

City of San Carlos



User Fee Schedule - FY2023-24

Adopted

CITY OF SAN CARLOS
COST OF SERVICES FEE SCHEDULE

Table of Contents

FEE SCHEDULE	PAGE
Schedule of Administrative Fees	3
Schedule of Community Development Department, Planning Division Fees	4
Schedule of Public Works Department Fees	9
Schedule of Community Development Department, Building Division Fees	13
Schedule of Police Department Fees	19
Schedule of Parks and Recreation Department Fees	21

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Administrative Services Fees
(Effective on July 1st, 2023)

Adopted

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Returned Check and eCheck		[1]	
First Item	Per First Check		\$ 25
Each Additional Item	Per Subsequent Check		\$ 35
Credit Card and eCheck Charges	Each Transaction		Actual Cost
Copy Charges:	Per Page		\$.10/page
Copy Charges - CD	Per CD		\$0.50/CD
Copies of City Subdivision Ordinances, Zoning Ordinances, Comprehensive Annual Financial Report, Municipal Code Book, Standard Bid Specifications, Standard Detail, Work Program			Free/website, or Copy Charge
Document Certification	Per Request		Fee Waived
Agenda or Minutes Subscription			Free/website, or Copy Charge
Research	Per Hour, or Fraction Thereof		\$ 202
Wheeler Plaza Electrical Vehicle Charging Fee	Per kWh		\$0.25/kWh
For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time:			
Finance Division Staff (Per Hour)	Per Hour		\$ 202
City Clerk Department Staff (Per Hour)	Per Hour		\$ 202

[Notes]

[1] Fee set by California Civil Code Ch. 522 Section 1719. Additional charges may apply if not paid within 30 days of receipt of written demand for payment letter

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on July 1st, 2023)

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Appeal, Planning Commission	Per Appeal		\$ 2,098
Appeal, City Council	Per Appeal		\$ 2,098
Attorney's Fees			
Support to Planning projects that require Deposit	Per Project		Actual cost / + \$2,500 minimum deposit
Support to Projects on a "Fixed"/"Flat" Fee Basis	Per Project		Actual Cost - 2 Hours Minimum
Below Market Rate (BMR), Housing Plan	Per Project		\$ 2,200
Below Market Rate (BMR), Builder Alternative	Per Project		\$ 2,200
Below Market Rate (BMR), Housing Agreement	Per Project		\$ 2,828
CEQA			
Document Filing	Per Project		\$ 315
Categorical Exemption			
City Processing Fee	Per Project		\$ 628
Department of Fish and Game / County Recording Fees	Per Project		Actual Cost of DFG / County Fees
Initial Study/Negative Declaration/Mitigated Negative/EIR			
City Processing Fee	Per Project		Actual Cost with \$3,000 deposit
Consultant Review	Per Project		Actual Cost with \$5,000 deposit
Mitigation Monitoring	Per Project		Actual Cost with \$1,000 deposit
Cell Tower Application		[3]	
6409 Application	Each		\$ 1,257
Other Applications	Each		Actual Cost / T&M
Creek Exception			
City Processing Fee	Per Project		\$ 4,713
Consultant Review	Per Project		Actual Cost of Consultant Study
Design Review - Single Family			
Single Family, New Home (RDRC)	Per Project		\$ 10,999
Single Family, First Floor Addition (RDRC)	Per Project		\$ 7,856
Single Family, Second Floor Addition (RDRC)	Per Project		\$ 10,999
Single Family, First Floor Addition (Staff)	Per Project		\$ 3,143
Single Family, Second Floor Addition (Staff)	Per Project		\$ 4,713
Design Review (MR, M/U, Comm, IND) - Staff Review / Approval			
New Building	Per Project		\$ 18,855
Major Alteration	Per Project		\$ 13,199
Minor Alteration	Per Project		\$ 10,056

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on July 1st, 2023)

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Design Review (MR, M/U, Comm, IND) - Planning Commission Review / Approval			
New Building (Planning Commission)	Per Project		\$ 22,311
Major Alteration (Planning Commission)	Per Project		\$ 16,655
Minor Alteration (Planning Commission)	Per Project		\$ 13,512
Design Review (Other)			
A - Frames	Per Project		\$ 157
Accessory Structures (Includes large decks)	Per Project		\$ 1,885
Architectural Peer Review	Per Project		\$3,000 Initial Deposit
Mills Acts Designated Projects			
City Processing Fee	Per Project		\$ 1,885
Historic Consultant Review	Per Project	[4]	\$5,000 Initial Deposit
Miscellaneous (awnings, trash, replacement materials, site plan review, landscape)	Per Project		\$ 628
Outdoor Uses Dining & Retail Sales	Per Project		\$ 1,885
Sign Program	Per Project		\$ 6,285
Signs - (Planning Commission)	Per Project		\$ 4,713
Signs (Staff)	Per Project		\$ 1,257
Temporary Banner	Per Project		\$ 315
Minor Alterations	Per Project		\$ 1,257
Document Imaging	Per 1/2 Hour - 1/2 Hour Minimum		\$ 157
Domestic Fowl and Non-Household Pets	Per Project		\$ 1,885
Excessive Noise Compliance Permit	Per Project		\$ 628
Final Inspection, Single-Family	Per Project		\$ 628
Final Inspection, Other	Per Project		\$ 1,257
General Plan Amendment	Per Project		\$ 12,570
Grading and Dirt Haul Certificate	Per Project		\$ 3,143
Historic Preservation			
City Processing Fee	Per Project		\$ 628
Historic Assessment - Consultant Review	Per Project		Actual Cost with \$2,000 deposit
Mills Act Contract	Per Project		\$ 4,713
Interdepartmental Plan Review			
Building	Per Project		See Building Fee Schedule for Per Review Charge
Engineering	Per Project		See Engineering Fee Schedule and / or Hourly Rates Apply
Fire	Per Project		See Fire Fee Schedule
Police	Per Project		See Police Fee Schedule and/or Hourly Rates Apply
Economic Development - Housing	Per Project		Planning Hourly Rate Applies

