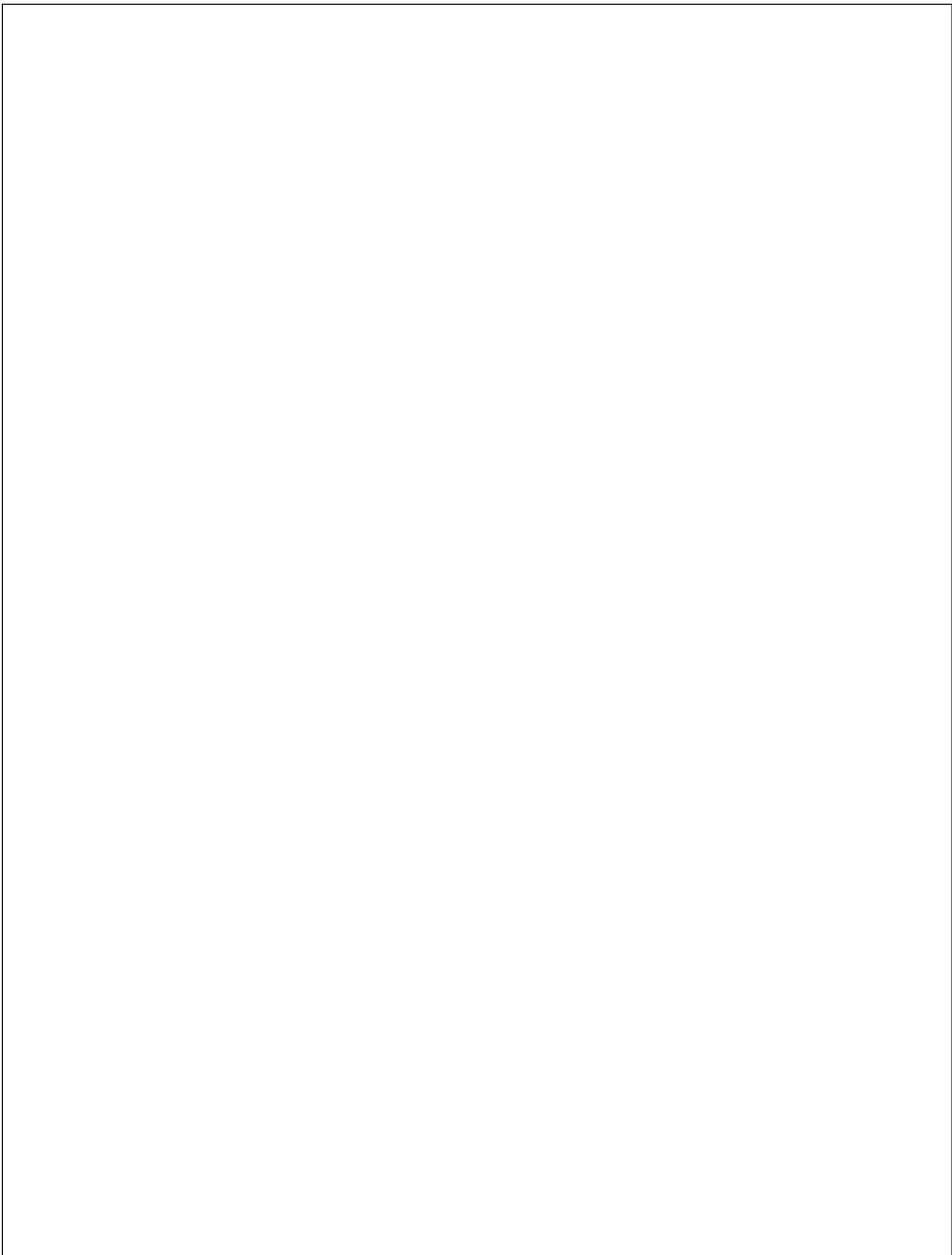




**CITY OF SARATOGA  
FEE SCHEDULE**

**FISCAL YEAR  
2009/10**



---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ TABLE OF CONTENTS ~

### Administrative Fees

Abandoned Vehicle Fee.....	1
Address Processing Fee .....	1
Animal Control Services .....	1
Appeals – Public Hearings.....	1
Audio-Visual Equipment Security Deposit .....	1
Code Compliance Permits.....	1
Copy/Duplication Fees.....	1
Document Storage Fees .....	2
Equipment Billing/Rental Fees.....	2
False Alarm Fees.....	2
Late Fees .....	2
Notary Fee.....	2
Notification Services .....	2
Postage & Mailing .....	3
Publication Fees .....	3
Recreation Activity Guide Advertising .....	3
Replacement Check/Reissue Fee .....	3
Research Fees.....	3
Returned Check Fees .....	3
Sign Retrieval Fees .....	3
Staff Time Billing Rate.....	4

### Business License Tax & Fees

Processing Fees .....	5
Penalty for Delinquent Payment .....	5
Business License Tax	
Contractor/Subcontractor.....	5
Jukebox .....	5
Theatrical Performance.....	5
Delivery Services .....	5
Vending Machines .....	5
Home Occupations.....	5
Handbill Distribution .....	5
Amusement Device.....	5
Commercial Photography .....	6
Property Leasing .....	6
Carnival/Circus .....	6
Personal Escort Services or Bureaus.....	6

