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Development Permit Fees <a href="#">Ordinance 21-048</a> ( ECAF 2021-0566)							
Hearing Date: Wednesday, September 29, 2021 @ 10:30 a.m.							
Council Staff: Ryan Countryman		PDS Staff: Julie Mass		DPA: Christina Richmond			
<i>Click on exhibit number to view document</i>							
EXHIBIT	RECORD TYPE	TO	FROM/BY	DATE	DATE IN	DESCRIPTION	# OF PAGES
<b>3.1 ECAF and Materials</b>							
<a href="#">3.1.1</a>	ECAF	Council	Executive/PDS	07/29/21	07/29/21	Transmitting Executive initiated ordinance	2
<a href="#">3.1.2</a>	Ordinance	Council	Executive		07/29/21	Introduced ordinance	24
<a href="#">3.1.3</a>	Staff Report	Council	Julie Mass, PDS Staff		07/26/21	PDS Staff Report	7
<a href="#">3.1.4</a>	Analysis	Council	PDS	07/27/21	07/29/21	Analysis of Building and Land Use Regulation Effects on Housing and Jobs	2
<a href="#">3.1.5</a>	Analysis	Council	PDS	07/27/21	07/29/21	Capital Facility Development Cost Analysis Summary	2
<a href="#">3.1.6</a>	Introduction	Council	Councilmember Nehring		07/29/21	Introduction Slip	1
<b>3.2 Council Planning Committee Materials</b>							
<a href="#">3.2.1</a>	Staff Report	Council	Ryan Countryman, Council Staff		08/31/21	Council Staff Report	2

EXHIBIT	RECORD TYPE	TO	FROM/BY	DATE	DATE IN	DESCRIPTION	# OF PAGES
3.2.2	PowerPoint	Council	Julie Mass, PDS Staff		08/31/21	Presentation prepared for Planning Committee 08/31/21	8 slides
<b>3.3 Correspondence, Comments, Testimony</b>							
<b>3.4 Staff Reports and Submissions</b>							
<b>3.5 Public Participation</b>							
<b>3.6 Council Deliberations</b>							
3.6.1	Amendment	Council	PDS Staff		09/14/21	Amendment Sheet 1 - Correcting cross reference to SCC 13.110.020	1

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**Project Name      Phase II Permit Fees**

<b>Part 1 - DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES</b>				
<b>Exhibit #</b>	<b>Record Type</b>	<b>Date</b>	<b>Received From</b>	<b>Exhibit Description</b>
1.0001	Correspondence		Staff	Parties of Record
1.0002	Correspondence	3/1/2021	Staff	3.1.21 Email - PDS to Mike Pattison
1.0003	Correspondence	3/1/2021	Staff	3.1.21 Email Attachment
1.0004	Correspondence	3/2/2021	Mike Pattison	3.2.21 Email Mike Pattison acknowledgement
1.0005	Project Administration	3/3/2020	Staff	Fee Project Summary
1.0006	Staff Research	12/4/2019	Staff	Cost of Service Model
1.0007	Staff Research	11/12/2020	Staff	200 Ordinance Utility ROW permits
1.0008	Staff Research	1/5/2021	Staff	Phase II Permit Fee Analysis
1.0009	Staff Research	7/21/2021	Staff	Phase II Permit Fee List
1.0010	Legislative Documents	7/27/2021	Staff	21-048 Ordinance-PA Signed Copy
1.0011	Legislative Documents	7/27/2021	Staff	21-048 Ordinance
1.0012	Legislative Documents	8/19/2021	Staff	21-048 Staff Report
1.0013	Legislative Documents	9/13/2021	Staff	21-048 Staff Report revised
1.0014	Legislative Documents	8/19/2021	Staff	Planning Committee PowerPoint

**\*Contact the Clerk of the Council for copies of Part 1 Exhibits - 425-388-3494 or [contact.council@snoco.org](mailto:contact.council@snoco.org)**

Executive/Council Action Form (ECAF)

ITEM TITLE:

..Title

Ordinance 21-048, relating to Development Permit Fees; amending Chapter 13.110 SCC and Chapter 30.86 SCC

..body

DEPARTMENT: PLANNING & DEVELOPMENT SERVICES

ORIGINATOR: JULIE MASS

EXECUTIVE RECOMMENDATION: Approve-Ken Klein, 07/29/21

PURPOSE: To update miscellaneous fees SCC 30.86 and SCC 13.110 to adjust for inflation, as Phase II in updating permitting fees.

BACKGROUND: Chapter 30.86 SCC establishes the permit fees required to be paid by applicants to cover the cost of administering title 30 SCC. Most permit fees in SCC 30.86 have not been adjusted in several years (in most cases over 20 years). Fees in SCC 13.110 for Type D Utility and Right of Way permits administered by PDS have not been updated in 20 years. Periodic adjustments are needed to maintain financial self-sufficiency in providing permitting services and keep pace with inflation. PDS is facing budget deficits of around \$3 million annually. To help close the expected budget gap, PDS is proposing to amend several miscellaneous permit fees where the updated cost model (established hourly rates for services) can be applied to estimated time spent processing those permits to establish a reasonable fee that provides for better cost recovery.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
<b>TOTAL</b>			

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
Various 193-305513XXXX	\$0	\$500k-\$800k	\$500k-\$800k/yr
<b>TOTAL</b>	\$0	\$500k-\$800k	\$500k-\$800k/yr

DEPARTMENT FISCAL IMPACT NOTES: Click or tap here to enter text.

CONTRACT INFORMATION:

ORIGINAL \_\_\_\_\_ CONTRACT# \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 AMENDMENT \_\_\_\_\_ CONTRACT# \_\_\_\_\_ AMOUNT \_\_\_\_\_

Contract Period

ORIGINAL START \_\_\_\_\_ END \_\_\_\_\_  
 AMENDMENT START \_\_\_\_\_ END \_\_\_\_\_

OTHER DEPARTMENTAL REVIEW/COMMENTS: Approved as to form by PA (Christina Richmond) Approved/Reviewed by Finance & Risk

1 Adopted: \_\_\_\_\_, 2021  
2 Effective: \_\_\_\_\_, 2021  
3

4  
5 SNOHOMISH COUNTY COUNCIL  
6 SNOHOMISH COUNTY, WASHINGTON  
7

8 ORDINANCE NO. 21-048  
9

10 RELATING TO DEVELOPMENT PERMIT FEES; AMENDING CHAPTER 13.110 SCC and  
11 CHAPTER 30.86 SCC  
12

13 WHEREAS, the Snohomish County Council (“County Council”) and the Snohomish  
14 County Executive have identified regulation of development to ensure safe and quality  
15 construction as a high priority and have delegated the responsibility for administering the  
16 State Building Code, chapter 19.27 RCW, to the Snohomish County Department of  
17 Planning and Development Services (PDS); and  
18

19 WHEREAS, under RCW 82.02.020, the county may collect reasonable fees from an  
20 applicant to cover the cost to the county of processing applications, inspecting, and  
21 reviewing plans, or preparing detailed statements required by chapter 43.21C RCW; and  
22

23 WHEREAS, chapter 30.86 SCC establishes fees required to be paid by an applicant  
24 to cover county costs of administering the Unified Development Code (title 30) SCC; and  
25

26 WHEREAS, chapter 13.110 SCC establishes fees for Type D permits, which relate  
27 to construction activities associated with land development which will disturb or impact the  
28 roadway and other related features; and  
29

30 WHEREAS, PDS administers Type D permits and permits issued under title 30  
31 SCC; and  
32

33 WHEREAS, PDS’s costs of processing permits are higher than current and  
34 projected revenue, and PDS is facing a budget deficit in its permitting division of \$3.6  
35 million in 2021 which will deplete PDS’s fund balance; and  
36

37 WHEREAS, periodic adjustments to fees are necessary to maintain financial self-  
38 sufficiency in providing permitting services and keep pace with inflation, to align the fees  
39 charged to applicants with the type and level of services provided, and to provide for  
40 improved cost recovery, fee equity, and predictability; and  
41

42 WHEREAS, as part of a multi-phase project to examine and analyze permitting and  
43 land use fees, PDS has identified certain permit fees in titles 13 and 30 SCC, identified in  
44 this ordinance, which have not been adjusted for several years and for which the cost of

1 processing is significantly greater than the fee charged;

2  
3 WHEREAS, on \_\_\_\_\_, 2021, the County Council held a public hearing after  
4 proper notice, heard public testimony related to the proposed code amendments, and  
5 considered the entire record; and

6  
7 WHEREAS, following the public hearings, the County Council deliberated on the  
8 proposed code amendments.

9  
10 NOW, THEREFORE, BE IT ORDAINED:

11  
12 Section 1. The foregoing recitals are incorporated herein as findings of fact and  
13 conclusions as if set forth in full.

14  
15 Section 2. The County Council adopts the following additional findings in support of  
16 this ordinance:

17  
18 A. This ordinance will amend title 13 SCC by amending the fees for Type D permits in  
19 SCC 13.110.010.

20  
21 B. This ordinance will amend title 30 SCC as follows:

- 22  
23 1. Amend SCC 30.86.140 to amend the fees relating to boundary line adjustments.  
24  
25 2. Amend SCC 30.86.145 to amend the fees relating to landscape and tree plan  
26 review and inspection fees.  
27  
28 3. Amend SCC 30.86.220 to: 1) amend the fees relating to administrative  
29 conditional use permits; 2) split out the fees for temporary dwelling permits to  
30 distinguish between two different types of administrative conditional use permits;  
31 3) eliminate fees for temporary woodwaste recycling and temporary woodwaste  
32 storage permits because these permits were removed in previous code  
33 amendments; and 4) remove a reference note about administrative conditional  
34 use permits for playing fields on designated recreational lands because these  
35 special permits are no longer in county code.  
36  
37 4. Amend SCC 30.86.230 to: 1) amend the fees relating to standard variances; 2)  
38 eliminate the fees for minor and major variance revisions because these permit  
39 types are no longer issued; and 3) make a housekeeping amendment to add a  
40 hyphen to a word.  
41  
42 5. Amend SCC 30.86.300 to: 1) amend the fees relating to special flood hazard  
43 areas permits; 2) eliminate fees for flood hazard permits for playing fields on

1 designated recreational land because these permits are no longer in county  
2 code; and 3) eliminate an empty reference note heading.