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on July 1st, 2023)

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Other City Commission Review	Per Project		\$ 1,257
Plan Check for Building Permits			
Major (New Multi-Family, Mixed-Use, Commercial, Industrial)	Per Project		\$ 3,771
Moderate (New Single-Family, Commercial additions/alterations)	Per Project		\$ 1,571
Minor (Single-Family Additions, Accessory Dwelling Units)	Per Project		\$ 943
Accessory Dwelling Units (Not a Part of The Previous Approval)	Per Project		\$ 943
Pre-Application Development Review			
General/Initial Questions	Per Project		No Charge
Major	Per Project	[2]	\$ 9,427
Minor	Per Project	[1]	\$ 6,285
Protected Tree Fees			
<i>Protected Tree Removal Permit / Pruning Permit: Below flat fees are based on requested reason for removal. Depending on complexity of application, additional arborist fees may be incurred at an hourly rate.</i>			
Dead Tree	Per Project		\$ 100
Risk or Health Rating	Per Project		\$ 500
Species	Per Project		\$ 500
Development	Per Project		\$500 + Planning Division Staff Hourly Rate
Utility Interference	Per Project		\$ 500
Arborist Fee	Per Hour		\$ 200
Investigative Report	Each		\$500 Initial Deposit
Illegal Tree Removal (additional arborist report fees apply)	Penalty		Double the Application Fee, plus assessed penalties per Muni Code
Protected Tree Notice	Each		\$ 150
Tree Replanting Fee	Per Tree		See Public Works Fee Schedule
Emergency Removals	Per Tree		No Charge
Tree Protection Plan Review (Depending on complexity of application, additional arborist fees may be incurred at an hourly rate.)	Per Project		\$750 (5 or fewer trees)
			\$1,250 (6 or more trees)
Beekeeping Fee	Per Project		\$ 150
Public Notice Fee			
City Processing Fee	Per Hearing		\$ 628
Restrictive Covenants	Each		\$ 628
San Mateo County Recording Fees			
City Processing Fee	Each		\$ 628
County Fee	Each		Per County fee schedule

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on July 1st, 2023)

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Subdivisions			
Subdivision, Major (5 or more lots)	Per Project		\$ 25,139
Subdivision, Minor (up to 4 lots) or for Condominium Maps	Per Project		\$ 3,771
Lot Line Adjustment, Parcel Mergers	Per Project		\$ 1,257
Conditional Exceptions	Per Project		\$ 6,285
Lot Verification	Per Project	[5]	\$ 628
Map Extension	Per Project		\$ 1,257
Transportation Demand Management (TDM) Plan			
City Staff Review	Per Project		\$ 4,400
Consultant Review	Per Project		\$700 Initial Deposit
Transportation Demand Management (TDM) Review			
Annual	Each		\$500 Initial Deposit
5-Year	Each		\$500 Initial Deposit
Consultant Review	Deposit / Actual Cost		\$700 Initial Deposit
Use Permits			
Conditional Use Permit- Planning Commission	Per Project		\$ 9,427
Minor Use Permit - Zoning Administrator	Per Project		\$ 4,713
Use Permits (Development Standards)	Per Project		\$ 3,771
Temporary	Per Project		\$ 2,514
Amendment	Per Project		\$ 3,771
Variance	Per Project		\$ 12,570
Waivers	Per Project		\$ 1,257
Zoning Administrator Determination	Per Project		\$ 2,514
Zoning Ordinance Amendment			
Major Rezone/PD/Map and Text	Per Project		\$ 25,139
Moderate Rezone/PD/Map and Text	Per Project		\$ 12,570
Minor Rezone/PD/Map and Text	Per Project		\$ 6,285
Minor staff review			
ABC/DMV Zoning Affidavit Review	Per Project		\$ 628
Business Registration	Per Project		\$ 106
Home Occupations	Per Project		\$ 106
Home Occupation Revocation Hearing	Per Project		\$ 2,514
Massage	Per Project		\$ 943
Other Zoning Affidavit Review	Per Project		\$ 1,257
Parking Calculation	Per Project		\$ 943
Search and Determination	Per Project	[6]	\$ 628
Code Compliance	Per Project		\$ 1,257
Technology Fee	Per Permit		0.4% of Total Permit Fee Amount