---

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ TABLE OF CONTENTS ~

Non-Profit .....	6
All other Businesses.....	6
<b>Business Regulation Permits</b>	
Card Games.....	7
Fairs & Carnivals .....	7
Firearms .....	7
Massage Establishments .....	7
Motion Picture Filming.....	7
Noise Exception Permit .....	7
Peddlers & Solicitors Application Fee.....	7
Private Patrols .....	7
Public Dances.....	8
Recyclers.....	8
Restricted Street Usage Permit .....	8
Secondhand Dealers.....	8
Special Event Permit.....	8
Taxicabs .....	8
Valet Parking .....	8
<b>Development Fees</b>	
Development Permits	
Construction Trailer Permit .....	9
Satellite Dish Antenna Permit.....	9
Storage Permit.....	9
Tree Removal Permits.....	9
Development Fees	
Appeals .....	9
Approved Application Extension .....	9
General Plan Update Fees .....	9
Landscape Bond Acceptance Fee .....	9
Off Site Improvement Review .....	9
Request for Continuance.....	9
Development Services	
Annexation.....	10
City Attorney Services.....	10
Development Staff Services.....	10
General Plan Amendment Services .....	10
Noticing Services .....	10
Occupancy Inspections .....	10

---

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ TABLE OF CONTENTS ~

Over-the-Counter Plan Check.....	10
Special Reports & Studies .....	10
Staff Review Code Questions/Project Review .....	10
Traffic & Economic Studies/Other Special Report .....	10
Williamson Act Contract Cancellation .....	11
Zoning Ordinance Amendment.....	11
Complex Project Fee.....	11
<b>Pre-Development Application Services</b>	
Planning Process Orientation Class .....	11
Plan Submittal Orientation.....	11
Property Profile.....	11
<b>Development Application Reviews</b>	
Conditional Use Permit Review.....	12
Design Review .....	12
Environmental Review.....	12
Fence Applications.....	12
Generator Application Review .....	13
Grading Exception Application .....	13
Heritage Preservation.....	13
Lot Adjustments.....	13
Modification of Approved Applications.....	13
Sign Application .....	13
Sound Wall Application .....	13
Temporary Use Application.....	13
Tentative Map Subdivision Application .....	13
Use Permit Application.....	14
Variance Fee Application .....	14
<b>Arborist Services</b>	
Arborist Consultant / Field Inspections .....	14
Arborist Review Fee .....	14
Tree Appeals .....	14
Tree Fines .....	14
<b>Building Permit &amp; Inspection Fees</b>	
<b>Building &amp; Inspection Permits</b>	
Building Permits .....	15
Electrical Permits .....	15

---

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ TABLE OF CONTENTS ~

Grading Permit.....	16
Heating & Air Conditioning Permits .....	16
Plumbing Permits.....	16
Building & Inspection Services	
Energy Calculation Review` .....	17
Other Inspection Fees .....	17
Building & Inspection Taxes	
SMIP Fees.....	17
State Building Standards Fee .....	17
Construction Tax.....	17
Additional Fees .....	17
<b>Engineering Fees &amp; Permits</b>	
Engineering Fees	
Certificate of Compliance .....	18
Engineering Design & Administrative Review .....	18
Geotechnical Review .....	18
Improvement Plan Check Fee.....	18
Inspection Fee for Subdivision & Building Site Improvements .....	19
Lot Line Adjustment Engineering Fees .....	19
Map Checking Fees.....	19
Park Development Fee.....	19
Real Estate Open House Signs.....	19
Road Impact Fees .....	19
Tentative Subdivision Maps .....	19
Traffic Review Fees .....	20
Engineering Permits	
Encroachment Permits .....	20
Additional Engineering Services Fees .....	20

---

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ TABLE OF CONTENTS ~

### **Park & Facility Rental Fees**

#### Facility Rentals

Facility Rental Discounts .....	21
Rental Processing Fee (Non-refundable) .....	21
Civic Theater .....	21
Community Center .....	21
North Campus .....	22
Warner Hutton House .....	22

#### Park Rentals

Azule Park .....	22
Bellgrove Park .....	22
Beauchamps Park .....	22
Brookglen Park .....	22
Congress Springs Park .....	22
El Quito Park .....	22
Foothill Park .....	22
Gardiner Park .....	23
Heritage Orchard Park .....	23
Historical Park .....	23
Kevin Moran Park .....	23
Ravenswood Park .....	23
Wildwood Park .....	23

#### Other Rental Fees

Banner Fees .....	23
Community Garden Plot Rentals .....	23
Park Attendant Fee .....	23

---

---

**CITY OF SARATOGA**  
**FEE SCHEDULE**

---

---

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ ADMINISTRATIVE FEES & PERMITS ~ FY 2009/10

### Abandoned Vehicle Fee

Administrative Fee for Removal \$250

### Address Processing Fee

\$160

### Animal Control Services

All fees related to animal control services are administered by the City of San Jose's Animal Control Services Dept. under contract between the City of Saratoga and the City of San Jose. Refer to <http://www.sanjoseanimals.com> for more details.

### Appeals – Public Hearings

Planning Commission Appeals \$400

City Council Appeals \$600

This fee applies to all appeals except where an appeals procedure and fee is otherwise set forth in the fee schedule. See Municipal Code section 2-05.030 for more information.

### Audio-Visual Equipment Security Deposit

\$250

### Code Compliance Permits

Animal – Kennel Permit \$125

Animal – Horse Permit \$125

Noise Exception Permit \$50

Off-Street Vehicle Permit \$125

Special Event Permit \$100

### Copy/Duplication Fees

B/W copy - letter/legal size \$ .20 per page

Color copy – letter/legal size \$ .35 per page

Electronic documents – letter/legal size \$ .10 per page

Audio/Video Tape/DVD/CD \$20

Data Duplication – digital file Actual Cost

Data Duplication – using Plotter Actual Cost

Data Duplication – e-file copy on CD Actual Cost

Duplicate Plan Sets Actual Cost

All other duplication requests Actual Cost

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ ADMINISTRATIVE FEES & PERMITS ~ FY 2009/10

### Document Storage Fees

Administrative Fee	\$150
Public Hearing Fee	\$300
8 ½" x 11" or 14" + Documents	\$.75 per page
18" x 24" + Plans	\$2 per page

