



CITY OF SARATOGA FEE SCHEDULE

**FISCAL YEAR
2016/17**

**CITY OF SARATOGA
FEE SCHEDULE**

Administrative Fees

Address Processing Fee	1
Animal Control Services	1
Appeals – Public Hearings.....	1
Council Candidate Fees	1
Copy/Duplication Fees.....	1
County Recording Service Fee	1
Credit Card Convenience Fee	2
Document Technology Fees	2
False Alarm Fees.....	2
Late Payment Fees	2
Notary Fee.....	2
Notification Services	2
Postage & Mailing	3
Publication Fees	3
Recreation Activity Guide Advertising	3
Replacement Check/Reissue Fee	4
Replacement Facility Key/Access Card Fee.....	4
Research Fees.....	4
Returned Check Fees	4
Staff Time Billing Rates	5

Business License Tax & Fees

Processing Fees	7
Penalty for Delinquent Payment	7
Business License Tax	
Contractor/Subcontractor	7
Jukebox	7
Theatrical Performance	7
Delivery Services	7
Vending Machines	7
Home Occupations.....	7
Handbill Distribution	7
Amusement Device.....	7
Commercial Photography	8
Property Leasing.....	8
Personal Escort Services or Bureaus.....	8
Non-Profit	8
All other Businesses.....	8

CITY OF SARATOGA
FEE SCHEDULE

Business and Code Regulation Permits

Card Games.....	9
Circuses & Carnivals (Fairs).....	9
Firearms	9
Massage Establishments	9
Motion Picture Filming.....	9
Noise Exception Permit	9
Peddlers & Solicitors Application Fee.....	9
Private Patrols	10
Recyclers.....	10
Restricted Street Usage Permit	10
Secondhand Dealers.....	10
Special Event Permit.....	10
Valet Parking	10

Code Enforcement

Abandoned Vehicle Fee.....	11
Administrative Citation Fee.....	11
Code Compliance Permits.....	11
Notice of Code Violation Fees.....	11
Sign Fees.....	11

Development Fees

Development Permits	
Construction Trailer Permit	12
Satellite Dish Antenna Permit.....	12
Storage Permit.....	12
Tree Removal Permits.....	12
Fallen or Dead Tree Removal Permit.....	12
Development Fees	
Appeals	12
Approved Application Extension	12
General Plan Update Fees.....	12
Landscape Bond Acceptance Fee	13
Off Site Improvement Review	13
Request for Continuance.....	13
Development Services	
Annexation.....	13

CITY OF SARATOGA
FEE SCHEDULE

Development Fees Continued

City Attorney Services	13
Development Staff Services.....	13
General Plan Amendment Services	13
Noticing Services	13
Occupancy Inspections	13
Technical Review and Notification Sign	13
Special Reports & Studies	14
Traffic & Economic Studies/Other Special Report	14
Williamson Act Contract Cancellation	14
Zoning Ordinance Amendment.....	14
Complex Project Fee.....	14
Pre-Development Application Services	
Planning Process Orientation Class	14
Plan Submittal Orientation.....	14
Property Profile	14
Development Application Reviews	
Refund Policy.....	15
Conditional Use Permit.....	15
Design Review	15
Environmental Review.....	15
Fence Enclosure	16
Fence Exception.....	16
Grading Exception Application	16
Heritage Preservation.....	16
Lot Adjustments.....	16
Modification of Approved Applications.....	16
Sign Application	16
Sound Wall Application	16
Temporary Use Application.....	17
Tentative Map Subdivision Application	17
Variance Fee Application	17
Arborist Services	
Arborist Consultant / Field Inspections	17
Arborist Review Fee	17
Tree Appeals	17
Tree Fines	17

CITY OF SARATOGA

FEE SCHEDULE

Development: Building Permit & Inspection Fees

Building & Inspection Permits	
Refund Policy.....	18
Valuation Modifier – Residential.....	19
Valuation Modifier – Commercial.....	19
Valuation Modifier – Other.....	19
Building Permits	20
Electrical Permits	20
Grading Permit.....	20
Landslide Repair Permit	21
Heating & Air Conditioning Permits	21
Plumbing Permits.....	21
Building & Inspection Services	
Energy Calculation Review	21
Other Inspection Fees	22
Building & Inspection Taxes	
State Building Standards Fee	23
State Strong-Motion Instrumentation Program.....	23
Construction Tax.....	23
Additional Fees	23