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24 *Adopted*
Schedule of Community Development Department, Planning Division Fees
(Effective on July 1st, 2023)

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
General Plan Maintenance and Update - Staff Support	Per Project		1% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit
General Plan Maintenance and Update - Contract Services	Per Project		0.15% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit
Credit Card and eCheck Charges	Each Transaction		Actual Cost
SB-9 Application			
No Lot Split	Each		\$ 10,999
Lot Split	Each		\$ 10,999
For services requested of City Staff for which no fee/deposit is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee/deposit based on the following hourly rates for staff time involved in the service.			
Planning Division Staff	Per Hour		\$ 315

[Notes]

- [1] Includes up to 2, 1-hour meetings with multiple departments
- [2] Other City department fees/deposits may apply
- [3] Governed by FCC, section 6409
- [4] Fees for historical consultants apply
- [5] Public Works fees apply
- [6] Not charged for public records requests
- [7] Per the City's Tree Ordinance, the arborist may request a fee in lieu of tree replanting if there is no possibility to plant on site

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Public Works Department Fees
(Effective on July 1st, 2023)

Adopted

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Final Map Review			
(Includes up to 3 Reviews)			
Parcel (4 lots or less)			
City Processing Fee	Per Project		\$ 2,504
Consultant Review	Per Project		Deposit / Actual Cost
Subdivision (5 or more lots)			
City Processing Fee	Per Project		\$ 2,905
Consultant Review	Per Project		Deposit / Actual Cost
4th and Subsequent Review			
City Processing Fee	Per Submittal		\$ 300
Consultant Review	Per Submittal		Deposit / Actual Cost
Civil Plan Check		[1]	
(Includes up to 3 Reviews)			
Minor Projects			
City Processing Fee	Per Project		\$ 2,004
Consultant Review	Per Project		Deposit / Actual Cost
Moderate Projects			
City Processing Fee	Per Project		\$ 3,906
Consultant Review	Per Project		Deposit / Actual Cost
Major Projects			
City Processing Fee	Per Project		\$ 5,710
Consultant Review	Per Project		Deposit / Actual Cost
4th and Subsequent Review			
City Processing Fee	Per Submittal		\$ 500
Consultant Review	Per Submittal		Deposit / Actual Cost
Utility Companies Plan Check:		[2]	
Minor	Each		\$ 200
Moderate	Each		\$ 401
Major	Deposit / Actual Cost		\$ 701

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Public Works Department Fees
(Effective on July 1st, 2023)

Adopted

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Construction Inspection (Including Utilities)		[3]	
Minor Projects (1-3 inspections)	Per Project		\$ 451
Moderate Projects (4-5 inspections)	Per Project		\$ 751
Major Projects (6-10 inspections)	Deposit / Actual Cost		Deposit / Actual Cost
Additional Inspection	Each		\$ 150
Post Construction Stormwater Device Monitoring	Per Device, Every 5 Years		\$ 401
Dirt Hauling	Per CY		\$ 2.20
Planning & Building Dept. Plan Check:			
Planning Referral			
City Processing Fee	Per Project		\$ 1,002
Consultant Review	Per Project		Deposit / Actual Cost
Building Referral, Review of On-site Civil	Per Project		\$ 401
Debris Box/Storage Container Permit			
Duration up to two weeks	Per Permit		\$ 90
Monthly	Per Permit		\$ 300
Encroachment Permit Administrative Fee	Per Permit		\$ 100
Outside Sewer Agreement Fee	Deposit / Actual Cost		Deposit \$5,000
Community Banner (Hang & Remove):			
for-profit organization	Each		\$ 200
non-profit organization	Each		No Charge
Wide Load Processing	Each	[5]	\$ 16
Sidewalk Dining or Outdoor Display Approval			
Initial	Each Initial Review		\$ 300
Annual	Each Annual Review		\$ 300

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Public Works Department Fees
(Effective on July 1st, 2023)

Adopted

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Temporary <i>NO PARKING</i> Signs	Per Sign		\$ 1
Semi-Annual Permit Parking in City Lots			
Downtown Employee Parking Program	Per Six Month Permit		\$ 100
East San Carlos Parking Permit Program-Residential Part of the Program	Each		No Charge
East San Carlos Parking Permit Program-Business part of the Program	Per Six Month Permit		\$ 37
Exception to the Winter Moratorium on Grading	Per Week-long Request		\$ 100
"Street Cut" fee per Ordinance Section 12.08.310.C.2	Per Opening		\$ 629
Video Review of Existing Sewer Lateral	Each		\$ 150
Starting Work Without a Permit	Per Permit		Actual Cost
Grading Bond Policy (per 12.08.100)			
<1,000 CY	Per City Policy		Valuation of Improvements + 20% Contingency
>1,000 CY	Per City Policy		Valuation of Improvements + 20% Contingency, plus Performance Bond
Industrial / Commercial Business Stormwater C.4 Inspection Fee	Per Hour - Minimum 1.5 Hours		\$ 200
Technology Fee	Per Permit		0.4% of Total Permit Fee Amount
Credit Card and eCheck Charges	Each Transaction		Actual Cost