### Equipment Billing/Rental Fees

Vehicle and Equipment Rates	As established by State of CA DOT Annual rental rates
-----------------------------	--

### False Alarm (Per Calendar Year)

First Alarm	No charge
Second Alarm	No charge
Third Alarm	\$75
Fourth Alarm	\$100
Fifth Alarm	\$200
Sixth Alarm or More	\$250

### Late Fees

General billings/accounts receivables	1% interest accrued per month
Garbage Collection Service Late Fee Charges	
Lien Administrative Charge	\$100
Special Assessment	\$50

### Notary Fee

\$10 / signature

### Notification Services

Requests for ongoing notification of meetings and related documents, such as:

- City Council and Planning Commission agendas
- Public notices related to adoption or amendment of the General Plan or a Specific Plan
- Adoption or amendments of the Zoning Ordinance
- Use Permits or Variances before the Planning Commission or City Council
- Documents pursuant to the California Environmental Quality Act or any other meeting agendas, public notices, and/or documents that are regularly posted on the City's website for public notification and review will be provided with an internet link to the agenda/document City's website upon request to the City Clerk at [ctclerk@saratoga.ca.us](mailto:ctclerk@saratoga.ca.us). Requests for this notification service must be renewed each year. Paper copy notification services are not available for meeting documents posted on the City's website.

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ ADMINISTRATIVE FEES & PERMITS ~ FY 2009/10

<b>Postage &amp; Mailing</b>	Actual Cost
<b>Publication Fees</b> (may also be available on City Website)	
City Code	Actual Cost
City Budget	\$50
Comprehensive Annual Financial Report (CAFR)	\$25
General Plan	\$45
General Plan Map	\$15
Saratoga's Heritage Book	\$20
Zoning Map	\$20
Zoning Ordinance	\$15
Village Plan	\$7
Village Designs Guidelines	\$5
Parks & Trails Master Plan	\$5
Standard Details	\$5
Subdivision Ordinance	\$5
<b>Recreation Activity Guide Advertising Fees</b>	
Inside 1/8 page (business card size)	\$ 250
Inside 1/4 page, vertical 4 1/2 x 3 5/8"	\$ 350
Inside 1/2 page, horizontal 7 1/2 x 4 1/2"	\$ 550
Inside 1/2 page, vertical 9 1/2 x 3 5/8"	\$ 550
Inside full page, 9 1/2 x 7 1/2"	\$ 850
<i>Glossy Full Color Advertising:</i>	
Inside back cover 1/3 page 7 1/2 x 3"	\$ 550
Inside back cover 2/3 page 7 1/2 x 6 1/4"	\$1,000
Inside back cover, full page 9 1/2 x 7 1/2"	\$1,300
<b>Replacement Check / Reissue Fee</b>	First check replacement – no charge, \$ 25 for subsequent requests
<b>Research Fee</b>	Billed at Staff Hourly Billing Rate
<b>Returned Check Charge</b> (maximum per CA Civil Code Section 1719)	\$25 fee on 1 <sup>st</sup> insufficient funds check occurrence \$35 fee on subsequent occurrences
<b>Sign Retrieval Fee</b>	\$20 per sign

---

# CITY OF SARATOGA

## FEE SCHEDULE

---

### ~ ADMINISTRATIVE FEES & PERMITS ~ FY 2009/10

#### Staff Time Billing Rates

Cost recovery hourly billing rates are established for each position based on current year salary, benefits, and overhead rates. Billing rates are used for charges to private parties and other organizations for research and administrative service requests, for maintenance and repair services, and to charge back for insurance claim cost recovery billings. The table below lists this year's billing rates by position.

CLASSIFICATION TITLE	BILLING RATE
Accountant I / Analyst I	81.81
Accountant II / Analyst II	86.72
Accounting Supervisor	106.82
Accounting Technician	68.50
Building Inspector	85.66
City Clerk	105.77
Code Compliance Specialist	69.55
Dept. Director / Assistant City Mgr.	148.91
Engineer, Assisstant	86.65
Engineer, Associate / Plan Check Engineer	95.97
Engineer, Sr. Civil / Building Official	111.06
Executive Assistant to the City Manager	73.25
Facility Coordinator	67.33
Facility Maintenance Lead Worker	76.08
Facility Maintenance Supervisor	88.33
Facility Maintenance Worker I	58.71
Facility Maintenance Worker II	63.32
Facility Maintenance Worker III	69.43
Human Resources Mgr	116.97
IT Administrator	88.14
IT Technician	77.01
Maintenance Lead worker (Parks/Streets)	76.11
Maintenance Specialist (Parks/Streets)	72.05
Maintenance Worker I (Parks/Streets)	58.75
Maintenance Worker II (Parks/Streets)	63.36
Maintenance Worker III (Parks/Streets)	70.10
Office Specialist I	56.78
Office Specialist II	58.08
Office Specialist III / Account Clerk	65.87
Planner, Assistant	84.13
Planner, Associate	93.32
Planner, Senior / Arborist	99.79
Public Works Manager (Parks/Streets)	88.67
Recreation Program Coordinator	69.20
Recreation Supervisor	81.81
Recreation Supervisor, Senior	88.33

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ BUSINESS LICENSE TAX AND FEES ~ FY 2009/10

### PROCESSING FEES

*(Non Refundable; Updated Annually Based on CPI Increases)*

New Application	\$30
Renewal of Application	\$15
Correct Address	\$10
Duplicate Certificate	\$10
Business License Listings	\$30

### PENALTIES FOR DELINQUENT PAYMENTS

Within 30 days after due date	10% of the tax amount due
Exceeding 30 days after due date	Additional 10% of tax due for each month thereafter, with penalty not to exceed 100% of business license tax amount due