Development: Engineering Fees & Permits

Engineering Fees	
Certificate of Compliance.....	24
Engineering Design & Administrative Review	24
Geotechnical Review	24
Improvement Plan Check Fee.....	24
Inspection Fee for Subdivision & Building Site Improvements.....	24
Lot Line Adjustment Engineering Fees	24
Map Checking Fees.....	25
Park Development Fee.....	25
Tentative Subdivision Maps	25
Traffic Review Fees	25
Stormwater Design Review Fee.....	25
Engineering Permits	
Encroachment Permits	26
Additional Engineering Services Fees	26

CITY OF SARATOGA

FEE SCHEDULE

Equipment Rentals

Public Works Equipment	27
------------------------------	----

Facility & Park Rental Fees

Facility Rentals

Facility Rental Discounts and Refund Policy	28
Civic Theater	28
Joan Pisani Community Center	28
Saratoga Prospect Center	29
Recreation Portable	29
Warner Hutton House	29

Park Rentals

Park Rental Discounts	30
Azule Park	30
Beauchamps Park	30
Brookglen Park	30
Congress Springs Park	30
El Quito Park	30
Foothill Park	30
Heritage Orchard Park	31
Historical Park	31
Kevin Moran Park	31
Ravenswood Park	31
Wildwood Park	31

Other Rental Fees

Banner Fees	32
Community Garden Plot Rentals	32
Park Attendant Fee	32

Miscellaneous Fees

Electric Vehicle Station Usage Fees	32
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CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES ~ FY 2016/17

Address Processing Fee \$160

Animal Control Services

All fees related to animal control services are set and 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 Hearing

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.

Code Violation Appeal	\$400
Planning Commission Appeals	\$400
City Council Appeals	\$600

Council Candidate Fees

Candidate Filing Fees	\$25
Candidate Election/Statement Fee	Actual Cost as determined by SCC
<i>Deposit amount to be determined by SCC Clerk</i>	SCC

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

County Recording Service Fee \$150

Staff and attorney time required for review and processing of documents required to be recorded at County

CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES ~ FY 2016/17

- ❖ Other City Commission / Committee 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

Postage & Mailings

Actual Cost

Publication Fees (documents may be available on City Website)

	Actual Cost
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

Recreation Activity Guide Advertising Fees

Non-Glossy Black & White

Inside $\frac{1}{8}$ page (business card size)	\$250
Inside $\frac{1}{4}$ page, vertical 4 $\frac{1}{2}$ x 3 $\frac{5}{8}$ "	\$350
Inside $\frac{1}{2}$ page, horizontal 7 $\frac{1}{2}$ x 4 $\frac{1}{2}$ "	\$550
Inside $\frac{1}{2}$ page, vertical 9 $\frac{1}{2}$ x 3 $\frac{5}{8}$ "	\$550
Inside full page, 9 $\frac{1}{2}$ x 7 $\frac{1}{2}$ "	\$850

Glossy Full Color Advertising

Inside back cover $\frac{1}{3}$ page 7 $\frac{1}{2}$ x 3"	\$550
Inside back cover $\frac{2}{3}$ page 7 $\frac{1}{2}$ x 6 $\frac{1}{4}$ "	\$1,000
Inside back cover, full page 9 $\frac{1}{2}$ x 7 $\frac{1}{2}$ "	\$1,300

CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES ~ FY 2016/17

Replacement Check / Reissue Fee

First Check replacement	No charge
Subsequent requests	\$ 25

Replacement Facility Key/Access Card Fee

Lost by Non-employee	\$50
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Research Fee

Billed at Staff Hourly Billing
Rate

Returned Check Charge

(maximum per CA Civil Code Section 1719)

1 st insufficient funds check occurrence	\$25
Subsequent occurrences	\$35

Subpoena Summons Response

\$275 per day*

(AB 2727 effective, January 1, 2015)

Should the actual cost of salary compensation plus travel expenses exceed the \$275 per day threshold, the difference shall be due to the City by the requesting party. If the actual cost is less than the \$275 threshold then the City shall refund the difference.