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Public Works Department Fees
(Effective on July 1st, 2023)

Adopted

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Parklet Program			
Encroachment Permit Administrative Fee	Per Permit		\$ 100
Encroachment Permit - Downtown Area	Per Permit / Per 6 Months		\$ 979
Encroachment Permit - Other Areas (Industrial Arts, etc.)	Per Permit / Per 6 Months		\$ 979
Cleaning Fee	Per Linear Foot / Per 6 Months		\$ 13.45
Tree Replanting Fee			
	Per Tree	[4]	\$ 1,486
For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service.			
Maintenance Staff	per hr.		\$ 258
Engineering Staff	per hr.		\$ 200

[Notes]

[1] Minor

One (1) single family residence

o < 1000 CY of grading

o >= 1000 CY of grading

Moderate

Abandonment of R/W or Easement

Two or more (2+) single family residences (<1 acre)

o C.3 Regulated

o Not C.3 Regulated

multi-family/mixed-use/commercial/industrial (< 1 acres)

o C.3 regulated

o Not C.3 regulated

Major

Two or more (2+) single family residences (>= 1 acre)

Multi-family/mixed-use/commercial/industrial (>= 1 acres)

[2] Minor project - point repair or maintenance, service line repair or replacement, replacement of overhead utilities, traffic control only,

Moderate project - installation of overhead utilities, installation of equipment at a specific location (not linear),

Major project - installation or replacement of underground utilities,

[3] Minor project - sewer lateral repair or installation (outside of roadway), sidewalk, curb, gutter, driveway, traffic control (only), minor utility point repair, installation or maintenance (above ground), discharge, minor roadway improvement,

Moderate project - sewer lateral repair or installation (within roadway), soil boring, moderate utility point repair, installation or maintenance (underground),

Major project - new main line installation or replacement including sewer, storm, water, gas, and electric, major point repair, major development projects including offsite improvements.

[4] Amount of fee for the 24th box tree is subject to change based on actual vendor cost

[5] Set by Title 21 of California Code of Regulation Section 1411.3

**CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24**

Adopted

*Schedule of Community Development Department, Building Department Fees
(Effective on July 1st, 2023)*

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Building Permits (single Family Residential)			
Less Than \$5,000			
Building Permit Fee	base fee under \$5,000		\$ 324
Plan Check Fee	base fee under \$5,000		\$ 270
\$5,000 - \$24,999			
Building Permit Fee	base fee @ \$5,000		\$ 324
	each add'l \$1,000 or fraction thereof		\$ 32.41
Plan Check Fee	base fee @ \$5,000		\$ 270
	each add'l \$1,000 or fraction thereof		\$ 22.96
\$25,000 - \$49,999			
Building Permit Fee	base fee @ \$25,000		\$ 972
	each add'l \$1,000 or fraction thereof		\$ 30.25
Plan Check Fee	base fee @ \$25,000		\$ 729
	each add'l \$1,000 or fraction thereof		\$ 22.69
\$50,000 - \$99,999			
Building Permit Fee	base fee @ \$50,000		\$ 1,729
	each add'l \$1,000 or fraction thereof		\$ 30.25
Plan Check Fee	base fee @ \$50,000		\$ 1,297
	each add'l \$1,000 or fraction thereof		\$ 22.69
\$100,000 - \$499,999			
Building Permit Fee	base fee @ \$100,000		\$ 3,241
	each add'l \$1,000 or fraction thereof		\$ 9.18
Plan Check Fee	base fee @ \$100,000		\$ 2,431
	each add'l \$1,000 or fraction thereof		\$ 6.89
\$500,000 - \$999,999			
Building Permit Fee	base fee @ \$500,000		\$ 6,915
	each add'l \$1,000 or fraction thereof		\$ 6.92
Plan Check Fee	base fee @ \$500,000		\$ 5,186
	each add'l \$1,000 or fraction thereof		\$ 5.19
\$1,000,000 and Up			
Building Permit Fee	base fee @ \$1,000,000		\$ 10,373
	each add'l \$1,000 or fraction thereof		\$ 7.78
Plan Check Fee	base fee @ \$1,000,000		\$ 7,779
	each add'l \$1,000 or fraction thereof		\$ 5.83

**CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24**

Adopted

*Schedule of Community Development Department, Building Department Fees
(Effective on July 1st, 2023)*