- 3
- 4 6. Amend SCC 30.86.400 to: 1) amend the base permit fees for commercial and  
5 residential permit applications in subsection (5); 2) eliminate the reference to  
6 commercial review fees for playing fields on designated recreational land in  
7 subsections (4) and (5) because these special permits are no longer in county  
8 code; 3) eliminate plan review fees for playing fields on designated recreational  
9 land in subsection (6) because these special permits are no longer in county  
10 code; 4) amend the fees for certificates of occupancy in subsection (8); 5)  
11 eliminate fees for commercial building change of use or occupancy, amending  
12 the header accordingly, and eliminating the related reference note in subsection  
13 (8) because this permit type is no longer issued; 6) amend the fees relating to  
14 special inspections and investigative fees in subsection (9); 7) amend the  
15 miscellaneous review and permit fees in subsection (10); and 8) eliminate pre-  
16 application design review and completion permits in subsection (10) because  
17 these permit types are no longer issued.
- 18
- 19 7. Amend SCC 30.86.410 to clarify that standalone commercial mechanical permits  
20 (not related to new building construction) fall under the permit fee table in SCC  
21 30.86.400(7) based on valuation.
- 22
- 23 8. Amend SCC 30.86.420 to clarify that standalone commercial plumbing permits  
24 (not related to new building construction) fall under the permit fee table in SCC  
25 30.86.400(7) based on valuation.
- 26
- 27 9. Amend SCC 30.86.450 to amend the fees relating to signs and to clarify that  
28 billboard sign fees apply to both digital and non-digital billboards.
- 29
- 30 10. Amend SCC 30.86.600 to amend permit decision appeal fees for Type 1 non-  
31 shoreline permits and make housekeeping amendments to the reference note  
32 text.

33

34 C. The code amendments in this ordinance will become effective on November 1, 2021.

35

36 D. Stakeholder feedback was solicited during the development of the proposed fee  
37 changes. On March 1, 2021, proposed fee amendments were sent to the  
38 representative for the Developers Builders Issues Committee which did outreach to  
39 committee members on the proposed fees and solicited member comment.

40

41 E. The proposed amendments are consistent with the record.

- 42
- 43 1. Amendments to chapter 30.86 SCC are necessary to establish fees to

1 implement the State Building Code, keep up with inflation, and to better recoup  
2 the permitting expenses of PDS. Housekeeping amendments are also  
3 necessary to correct inconsistencies and remove from the permit fee tables  
4 references to permits that were eliminated by previous code amendments.  
5

- 6 2. Amendments to chapter 13.110 SCC for Type D access permit fees, last  
7 updated on November 21, 2000, are necessary because the current permit fees  
8 do not provide for cost recovery based on inflation and an analysis of the  
9 amount of time it takes to process these permits.  
10
- 11 3. County policy is to use permit fees to cover only the direct and indirect costs of  
12 permitting as allowed by state law, and to reasonably and consistently allocate  
13 PDS overhead costs among all programs, regardless of the type of revenue  
14 source supporting them.  
15
- 16 4. In 2008, PDS developed a cost of services model to estimate the cost of  
17 providing permitting services at the present level of service and the fees  
18 necessary to recover permitting costs.  
19
- 20 5. The PDS cost of services model, which provides the analytical framework used  
21 to recover permitting costs, was updated in 2017 with the adoption of fees  
22 related to fire systems, and has again been updated based on PDS's 2021  
23 budget. The PDS cost of services model was used to update the fees in the  
24 code amendments in this ordinance.  
25
- 26 6. The PDS cost of services model consists of four main costs: labor expenses  
27 (salary and benefits); direct (non-labor) expenses; department overhead/indirect  
28 management costs; and county-wide overhead related to development review  
29 and permits.  
30
- 31 7. In 2020, PDS performed an analysis to estimate the time it takes staff to perform  
32 the related permit functions and applied the average labor rates for those  
33 positions.  
34
- 35 8. Proposed updates to the fees are reasonable and will reimburse the County for  
36 the staff time required to process permit applications.  
37

38 Section 3. The County Council makes the following conclusions:  
39

- 40 A. The proposed fees set forth in this ordinance are calculated in accordance with RCW  
41 82.02.020 and provide for improved cost recovery, equity, and fee predictability and  
42 simplicity.  
43



- 1 B. The proposed amendments are consistent with Washington state law, chapter 19.27  
 2 RCW, and the SCC.  
 3
- 4 C. The County Council concludes that this ordinance is related solely to government  
 5 procedures, not the Growth Management Act (chapter 36.70A RCW), and therefore  
 6 does not adopt development regulations under SCC 30.10.080. Therefore, notice to  
 7 the Washington State Department of Commerce of intent to adopt is not required  
 8 pursuant to RCW 36.70A.106 and Snohomish County Planning Commission review is  
 9 not required pursuant to SCC 30.73.040(2)(c).  
 10
- 11 D. Pursuant to SCC 30.61.020 and WAC 197-11-800(19), the proposed amendments in  
 12 this ordinance are categorically exempt from review under the State Environmental  
 13 Policy Act (SEPA) as being related solely to government procedures containing no  
 14 substantive standards respecting use or modification of the environment.  
 15
- 16 E. The regulations proposed by this ordinance do not result in an unconstitutional taking  
 17 of private property for public purpose. The Washington State Attorney General last  
 18 issued an advisory memorandum, as required by RCW 36.70A.370, in September  
 19 2018, entitled “Advisory Memorandum: Avoiding Unconstitutional Takings of Private  
 20 Property” to help local governments avoid the unconstitutional taking of private  
 21 property. The process outlined in the State Attorney General’s 2018 advisory  
 22 memorandum was used by Snohomish County in objectively evaluating the regulatory  
 23 changes proposed by this ordinance.  
 24
- 25 F. The proposed amendments are in the best interest of the county and promote the  
 26 general public health, safety, and welfare.  
 27

28 Section 4. The County Council bases its findings and conclusions on the entire  
 29 record of the County Council, including all testimony and exhibits. Any finding, which  
 30 should be deemed a conclusion, and any conclusion which should be deemed a finding, is  
 31 hereby adopted as such.  
 32

33 Section 5. Snohomish County Code Section 13.110.020, last amended by  
 34 Ordinance No. 19-015 on May 22, 2019, is amended to read:  
 35

36 **13.110.020 Fee schedule.**

Permit Type	Description	Application Fee <sup>(1)</sup>	Permit Fee <sup>(1)</sup>	Total <sup>(1)</sup>
A	Parade/run			

	Application filed more than 60 days prior to the event:	\$75.00	\$90.00	\$165.00
	Application filed between 30 to 59 days prior to the event:	\$125.00	\$90.00	\$215.00
	Application filed less than 30 days prior to the event:	\$160.00	\$90.00	\$250.00
B1	Log tolerances	\$5.00	--	\$5.00
B2	Overweight	\$50.00	Costs per SCC 13.110.010	\$50.00 plus permit fee
	Add an overweight/oversize d load charge as required when county staff are required to assist the permittee	Actual hourly costs of labor, required for the department to determine the extent of county staff needed to assist the permittee, with a 3-hour minimum charge at \$50.00 per hour		Actual hourly costs of labor, and equipment if required, for county staff to assist the permittee, with a 3-hour minimum charge at \$50.00 per hour
B3	Oversize	\$50.00	Costs per SCC 13.110.010	\$50.00 plus permit fee
	Add an overweight/oversize d load charge as required when county staff are required to assist the permittee	Actual hourly costs of labor, required for the department to determine the extent of county staff needed to assist the permittee, with a 3-hour minimum		Actual hourly costs of labor, and equipment if required, for county staff to assist the permittee, with a 3-hour minimum charge at \$50.00 per hour

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		charge at \$50.00 per hour		
B4	Haul route	\$50.00	Costs per SCC 13.110.010	\$50.00 plus permit fee
B5	Road closure	\$50.00	\$120.00	\$170.00
C1	Bus stops/shelters/pads loading zones	\$50.00	\$90.00	\$140.00
C2	Construction site structures	\$50.00	\$90.00	\$140.00
C3	Landscaping/fences /gates/other special uses	\$50.00	\$90.00	\$140.00
C4	Recycling-- Structures	\$50.00	\$90.00	\$140.00
C5	Newspaper stands or drop boxes	\$50.00	\$90.00	\$140.00
C6	Temporary signs	\$50.00	\$90.00	\$140.00
C7	Temporary sales	\$50.00	\$90.00	\$140.00
C8	Business patrons or customers	\$50.00	\$90.00	\$140.00
C9	Tree trimming/removal/replacement	\$50.00	\$90.00	\$140.00
C10	Nonfranchised or single user utility purveyor	\$50.00	\$90.00	\$140.00
D1	Driveway access/culvert/curb cut	<del>(\$25.00)</del> \$90.00	<del>(\$55.00)</del> \$260.00	<del>(\$80.00)</del> \$350.00
	Driveway access/culvert/curb	\$50.00	\$100.00	\$150.00