Tobacco Retailer

New Application	\$100
Renewal	\$50

CITY OF SARATOGA FEE SCHEDULE

~ ADMINISTRATIVE FEES ~
FY 2016/17

STAFF BILLING TIME RATES

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

Classification Title	Billing Rate
Accountant II	\$ 98.24
Administrative Analyst II	\$ 98.24
Administrative Analyst I	\$ 92.97
Administrator, IT	\$ 99.79
Arborist, Senior	\$112.65
Building Inspector, Senior	\$112.65
Building Inspector	\$ 98.47
City Clerk	\$113.93
Coordinator, Facility	\$ 77.15
Coordinator, Recreation Programs	\$ 72.87
Department Director	\$167.66
Engineer, Sr. Civil	\$124.74
Engineer, Associate	\$ 98.16
Engineer, Plan Check	\$110.01
Exec Assistant to the City Manager / Dep City Clerk	\$ 83.55
Maintenance Lead Worker	\$ 86.64
Maintenance Worker III	\$ 79.49
Maintenance Worker II	\$ 72.84
Maintenance Worker I	\$ 67.80
Manager, Facility Maintenance	\$108.04
Manager, Finance	\$120.69
Manager, Human Resources	\$138.10
Manager, Public Works	\$110.37
Office Specialist III	\$ 75.57
Planner, Senior	\$112.52
Planner II	\$105.39
Supervisor, Recreation	\$ 92.86
Technician, Accounting	\$ 79.22
Technician, Human Resources	\$ 79.22

**CITY OF SARATOGA
FEE SCHEDULE**

**~ ADMINISTRATIVE FEES ~
FY 2016/17**

Technician, IT	\$ 79.22
Technician, Permit	\$ 79.32

CITY OF SARATOGA FEE SCHEDULE

~ BUSINESS LICENSE TAX AND FEES ~ FY 2016/17

BUSINESS LICENSE TAX – PROCESSING FEES

(Non-Refundable, Updated Annually Based on CPI Increases)

New Application	\$ 30
Renewal of Application	\$ 15
Address Change/Correction	\$ 10
Duplicate Certificate	\$ 10
Business License Listing	\$ 30

BUSINESS LICENSE TAX – 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

Contractor / Subcontractor \$ 45 plus 15% Building Fee Permit

Jukebox \$ 50 per jukebox

Theatrical Performance \$100 per year or \$10 / performance

Delivery Services \$100 per business

Vending Machines

Cost of .25¢ or less	\$ 25 per machine
Cost of .26¢ to \$1.00	\$ 45 per machine
Cost of .26¢ to \$2.00	\$ 55 per machine
Cost of .26¢ to \$3.00	\$ 65 per machine
Cost of .26¢ to over \$3.00	\$ 75 per machine

Home Occupation \$100 per occupation

Handbill Distribution \$ 25 per day

Amusement Device \$ 50 per device

CITY OF SARATOGA FEE SCHEDULE

~ BUSINESS LICENSE TAX AND FEES ~ FY 2016/17

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 1,000 square feet gross leasable space in excess of 5,000 square feet to a maximum of 72,000 square feet
Residential	\$100 plus \$5 per unit over 4 units, to a maximum of 40 units

Circuses & Carnivals (Fairs)

\$250 per day

Personal Escort Services or Bureaus

\$500 plus \$100 per employee

Non-Profit Business

Application processing fees

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 \$200

State Fee

Certified Access Specialist (CASp Fee) (per SB 1186, effective 1/1/2013- 12/31/2018)	\$1 per business license
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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 2016/17

BUSINESS REGULATION PERMITS

Card Games

Permit Application Fee	\$1,250
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Circuses & Carnivals (Fairs)

Permit Application Fees	\$100
Clean-up Deposit	\$500

Firearms

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

Massage Establishments

Permit Application Fee	\$750
Permit for Managing Employee	\$350
Permit for Massage Practitioner	\$350
Examination Fee	As set by the Examiner
Background Investigation/Fingerprinting	As set by the Sheriff
Notary Fee	\$ 10 per signature
Appeal Hearing – Denials	\$500
Appeal Hearing – Suspension/Revocations	\$1,500

Motion Picture Filming

Permit Application Fee	\$500
Clean-up Deposit*	At the discretion of the Community Events Official

Noise Exception Permit

Permit Application Fee	\$ 50
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Peddlers & Solicitors Application Fee

	New	Renewal
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

**CITY OF SARATOGA
FEE SCHEDULE**

~ **BUSINESS REGULATION PERMITS** ~
FY 2016/17

Private Patrol

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

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

Permit Application Fee	\$100
Clean-Up Deposit	\$250

Valet Parking

Permit Application Fee	\$300
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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**

~ **CODE ENFORCEMENT FEES** ~
FY 2016/17

Abandoned Vehicle Fee

Administrative Fee for Removal \$250

Administrative Citation Fee

First Violation \$100 per day
Second Violation \$200 per day for violation of the same ordinance or permit within one year from the date of first violation.
Subsequent Violations \$500 per day for each additional violation of the same ordinance or permit within one year from the date of first violation.