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Building Permits (Multi-Family Residential / Commercial / Industrial)			
Less Than \$10,000			
Building Permit Fee	base fee under \$10,000		\$ 540
Plan Check Fee	base fee under \$10,000		\$ 864
\$10,000 - \$24,999			
Building Permit Fee	base fee @ \$10,000		\$ 540
	each add'l \$1,000 or fraction thereof		\$ 72.03
Plan Check Fee	base fee @ \$10,000		\$ 864
	each add'l \$1,000 or fraction thereof		\$ 28.81
\$25,000 - \$49,999			
Building Permit Fee	base fee @ \$25,000		\$ 1,621
	each add'l \$1,000 or fraction thereof		\$ 38.90
Plan Check Fee	base fee @ \$25,000		\$ 1,297
	each add'l \$1,000 or fraction thereof		\$ 34.58
\$50,000 - \$99,999			
Building Permit Fee	base fee @ \$50,000		\$ 2,593
	each add'l \$1,000 or fraction thereof		\$ 43.22
Plan Check Fee	base fee @ \$50,000		\$ 2,161
	each add'l \$1,000 or fraction thereof		\$ 34.58
\$100,000 - \$499,999			
Building Permit Fee	base fee @ \$100,000		\$ 4,754
	each add'l \$1,000 or fraction thereof		\$ 14.05
Plan Check Fee	base fee @ \$100,000		\$ 3,890
	each add'l \$1,000 or fraction thereof		\$ 9.72
\$500,000 - \$999,999			
Building Permit Fee	base fee @ \$500,000		\$ 10,373
	each add'l \$1,000 or fraction thereof		\$ 16.42
Plan Check Fee	base fee @ \$500,000		\$ 7,779
	each add'l \$1,000 or fraction thereof		\$ 15.56
\$1,000,000 - \$9,999,999			
Building Permit Fee	base fee @ \$1,000,000		\$ 18,584
	each add'l \$1,000 or fraction thereof		\$ 8.26
Plan Check Fee	base fee @ \$1,000,000		\$ 15,559
	each add'l \$1,000 or fraction thereof		\$ 3.07
\$10,000,000 - \$19,999,999			
Building Permit Fee	base fee @ \$10,000,000		\$ 92,920
	each add'l \$1,000 or fraction thereof		\$ 9.29
Plan Check Fee	base fee @ \$10,000,000		\$ 43,219
	each add'l \$1,000 or fraction thereof		\$ 7.78

**CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24**

Adopted

*Schedule of Community Development Department, Building Department Fees
(Effective on July 1st, 2023)*

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
\$20,000,000 - \$49,999,999			
Building Permit Fee	base fee @ \$20,000,000		\$ 185,841
	each add'l \$1,000 or fraction thereof		\$ 3.72
Plan Check Fee	base fee @ \$20,000,000		\$ 121,013
	each add'l \$1,000 or fraction thereof		\$ 3.60
\$50,000,000 and Up			
Building Permit Fee	base fee @ \$50,000,000		\$ 297,345
	each add'l \$1,000 or fraction thereof		\$ 4.46
Plan Check Fee	base fee @ \$50,000,000		\$ 229,060
	each add'l \$1,000 or fraction thereof		\$ 4.58
Permitted Values for Construction:			
New Residential and Additions	per sq. ft.		\$ 232
Interior Remodels	per sq. ft.		\$ 117
Garages and Accessory Structures	per sq. ft.		\$ 48
Decks	per sq. ft.		\$ 39
Commercial Shell	per sq. ft.		\$ 57
Tenant Improvements	per sq. ft.		\$ 57
Electrical Permit			
Residential: New Single Family Permit	1,700 sq. ft. min.		\$ 216
	Each additional sq. ft. per sq. ft.		\$ 0.08
Residential: Addition & Remodel Permit	1,700 sq. ft. min.		\$ 216
	Each additional sq. ft. per sq. ft.		\$ 0.08
Residential: New Multiple Family Permit	1,700 sq. ft. min.		\$ 216
	Each additional sq. ft. per sq. ft.		\$ 0.08
Commercial: New Shell Building Permit	1,700 sq. ft. min.		\$ 216
	Each additional sq. ft. per sq. ft.		\$ 0.08
Commercial: Addition, Remodel, Tenant Improvement Permit	1,700 sq. ft. min.		\$ 216
	Each additional sq. ft. per add'l sq. ft.		\$ 0.08
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas) Permit	3,000 sq. ft. min.		\$ 2,161
	Each additional sq. ft. per add'l sq. ft.		\$ 0.48
Swimming Pool, Spa, or Hot Tub	Per Permit		\$ 259
Temporary Power Pole	Per Permit		\$ 259
Main Electrical Service	Per Permit		\$ 259
New or Replacement Circuit for HVAC or Other	Per Permit		\$ 108
New or Replacement Sub-Panel	Per Permit		\$ 259
Miscellaneous Electrical Permit	Per Permit		\$ 216
PV Solar Fee	Per Permit		\$ 324

**CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24**

Adopted

*Schedule of Community Development Department, Building Department Fees
(Effective on July 1st, 2023)*