### ANNUAL BUSINESS LICENSE TAX

<b>Contractor/Subcontractor</b>	\$45 plus 15% on Building Permit Fees
<b>Jukebox</b>	\$50 per jukebox
<b>Theatrical Performance</b>	\$100 per year plus \$10 / performance
<b>Delivery Services</b>	\$100 per business
<b>Vending Machines</b>	
Cost of \$0.25 or Less	\$25 per machine
Cost of \$0.26 to \$1.00	\$45 per machine
Cost of \$0.26 to \$2.00	\$55 per machine
Cost of \$0.26 to \$3.00	\$65 per machine
Cost of \$0.26 to Over \$3.00	\$75 per machine
<b>Home Occupation</b>	\$100 per occupation
<b>Handbill Distribution</b>	\$25 per day
<b>Amusement Device</b>	\$50 per device

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ BUSINESS LICENSE TAX AND FEES ~ FY 2009/10

### Commercial Photography

Movies/Videos on City Property	\$500 per day
Movies/Videos not on City Property	\$250 per day
Still Photography on City Property	\$50 per day
Still Photography not on City Property	\$25 per day

### Property Leasing

Commercial	\$100 plus \$3 per 1000 square ft. gross leasable space in excess of 500 square ft. to a maximum of 40 units
Residential	\$100 plus \$5 per unit over 4 units, to a maximum of 40 units

### Carnival/Circus

\$256 per day

### Personal Escort Services or Bureaus

\$500 plus \$100 per employee

### Non-Profit Business

Non-profit businesses are not assessed a tax, however organizations must still register with the City and renew license each year. Annual application processing fees shall be assessed.

### All Other Businesses

\$100 / business plus \$10 per employee to maximum of \$300

*Detailed Business License Tax and Fee information is found in Chapter 4 of the City of Saratoga Municipal Code*

---

# CITY OF SARATOGA

## FEE SCHEDULE

---

### ~ BUSINESS REGULATION PERMITS ~ FY 2009/10

#### Card games

Permit Application Fee	\$1,250
------------------------	---------

#### Fairs & Carnivals

Permit Application Fee	\$100
------------------------	-------

#### Firearms

Application Fee for Permit to Sell	\$300
Permit Renewal Fee	\$150

#### Massage Establishments

	<u>New</u>	<u>Renewal</u>
Permit Application Fee	\$750	\$375
Permit for Managing Employee(s)	\$350	\$175
Permit for Massage Practitioner	\$350	\$175
Examination Fee	As set by the Examiner	
Background Investigation/Fingerprint	As set by the Sheriff	
Notary Fee	\$10 / signature	
Appeal Hearing Fees – Denials	\$500	
Appeal Hearing Fees – Suspensions/Revocations	\$1,500	

#### Motion Picture Filming

Permit Application Fee	\$500
------------------------	-------

#### Noise Exception Permit

\$50

#### Peddlers & Solicitors Application Fee

	<u>New</u>	<u>Renewal</u>
1 Solicitor	\$100	\$50
2 to 5 Solicitors	\$150	\$75
6 to 10 Solicitors	\$250	\$125
11 to 20 Solicitors	\$300	\$150
21 or More Solicitors	\$350	\$175
Photo ID Fee	\$25 per badge	\$25 per badge

#### Private Patrols

Permit Application Fee	\$200
Permit Renewal Fee	\$100
Employee Application Fee	\$50

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ BUSINESS REGULATION PERMITS ~ FY 2009/10

### Public Dances

Permit Application Fee	\$1,500
Permit Renewal Fee	\$1,500

### Recyclers

Permit Application Fee	\$300
Permit Renewal Fee	\$150

### Restricted Street Usage Permit *(Trucks > 5 Tons)*

Single Permit	\$25
Annual Permit	\$100

### Secondhand Dealers

Permit Application Fee	\$300
Permit Renewal Fee	\$150

### Special Event

\$100

### Taxicabs

Certificate Application Fee	\$300
-----------------------------	-------

### Valet Parking

Permit Application Fee	\$300
------------------------	-------

*Detailed Business Regulation and permit application fee information is found in Chapter 4 of the City of Saratoga Municipal Code*

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ DEVELOPMENT FEES ~ FY 2009/10

California Government Code §66014 states "(a) Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits...those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged." For more details, go to <http://www.leginfo.ca.gov>

### DEVELOPMENT PERMITS

<b>Construction Trailer Permit</b>	\$100
<b>Satellite Dish Antenna Permit</b>	\$100
<b>Storage Permit</b>	\$200
<b>Tree Removal Permit</b>	
Tree Removal Permit	\$100
After the Fact – Tree Removal Permit	\$340 plus standard penalty

### DEVELOPMENT FEES

<b>Appeals</b>	
From Administrative Decisions to Planning Commission Per Section 15-90.010	\$400
From Planning Commission to City Council Per Section 15-90.020	\$600
<b>Application Extension Fee</b>	\$2,500
<b>General Plan Update Fees</b>	0.285% of project valuation at the time the permit is issued
<b>Landscape Bond Acceptance Fee</b>	\$500
<b>Off Site Improvement Review Administrative Fee</b>	\$500
<b>Request for Continuance</b>	\$250 for second & each additional request

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ DEVELOPMENT FEES ~ FY 2009/10

### DEVELOPMENT SERVICES

#### Annexation

Annexation Request	\$5,000 deposit - staff time billed at CDD Service Rate plus LAFCO expenses
Waiver Request	\$500

#### City Attorney Services

Billed at the hourly rate set per the City Attorney annual contract

#### CDD Service Rate

Community Development Department's hourly billing rate for applications requiring deposits	\$120 / hr
--	------------

#### General Plan Amendment Services

Application for Election to Amend the General Plan	Actual cost charged by consultant plus 35% surcharge
General Plan Amendment	\$3,500 initial deposit – staff time billed at CDD Service Rate
General Plan Amendment Requiring Election	\$3,500 initial deposit plus costs of election as determined by the City Clerk per Resolution 96-28 to be deposited with request for election