Administrative Citation Late Payment Penalty

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

Code Compliance Permits

Animal – Kennel Permit \$125
Animal – Horse Permit \$125
Noise Exception Permit \$ 50
Off-Street Vehicle Permit \$125
Special Event Permit \$100

Notice of Code Violation

Removal of Notice of Code Violation \$500

Sign Retrieval Fees (Per Calendar Year)

First Occurrence \$ 0
Second Occurrence \$20 per sign
Subsequent Occurrences \$40 per sign
Sign Abandonment Full cost of recovery and disposal of each sign

See Municipal Code Section 15-30.190 (d) for more information.

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT FEES ~ FY 2016/17

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://leginfo.legislature.ca.gov>

DEVELOPMENT PERMITS

Construction Trailer Permit	\$100
Satellite Dish Antenna Permit	\$100
Storage Permit	\$200
Tree Removal Permit	
Tree Removal Permit	\$125
After-the-Fact Tree Removal Permit	\$365
<i>(Tree Removal Permit + 2 hours staff time)</i>	

Fallen or Dead Tree Removal Permit

No fee shall be required for a permit to remove a fallen tree

Tree Removal permit fee shall be refunded to the applicant if City Arborist determines the tree to be dead.

DEVELOPMENT FEES

Appeals

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.

From Administrative Decision to Planning	\$400
Commission per City Code Section 15-90.010	
From Planning Commission to City Council per City	\$600
Code Section 15-90.020	

Application Extension Fee	\$2,500
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General Plan Update Fee	.285% of project valuation at the time the permit is issued.
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**CITY OF SARATOGA
FEE SCHEDULE**

~ DEVELOPMENT FEES ~
FY 2016/17

Landscape Bond Acceptance Fee \$500

Request for Continuance

First Request No Charge
Second and subsequent requests \$250

DEVELOPMENT SERVICES

Annexation

Annexation Request Actual Cost
\$5,000 deposit – staff time billed at Staff Billing Rate
plus LAFCO expenses
Waiver Request \$500

City Attorney Services

Billed at the hourly rate set per the City Attorney's
annual contract Actual Cost

General Plan Amendment Services

Application for election to amend the General Plan Actual Cost charged by consultant
plus 35% surcharge
General Plan Amendment Actual Cost
\$3,500 initial deposit – staff time billed at Staff
Billing Rate
General Plan Amendment Requiring Election Actual Cost
\$3,500 initial deposit – staff time billed at Staff
Billing Rate plus costs of election as determined by
the City Clerk

Noticing Services

Actual Cost charged by consultant
plus 35% surcharge

Occupancy Inspections

\$165

Technical Review

Technical Review Application \$500
Project Notification Sign \$ 20

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT FEES ~ FY 2016/17

Special Reports and Studies Actual Cost charged by consultant plus 35% surcharge

Traffic and Economic Studies/Other Special Reviews Actual Cost charged by consultant plus 35% surcharge

Williamson Act Contract Application or Contract Cancellation Actual Cost

\$5,000 initial deposit – staff time billed at Staff Billing Rate

Zoning Ordinance Amendment Actual Cost

\$3,500 initial deposit – staff time billed at Staff Billing Rate

Complex Project Fee

If the application processing cost of a project is determined to significantly exceed the established flat fee, the Community Development Director may convert project flat fees into an hourly rate in order to recover the City's actual cost.

PRE-DEVELOPMENT APPLICATION SERVICES

Planning Process Orientation Class \$500 per 1 hour class

Plan Submittal Orientation Actual Cost

Staff time billed at Staff Billing Rate

Property Profile \$100

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT FEES ~ FY 2016/17

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 an hourly Staff Billing 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.