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Plumbing Permit			
Residential: New Single Family Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Residential: Addition & Remodel Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Residential: New Multiple Family Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Commercial: New Shell Building Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Commercial: Addition, Remodel, Tenant Improvement Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas) Permit	3,000 Sq. Ft. Minimum		\$ 2,161
Each additional sq. ft.	per add'l sq. ft.		\$ 0.48
Miscellaneous Plumbing Permit	Per Permit		\$ 216
Swimming Pool, Spa, or Hot Tub	Per Permit		\$ 216
Water Heater Replacement	Per Permit		\$ 109
Gas Piping Extension for New FAU or HVAC	Per Permit		\$ 108
Mechanical Permit			
Residential: New Single Family Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Residential: Kitchen & Bath Remodel	Per Permit		\$ 108
Commercial: New Shell Building Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Commercial: Addition, Remodel, Tenant Improvement Permit	1,700 sq. ft. min.		\$ 216
Each additional sq. ft.	per add'l sq. ft.		\$ 0.08
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas) Permit	3000 sq. ft. min.		\$ 648
Each additional sq. ft.	per add'l sq. ft.		\$ 0.15
New FAU or HVAC Installations	Per Permit		\$ 346
Replacement FAU or HVAC	Per Permit		\$ 216
Miscellaneous Mechanical	Per Permit		\$ 216
Miscellaneous Building Fees			
Grading Permit Fee for Swimming Pools	Per Permit		\$ 108
Grading Permit Fee for Other than Swimming Pools	Per Permit		\$ 108
Accessibility Plan Check of Building Permit	1 hour min.		\$ 216
Each additional hour	each add'l hr.		\$ 216
Imaging Fees per page (standard size)	Per Page		\$ 2.16
Imaging Fees per page (oversize)	Per Page		\$ 4.32
Planning Application Review			
	Per Permit		\$ 216
Fees for Second and Each Additional Re-inspection:			
During Normal Business Hours	1 hour min.		\$ 216
Each additional hour	each add'l hr.		\$ 216
Outside Business Hours	2 hour min.		\$ 466
Each additional hour	each add'l hr.		\$ 233
Code Enforcement-City Attorney	1 hour min.	[1]	\$ 309
Each additional hour	each add'l hr.	[1]	\$ 309

**CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24**

Adopted

*Schedule of Community Development Department, Building Department Fees
(Effective on July 1st, 2023)*

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Dirt Haul Permit	n/a		reference PW fee schedule
Municipal Code Violation Fees			
First Violation	Per Violation		\$ 100
Second Violation of the Same Ordinance within 36-mths	Per Violation		\$ 200
Add'l Violation of the same ordinance within 36-mths	Per Violation		\$ 500
GEO Plan Review / Soils Report Review	n/a		Actual Cost per Geologist
GIS Mapping: New Construction, Addition, Alteration	Per Instance		\$ 108
Additional Plan Check Fee	Per Hour		\$ 216
Re-Inspection Fee	Per Hour		\$ 216
Demolition	Per Instance		\$ 216
Address Change	Per Instance		\$ 216
Green Building Review	Per Review		\$ 216
Energy Calculation Review Fee	Per Review		\$ 108
Apartment Inspection Annual Fee			
Per Residential Building	Per Year		\$ 270
Per Dwelling Unit within each Building	Per Year		\$ 14
Technology Fee	Per Permit		0.4% of Total Permit Fee Amount
General Plan Maintenance and Update - Staff Support	Per Project		1% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit
General Plan Maintenance and Update - Contract Services	Per Project		0.15% of Building Project Valuation for all New Commercial and Additions; Fee is Applied on Building Permit
Construction Time Limits Extension Fee			
Fees for Additional Extensions			
1st 60 Day Extension	Per Project	[2]	0.5% of Total Value of Project
2nd 60 Day Extension	Per Project	[2]	1.0% of Total Value of Project
3rd 60 Day Extension	Per Project	[2]	1.5% of Total Value of Project
Construction Time Limits Completion Penalties			
Period of Time That Projects Remain Incomplete Beyond Applicable Time Limits			
30 Day Grace Period	Per Project		\$0
31st Day Through 60th Day	Per Project		0.01% Per Day of Total Value of Project
61st Day Through 120th Day	Per Project		0.015% Per Day of Total Value of Project

**CITY OF SAN CARLOS
 COST OF SERVICES (USER FEES) FY 2023-24**

Adopted

*Schedule of Community Development Department, Building Department Fees
 (Effective on July 1st, 2023)*

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
121st Day & Every Day Thereafter	Per Project		0.02% Per Day of Total Value of Project
Credit Card and eCheck Charges	Each Transaction		Actual Cost
For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service:			
Building Division Staff	Per Hour		\$ 216
Each Additional Hour	Each add'l hr.		\$ 216

[Notes]

[1] Subject to change per City Attorney contract

[2] The Building Official may waive an extension fee in the event he/she finds the complexity or size of the project requires a greater time than allotted or the reason for the extension request may be considered beyond the owner's control

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Police Department Fees
(Effective on July 1st, 2023)

