTACHMENT "B"

STRUCTURAL SPECIALTY CODE	
TOTAL VALUATION	FEE
Building Permit Fees: Permit fees are based on the value of construction as per the most current ICBO Building Valuation Table.	
\$1 to \$500	\$50
\$501 to \$2,000	\$50 for 1 st \$500 plus \$2.52 for each additional \$100 or fraction thereof
\$2,001 to \$25,000	\$87.80 for 1 st \$2,000 plus \$10.08 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$319.64 for 1 st \$25,000 plus \$7.56 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$508.64 for 1 st \$50,000 plus \$5.04 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$760.64 for 1 st \$100,000 plus \$4 for each additional \$1,000 or fraction thereof

OTHER INSPECTIONS AND FEES	
Plan Review Fee	65% of the Building Permit Fee
Plan Review Re-issue Fee	50% of the Plan Review Fee
Fire, Life, Safety Review	40% of the Building Permit Fee
Inspections outside of normal business hours Under special circumstances with pre-arrangement Minimum charge of three hours	\$50 per hour or actual cost on "A" level inspections
Inspections for which no fee is specifically indicated Minimum charge of one-half hour	\$50 per hour or actual cost on "A" level inspections
Reinspection fee	\$50 per inspection or actual cost on "A" level inspections
Additional plan review required by changes, additions, or revisions to approved plans Minimum charge of one-half hour	\$50 per hour or actual cost on "A" level inspections