Conditional Use Permit

Administrative Review	\$3,400
Planning Commission Review	\$4,400

Design Application Review

Administrative Review	\$3,400
Planning Commission Review	\$5,200

Environmental Application Review

Department of Fish & Game EIR Fee per AB 3158	Actual cost by the Dept. of Fish & Game plus a 35% surcharge
Department of Fish & Game Negative Declaration Fee	Actual cost by the Dept. of Fish & Game plus a 35% surcharge
Environmental Assessment Fee \$1,500 initial deposit – staff time billed at Staff Billing Rate	Actual Cost
Mitigated Negative Declaration Fee	Actual cost charged by consultant plus a 35% surcharge
Environmental Impact Report Administrative Fee Initial deposit required – as determined by CDD 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 2016/17

Fence Enclosure – Application & Permit

Planning Commission Review	\$1,800
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Fence Exception – Application & Permit

Planning Commission Review	\$1,800
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Grading Exception

Application & Permit	\$1,800
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Heritage Preservation Application & Reviews

Mills Act Application	Actual Cost
\$1,500 initial deposit – staff time billing rates	
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

** waive application costs associated with lot mergers, in an amount not to exceed \$5,000, for projects that provide a minimum of 20% deed restricted units affordable to low and very-low income households*

Application for Reversion to Acreage	\$1,500
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** Additional Engineering Fees are charged for City Engineer and Surveyor work in conjunction with Development Application Reviews*

Modification of Approved Application Review	\$2,500
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Sign – Application Review

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

Sound Wall Application Review	\$1,000
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**CITY OF SARATOGA
FEE SCHEDULE**

~ **DEVELOPMENT FEES** ~
FY 2016/17

Temporary Use Application Review

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

Tentative Map Subdivision – Application Review

Staff time charged at Staff Billing Rate, plus costs if applicable

Less Than 10 lots	(\$5,000 initial deposit)	Actual Cost
10 or more lots	(\$5,000 initial deposit plus \$150 for each lot over 10)	Actual Cost
Subdivision Final Map	(\$1,000 initial deposit)	Actual Cost

Variance – Application Review \$2,700

ARBORIST SERVICES

Arborist Consultant Services/Field Inspections Actual Cost

Staff time charged at Staff Billing Rate plus costs if applicable

Arborist Review Fee

Staff time charged at Staff Billing Rate

(Initial deposit of \$1,000) Actual Cost

Arborist Review - Tree Appeal \$250

Tree Fines – Illegal pruning encroachment, damage, or removal Per code section 15-50.170 – Fine amount to be determined by Arborist

ALL DEPOSITS ARE NON-INTEREST BEARING

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT: BUILDING PERMIT & INSPECTION FEES ~ FY 2016/17

BUILDING PERMITS & INSPECTION FEES

Refund Policy

Building Permits and Inspection Fees are charged as described in fees below. Any fee erroneously paid or collected will be refunded. If an applicant decides to cancel a project within 180 days of the Building Permit Fee payment, a refund of not more than 80% of the fee may be authorized provided that no work has been done under the issued permit. A refund of not more than 80% of the Plan Check Fee may be authorized provided that no plan check review has been completed. No refund of any fee shall be authorized without submittal of a written application by the original applicant within 180 days of fee payment.

Building Permit Fees *(Based on Total Valuation)*

A building valuation regional modifier of 2.7 shall be used in conjunction with the Building Valuation Data provided in the publication, Building Valuation Data, published by the International Code Council – October 2015. The Building Valuation Data will be increased by the February Engineering News Record (ENR) Annual Building Cost Index (BCI), indexed for San Francisco, every year thereafter.

**It should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of the Regional Cost modifiers is subject to the authority having jurisdiction.*

Valuation	Fee Amount
\$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 to and including \$50,000
\$50,001 to \$100,000	\$805 for the first \$50,000 plus \$9.80 each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001 to \$500,000	\$1,242 for the first \$100,000 plus \$7 each additional \$1,000 or fraction thereof to and including \$500,000

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT: BUILDING PERMIT & INSPECTION FEES ~ FY 2016/17

\$500,001 to \$1,000,000	\$4,042 for the first \$500,000 plus \$5.90 each additional \$1,000 or fraction thereof to and including \$1,00,000
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\$1,000,001 and up	\$7,010 for the first \$1,000,000 plus \$4.56 each additional \$1,000 or fraction thereof
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Plan Check Fee	65% of the building permit fee
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Residential Valuations

New Homes	\$ 304/square foot
New Garage/Addition to Garage	\$ 114/square foot
New Carports	\$ 46/square foot
Habitable Space Additions	\$ 310/square foot
Sports Courts	\$ 9/square foot
Swimming Pools and Spas	\$ 67/square foot
Cabanas (Enclosed)	\$ 296/square foot
Decks	\$ 46/square foot
Shade Structures/Arbors/Patio Covers	\$ 46/square foot
Non-Habitable Enclosures	
Barns, Greenhouses, Storage Buildings, Gazebos, etc.	\$ 46 per square foot

Remodels/Rebuilds

Santa Clara County Ordinance NS1100.113 may be used to determine rebuild status

More than 25% of interior walls removed, relocated, added in the area of remodel	\$ 183/square foot (60%)
Less than 25% of interior walls removed, relocated, added in the area of remodel	\$ 121/square foot (40%)
Complete rebuild on existing foundation	\$ 228/square foot (75%)
Structural	\$ 76/square foot (25%)

Commercial Valuations

Valuation shall be based on the latest Building Valuation Table with a 2.7 regional modifier.