Adopted

Service	Fee Unit / Type	Notes	Proposed Fee / Deposit
Accident Report		[1]	
Property damage only	per report		\$ 2
Property damage with injuries	per report		\$ 2
Fatality	per report		\$ 2
County Jail Booking Fee			County fee
Crime Report	per report		\$ 2
False Alarm Response			
First Response	first call		Fee Waived
Subsequent Calls	per call		\$ 215
Impounded Vehicle		[2]	
Towed for criminal offenses	per instance		\$ 106
Towed for all other offenses (abandoned, blocking driveways, etc.)	per instance		\$ 106
Unruly Gatherings			
First Call			\$ -
Subsequent Calls	per hour		\$ 321
Alarm Permit			
New	initial fee		Fee Waived
Processing Permit for Excessive Cats & Dogs	per instance		\$ 106
Processing Police Officer Subpoena	per hour	[3]	\$275/day deposit per GC
Tape of Radio/Video Transmission, Digital or Hard-copy Photographs	Per Request		actual cost of materials
Credit Card and eCheck Charges	Each Transaction		Actual Cost
Visa/Police Clearance Request Form	Per Request		\$ 11
<p>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</p>			
Non-Sworn Staff Members of the Police Department:	per hour		\$ 106
Sworn Staff Members of the Police Department:	per hour		\$ 321

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Police Department Fees
(Effective on July 1st, 2023)

Adopted

[Notes]

[1] CA VC 20012 allows for recovery of the actual cost of providing accident report copies

[2] Towing charges are separate

[3] As set by GC 68096

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Parks and Recreation Department Fees
(Effective on July 1st, 2023)

Adopted

Service	Notes	Category (R=Resident, NR=Non-Resident, NP=Non-Profit)	Proposed Fees		
			Weekday Hourly (Mon-Fri 5PM)	Weekend (Fri 5PM - Sun)	Weekend Hourly Additional
Parks, Facility, Room, and Amenity Rentals					
Adult Community Center Room Rentals					
				3-hour minimum	
Park View Room	[2]	R	\$ 86	\$ 826	\$ 107
		NR	\$ 104	\$ 991	\$ 128
		NP	\$ 60	\$ 578	\$ 75
Patio Room	[2]	R	\$ 68	\$ 494	\$ 107
		NR	\$ 81	\$ 593	\$ 128
		NP	\$ 48	\$ 346	\$ 75
Park View Patio Room	[2]	R	\$ 107	\$ 1,025	\$ 107
		NR	\$ 128	\$ 1,230	\$ 128
		NP	\$ 75	\$ 717	\$ 75
Game Room	[2]	R	Not Available	\$ 494	\$ 107
		NR	Not Available	\$ 593	\$ 128
		NP	Not Available	\$ 346	\$ 75
Chestnut Room	[2]	R	\$ 68	\$ 494	\$ 107
		NR	\$ 81	\$ 593	\$ 128
		NP	\$ 48	\$ 346	\$ 75
Loft	[2]	R	\$ 68	\$ 494	\$ 107
		NR	\$ 81	\$ 593	\$ 128
		NP	\$ 48	\$ 346	\$ 75
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					
<i>Patio Fee with ACC rental : \$50 (may only be rented in conjunction with the Patio Room, Parkview Room, or Game Room)</i>					
<i>Kitchen Fee : \$50 R, NR and NP (limited use; restrictions apply - information included in the rental packet)</i>					
Youth Center Facility Rentals					
				2-hour minimum	
Gym (Full)	[2][3]	R	\$ 113	\$ 312	\$ 123
		NR	\$ 136	\$ 412	\$ 148
		NP	\$ 79	\$ 218	\$ 86
Gym (Half)	[2][3]	R	\$ 70	Not Available	Not Available
		NR	\$ 84	Not Available	Not Available
		NP	\$ 49	Not Available	Not Available
Dance Studio	[2][3]	R	\$ 62	\$ 212	\$ 70
		NR	\$ 74	\$ 255	\$ 84
		NP	\$ 43	\$ 148	\$ 49
Arts & Crafts Room	[2][3]	R	\$ 49	\$ 191	\$ 62
		NR	\$ 59	\$ 222	\$ 81
		NP	\$ 35	\$ 134	\$ 43
Homework Room	[2][3]	R	\$ 49	\$ 191	\$ 62
		NR	\$ 59	\$ 222	\$ 81
		NP	\$ 35	\$ 134	\$ 43
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					
<i>Kitchen Fee : \$25 R, NP and NR (limited use; restrictions apply - information included in the rental packet)</i>					
Additional Services as Required Per Rental (Adult & Youth Centers):					
Facility Attendant			\$31 Per Hour	\$31 Per Hour	
Janitorial Services			\$220 Per Event or Actual Cost	\$220 Per Event or Actual Cost	
Insurance			Actual Cost	Actual Cost	
Deposit - Parkview, Patio, Billiard Rooms			n/a	\$500 Per Event	
Deposit - Patio, Chestnut Rooms, Gym			n/a	\$250 Per Event	
Security Guard Fee - Private Rentals Serving Alcohol			\$220 Per Event or Actual Cost	\$220 Per Event or Actual Cost	
San Carlos Library Community Room Rental			\$70 Per Rental	n/a	

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Parks and Recreation Department Fees
(Effective on July 1st, 2023)