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	<u>cut included in prior approved plat or subdivision</u>			
D2	Subdivision driveway access	<del>(((\$25.00))</del> <u>\$50.00</u>	<del>(((-))</del> <u>\$100.00</u>	<del>(((\$25.00))</del> <u>\$150.00</u>
D3	Temporary trail access	<del>(((\$125.00))</del> <u>\$150.00</u>	<del>(((\$420.00))</del> <u>\$480.00</u>	<del>(((\$545.00))</del> <u>\$630.00</u>
D4	Trail access	<del>(((\$125.00))</del> <u>\$150.00</u>	<del>(((\$540.00))</del> <u>\$600.00</u>	<del>(((\$665.00))</del> <u>\$750.00</u>
D5	Major construction-- Other:	<del>(((\$125.00))</del> <u>\$175.00</u>	<del>(((\$340.00))</del> <u>\$430.00</u>	varies
	Add per road front foot:	<del>(((\$1.00))</del> <u>\$1.30</u> per foot		
D5P	Major construction-- Plat	<del>(((\$125.00))</del> <u>\$175.00</u>	<del>(((\$540.00))</del> <u>\$700.00</u>	varies
	Add per road front foot:	<del>(((\$1.00))</del> <u>\$1.30</u> per foot		
D5C	Major construction-- Commercial	<del>(((\$125.00))</del> <u>\$175.00</u>	<del>(((\$540.00))</del> <u>\$700.00</u>	varies
	Add per road front foot:	<del>(((\$1.00))</del> <u>\$1.30</u> per foot		
D5S	Major construction-- Short plat	<del>(((\$125.00))</del> <u>\$175.00</u>	<del>(((\$540.00))</del> <u>\$700.00</u>	varies
	Add per road front foot:	<del>(((\$1.00))</del> <u>\$1.30</u> per foot		
D6	Minor construction-- Other	<del>(((\$35.00))</del> <u>\$120.00</u>	<del>(((\$60.00))</del> <u>\$150.00</u>	<del>(((\$90.00))</del> <u>\$270.00</u>
D6P	Minor construction-- Plat	<del>(((\$90.00))</del> <u>\$120.00</u>	<del>(((\$130.00))</del> <u>\$250.00</u>	<del>(((\$220.00))</del> <u>\$370.00</u>
D6C	Minor construction-- Commercial	<del>(((\$90.00))</del> <u>\$120.00</u>	<del>(((\$130.00))</del> <u>\$250.00</u>	<del>(((\$220.00))</del> <u>\$370.00</u>
D6S	Minor construction-- Short plat	<del>(((\$90.00))</del> <u>\$120.00</u>	<del>(((\$130.00))</del> <u>\$250.00</u>	<del>(((\$220.00))</del> <u>\$370.00</u>

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D7	Blanket utility construction per each construction activity	None	<del>(\$80.00)</del> <u>\$100.00</u>	<del>(\$80.00)</del> <u>\$100.00</u>
D8	Major utility construction:	<del>(\$130.00)</del> <u>\$250.00</u>	<del>(\$390.00)</del> <u>\$450.00</u>	varies
	Open trench in road: Add per foot if road shoulder cut or	<del>(\$0.35)</del> <u>\$0.40</u>		
	Add per foot if road asphalt/concrete cut:	<del>(\$1.00)</del> <u>\$1.30</u> per foot	<del>(\$390.00)</del> <u>\$450.00</u>	varies
	Plowed cable road:	<del>(\$130.00)</del> <u>\$250.00</u>	<del>(\$390.00)</del> <u>\$450.00</u>	varies
	Add per foot:			
	0' to 2,000'	\$0.15 per foot		
	2,001' to 7,000'	\$0.10 per foot		
	7,001' and more	\$0.05 per foot		
E1	Private leases/right-of-way	\$100.00	--	\$100.00
E2	Road establishment	\$500.00	Costs per SCC 13.110.010	\$500.00 plus permit fee
E3C	Franchises--CATV	\$500.00	Costs per SCC 13.110.010	\$500.00 plus permit fee
E3U	Franchises--Utility	\$500.00	Costs per SCC 13.110.010	\$500.00 plus permit fee
E4	Road/right-of-way vacations	\$500.00 per petitioner	Costs per SCC 13.110.010	\$500.00 per petitioner plus permit fee
E5	Latecomers cost recovery	\$500.00	Costs per SCC 13.110.010	\$500.00 plus permit fee
E6	Road improvement district	\$500.00	Costs per SCC 13.110.010	\$500.00 plus permit fee

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1 **Note:** All costs, including in excess of the above, associated with road establishments,  
2 right-of-way vacations, utility franchises, CATV franchises, road improvement district  
3 formation, or latecomers cost recovery programs will be itemized and presented as part of  
4 the associated ordinance for county council approval.

5 **(1)** Pursuant to SCC 30.86.030, a technology surcharge of three percent of each Type D  
6 fee transaction is required in addition to the fees listed in SCC 13.110.020.

7  
8 Section 6. Snohomish County Code Section 30.86.140, last amended by Amended  
9 Ordinance No. 12-018 on May 2, 2012, is amended to read:

10 **30.86.140 Boundary line adjustment fees.**

<b>APPLICATION FEE</b>	<del>(\$600)</del> <u>\$920</u> plus <del>(\$78)</del> <u>\$155</u> per lot for each lot over 2 lots
------------------------	--

11  
12 Section 7. Snohomish County Code Section 30.86.145, last amended by Amended  
13 Ordinance No. 08-101 on January 21, 2009, is amended to read:

14

15 **30.86.145 Landscape and tree plan review and inspection fee.**

16 (1) A plan review fee in the amount of ~~(\$400)~~\$640 shall be submitted to the department  
17 for any landscape plan, tree plan, or combination landscape and tree plan at the time of  
18 application for any permit or approval requiring a landscaping or tree plan.

19 (2) A landscape modification review fee of ~~(\$200)~~\$315 shall be paid to the department  
20 at the time of application for a landscape modification.

21 (3) A landscape site inspection fee of ~~(\$150)~~\$160 shall be paid to the department at or  
22 before permit issuance. An additional fee of ~~(\$50)~~\$160 shall be paid prior to any re-  
23 inspection of required site landscaping.

24 Section 8. Snohomish County Code Section 30.86.220, last amended by Amended  
25 Ordinance No. 16-004 on March 16, 2016, is amended to read:

1 **30.86.220 Administrative conditional use permit fees.**

2 **Table 30.86.220 Administrative Conditional Use Permit (ACU) Fees<sup>((4))</sup>**

<b>PRE-APPLICATION CONFERENCE FEE</b>	<b>\$480</b>
<b>ADMINISTRATIVE CONDITIONAL USE (ACU) PERMIT, Except: ACU for Expansion of a nonconforming use as provided below</b>	<del>(\$180)</del> <b>\$2,500</b>
<b>ACU FOR EXPANSION OF A NONCONFORMING USE</b>	
Base fee	<del>(\$1,200)</del> <b>\$2,500</b>
Plus \$ per acre	<del>(\$60)</del> <b>\$100</b>
Total maximum fee for expansion of a nonconforming use	<del>(\$3,600)</del> <b>\$6,000</b>
<b>TEMPORARY DWELLING</b>	<b>\$300</b>
<b>MINOR REVISION REQUEST</b>	<del>(\$240)</del> <b>\$500</b>
<b>MAJOR REVISION REQUEST</b>	<del>(\$960)</del> <b>\$1,500</b>
<del>(TEMPORARY WOODWASTE RECYCLING PERMIT)</del>	<del>(\$600)</del>
<del>(TEMPORARY WOODWASTE STORAGE PERMIT)</del>	<del>(\$600)</del>
<b>ANNUAL RENEWAL FEE FOR ANY TEMPORARY USE</b>	<del>(\$48)</del> <b>\$75</b>
<b>((Reference note:))</b>	
<del>((1) Administrative conditional use permit fees for playing fields on designated recreational land in accordance with SCC 30.28.076 shall be set at \$0.00.)</del>	

3  
4 Section 9. Snohomish County Code Section 30.86.230, last amended by Amended  
5 Ordinance No. 16-004 on March 16, 2016, is amended to read:  
6

7 **30.86.230 Variance fees.**

8 **Table 30.86.230 Variance Fees**

<del>((PRE APPLICATION))</del> <b>PRE-APPLICATION CONFERENCE FEE</b>	<b>\$480</b>
<b>STANDARD VARIANCE</b>	<del>(\$1,200)</del> <b>\$1,500</b>

<b>SINGLE FAMILY RESIDENCE REQUEST FOR A SINGLE REVISION TO A DIMENSIONAL REQUIREMENT</b>	\$600
<del>((MINOR REVISION REQUEST))</del>	<del>(((\$312))</del>
<del>((MAJOR REVISION REQUEST))</del>	<del>(((\$1,248))</del>

Section 10. Snohomish County Code Section 30.86.300, last amended by Ordinance No. 15-005 on March 18, 2015, is amended to read:

**30.86.300 Special flood hazard areas permit fees.**

**Table 30.86.300 Special Flood Hazard Area Permit Fees**

<b>FLOOD HAZARD AREA PERMIT</b>	<del>(((\$300))</del> <u>\$1,050</u>
<b>FLOOD HAZARD AREA VARIANCE</b>	See Table 30.86.230
<b>PRE-APPLICATION CONFERENCE FEE</b>	<del>(((\$400))</del> <u>\$480</u>
<del>((FLOOD HAZARD AREA PERMIT FOR PLAYING FIELDS ON DESIGNATED RECREATIONAL LAND IN ACCORDANCE WITH SCC 30.28.076))</del>	<del>(((\$0))</del>
<b>FLOOD HAZARD AREA DETERMINATION</b>	<del>(((\$200))</del> <u>\$300</u>
<del>((Reference note:))</del>	

Section 11. Snohomish County Code Section 30.86.400, last amended by Ordinance No. 20-039 on September 9, 2020, is amended to read:

**30.86.400 Construction Code fees.**

(1) *Occupancies defined.* Fees established in this section shall be assessed based on whether an occupancy type is commercial or residential. SCC Table 30.86.400(3) defines the occupancy groups in these two occupancy types.

(2) *Outstanding fees.* Any outstanding fees or portions of fees shall be added to the required fee(s) of any future plan review or permit prior to application acceptance or permit issuance. Any fee shall not relieve the applicant from a duty to obtain permits for moving buildings upon roads and/or highways from the appropriate authorities. The permit fee for construction of a new foundation, enlargement, or remodeling of the move-in building shall



1 be in addition to the pre-move fee. The fee for any factory built structure as approved by  
 2 the Washington State Department of Labor and Industries is specified in SCC 30.86.440  
 3 under mobile homes.