#### Noticing Services

Actual cost charged by consultants plus 35% surcharge

#### Occupancy Inspections

\$165

#### Over-the-Counter Plan Check

\$500

#### Special Report and Studies

Actual cost charged by consultants plus 35% surcharge

#### Staff Review Codes Questions/ Project Review

\$100

#### Traffic and Economic Studies/Other Special

Actual cost charged by consultants plus 35% surcharge



---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ DEVELOPMENT FEES ~ FY 2009/10

### DEVELOPMENT APPLICATION REVIEWS

#### REFUND POLICY

Development Application Review Fees are charged at either a flat rate fee, or a deposit is required which is then charged at hourly CDD Service Rate or consultant rates plus costs and/or surcharges, as described in fees below. If an applicant decides to cancel a project within the first 30 days, a flat fee is reimbursed at 50% of the fee - only if a minimal amount of work was completed prior to the request for cancellation of application. If an applicant cancels a deposit-funded application, any remaining uncharged deposit amount is refunded. All deposits are non-interest bearing.

<b>Conditional Use Permit Review</b>	\$3,400
<b>Design – Application Review</b>	
Administrative Design Review	\$3,400
Planning Commission Design Review	\$5,200
<b>Environmental – Application Review</b>	
Department of Fish and Game EIR Fee per AB 3158	Actual cost by the Dept of Fish and Game, plus a 35% surcharge
Department of Fish and Game Negative Declaration Fee	Actual cost by the Dept of Fish and Game plus a 35% surcharge
Environmental Assessment Fee	\$1,500 initial deposit – staff time billed at CDD Service Rate
Mitigated Negative Declaration Fee	Actual cost by consultant plus a 35% surcharge
Environmental Impact Report Administrative Fee	Deposit required. Amount of deposit based on project and determined by Community Development Director. Actual cost charged by consultant plus a 35% surcharge
Monitoring of Mitigation Measures	As specified in project approval or agreement with developer

---

## CITY OF SARATOGA FEE SCHEDULE

---

~ DEVELOPMENT FEES ~  
FY 2009/10

**Fence – Application Review**

Fence Enclosure Review & Permit	\$1,800
Fence Exception Review & Permit	\$1,800

**Generator Application Review**

\$3,400

**Grading Exception Application Review**

\$1,800

**Heritage Preservation – Application Review**

Mills Act Application	\$1,500 initial deposit – staff time billed at CDD Service Rate
Historic Compliance Review	\$240
Application for Designation	no charge
Permit Application Fee	no charge
Appeal fee	no charge

**Lot Adjustment – Application Review**

Application for Lot Line Adjustment	\$1,500*
Application for Merger of Parcel	\$1,500*
Application for Reversion to Acreage	\$1,500*

*\* Additional Engineering Fees are charged for City Engineer and Surveyor work in conjunction with Development Application Review*

**Modification of Approved – Application Review**

\$2,500

**Sign – Application Review**

Administrative Sign Review	\$300
Planning Commission Sign Review	\$1,800

**Sound Wall – Application Review**

\$1,000

**Temporary Use – Application Review**

Planning Commission Approval	\$2,600
Administrative Review	\$425

---

**CITY OF SARATOGA  
FEE SCHEDULE**

---

**~ DEVELOPMENT FEES ~  
FY 2009/10**

**Tentative Map Subdivision – Application Review**

Less Than 10 Lots	\$5,000 initial deposit
10 or More Lots	\$5,000 initial deposit plus \$150 for each lot over 10
Subdivision Final Map	\$1,000 initial deposit

**Use Permit – Application Review**  
*Planning Commission Review)*

\$4,400

**Variance – Application Review**

\$2,700

---

**ARBORIST SERVICES**

---

**Arborist Consultant Services /  
Field Inspections**

Arborist services are billed at CDD Service Rate, plus costs if applicable

**Arborist Review Fee**

Initial deposit required as follows:

1–10 trees:	\$2,500
11-20 trees:	\$3,500
20-50 trees:	\$4,500
50 or more trees:	\$5,500

*Arborist Staff time charged against deposits at CDD Service Rate*

**Tree Appeal – Arborist Review**

\$500

**Tree Fines – Illegal Pruning, Encroachment,  
Damage, or Removal**

Per code section 15-50.170. Fine amount determined by Arborist.

**ALL DEPOSITS ARE NON-INTEREST BEARING**

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ BUILDING & INSPECTION FEES ~ FY 2009/10

### BUILDING & INSPECTION PERMITS

#### Building Permits *(Based on Total Valuation)*

\$1 to \$2,000	\$78 minimum
\$2,001 to \$25,000	\$78 for the first \$2,000 plus \$17.50 each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$490 for the first \$25,000 plus \$12.60 each additional \$1,000 or fraction thereof, up to \$50,000
\$50,001 to \$100,000	\$805 for the first \$50,000 plus \$9.80 each additional \$1,000 or fraction thereof, up to \$100,000
\$100,001 to \$500,000	\$1,242 for the first \$100,000 plus \$7 each additional \$1,000 or fraction thereof, up to \$500,000
\$500,001 to \$1,000,000	\$4,042 for the first \$500,000 plus \$5.90 each additional \$1,000 or fraction thereof, up to \$1,000,000
\$1,000,001 and up	\$7,010 for the first \$1,000,000 plus \$4.56 each additional \$1,000 or fraction thereof
Plan Check Fee	65% of the building permit fee

#### Electrical Permits

Single Family Dwelling	\$.10 / sq. ft. (min \$78)
Commercial/Professional	\$.10 / sq. ft. (min \$78)
Institutions, Multiple Residential	\$.10 / sq. ft. (min \$78)
Additions of More than 1,000 sq. ft.	\$.10 / sq. ft. (min \$78)
Additions of Less than 1,000 sq. ft.	\$78
Remodels, Residential	\$78
Remodels, Commercial	\$78
Swimming Pools, Spas, Hot Tubs with Pump/Heater	\$78
Miscellaneous Structures	\$78
Misc. Permits without Associated Building Permit	\$78
Plan Check Fee	25% of the building permit fee