Adopted

Service		Notes	Primary Rate	Unit
Picnic Sites Rentals (March - October)				
	Laureola West Side Picnic Area, Laureola Park	[4]	\$ 151	Per Event
	Playground Picnic Area, Burton Park	[4]	\$ 151	Per Event
	Les Mundell Grove, Burton Park	[4]	\$ 102	Per Event
	Chestnut Picnic Area, Burton Park	[4]	\$ 102	Per Event
	Corn Hole Game Area, Chestnut Picnic Site (add-on)		\$ 25	Per Event
	Tot Lot Picnic Area, Burton Park	[4]	\$ 79	Per Event
	Arguello Park: Sunny Site, Shady Site	[4]	\$ 79	Per Event
	Crestview Park Picnic Area	[4]	\$ 79	Per Event
Bocce Ball				
	Court 1, Burton Park		\$ 18	Per Hour
	Court 2, Burton Park		\$ 18	Per Hour
Rental Application Fee			\$ 25	Each
Special Event Permit				
	New Request	[1]	\$ 400	Per Event
	Repeat Request	[1]	\$ 375	Per Event
City Staff On-Site Time During Event			See Hourly Rate	Per Hour
Athletics ("Per Season/Per Quarter")				
Light Use (Fields)			\$ 32	Per Hour
Field Use Fee				
		R-NP	\$ 27	Per Hour
		NR-NP	\$ 34	Per Hour
Sports League Field Use Fee:				
	San Carlos Youth Softball (Girls)		\$ 86	Per Player
	Youth Baseball		\$ 86	Per Player
	Soccer		\$ 86	Per Player
Baseball / Soccer Sports Tournament:				
	New Request Permit Fee		\$ 350	Per Event
	Repeat Request Permit Fee		\$ 300	Per Event
Tennis:				
	Tennis Club Permitted Use		\$ 15	Per Hour, Per Court
	Non-Resident Tennis Club		\$ 21	Per Hour, Per Court
Snack Shack Use				
	Fall Season (August 15 - November 30)		\$ 300	Per Season
	Spring Season (March 1 - May 31)		\$ 300	Per Season
Snack Shack Use (Outside of Primary Youth Sports Seasons)				
	Rental Fee (Mon - Sun)		\$ 50	Per Week
Miscellaneous				
Park Fitness Group Rental			\$ 26	Per Hour
Administrative fees (apply to class registration only)				
	Registration		\$ 10	Per Registrant
	Refund		\$ 10	Per Registrant
Neighborhood Block Party Permit (Up to 2 Block Parties Per Year)			Fee Waived	
Community Events - City Sponsored				
Including but not limited to: Farmers Market, Hometown Days, Art & Wine Faire, Night of Holiday Lights, Goblin Walk, Concerts, Downtown Block Party, etc.				
Fees charged for City-sponsored Community Events shall be set at the discretion of the Parks and Recreation Director and shall not exceed the estimated and reasonable cost of conducting the event				

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2023-24
Schedule of Parks and Recreation Department Fees
(Effective on July 1st, 2023)

Adopted

Per City Council authorization on February 28, 2022, Hometown Days booth fees with the exception of San Mateo County Health Department permit County Health Department permit fees and equipment rental fees will be waived for all non-profit organizations

Service	Notes	Primary Rate	Unit
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
PW Maintenance Staff		\$ 258	
Full-Time		\$ 186	
Part-Time		\$ 31	

Recreational Programs

Fees imposed for recreational programs offered by the City shall be set at the discretion of the Parks and Recreation Director, not to exceed the cost of the individual programs. The City's full cost of implementing an individual program may be calculated as follows:
 Program Cost of Service = [(A x B) + C + D + E + F + G]

- A = Estimated time for City staff to implement the individual program.
- B = Applicable hourly rates for the staff functions involved in the implementation of the individual program (below).
- C = Actual cost incurred by the City for any outside service provider involved in the individual program.
- D = Actual Cost incurred by the City for any specific materials acquired for use during the individual program
- E = Prevailing facility rental and/or field use fees imposed by the City and reflected in its Master Fee Schedule
- F = Prevailing department / City administrative fee
- G = Actual costs incurred by the City to rent and/or use facilities/fields from other entities

The calculated cost of service above represents the maximum fee that could be imposed by the City for an individual recreation program. The City may recover between 0% and 100% of the cost of service. Cost recovery targets may vary by individual program, at the discretion of the Parks and Recreation Director as determined during the seasonal development of the City's program offerings. The City may also set differential fee for resident and non-resident participants as long as neither fee exceeds the cost of service. Any person with a home San Carlos mailing address is considered a resident. A San Carlos PO Box or business address will not be taken as proof of residency. A non-resident is someone who lives in another City. Non-resident fees will be charged at 20% of the class fee up to a \$20 maximum per class.

[Notes]

- [1] In addition to Parks and Recreation staff time, time is spent by other City departments. Breakdown of other departments time and hourly rate information involved in approving special event permits is as follows:
 20 minutes of Public Works staff time at \$200 per hour;
 20 minutes of Police staff time at \$106 per hour;
 10 minutes of Planning staff time at \$315 per hour, and;
 10 minutes of Building staff time at \$216 per hour.
- [2] Includes facility staff. Additional charge for janitorial services and insurance as needed.
- [3] Facility rental available for Youth related events only
- [4] Additional Charge for Insurance as Needed