4 (3) *Commercial and residential occupancies defined.*

5 **Table 30.86.400(3) Commercial And Residential Occupancies Defined**

OCCUPANCY TYPES	OCCUPANCY GROUPS
COMMERCIAL	A, I, R, E, H, F, M, S, B, and U
RESIDENTIAL	R-3, U

6 (4) *Commercial pre-application review<sup>(1)</sup>.*

7 **Table 30.86.400(4) Commercial Pre-Application Review**

REVIEW FEE <sup>(2)</sup>	\$400
SITE REVIEW (at applicant's request)	\$100
ADDED SERVICES REQUEST	\$60/hour
<del>((REVIEW FEE FOR PLAYING FIELDS ON DESIGNATED RECREATIONAL LAND IN ACCORDANCE WITH SCC 30.28.076))</del>	<del>((0/hour))</del>
<b>Reference notes:</b> (1) Prior to making application for a commercial building permit, an applicant may request pre-application review to learn about submittal requirements. The department will provide a written outline of requirements, and may include identification of site-specific issues when known, depending on the detail and scope of the submitted materials. (2) Includes a conference with only a senior planner in attendance, and does not include review of detailed construction plans and specifications.	

8 (5) *Base permit fees<sup>(1)</sup>.*

9 **Table 30.86.400(5) Base Permit Fees**

COMMERCIAL	<del>((250))</del> <u>\$350</u>
COMMERCIAL PLUMBING	<del>((125))</del> <u>\$250</u>

<b>COMMERCIAL MECHANICAL</b>	<del>(((\$125))</del> <u>\$250</u>
<b>COMMERCIAL MECHANICAL AND PLUMBING</b> (not in conjunction with a commercial building permit)	<del>(((\$125))</del> <u>\$250</u>
<del>((MECHANICAL, PLUMBING, OR MECHANICAL, AND PLUMBING))</del>	<del>(((\$80))</del>
<b>RESIDENTIAL</b>	<del>(((\$80))</del> <u>\$150</u>
<b>RESIDENTIAL MECHANICAL, PLUMBING, OR MECHANICAL AND PLUMBING</b>	<u>\$150</u>
<del>((COMMERCIAL REVIEW FEE FOR PLAYING FIELDS ON DESIGNATED RECREATIONAL LAND IN ACCORDANCE WITH SCC 30.28.076))</del>	<del>(((\$0))</del>
Reference notes: (1) Base fees shall compensate the department for preliminary application screening and the establishment and administration of the permit application file.	

1 (6) *Plan review fees*<sup>(1)</sup>.

2 **Table 30.86.400(6) Plan Review Fees**

<b>PLAN, DRAWING, OR DOCUMENT BEING REVIEWED</b>		
•	R-3 and U Occupancies for residential purposes	65% of building permit fee
•	A, I, R-1, R-2, R-4, E, H, F, M, S, U and B Occupancies	85% of building permit fee
<b>EXCEPTIONS</b>		
Successive construction (2) (3)		
•	Structures regulated by the IRC	20% of building permit fee
•	R-2 structures	45% of building permit fee
The plan review fee shall be supplemented for A, I, R-1, R-2, R-4, E, H, F, M, S, U and B Occupancies as follows:		

•	Commercial permit application for 1 or more buildings or additions requiring site review	\$640
•	Commercial permit application for 1 or more buildings or additions with a previously approved official site plan	\$500
•	Tenant improvements not requiring site plan review	\$100
<b>ADDITIONAL REVIEW (4)</b>		\$200 or 25% of the plan review fee, whichever is less.
<del><b>((PLAN REVIEW FEE FOR PLAYING FIELDS ON DESIGNATED RECREATIONAL LAND IN ACCORDANCE WITH SCC 30.28.076))</b></del>		<del>(((\$0))</del>
<b>APPLICATION EXTENSION</b>		The fee for the permit application extension includes a percentage of the original plan review fee equal to the percentage of work completed plus a \$400 administration fee.
<p>Reference notes:</p> <p>(1) Plan review fees shall compensate the department for the plan review necessary to determine compliance with the adopted construction codes and other county regulations.</p> <p>(2) A plan review fee for successive construction will be assessed where more than one building or structure is proposed to be constructed in accordance with a single basic plan for the following classifications of buildings and structures:</p> <p>(a) Group R occupancies.</p> <p>(b) Garages, carports, storage buildings, agricultural buildings, and similar structures for private use.</p> <p>(3) Procedures for approval of basic plans for successive construction shall be established by the director.</p> <p>(4) This fee is charged whenever an applicant re-submits documents failing to make county-required corrections noted on "markup" plans, drawings, or such other documents</p>		

Ordinance No. 21-048  
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SCC

during plan review; or whenever as a result of changes, additions, or revisions to previously approved plans, drawings or such other documents, a subsequent plan review is required.

1 (7) *Building permit fees*<sup>(1)</sup>.

2 **Table 30.86.400(7) Building Permit Fees**

<b>TOTAL BUILDING/STRUCTURAL VALUATION <sup>(2)</sup></b>	<b>PERMIT FEE <sup>(3)(4)</sup></b>
\$1-\$500	\$45.00
\$501-\$2,000	\$45.00 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, including \$2,000
\$2,001-\$25,000	\$100.50 for the first \$2,000 plus \$17.50 for each additional \$1,000 or fraction thereof, including \$25,000
\$25,001-\$50,000	\$503.00 for the first \$25,000 plus \$10.50 for each additional \$1,000 or fraction thereof, including \$50,000
\$50,001-\$100,000	\$765.50 for the first \$50,000 plus \$9.75 for each additional \$1,000 or fraction thereof, including \$100,000
\$100,001-\$500,000	\$1,253.00 for the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof, including \$500,000
\$500,001-\$1,000,000	\$4,053.00 for the first \$500,000 plus \$6.50 for each additional \$1,000 or fraction thereof, including \$1,000,000
\$1,000,001-\$5,000,000	\$7,453.00 for the first \$1,000,000 plus \$4.30 for each additional \$1,000 or fraction thereof.
Over \$5,000,000	\$24,503.00 for the first \$5,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof.
<b>PERMIT EXTENSION</b>	The fee for the permit extension includes a percentage of the original permit fee equal to the percentage of work to be completed.
Reference notes:	

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(1) Permit fees shall compensate the department for inspections necessary to determine compliance with the adopted construction codes, other county regulations, and the approved plan. The fee table shall be applied separately to each building within a project and used for the calculation of all plan review and permit fees, except those for which a separate permit fee is required to be paid in accordance with this title.

(2) The department shall use the building valuation multipliers provided in the most current building valuation data (BVD) published by the International Code Council.

(3) Permit fees for playing fields on designated recreational land in accordance with SCC 30.28.076 shall be set at \$0.00, regardless of valuation. All buildings on the site shall be permitted on one permit.

(4) For new construction of Group R-3 occupancies, a fee of 11 percent of the building permit fee shall apply for mechanical and plumbing inspections. (See SCC 30.86.410 and 30.86.420)

1 (8) *Certificates of occupancy(~~/changes of use~~) fees.*

2 **Table 30.86.400(8) Certificates of Occupancy(~~/Change of Use~~) Fees**

<b>CERTIFICATE OF OCCUPANCY</b>	
Home occupation in detached accessory structures	<del>(((\$100))</del> \$140
Temporary or final, when applicant requests phased issuance for each structure or structures	<del>(((\$100))</del> \$140
<b><del>((COMMERCIAL BUILDING CHANGE OF USE OR OCCUPANCY (1)))</del></b>	
<del>((Under 10,000 square feet))</del>	<del>(((\$250))</del>
<del>((Over 10,000 square feet))</del>	<del>(((\$500))</del>
<del>((Reference note: (1) This fee shall be deducted from the permit fee if a permit is required.))</del>	

3 (9) *Special inspections and investigation fees.*

4 **Table 30.86.400(9) Special Inspections and Investigation Fees**

<b>BUILDING AND MOBILE HOME PRE-MOVE INSPECTIONS</b>	
Snohomish County inspection	<del>(((\$60))</del> \$140/hour - 2 hour min

Outside Snohomish County inspection for move to Snohomish County	<del>(\$120)</del> \$140/hour plus County's standard mileage rate/mile
<b>INSPECTIONS OUTSIDE NORMAL COUNTY BUSINESS HOURS</b>	<del>(\$60)</del> \$140/hour - 2 hour min
<b>INSPECTIONS FOR WHICH NO FEE IS OTHERWISE INDICATED</b>	<del>(\$60)</del> \$140/hour - 2 hour min
<b>REINSPECTION FEE <sup>(1)</sup></b>	<del>(\$60)</del> \$140
<b>INVESTIGATION PENALTY <sup>(2)</sup></b>	100% of permit fee
<b>Reference notes:</b>	
(1) A fee assessed for work requiring an inspection or re-inspection when said work is not complete at the last inspection or re-inspection. No further inspection or re-inspection of the work will be performed until the required fees have been paid.	
(2) A penalty charged for work requiring a permit, which is commenced without first obtaining said permit. This penalty shall be collected regardless of whether a permit is subsequently issued or not.	

1 (10) *Miscellaneous review and permit fees<sup>(1)</sup>.*

2 **Table 30.86.400(10) Miscellaneous Review and Permit Fees**

<b>PRE-APPLICATION SITE REVIEW</b> (\$200 to be applied towards site review/permit fees at time of application)	<del>(\$250)</del> \$320
<b>ACCESSORY BUILDINGS LESS THAN 1,000 SQUARE FEET</b>	50% of site review fee
<b>BUILDING ADDITIONS</b>	50% of site review fee
<del>((COMPLETION PERMIT))</del>	<del>(\$50)</del>
<b>CONDOMINIUM CONVERSION PERMIT (per unit)</b>	<del>(\$50)</del> \$140
<b>DECK PERMIT</b>	<del>(\$50)</del> \$140
<b>DEMOLITION PERMIT</b>	<del>(\$50)</del> \$140
<b>DOCK PERMIT</b>	<del>(\$50)</del> \$140
<b>FIREPLACE PERMIT</b>	<del>(\$50)</del> \$140
<b>SWIMMING POOL PERMIT</b>	<del>(\$50)</del> \$140

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SCC

<b>TEMPORARY BUILDING PERMIT</b>	<del>((50))</del> \$140
<b>TITLE ELIMINATION</b>	<del>((30))</del> \$50
<b>LOT STATUS DETERMINATION</b>	<del>((120))</del> \$255 per <del>((tax parcel))</del> lot requested <del>((researched))</del> . No fee if submitted <u>concurrently</u> with a <del>((subdivision))</del> <u>land use or building permit application.</u>
<del>((PRE-APPLICATION DESIGN REVIEW))</del>	<del>((2,500))</del>
<b>ROOFING PERMIT</b>	\$140
<del>((11 to 25 squares))</del>	<del>((37))</del>
<del>((More than 25 squares))</del>	<del>((55))</del>
<b>SITE REVIEW FOR NEW BUILDINGS OR ADDITIONS<sup>2</sup></b>	<del>((100))</del> \$320
<del>((2))</del>	
<b>SUCCESSIVE CONSTRUCTION SET-UP FEE</b>	\$200
<b>Reference notes:</b>	
(1) These fees are charged in addition to building/structural plan and permit fees.	
(2) If permits are sought for more than one lot within the same subdivision and the subdivision has been recorded within the previous year, and all the permit applications are submitted at the same time, the first lot's site review fee shall be for the full amount and the site review fee for each of the other lots shall be one-half the full fee amount.	