Shell Buildings	80%
Remodels	40%
Reroof	\$7/square foot

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT: BUILDING PERMIT & INSPECTION FEES ~ FY 2016/17

Other Valuations

Photovoltaic

Residential (roof mount)

At current Permit Technician (1/2hr min) and Building Inspector (1hr min) billing rate not to exceed \$500 plus \$15 for each KW above 15KW (see page 5)

Residential (ground mount)

At current Permit Technician (1/2hr min), Planner II(1/2hr min) and Building Inspector (2hr min) billing rate (see page 5)

Commercial

0-8KW

\$ 675

9-48KW

\$ 903

49KW and above

\$ 2,214

Demolition

At current Permit Technician (1/2hr min) and Building Inspector (1hr min) billing rate. (see page 5)

Reroofs

Residential

At current Permit Technician (1/2hr min) and Building Inspector (2hr min) billing rate (see page 5)

Retaining Walls

Masonry/Concrete

\$ 157/lineal foot

Wood

\$ 83/lineal foot

Electrical Permits

Remodels, Residential

Without associated building permit

\$.10/square foot (min \$78)

Remodels, Commercial

Without associated building permit

\$.10/square foot (min\$78)

Misc Permits without Associated Building Permit

At current Permit Technician (1/2hr min) and Building Inspector (1hr min) billing rate (see page 5)

Plan Check Fee

25% of the building permit fee

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT: BUILDING PERMIT & INSPECTION FEES ~ FY 2016/17

Grading Permits

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 fractions thereof
Plan Check Fee	\$530

Landslide Repair Permit

At discretion of the Building Official

Heating and Air Conditioning Permits

Remodels, Residential	
Without associated building permit	\$.10/square foot (min \$78)
Remodels, Commercial	
Without associated building permit	\$.10/square foot (min \$78)
Miscellaneous permits w/o associated building permit	At current Permit Technician (1/2hr min) and Building Inspector (1hr min) billing rate (see page 5)
Plan Check Fee	25% of the building permit fee

Plumbing Permits

Water Heater Replacement	\$ 78
Remodels, Residential	
Without associated building permit	\$.10/square foot (min \$78)
Remodels, Commercial	
Without associated building permit	\$.10/square foot (min \$78)
Miscellaneous permits w/o associated building permit	At current Permit Technician (1/2hr min) Building Inspector (1hr mn) billing rate (see page 5)
Plan Check Fee	25% of the building permit fee

BUILDING & INSPECTION SERVICES

Energy Calculation Review

Addition to Residential Building	\$200
New Residential Structure	\$300 per unit

* Fee waived for all new deed restricted affordable units that meet CALGreen requirements

CITY OF SARATOGA FEE SCHEDULE

~ **DEVELOPMENT: BUILDING PERMIT & INSPECTION FEES** ~
FY 2016/17

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	At 1.5 times current Building Inspector billing rate (see page 5) – Minimum 2 hour
Re-Inspection Fees Assessed Under Section 305(h) of the Uniform Administrative Code	At current Building Inspector billing rate (see page 5)
Inspections or plan review for which no fee is specifically indicated	At current Building Inspector or Plan Examiner billing rate (see page 5) – Minimum 1 hour
Permit Extension – prior to expiration	At current Permit Technician (1/2hr min) billing rate (see page 5)
Permit to Final (only if all inspections except final have been completed)	At current Permit Technician (1/2hr min) and Building Inspector (2hr min) billing rate (see page 5)
Alternative Materials or Methods of Construction Request	At current Senior Inspector (2hr min) billing rate (see page 5)
Duplicate Permit Card	At current Permit Technician (1/2hr min) billing rate (see page 5)
Stockpiling Permit	\$300

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT: BUILDING PERMIT & INSPECTION FEES ~ FY 2016/17