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ BUILDING & INSPECTION FEES ~ FY 2009/10

### Grading Permit

Less than 100 Cubic Yards	\$500
Over 100 Cubic Yards	\$500 for the first 100 cubic yards plus \$125 for each additional 100 cubic yards or fraction thereof
Plan Check Fee	\$530

### Heating and air conditioning permits

New single family dwelling	\$.10 / sq. ft. (min \$78)
Commercial/Professional	\$.10 / sq. ft. (min \$78)
Institutions, Multiple Residential	\$.10 / sq. ft. (min \$78)
Additions	
Less than 2,500 sq. ft .	\$78
More than 2,500 sq. ft.	\$.10 / sq. ft.
Remodels, Residential – no added sq. ft.	\$.10 / sq. ft. (min \$78)
Remodels, Commercial	\$.10 / sq. ft. (min \$78)
Miscellaneous Structures	\$78
Misc. permits w/o associated building permits	\$78
Plan Check Fee	25% of the building permit fee

### Plumbing Permits

Water Heater Replacement	\$78
New Single Family Dwelling	\$.10 / sq. ft. (min \$78)
Commercial/Professional	\$.10 / sq. ft. (min \$78)
Institutions, Multiple Residential	\$.10 / sq. ft. (min \$78)
Additions of Less than 1,000 sq. ft.	\$78
Additions of More than 1,000 sq. ft.	\$.10 / sq. ft.
Remodels, Residential – No Added sq. ft.	\$78
Remodels, Commercial	\$78
Swimming Pools, Spas, Hot Tubs with Pump/Heater	\$78
Miscellaneous Structures	\$78
Misc. Permits without associated building permits	\$78
Plan Check Fee	25% of the building permit fee

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ BUILDING & INSPECTION FEES ~ FY 2009/10

### BUILDING & INSPECTION SERVICES

#### Energy Calculation Review

Addition to Residential Building	\$200
New Residential Structure	\$300 per unit
Addition to Non Residential Building	\$300
New Non Residential Structure	\$475
Application for Moving Permits	\$100

#### Other Inspection Fees

Inspection Outside of Normal Business Hours	\$80 / hr minimum 1 hour
Re-Inspection Fees Assessed Under Section 305(h) of the Uniform Administrative Code	\$80 / hr
Inspections for Which No Fee is specifically Indicated	\$80 / hr minimum 1 hour
Stockpiling Permit	\$300

### BUILDING & INSPECTION FEES & TAXES

#### Strong Motion Instrumentation Program (SMIP) Fees

Residential	\$.00010 x (valuation amount)
Commercial	\$.00021 x (valuation amount)

#### State Building Standards Fee

State Assessment of \$4 per \$100,000  
in building valuation (min. fee of \$1)

#### Construction Tax

\$1.00 per square foot of floor area of  
any building or structure  
\$.40 per square foot of the area of  
any mobile home lot

### ADDITIONAL FEES

In the event additional application processing services by the City are required by reasons of changes, modifications, additions, errors, omissions, or discrepancies occasioned by the applicant or his/her agents or representatives, the applicant shall pay an additional fee equal to the actual cost to the City of performing the additional services, as determined by the Community Development Director.

**ALL DEPOSITS ARE NON-INTEREST BEARING**

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ ENGINEERING FEES ~ FY 2009/10

### ENGINEERING FEES

#### Certificate of Compliance

Administrative Fee

\$500 for engineering staff work, plus actual cost charged by the City's Surveyor, plus a 25% surcharge.

Deposit

\$2,500

#### Engineering Design & Administrative Review

\$1,000 per application for Engineering staff work

#### Geotechnical Review

Administrative Fee

\$850 for engineering staff work, plus actual cost charged by the City's Geotechnical Consultant, plus a 25% surcharge.

Deposit

\$3,500 (\$2,500 for S zoned areas) for the first lot plus \$500 each additional lot up to a maximum of \$10,000 or a greater amount as determined by the Public Works Director.

#### Improvement Plan Check Service Fee

First \$50,000 Estimated Construction Cost

\$5,000 minimum charge

Over \$50,000 Estimated Construction Cost

\$5,000 plus 5% of Estimated Construction Cost over \$50,000

The Estimated Construction Cost shall be determined by the Public Works Director and shall be exclusive of the cost to construct public utility facilities where another public utility agency is collecting similar fees for such facilities

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ ENGINEERING FEES ~ FY 2009/10

<b>Inspection Fees</b> <i>For Subdivision &amp; Building Site Improvements</i>	Two times the Improvement Plan Check Fee
<b>Lot Line Adjustment Engineering Fees</b> Administrative Fee	\$500 for the first lot plus \$100 for each additional lot for engineering staff work, plus actual cost charged by the City's Surveyor, plus a 25% surcharge.
Deposit	\$2,500 for the first lot plus \$500 for each additional lot
<b>Map Checking Fees</b> <i>For Parcel Maps, Reversion to Acreage, Amended Maps</i>	
Administrative Fee	\$1,000 for the first lot plus \$500 for each additional lot for engineering staff work, plus actual cost charged by the City's Surveyor, plus a 25% surcharge.
Deposit	\$2,500 for the first lot plus \$500 for each additional lot
<b>Park Development Fee</b>	\$20,700 [ <i>Formula: 1990 Census 2.76 per household * (5 acres/1000 resident * \$1,500,000 acre)</i> ]
<b>Real Estate Open House Signs</b>	\$50 per sign
<b>Road Impact Fees</b>	\$.77 per \$100 of project valuation
<b>Tentative Subdivision Map</b>	\$2,500 for the first lot and \$500 for each additional lot