1  
2 Section 12. Snohomish County Code Section 30.86.410, last amended by  
3 Amended Ordinance No. 08-122 on Nov 10, 2008, is amended to read:  
4

5 **30.86.410 Mechanical permit fees.**

6 **Table 30.86.410 Mechanical Permit Fees**

<u>COMMERCIAL MECHANICAL PERMITS NOT ASSOCIATED WITH NEW BUILDING CONSTRUCTION</u>	For mechanical permits on commercial projects not related to new building construction, the fee table in
--	--

Ordinance No. 21-048  
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AMENDING CHAPTER 13.110 SCC AND CHAPTER 30.86  
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	<u>SCC 30.86.400(7) applies based on the valuation.</u>
MECHANICAL INSPECTION FEES FOR CONSTRUCTION OF NEW GROUP R- 3 OCCUPANCIES (ONE-AND TWO-FAMILY RESIDENTIAL).	For new construction of Group R-3 occupancies, 11 percent of the building permit fee shall apply for mechanical and plumbing inspections.
<u>The per-fixture fees below apply to: (1) standalone mechanical permits related to Group R-3 occupancies, and (2) mechanical permits associated with new commercial building construction.</u>	
<b>GAS-PIPING SYSTEM</b>	\$5 per outlet
<b>VENTILATION FAN OR SYSTEM</b> - installed, which is not a portion of any heating or air conditioning system authorized by permit	\$5
<b>AIR-HANDLING UNIT</b> - install, and including ducts attached thereto	\$15 each
<b>APPLIANCE VENT TO THE OUTSIDE</b> - install or relocate, and not included in an appliance permit	\$15
<b>BOILER, COMPRESSOR, OR ABSORPTION SYSTEM</b> - install or relocate <sup>(1)</sup>	\$15
<b>DOMESTIC OR INDUSTRIAL-TYPE INCINERATOR</b> - install or relocate	\$15
<b>FLOOR FURNACE</b> - install or relocate, including exhaust vent, suspended heater, recessed wall heater, or floor-mounted unit heater	\$15
<b>FURNACE OR BURNER</b> - forced air or gravity-type: install or relocate, including ducts and vents attached	\$15
<b>HOOD</b> - install, which is served by mechanical exhaust, including the ducts for such hood	\$15
<b>INSTALLED APPLIANCE, or PIECE OF EQUIPMENT</b>	



Regulated by this code, but not classed in other appliance categories, or for which no other fee is listed in this code	\$15
<b>SOLID FUEL BURNING APPLIANCE</b> - install, relocate, replace	\$25 each
<b>TANK</b> - above-ground, underground, or LPG in a residential application <sup>(2)</sup>	
125-250 gallon capacity	\$25 each
over 250 gallon capacity	\$50 each
<b>Reference notes:</b>	
(1) This fee shall not apply to an air-handling unit, which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere in this code.	
(2) No permit is required for tanks with less than a 125-gallon capacity.	

1  
2 Section 13. Snohomish County Code Section 30.86.420, last amended by  
3 Amended Ordinance No. 08-122 on Nov 10, 2008, is amended to read:

4 **30.86.420 Plumbing permit fees.**

5 **Table 30.86.420 Plumbing Fees**

<u>COMMERCIAL PLUMBING PERMITS NOT ASSOCIATED WITH NEW BUILDING CONSTRUCTION</u>	<u>For plumbing permits on commercial projects not related to new building construction, the fee table in SCC 30.86.400(7) applies based on the valuation.</u>
PLUMBING INSPECTION FEES FOR THE CONSTRUCTION OF NEW GROUP R-3 OCCUPANCIES (ONE-AND TWO-FAMILY RESIDENTIAL).	For new construction of Group R-3 occupancies, 11 percent of the building permit fee shall apply for mechanical and plumbing inspections.

The per-fixture fees below apply to: (1) standalone plumbing permits related to Group R-3 occupancies, and (2) plumbing permits associated with new commercial building construction.		
<b>FOR FACTORY-BUILT MODULAR STRUCTURES</b> (the fee will be assessed for each fixture built into the structure by the manufacturer)		\$3.50
<b>FOR EACH:</b>		
>	Backflow protective devices,	\$7
>	Industrial waste pre-treatment interceptor, including its trap and vent,	\$7
>	Installation, alteration, or repair of water piping,	\$7
>	Plumbing fixture,	\$7
>	Rainwater systems-per drain (inside building) repair or alteration of drainage or vent piping,	\$7
>	Set of fixtures on one trap, (including water, drainage, piping)	\$7
>	Trap,	\$7
>	Water heater or vent,	\$7
>	Water treating equipment.	\$7
<b>FOR EACH BUILDING SEWER AND EACH TRAILER PARK SEWER</b>		\$15

1  
2 Section 14. Snohomish County Code Section 30.86.450, last amended by  
3 Amended Ordinance No. 12-018 on May 2, 2012, is amended to read:

4 **30.86.450 Sign fees.**

5 **Table 30.86.450 Sign Fees<sup>(1)(2)</sup>**

<b>WALL SIGN</b>	<del>(\$50)</del> \$250
<b>POLE, MONUMENT OR ROOF SIGN</b>	<del>(\$100)</del> \$350

Ordinance No. 21-048  
RELATING TO DEVELOPMENT PERMIT FEES;  
AMENDING CHAPTER 13.110 SCC AND CHAPTER 30.86  
SCC

<b>BILLBOARD (DIGITAL AND NON-DIGITAL)</b>	<del>(\$150)</del> <u>\$850</u>
<b>Reference notes:</b>	
(1) A permit is not required for signs four square feet or less in area.	
(2) A SEPA threshold determination may be required.	

1  
2 Section 15. Snohomish County Code Section 30.86.600, last amended by  
3 Amended Ordinance No. 08-122 on November 10, 2008, is amended to read:

4 **30.86.600 Permit decision appeal fees.**

5 **Table 30.86.600 Appeal Fees**

PERMIT TYPE	APPEAL FEE
TYPE 1-NON-SHORELINE <sup>(1)</sup>	<del>(\$500)</del> <u>\$1,500</u>
TYPE 2 <sup>(1)</sup>	\$500

**Reference note:**  
(1) This filing fee shall not be charged to a department of the county(~~(; provided that the)~~).  
The filing fee shall be refunded in any case where an appeal is dismissed in whole without hearing pursuant to SCC 30.71.060 or 30.72.075.

6  
7 Section 16. Effective date.  
8  
9 This ordinance shall take effect November 1, 2021.

10  
11 Section 17. Severability and Savings. If any section, sentence, clause or phrase of  
12 this ordinance shall be held to be invalid or unconstitutional by a court of competent  
13 jurisdiction, such invalidity or unconstitutionality shall not affect the validity or  
14 constitutionality of any other section, sentence, clause or phrase of this ordinance.  
15 Provided, however, that if any section, sentence, clause or phrase of this ordinance is held  
16 to be invalid by the court of competent jurisdiction, then the section, sentence, clause or  
17 phrase in effect prior to the effective date of this ordinance shall be in full force and effect  
18 for that individual section, sentence, clause or phrase as if this ordinance had never been  
19 adopted.

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22 PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Clerk of the Council

- APPROVED
- EMERGENCY
- VETOED

Date: \_\_\_\_\_, 2021

ATTEST:

\_\_\_\_\_  
County Executive

Approved as to form only:

**Christina  
Richmond**

Digitally signed by  
Christina Richmond  
Date: 2021.07.27 07:06:35  
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Deputy Prosecuting Attorney

**AMENDMENT SHEET 1**

**Ordinance No. 21-048 (ECAF 2021-0566)**

**Amendment Name:** Development Permit Fee Cross Reference

**Brief Description:** Correcting proposed cross reference to SCC 13.110.020

**Affected Ordinance Section:** Section 2A

**Affecting:** Development Permit Fees

**Existing Ordinance Recitals, Findings, or Sections to Add, Delete, or Modify:**

**Ordinance Page 2, Lines 18-19, delete:**

A. This ordinance will amend title 13 SCC by amending the fees for Type D permits in SCC 13.110.010.

And insert:

A. This ordinance will amend title 13 SCC by amending the fees for Type D permits in SCC 13.110.020.

**Council Disposition:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Planning & Development Services  
Staff Report  
Proposed Amendment to PDS Permit Fees: Phase II**

Snohomish County Department of Planning and Development Services charges a variety of application and permit fees to recover its costs of regulating development. Most of these fees are currently listed in Chapter 30.86 of the Snohomish County Code (SCC). Other fees charged by PDS are found in SCC Chapter 13.

In 2021, PDS expects to recover 82% of permitting costs from charges for services and permit fees at their current levels. The budgeted gap between revenue and expense (net loss) is \$3 million<sup>1</sup> which is \$500,000 more than in 2020.

In 2020, PDS updated the fees in the Building Permit Fee Table in SCC 30.86.400(7), which had not been updated since 1997. This was Phase I of a larger multi-phase effort to examine and update permit fees between 2020 and 2022. The current proposed ordinance is the result of the Phase II study which examined miscellaneous permit fees that are simple to analyze, have not been updated in decades, and for which PDS does not achieve cost recovery. Phase III will address reviews for which PDS does not currently charge a fee, and Phase IV will examine the more complex land use fees.

Below is a discussion of the factors that PDS took into consideration as it developed the proposed changes in permit fees in SCC Chapter 30.86 and Chapter 13. The fees that the County will collect to process permits is reasonable and will reimburse the County for the staff time required to process applications.