BUILDING & INSPECTION FEES & TAX

State Fees

State Building Standards Fee (CSBC Fee) (per SB 1473, effective 1/1/2009)	Building Valuation x .00004 (Minimum of \$1)
Strong-Motion Instrumentation Program (SMIP Fee) (per SB 861, effective 1/1/2015)	
Commercial Structures	Building Valuation x .00028
Residential Structures (1-3 stories)	Building Valuation x .00013 (Minimum of .50¢)

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

~ DEVELOPMENT: ENGINEERING FEES ~ FY 2016/17

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

Inspection Fees

For Subdivisions & Building Site Improvements

Two times the Improvement Plan Check Fee

Lot Line Adjustment Engineering Fees

Administrative Fee	\$500 for first lot plus \$100 for each additional lot for engineering staff work, plus actual cost charged by the City's Surveyor, plus 25% surcharge
Deposit	\$2500 for first lot plus \$500 for each

**CITY OF SARATOGA
FEE SCHEDULE**

**~ DEVELOPMENT: ENGINEERING FEES ~
FY 2016/17**

	additional lot
Map Checking Fees <i>For Parcel Maps, Reversion to Acreage, Amended Maps</i>	
Administrative Fee	\$1,000 for first lot plus \$500 for each additional lot for engineering staff work, plus actual cost charged by the City's Surveyor, plus 25% surcharge
Deposit	\$2,500 for the first lot plus \$500 for each additional lot
Park Development Fee <i>*Council to consider waiving the park in-lieu fee for all new deed restricted units affordable to low and very-low income seniors</i>	\$20,775 (Formula = 2010 Census 2.77 per household * 5 acres/1,000 residents * \$1,500,000 per acre)
Tentative Subdivision Map	\$2,500 for the first lot and \$500 for each additional lot
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
Stormwater Design Review Fee	
Administrative Fee	\$500 City review fee, plus actual cost charged by an accredited Storm Water Reviewer plus 25% surcharge
Deposit	\$2,500 for standard projects, or greater amount for complex projects as determined by the Public Works Director

CITY OF SARATOGA FEE SCHEDULE

~ DEVELOPMENT: ENGINEERING FEES ~ FY 2016/17

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 map check, plan checking or inspection services by the City are required for 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**

**~ EQUIPMENT RENTAL FEES ~
FY 2016/17**

PUBLIC WORKS EQUIPMENT RENTALS

**Heavy Equipment, Vehicles, and
Construction Tools & Equipment Rentals**

Billed at the current State of California's
CalTrans rate schedule (*schedule located at*):
www.dot.ca.gov/hq/construc/equipmnt.html

Security Deposit

To be determined by Fleet Manager

ALL DEPOSITS ARE NON-INTEREST BEARING

CITY OF SARATOGA FEE SCHEDULE

~ FACILITY & PARK RENTAL FEES ~ FY 2016/17

FACILITY RENTALS

Facility Rental Discounts *(one discount allowed per rental)*

- Non-Profit Groups receive 50% discount
- Residents receive a 10% discount

Facility Rental Refund Policy

Rental Facility – includes room assigned tables and chairs

Security Deposits – paid at time of reservation and are refunded within one month after event.

- » If additional charges are incurred due to damage to the building or contents, overtime or maintenance costs, deductions will be made from the deposit and the balance refunded.
- » If deposit does not cover the charges, applicant will be responsible for additional fees.
- » If 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-third 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

Security Deposit	\$500	
Surcharge	\$2.50 per ticket	
Move In/Move Out/Rehearsal	\$15 per hour	Four (4) Hour minimum
Performances	\$75 per hour	Four (4) Hour minimum

Joan Pisani Community Center

Security Deposit – Multi-Purpose Room	\$ 500
Security Deposit – All others room rentals	\$ 300
Multi-Purpose Room w/Kitchen	\$175 per hour
Senior Center Room w/Kitchen	\$150 per hour
Patio Room	\$ 75 per hour
Arts & Crafts Room	\$ 75 per hour
Dance Studio	\$ 75 per hour
Garden Patio	\$ 75 per hour

CITY OF SARATOGA

FEE SCHEDULE

~ FACILITY & PARK RENTAL FEES ~
FY 2016/17

Conference Room	\$ 75 per hour
Sr. Center Fireside Room	\$ 75 per hour
Sr. Center Portable	\$ 75 per hour

Saratoga Prospect Center

Grace Building

Security Deposit	\$300
Large Room w/Kitchenette	\$150 per hour
Conference Room	\$ 75 per hour