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ ENGINEERING FEES ~ FY 2009/10

### Traffic Review Fee

Administrative Fee

\$500 review fee plus actual cost charged by the City Traffic Engineer plus 25% surcharge

Deposit

\$2,500 for standard projects, or greater amount for complex projects as determined by the Public Works Director

### ENGINEERING PERMITS

#### Encroachment Permits

Permit Application Fee

\$500 - for pipes, drains, conduits, utility service connections, routine O&M work by utility agencies, and permanent encroachments

Major Repairs or Capital Improvements by  
Utility Agencies

\$2,500 plus 1.5% of estimated project valuation

### ADDITIONAL ENGINEERING SERVICE FEES

In the event of map check, plan checking or inspection services by the City are required by reasons of changes, modifications, additions, errors, omissions, or discrepancies occasioned by the applicant or his/her agents or representatives, the applicant shall pay an additional fee equal to the actual cost to the City of performing the additional services, as determined by the Public Works Director.

**ALL DEPOSITS ARE NON-INTEREST BEARING**

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ PARK & FACILITY RENTAL FEES ~ FY 2009/10

### FACILITY RENTALS

#### Facility Rental Discounts (*one discount per rental*):

- Non-Profit Groups Receive 50% Discount
- Residents Receive 10% Discount

#### Facility Rental Refund Policy:

- **Processing Fees:** are paid at time of reservation, and are non-refundable
- **Security Deposits:** are paid at time of reservation, and are refunded within one month after the date of the event.
  - » If there are additional charges, damage to the building or contents, overtime or maintenance charges, deductions will be made from the deposit and the balance refunded.
  - » If the deposit does not cover the charges, applicant will be responsible for additional fees.
  - » If the clean-up is not completed, the entire deposit shall be forfeited.
- **Rental Fees:** must be paid in full at least 30 days prior to event
- **Cancellations:** If event is cancelled between:
  - » 6 to 12 months – one-third of the deposit is forfeited, rental fee is refunded
  - » 3 to 6 months – two-thirds of the deposit is forfeited, rental fee is refunded
  - » 1 to 3 months – 100% of the deposit is forfeited, rental fee is refunded
  - » Less than 30 days – 100% of the deposit is forfeited, rental fee is forfeited

#### Civic Theater

Surcharge	\$2 per ticket sold
Rehearsals	\$150 per day
Informal Rehearsal	\$75 per day
Performances	\$350 per day
Move In / Move Out	\$75 per day
Technical and Staging	\$100 per day
Security Deposit	\$500

#### Community Center

Security Deposit	\$300
Multipurpose Room with Kitchen	\$120 per hour
Senior Center Room with Kitchen	\$110 per hour
Patio Room	\$55 per hour
Arts & Crafts Room	\$50 per hour
Dance Studio	\$50 per hour
Garden Patio	\$225 per day

---

## CITY OF SARATOGA FEE SCHEDULE

---

### ~ PARK & FACILITY RENTAL FEES ~ FY 2009/10

#### North Campus

##### *Administration Building Rental*

Security Deposit	\$300
Administrative Building Large Room	\$100 per hour
Conference Room	\$40 per hour

##### *Fellowship Hall Rental*

Security Deposit	\$500
Main Room Rental	\$120 per hour

#### Warner Hutton House

Security Deposit	\$300
House & Garden	\$115 per hour

#### PARK RENTALS

	<u>Resident</u>	<u>Non-resident</u>
<b>Azule Park</b>		
Picnic Area with Barbeque	\$35/day	\$50/day
Horseshoe Pit	\$5/hour	\$15/hour
<b>Bellgrove Park</b>		
	n/a	n/a
<b>Beauchamps Park</b>		
	n/a	n/a
<b>Brookglen Park</b>		
	n/a	n/a
<b>Congress Springs Park</b>		
Picnic Area with Barbeque	\$45/day	\$60/day
<b>El Quito Park</b>		
Picnic Area with Barbeque (L)	\$45/day	\$60/day
Picnic Area with Barbeque (S)	\$35/day	\$50/day
Softball Diamond	\$25/hour	\$40/hour
Horseshoe Pit	\$5/hour	\$15/hour
Sand Volleyball Court	\$10/hour	\$15/hour
<b>Foothill Park</b>		
	n/a	n/a

---

## CITY OF SARATOGA FEE SCHEDULE

---

### ~ PARK & FACILITY RENTAL FEES ~ FY 2009/10

	<u>Resident</u>	<u>Non-resident</u>
<b>Gardiner Park</b>		
Picnic Area with Barbeque	\$35/day	\$50/day
<b>Heritage Orchard Park</b>	n/a	n/a
<b>Historical Park</b>	n/a	n/a
<b>Kevin Moran Park</b>	n/a	n/a
Picnic Area with Barbeque (2 available)	\$35/day	\$50/day
Bocce Courts (2 available)	\$10/hr/court	\$15/hr/court
<b>Ravenswood Park</b>	n/a	n/a
<b>Wildwood Park</b>		
Picnic Area with Barbeque	\$45/day	\$60/day
Stage	\$45/day	\$55/day
Horseshoe Pit	\$5/hour	\$15/hour
Sand Volleyball Court	\$10/hour	\$15/hour
Fundraisers	\$500/day	\$600/day
<i>* Plus Park Attendant Fee If More Than 500 Persons or Vehicle Access required</i>		

#### OTHER RENTAL FEES

##### **Banner Fees**

North Campus	\$300 per week
Blaney Plaza	\$300 per week

*For non-profit groups advertising events, with priority to local Saratoga organizations*