## **Fiscal Framework**

The permitting divisions within the Department of Planning and Development Services (PDS) operate as a special revenue fund, which means that (a) there is no revenue from taxes or the County's General Fund, and (b) a separate fund balance that carries over from year to year is maintained.<sup>2</sup>

### **Revenues**

Most of the permitting divisions' funding comes from monies paid for permits, approvals, and inspections, and these revenues are only used for these purposes. While some jurisdictions contribute General Fund dollars to their building departments, Snohomish County does not. PDS has in recent years been expected by Council and the Executive to generate enough revenues from fees for land use approvals, building permits and miscellaneous related permits to meet expenses and manage an ongoing fund balance in such a way that is fiscally prudent.

The basis for this "self-funded" model is found in RCW 82.02.020, which states that the county may collect reasonable fees for processing applications, reviewing plans and performing inspections. Having the permitting divisions of PDS operate as a special revenue fund is consistent with the intent of RCW 82.02.020 and has been reviewed and audited by the State Auditor's Office.

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<sup>1</sup> Excludes the Technology Reserve Fund revenue and expenses which is a separate, restricted fund.

<sup>2</sup> The discussion in this report is limited to the special revenue fund for PDS's permitting divisions (known as Fund 193). PDS has other divisions that do receive funding from the County's General Fund, such as the Long Range Planning, Code Enforcement, and the Fire Marshal's Office investigation divisions. PDS accounts for the activities and expenses of those divisions separately from the special revenue fund for PDS's permitting divisions.

## ***Fund Balance***

As a special revenue fund, the fund for PDS's permitting divisions maintains a fund balance that carries over from year to year. This is reflective of the nature of development, the sometimes-lengthy permitting process and PDS's fiscally prudent management. The nature of land development and building permits is cyclical and can change dramatically based on the national, state, and local economies, supply and demand, cost of materials, political issues, etc. In addition, it can take years for new development to go through the review, approval, and building process. Although development is cyclical and can be unpredictable, the fund balance provides a level of stability for the department in that it increases in the years when there are numerous permit applications and falls in years when development activity slows down. PDS strives to adjust staffing levels to meet demand but must maintain the necessary and consistent professional expertise regardless of the up-and-down swings in development.

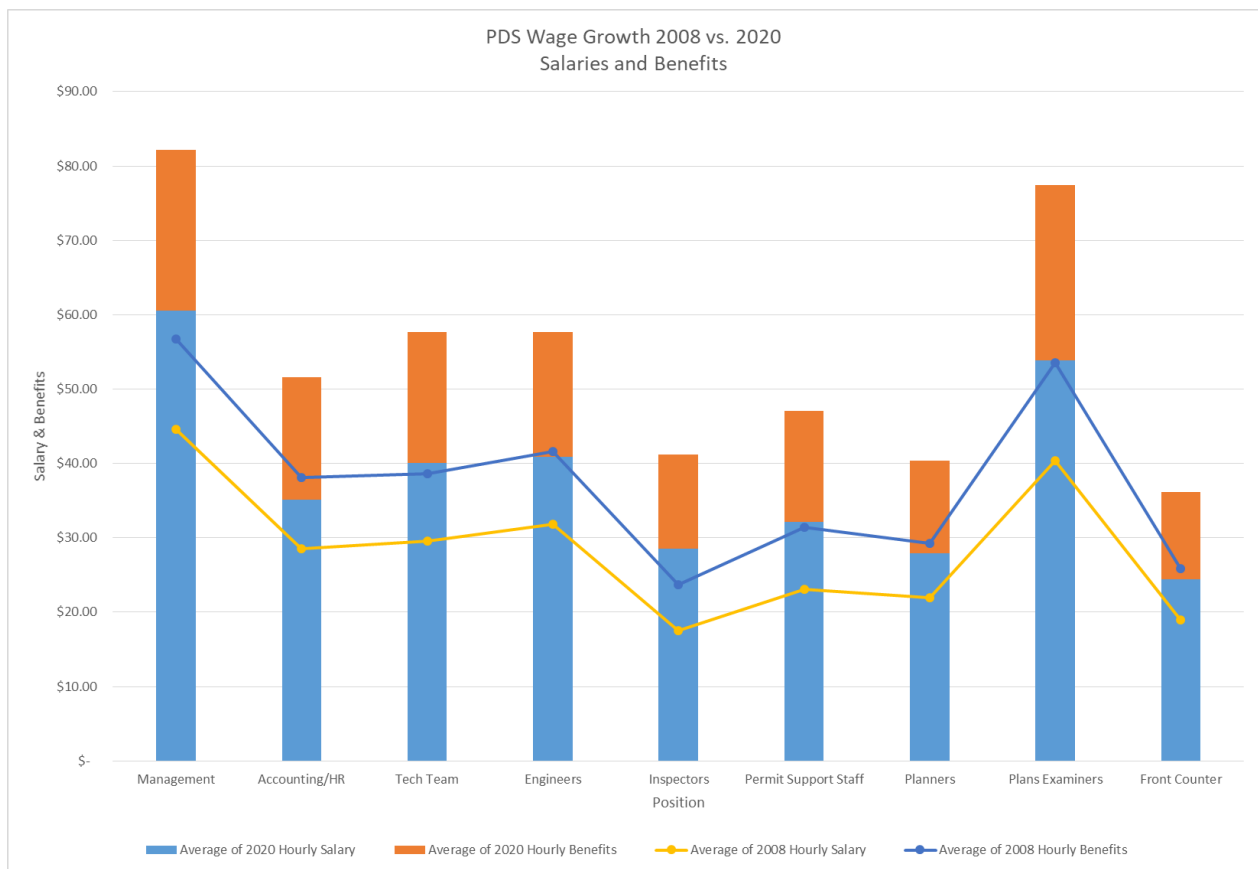
## ***Why does PDS need to increase permit fees?***

Increasing building permit fees was the first step in a multi-phased approach to all examining PDS permit fees. There are several reasons why PDS Fund 193<sup>3</sup> is facing a budget deficit of \$3 million per year, including inflation and the higher costs of doing business, the increasing complexity of permit regulations, and new types of housing.

1. Fewer Permits; Less Revenue. As the number of building permits has declined in recent years, so has the number of related miscellaneous permits, as well as land use decisions. However, department overhead for core staffing and administration cannot be proportionately reduced. PDS must maintain a certain level of core staff, management, technology and support services. For example, although we might reduce staff, our space costs do not necessarily go down unless we are able to give up enough space for another department to take over. The cost of our permit tracking system and other software systems does not change. Although we've reduced staff as one way to help balance the budget, we can only cut support staff so far (e.g., accounting staff has been reduced by one but we can't cut more and still perform mandatory financial functions). Essentially, there are fixed costs associated with a county department that PDS must pay for, regardless of permit volume.
2. Inflation and the Cost of Doing Business. Most PDS permit fees have not increased in more than 20 years, meaning expenses have risen faster than revenue. Periodic adjustments to fees are necessary to keep up with inflation. Staffing costs, which make up 75% of PDS's permitting budget, have risen approximately 50% since 2008. Salaries have increased 38% and benefits have risen 86%. PDS is projecting a budget deficit for its permitting divisions' special revenue fund of \$3 million in 2021 and similar deficits in the years to come. The gap between revenue and expenses is growing at an unsustainable rate, and without some actions to close that gap, PDS will run out of fund balance by 2024.

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<sup>3</sup> Permitting divisions, not including technology reserve fund.



3. Complexity of permits. In recent years, there have been increased requirements for building and land use regulations (critical areas, stormwater, energy codes and public notice). Easily developed land has become scarcer and much of the remaining undeveloped land presents challenges for builders. Accordingly, there has been a corresponding increase in the amount of time and effort required to review and inspect building projects due to constraints on the land and the complexity of new codes.

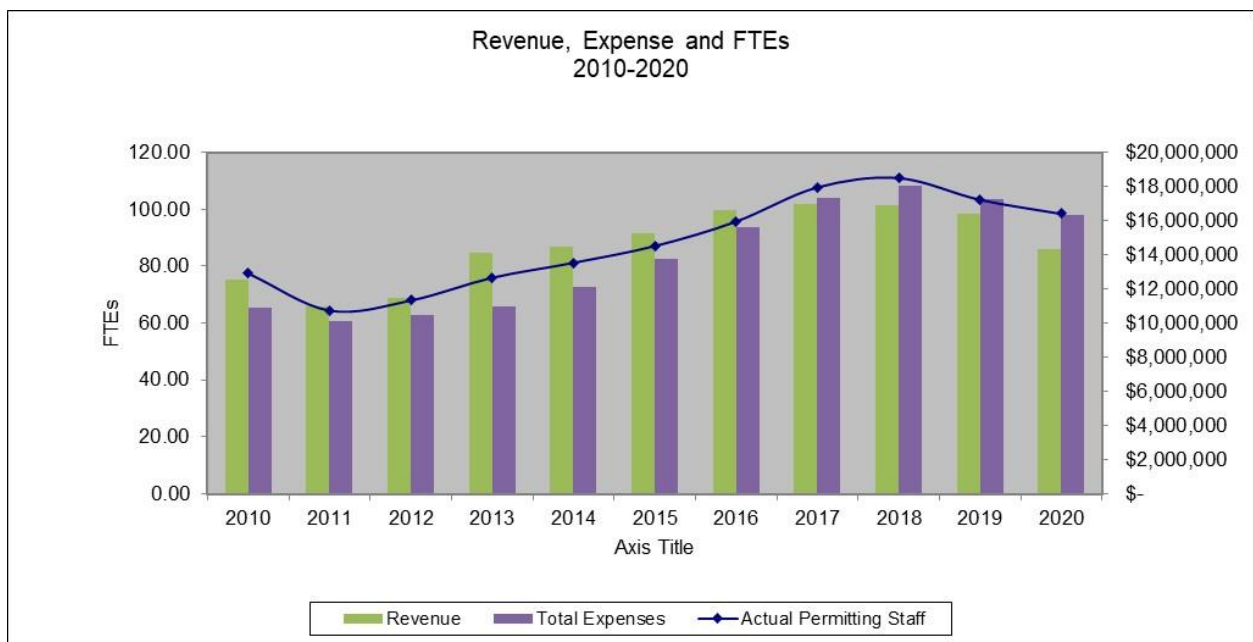
**What steps has PDS taken to close the revenue vs. expense gap?**

1. Online permitting. PDS fully implemented online permitting in 2018. It was a significant effort and investment of resources and expenses. Although we are now seeing the benefits of our investment in the new system and are able to process permits faster and more efficiently, during 2018 and 2019 we saw a reduction in productivity and significant delays in permit processing due to the steep learning curve and process changes which proved to be less efficient than the paper process. In 2019, we launched the Electronic Permit Process Improvement (EPPI) initiative which took a significant amount of staff time, so that the new online permitting processes could be revamped to be more efficient. The effects of the implementation negatively affected PDS’s fiscal performance in 2018 and 2019. However, the online permitting system we set up was successfully utilized when county offices were closed due to COVID-19. If not for the online permitting system, PDS and our customers would have not fared well. PDS was able to seamlessly transition staff to remote work because the online permitting system was already in place.
2. Online Records. To coincide with online permitting, PDS has also undertaken a years-long effort to build an Electronic Content Management (ECM) System to store



electronic records. PDS is investing in technology and backfile conversion of old permitting records which will continue in the next several years. Implementation costs for the ECM are being paid for using PDS's technology reserve fund, but once the project is complete there should be salary savings to Fund 193.