Friendship Hall

Security Deposit	\$500
Large Room w/Kitchen	\$200 per hour

Recreation Portable

Security Deposit	\$300
Meeting Room	\$ 75 per hour

Warner Hutton House

Security Deposit	\$300
House & Garden	\$200 per hour

ALL DEPOSITS ARE NON-INTEREST BEARING

CITY OF SARATOGA FEE SCHEDULE

~ FACILITY & PARK RENTAL FEES ~
FY 2016/17

PARK RENTALS

Facility Rental Discounts *(one discount allowed per rental)*

Non-Profit Groups receive 50% discount

Residents receive a 10% discount

Azule Park

Picnic Area with Barbeque	\$ 15 per hour	
Horseshoe Pit	\$ 15 per hour	
Petanque Court	\$ 15 per hour	
Tennis Court	\$ 15 per hour	
Entire Park Rental	\$100 per hour	Three (3) Hour Min.

Bellgrove Park

n/a

Beauchamps Park

Tennis Court	\$ 15 per hour
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Brookglen Park

n/a

Congress Springs Park

Security Deposit	\$250
Picnic Area with Barbeque	\$ 15 per hour

El Quito Park

Security Deposit	\$250	
Picnic Area with Barbeque	\$ 15 per hour	
Softball Diamond	\$ 30 per hour	
Horseshoe Pit	\$ 15 per hour	
Sand Volleyball Pit	\$ 15 per hour	
Entire Park Rental	\$100 per hour	Three (3) Hour Min.

Foothill Park

n/a

Gardiner Park

Picnic Area with Barbeque	\$15 per hour
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CITY OF SARATOGA FEE SCHEDULE

~ FACILITY & PARK RENTAL FEES ~ FY 2016/17

Heritage Orchard	n/a		
Historical Park	n/a		
Kevin Moran Park			
Security Deposit	\$250		
Picnic Area with Barbeque	\$ 15 per hour		
Tennis Court	\$ 15 per hour		
Bocce Court	\$ 15 per hour		
Entire Park Rental	\$100 per hour	Three (3) Hour Min	

Ravenswood Park n/a

Wildwood Park			
Security Deposit	\$250		
Picnic Area with Barbeque	\$ 15 per hour		
Stage	\$ 30 per hour		
Horseshoe Pit	\$ 15 per hour		
Sand Volleyball Court	\$ 15 per hour		
Entire Park Rental	\$100 per hour	Three (3) Hour Min	

Sports Fields*	<i>Resident</i>	<i>Non-Resident</i>	<i>Non-profit</i>
Soccer	\$38 per hour	\$59 per hour	\$25 per hour
Baseball	\$33 per hour	\$52 per hour	\$20 per hour

*Rates do not apply to sports leagues or other organizations that have a separate contract with the City

CITY OF SARATOGA FEE SCHEDULE

~ FACILITY & PARK RENTAL FEES ~ FY 2016/17

OTHER RENTAL FEES

Banner Fees	<u>Non Profit Rentals</u>	<u>Security Deposit</u>
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Village Vertical Banners	\$200 for 2 weeks	\$500
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Saratoga – Prospect Center	\$300 per week	\$ -
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Traffic Medians	\$30 for 2 weeks	\$ -
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Banners restricted to non-profit groups advertising events, with priority to local Saratoga organizations

Community Garden Plot Rental

		<u>Seniors 55 and over</u>
Annual Plot Rental	\$ 85 per year	\$ 60 per year
Annual Water Fees	\$175 per year	\$175 per year

Park Attendant Fee

\$200 flat fee

ELECTRIC VEHICLE CHARGING STATION FEES

EV Charging Fee

Regular Station	\$ 1. 00 per one hour usage
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CITY OF SARATOGA FEE SCHEDULE

~ CODE REFERENCE ~

CODE SECTION	SUBJECT
§9-55.060	Abandoned Vehicles
§3-30.070	Administrative Citation Civil Fines, Late Charges
§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
§00000000	Card Games Permit
§14-05.050	Certificate of Compliance
§4-10.010(c)	Circuses, Carnivals Permit
§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 Technology 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
§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
§00000000	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 ~

CODE SECTION	SUBJECT
§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
§15-30.190(d)	Sign Retrieval Fee
§10-10.030(c)	Special Events Permit
§00000000	Staff Review Codes Questions/ Project Review
§00000000	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/>