##### **Community Garden Plot Rental**

Processing Fee	\$ 35 per year
Processing Fee w/Senior Discount ( <i>over 55</i> )	\$ 25 per year
Annual Plot Rental	\$ 50
Annual Plot Rental (Seniors 55 and older)	\$ 35
Annual Water Fee	\$150

<b>Park Attendant Fee</b>	<b>\$200</b>
---------------------------	--------------

**ALL DEPOSITS ARE NON-INTEREST BEARING**

---

# CITY OF SARATOGA FEE SCHEDULE

---

~ CODE REFERENCE ~

CODE SECTION	SUBJECT
§9-55.060	Abandoned Vehicles
§15-05.070	Annexation
§15-90.030	Appeals - Planning
§2-05.030	Appeals to City Council
§15-05.070	Application for Approval of Accessory Structure
§15-05.070	Application for Approval Satellite Dish Antenna
§15-05.070	Application for Construction Trailer Permit
§15-05.070	Application for Design Review and Administrative Review
§15-05.070	Application for Election to Amend the General Plan
§15-05.070	Application for Fencing Enclosure Exception Approval Permit
§14-05.050	Application for Lot Line Adjustment
§14-05.050	Application for Merger of Parcels
§14-05.050	Application for Reversion To Acreage
§15-05.070	Application for Sign Permit
§15-05.070	Application for Sound Wall Permit
§15-05.070	Application for Storage Permit
§14-05.050	Application for Tentative Map Subdivision Approval
§15-05.070	Application for Tree Removal
§15-05.070	Application for Use Permit
§15-05.070	Application for Variance
§14-05.0550(b); §15-05.070	Arborist Review
§16-05.030	Building Permits
§4-05.130; §4-06.020-140	Business Licenses
§4-10.020(c)	Card Games Permit
§14-05.050	Certificate of Compliance
§00000000	City Attorney Hourly Billing Rate
§4-06.080	Commercial Photography
§00000000	Community Development Additional Fees
§00000000	Community Development Staff Hourly Billing Rate
§4-06.030	Contractors/Subcontractors
§00000000	Document Storage Fee
§16-05.030	Electrical Permits
§10-20.080(a)	Encroachments Permit
§16-05.030	Energy Calculation Review Fees
§14-05.050(a)(3); §15-05.070	Environmental Review
§4-06.050	Escort Services or Bureaus
§15-05.070	Extension of Approved Application
§4-10.010(c)	Fairs, Carnivals Permit
§16-10	False Alarm
§4.30.030(b); §4.30.060	Firearms Permit

---

# CITY OF SARATOGA FEE SCHEDULE

---

## ~ CODE REFERENCE ~

CODE SECTION	SUBJECT
§§7-05.200; §7-05.210	Garbage Disposal Charge
§15-05.070	General Plan Amendment
§15-05.070	General Plan Amendment Requiring Election
§00000000	General Plan Maintenance
§14-05.050(a)(5); §15-05.070	Geotechnical Review
§16-05.030	Grading Permit
§16-05.030	Grading Plan Check Fee
§4-06.060	Handbill Distribution
§16-05.030	Heating and Air Conditioning Permits
§13-25.010	Heritage Preservation
§4-06.070	Home Occupation
§14-05.050(a)(6)	Improvement Plan Check Fee
§14-05.050(a)(7)	Inspection Fee for Subdivision and Building Site Improvements
§00000000	Landscape Bond Acceptance Fee
§14-50.060 (c)(5)	Lot Line Adjustment Engineering Fee
§10-15.020(a)	Major Repairs or Capital Improvements by Utility Agencies
§14-05.050(a)(8)	Map Checking Fee
§4-55.050(c); §4-55.080(f)(1); §4-55.090(e)	Massage Establishments Permit
§15-05.070	Modification of Approved Application
§4-60.050(b)	Motion Picture Filming Permit
§00000000	Noise Exception Permit
§00000000	Notary Fee
§00000000	Noticing Fee
§16-05.030	Occupancy Inspections
§15-05.070	Off-Site Improvement Review
§9-45.040	Off-Street Vehicles
§16-05.030	Other Inspection Fees
§15-05.070	Other Special Reports or Studies
§11-10.020(c)	Park and Facility Rental
§14-05.050(a)(10)	Park Development Fee
§4-50.030(b); §4-50.060	Peddlers and Solicitors Permit
§10-15.020(a)	Pipes, Drains and Conduits Permit
§00000000	Plan Submittal orientation
§00000000	Planning Process orientation Class
§16-05.030	Plumbing Permits
§4-20.040(b); §4-20.050; §4-20.090	Private Patrols Permit
§4-06.130	Property Leasing, Residential
§00000000	Provide Property Profile
§4-15.040(b); §4-15.090(b)	Public Dances Permit
§00000000	Public Works Additional Fees
§4-65.060; §4-65.030(5)(b)	Recyclers Permit

---

# CITY OF SARATOGA FEE SCHEDULE

---

~ **CODE REFERENCE** ~

<b>CODE SECTION</b>	<b>SUBJECT</b>
§15-05.070	Request for Continuance
§00000000	Research Fee
§00000000	Return Check Fee
§10-15.020(a)	Routine O and M Work by Utility Agencies
§4-35.040(b); §4-35.070	Secondhand Dealers Permit
§00000000	Sign Retrieval Fee
§10-10.030(c)	Special Events Permit
§00000000	Staff Review Codes Questions/ Project Review
§4-40.030(b)	Taxicabs Permit
§14-05.050(b)	Traffic and Economic Studies
§00000000	Tree Appeal Arborist Review
§9-40.080(b)	Trucks Permit
§10-15.020(a)	Utility Service Connections Permit
§4-80.050(b)	Valet Parking Permit
§4-06.120	Vending Machines
§00000000	Williamson Act Contract Cancellation
§15-05.070	Zoning ordinance Amendment

*For detailed information on Municipal Code sections, log on to <http://www.bpcnet.com/codes/saratoga/>*