3. Staff Reductions. PDS management continuously endeavors to align permitting division resources with demand. As the number of permits was increasing from 2013 to 2015, PDS did not have enough staff to keep up with demand. Therefore, from 2016-2018, staffing levels were increased (although PDS prudently did not fill all positions budgeted). Since 2019, when revenue unexpectedly declined, PDS has eliminated several positions by not filling vacancies or new positions. In addition, since 2016, PDS has sought to reduce the cost of management by reorganizing staff into functional groups with fewer supervisors and managers. In early 2016, there were nine supervisors; now there are six. An illustration of PDS's resource management is reflected in the chart below.



### Fee Calculation Methodology – Cost Recovery Model

Changes to the fees proposed in this ordinance are needed to better recoup the labor and non-labor expenses related to fully processing those permits. The new fees were established in consideration of the staff time required to fully process the respective permits.

The cost of service model is a methodology developed to determine the costs of the various development and regulatory services provided by PDS to users of its services. Included in the methodology are direct, indirect and overhead costs.

Direct costs are those costs which can be identified specifically with a particular project/application and which can be directly assigned to such activities, relatively easily, and with a high degree of accuracy.

Indirect costs are costs incurred in support of multiple permitting processes or application types, and which cannot be tracked in a cost-effective manner at the level of individual application or permit.

Overhead costs are the costs necessary for the continued functioning of the department, are incurred in support of a range of permit services, but are not uniquely attributable to an individual service.

Direct, indirect and overhead costs are applied through a series of cost layers. There are four main cost layers:

- Labor expenses – this includes the direct costs of salary and benefits adjusted for paid time off, direct time spent on individual permits, indirect time spent on general permit activities, and indirect time spent on general overhead activities
- Direct (non-labor) expenses – this layer includes division operating costs allocated to each employee within that division (translated to an hourly rate)
- Department overhead/indirect management costs – this layer includes an allocation of PDS administration, business process technology, and support staff that cannot be allocated to individual permits
- County-wide overhead – this layer includes an allocation of overhead imposed on PDS by the county for central services such as risk management, space rent, security, IT, executive, public records, HR, training, etc. (Note: hearing examiner costs have not been factored into the costs for permits contained in this ordinance but will be considered when we review Phase III and Phase IV permits related to land use.)

For the permits contained in this ordinance, we came up with an estimated time spent by PDS and applied the cost layers as outlined above. Estimates were based on an analysis of data obtained from time keeping data, the permit tracking database, and interviews with staff who work on the permits. A copy of the final analysis and cost model data is included in the Index of Records.

## **Proposed Permit Fee Amendments**

### ***SCC Chapter 30.86 and Chapter 13***

Various permit fees were amended to provide better cost recovery for the time spent on those permits. Some “clean up” (housekeeping) to SCC 30.86 was done through eliminating fees for permit types that PDS no longer issues or deleting references that have become obsolete due to other code changes. Additionally, we clarified when and how some permit fees are charged to address current confusion or inconsistencies in the fee code. See ordinance for specific details and amended fee amounts.

Below is a summary of the actions proposed in ordinance:

<b>Code Reference</b>	<b>Type of Permit Fee</b>	<b>Action</b>
SCC 13.110.010	Type D (right of way) permits	Amended
SCC 30.86.140	Boundary line adjustments	Amended
SCC 30.86.145	Landscape and tree plan review and inspection fees	Amended
SCC 30.86.220	Administrative conditional use permits	Amended
	Temporary woodwaste recycling and storage permits	Eliminated to align with previous code changes (the references are no longer

		valid)
SCC 30.86.230	Variations-standard	Amended
	Variations-minor and major revisions	Eliminated because we no longer issue these permits
SCC 30.86.300	Flood hazard areas	Amended
	Fees for playing fields on designated recreational land	Removed all references from SCC 30.86 because the code has since changed and these references are no longer valid
SCC 30.86.400	Base permit fees	Amended
	Fees for playing fields on designated recreational land	Removed all references from SCC 30.86 because the code has since changed and these references are no longer valid
	Certificates of occupancy	Amended
	Change of use or occupancy	Eliminated because we no longer issue these permits
	Special inspections and investigative fees	Amended
	Miscellaneous review and permit fees	Amended
	Completion permits	Eliminated
	Lot status determination	Clarified how and when the fee is charged
SCC 30.86.410	Commercial mechanical	Clarified that standalone permits not related to new construction fall under the fee table in subsection (7)
SCC 30.86.420	Commercial plumbing	Clarified that standalone permits not related to new construction fall under the fee table in subsection (7)
SCC 30.86.450	Signs	Amended
SCC 30.86.600	Appeal fees for Type 1 non-shoreline permits	Amended

***Permit Fees Charged by Other Jurisdictions***

Because the permit fee analysis was based on the cost to provide the related service, a thorough comparison of other jurisdictions was not conducted. There are many types of permits in this ordinance and the fees vary by jurisdiction. However, in spot checking a few permits, the proposed fee increases are reasonable and in alignment with what other jurisdictions charge. In addition, it is not appropriate under state law to use comparative jurisdiction data as the basis for setting permit fees under the cost recovery method. With regard to the most recent set of PDS fee changes (to update the Building Valuation Data and Building Permit Fee Table), comparative jurisdiction information was easier to obtain and was provided for informational purposes only. Gathering the same data for all the different permit fees in this information would be cost prohibitive and would not add value to the fee setting process.

## **Summary**

PDS needs to update its permit fees to improve its recovery of the costs of processing, reviewing, issuing and inspecting various types of permits handled by PDS, while simultaneously ensuring that the fees are equitable and reasonable. After decades with no changes to the fees in SCC Chapter 30.86 and Chapter 13, a fee increase is long overdue. The proposed changes are the second fiscally-prudent step toward closing the budget deficit gap for PDS and will help PDS maintain fiscal solvency into the future.

**Snohomish County: Analysis of Building and Land Use Regulation Effects on Housing and Jobs**

**Proposed Regulation:** ORDINANCE NO.21-048, RELATING TO DEVELOPMENT PERMIT FEES; AMENDING CHAPTER 13.110 SCC and CHAPTER 30.86 SCC

**Date:** July 27, 2021

**Staff Contact:** Julie Mass, Division Manager, PDS, ext. 3970

	Increase	Decrease	Neutral	Uncertain	Comments
<b>Housing</b>					
Capacity/Targets			X		Not impacted by the proposal
Cost of housing development			X		Not impacted by the proposal
• Infrastructure			X		Not impacted by the proposal
• Site			X		Not impacted by the proposal
• Building const.			X		Not impacted by the proposal
• Fees	X				Building permit fees are impacted by the proposal
• Yield			X		Not impacted by the proposal
Timing			X		Not impacted by the proposal
<b>Jobs</b>					
Capacity/Targets			X		Not impacted by the proposal
Cost of com'l/ind dvpt:			X		Not impacted by the proposal
• Infrastructure			X		Not impacted by the proposal
• Site			X		Not impacted by the proposal
• Building const.			X		Not impacted by the proposal
• Fees			X		Not impacted by the proposal
• Yield			X		Not impacted by the proposal
Time to Create Jobs			X		Not impacted by the proposal
# Family Wage Jobs			X		Not impacted by the proposal

**Discussion:** This is a proposal to amend Snohomish County Code relating to miscellaneous permit fees. The fee table in SCC 13.100.010 is amended to increase the fees charged for Type D (right of way) permits. Several fees in Chapter 30.86 are amended to increase the fees charged for various permits, as follows:

Code Reference	Type of Permit Fee	Action
SCC 30.86.140	Boundary line adjustments	Amended
SCC 30.86.145	Landscape and tree plan review and inspection fees	Amended
SCC 30.86.220	Administrative conditional use permits	Amended
SCC 30.86.230	Variances-standard	Amended

SCC 30.86.300	Floor hazard areas	Amended
SCC 30.86.400	Base permit fees	Amended
	Certificates of occupancy	Amended
	Special inspections and investigative fees	Amended
	Miscellaneous review and permit fees	Amended
	Lot status determination	Clarified how and when the fee is charged
SCC 30.86.410	Commercial mechanical	Clarified that standalone permits not related to new construction fall under the fee table in subsection (7)
SCC 30.86.420	Commercial plumbing	Clarified that standalone permits not related to new construction fall under the fee table in subsection (7)
SCC 30.86.450	Signs	Amended
SCC 30.86.600	Appeal fees for Type 1 non-shoreline permits	Amended

In addition, housekeeping edits were made to some of the fee sections noted above for clarification, or to remove permits which are longer issues or are no longer referenced in county code due to prior code changes.

The proposed code amendments will have no impacts on housing or job capacity and but will impact the cost of housing or commercial/industrial development to the extent that permit fees are built into the cost of overall construction.

## Snohomish County Capital Facility Development Cost Analysis Summary FILE ORD 21-048

**Project/Document Title:** ORDINANCE NO.21-048, RELATING TO DEVELOPMENT PERMIT FEES; AMENDING CHAPTER 13.110 SCC and CHAPTER 30.86 SCC

**Date:** July 27, 2021

**Primary Staff Contact:** Julie Mass, Division Manager, PDS, ext. 3970

**General Cost Analysis Summary:**

This is a proposal to amend Snohomish County Code relating to miscellaneous permit fees. The fee table in SCC 13.100.010 is amended to increase the fees charged for Type D (right of way) permits. Several fees in Chapter 30.86 are amended to increase the fees charged for various permits, as follows:

Code Reference	Type of Permit Fee	Action
SCC 30.86.140	Boundary line adjustments	Amended
SCC 30.86.145	Landscape and tree plan review and inspection fees	Amended
SCC 30.86.220	Administrative conditional use permits	Amended
SCC 30.86.230	Variances-standard	Amended
SCC 30.86.300	Floor hazard areas	Amended
SCC 30.86.400	Base permit fees	Amended
	Certificates of occupancy	Amended
	Special inspections and investigative fees	Amended
	Miscellaneous review and permit fees	Amended
	Lot status determination	Clarified how and when the fee is charged
SCC 30.86.410	Commercial mechanical	Clarified that standalone permits not related to new construction fall under the fee table in subsection (7)
SCC 30.86.420	Commercial plumbing	Clarified that standalone permits not related to new construction fall under the fee table in subsection (7)
SCC 30.86.450	Signs	Amended

SCC 30.86.600	Appeal fees for Type 1 non-shoreline permits	Amended
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In addition, housekeeping edits were made to some of the fee sections noted above for clarification, or to remove permits which are longer issues or are no longer referenced in county code due to prior code changes.

The proposed code amendments will have no impacts on housing or job capacity and but will impact the cost of housing or commercial/industrial development to the extent that permit fees are built into the cost of overall construction.

The proposal is not anticipated to increase the demand for county capital facilities.

<b>Necessary Facility</b>	<b>Quantification/Qualification of Anticipated Cost:</b>
Parks	County Funded Impacts – <b>None anticipated.</b> Other Fund Sources Impacts – <b>None anticipated.</b>
Roads & Transit	County Funded Impacts – <b>None anticipated.</b> Other Fund Sources Impacts – <b>None anticipated.</b>
Surface Water	County Funded Impacts – <b>None anticipated.</b> Other Fund Sources Impacts – <b>None anticipated.</b>
Public Schools	County Funded Impacts – <b>None anticipated. Funding of schools is the responsibility of local districts.</b> Other Fund Sources Impacts – <b>None anticipated.</b>
Electric Power	County Funded Impacts – <b>None anticipated. Funding of electric power is the responsibility of the local district or city.</b> Other Fund Sources Impacts – <b>None anticipated.</b>
Public Water	County Funded Impacts – <b>None anticipated. Funding of public water is the responsibility of the local district or city.</b> Other Fund Sources Impacts – <b>None anticipated.</b>
Wastewater	County Funded Impacts – <b>None anticipated. Funding of wastewater treatment is the responsibility of the local district or city.</b> Other Fund Sources Impacts – <b>None anticipated.</b>



ECAF NO.:  
ECAF RECEIVED:

**SNOHOMISH COUNTY COUNCIL**

**ORDINANCE  
INTRODUCTION SLIP**

**EXHIBIT #** 3.1.6

**FILE** ORD 21-048

TO: Clerk of the Council

TITLE OF PROPOSED ORDINANCE:

N. Nehring  
Councilmember \_\_\_\_\_ Date \_\_\_\_\_

Clerk's Action: \_\_\_\_\_ Proposed Ordinance No. \_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_

**STANDING COMMITTEE RECOMMENDATION FORM**

On \_\_\_\_\_, the Committee considered the item and by \_\_\_\_ Consensus /  
\_\_\_\_ Yeas and \_\_\_\_ Nays, made the following recommendation:

\_\_\_\_ Move to Council to schedule public hearing \_\_\_\_\_

**Public Hearing Date** \_\_\_\_\_ **at** \_\_\_\_\_

\_\_\_\_ Move to Council as amended to schedule public hearing

\_\_\_\_ Move to Council with no recommendation

**This item \_\_\_\_ should/ \_\_\_\_ should not be placed on the Consent Agenda.**

(Consent agenda may be used for routine items that do not require public hearing and do not need discussion at General Legislative Session)

**This item \_\_\_\_ should/ \_\_\_\_ should not be placed on the Administrative Matters Agenda**

(Administrative Matters agenda may be used for routine action to set time and date for public hearings)

N. Nehring  
Committee Chair \_\_\_\_\_

**Snohomish County Council**

**Committee:** Planning & Community Development      **Analyst:** Ryan Countryman  
**ECAF:** 2021-0566  
**Proposal:** Proposed Ordinance 21-048      **Date:** August 31, 2021

**Consideration**

Proposed Ordinance 21-048 relates to the permit fees administered by Planning and Development Services (PDS) and would amend several sections in Chapters 13.110 and 30.86 of Snohomish County Code (SCC).

**Background**

A majority of PDS' staff work on permit review and inspections. Permit fees fund these services. Revenues from permit fees are the source of Fund 193 money which the department must spend on work related to permitting. PDS' permitting operations are self-supporting and do not receive monies from the general fund or other sources. Permit revenue and staffing costs fluctuate. For several years leading up to 2016, PDS' revenue was greater than its expenses. This allowed the department to build up a large reserve balance in Fund 193 that it could draw on in leaner times. Since 2017, however, costs have exceeded revenue. The gap between costs and revenue has been widening and the reserve fund balance is shrinking. PDS expects to recover only about 82% of its costs related to permitting work in 2021. The budgeted gap between revenue and expenses for 2021 is around \$3 million.

Proposed ordinance 21-025 would increase fees for several types of permits to improve cost recovery. PDS estimates that this would result in increased Fund 193 revenues of approximately \$500,000 to \$800,000 annually. Most of the affected fees are currently unchanged since the 1990s. This ordinance is the second phase of a larger project to examine and update permit fees.

In addition to adjusting fees, the proposed ordinance would make several housekeeping corrections and clarifications in the affected chapters relating to fees.

## **Current Proposal**

*Summary:* This ordinance would increase fees to help PDS recover more of its costs associated with administering permits.

*Effective Date:* November 1, 2021

*Fiscal Implications:* Increased Fund 193 revenues estimated at \$500k to \$800k annually

*Scope:* Some of the permit fees in both Chapter 13.110 and 30.86 SCC would increase. The ordinance also proposes a handful of housekeeping changes.

**Handling:** NORMAL

**Approved-as-to-form:** YES

**Risk Management:** APPROVE.

**Executive Recommendation:** APPROVE.

## **Analysis**

PDS's costs for providing permit services have exceeded its revenue for the last five years. To function, the department has been drawing down its Fund 193 reserves. PDS would face a fiscal crisis in a few years if no corrective action occurs. The proposed fee changes would help PDS improve recovery of its costs, filling a portion of the projected annual shortfall. Council staff notes that the proposed increases to many of the fees would be less than the cost of inflation since the last update of the same fees. PDS anticipates requesting adjustments on other fees in 2022 once further analysis to support new rate structures is complete.

## **Request**

Move to GLS to consider on September 8.

# Amend PDS Permit Fees Phase II

# PDS Overview: Special Revenue Fund

- No revenue from General Fund
- Separate fund balance
- Primary revenue source = various permit fees established by SCC Chapter 30.86 and Chapter 13.

# Justification

## **Inflation and Cost of Doing Business**

- Last update for most fees was in 1990s (prior to adoption of UDC in 2002)
- Expenses rising faster than revenue
- Staffing costs = 75% of PDS budget
- Since 2008, 50% increase in costs
  - Salaries increased 38%
  - Benefits increased 86%
- Budgeted deficits
  - 2020 = \$3.4 million
  - 2021 = \$3.6 million
  - 2022 = \$2.7 million
- Permit revenue is cyclical and not predictable

## **Fewer Permits = Less Revenue**

- Fixed costs of doing business
  - Overhead
  - Management
- Core staffing needs

## **Complexity of Permits**

- Critical Areas
- Stormwater/NPDES
- Energy Codes
- Public Notice

## **New Housing Types**

- Townhomes
- Cottage housing
- SF Detached on Unit Lot Subdivisions

# Closing the Gap

- Online Permitting and Online Records
- Staff Reductions / Department Restructuring
- Phase I – Building Fee Table Update
- **Phase II – Misc. Permit Fees**
- Future Updates of Permitting Fees
  - Phase III – Permits/work with no fees
  - Phase IV – Land Use permits and decisions

# Phase II Criteria

- Simple to analyze
- Fees not updated in decades
- Not achieving cost recovery



# Fee Calculation Methodology

1. Determine staff time required to process permit
  - Timekeeping data
  - Amanda data
  - Staff interviews
2. Cost of Service
  - Direct costs – attributed to a particular activity
  - Indirect costs – supports multiple activities
  - Overhead – needed for dept. to function, not attributable to specific activities
3. Cost Layers
  - Labor (salary and benefits)
  - Direct expenses (division operating costs)
  - Dept. overhead and indirect management costs
  - County-wide overhead

# Proposal – Amend Various Permit Fees

- Update fee amounts for Right of Way Type D Permits administered by PDS (SCC 13.110.010)
- Update fee amounts in Chapter 30.86
  - Boundary line adjustments
  - Landscape and tree plan review and inspection fees
  - Administrative conditional use permits
  - Variances
  - Flood hazard areas
  - Base permit fees
  - Certificates of occupancy
  - Special inspections
  - Misc. review and permit fees
  - Signs
  - Appeal fees Type 1 non-shoreline permits

# Proposal – Housekeeping Ch 30.86

- Housekeeping: Remove References
  - Temporary woodwaste recycling and storage permits
  - Variance revisions
  - Playing fields on designated recreational land
  - Change of use or occupancy
  - Completion permits
- Housekeeping: Clarifications
  - Lot status determination
  - Commercial mechanical and plumbing