

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

RESOLUTION NO. 2015-_____

**A RESOLUTION AMENDING THE SERVICE FEES BY COMMUNITY DEVELOPMENT
SERVICES CHARGED FOR BUILDING AND LAND USE SERVICES**

- WHEREAS,** Kittitas County Code 14.04.060 and 17.92.030 authorizes the County to review fees charged for services provided including land use and building permits; and
- WHEREAS,** On June 21, 2011, the Board of County Commissioners Passed Resolution 2011-057 which modified permit, land use application, and publication fees collected by Community Development Services, Fire Marshal, and Public Works Department, and found that such funds would provide a full cost recovery for review of permits, land use applications, and publication fees; and
- WHEREAS,** In the fall of 2011 the County was notified by the State Auditor's Office of a potential concern regarding the use and accounting of building and land use permit fees noting that the County should "show evidence that the fees collected from permits are only used" for purchased services; and
- WHEREAS,** The Central Washington Home Builders Association requested information to determine that the County was collecting only fees necessary to support the services to process building and land use permits; and
- WHEREAS,** The BOCC in 2012 established a staff task group to make recommendations to the Board and ordered a staff study be conducted to review activities necessary to complete building and land use permits within CDS; and
- WHEREAS,** The staff task force found that the existing fee structure may not accurately assure that existing fees provided adequate revenue to provide permit processing, and thereby recommended that an enterprise fund be established for CDS, and recommended that CDS track and monitor revenues and expenditures separate from the General fund on a per task basis to determine costs needed to conduct permitting services; and
- WHEREAS,** As a result of such recommendation in 2012, the Board of County Commissioners established an enterprise system for the CDS permit processing activities, and began to monitor time expended on permit processing service activities; and

- WHEREAS,** The Board of County Commissioners in 2014, through a competitive bidding process interviewed consultants experienced in determining the cost of providing public service by a public agency; and
- WHEREAS,** The County contracted services of FCS Group to determine adequate fees to cover the cost of services provided to process a land use or building permit; and
- WHEREAS,** The consultant monitored activities of personnel when processing the permits and made a determination of the actual cost for providing the service to process land use and building permits; and
- WHEREAS,** The consultant presented these determinations of the cost to provide land use and building permitting services to the Board of County Commissioners at a public meeting; and
- WHEREAS,** A fee model for new construction was developed and designed to determine a construction fee which could be adjusted based upon the amount of new construction activity occurring in a single year; and
- WHEREAS,** The Board of County Commissioners on October 20, 2015 set a date for public hearing to hear comments and consider potential CDS fee changes; and
- WHEREAS,** Public notice for such a hearing was provided the public in the Daily Record on October 22, 2015 and October 29, 2015, and in the Northern Kittitas County Tribune on October 29, 2015; and
- WHEREAS,** Public Hearing was held before the Board of County Commissioners on November 3, 2015 to consider the change in fees to process permits by Community Development Services, and comments were received and considered; and
- WHEREAS,** Fees were recommended by CDS staff to the Board of County Commissioners at this hearing based upon the monitoring of staff activities in the processing of permits, and the consultant's determination of a full cost to provide these building and land use services; and
- WHEREAS,** It was recommended by the staff at this hearing that these fees be re-examined on an annual basis using the model that has been established, and described in Attachment A.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the attached Exhibit A reflect the new fees for processing and issuing land use and building permits by the Community Development Services in Kittitas County effective on January 1, 2016; and

BE IT FURTHER RESOLVED AND HEREBY ORDERED, that service monitoring conducted in 2015 be continued, and that fees charged by CDS for land use and building permit services be re-evaluated annually based upon such monitoring for consideration in adjustment by the Board of County Commissioners for each fiscal year.

ADOPTED this 17th day of November, 2015

**BOARD OF COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON**

Gary Berndt, Chairman

Obie O'Brien, Vice-Chairman

Paul Jewell, Commissioner

ATTEST
CLERK OF THE BOARD

APPROVED AS TO FORM:

Julie A. Kjorsvik

Neil Caulkins,
Deputy Prosecuting Attorney

Attachment A

2015 Land Use and Building Fees Community Development Services

2015 Fees for Building Fixtures	2015 Fee
[Bldg] Permit Issuance Fee	\$ 95.00
[Bldg] OneTime Application / Permit Extension Fee	\$ 50.00
[Bldg] Misc - Foundation Only Permits	\$ 540.00
[Bldg] Misc - Fences over 7-foot high	\$ 360.00
[Bldg] Misc - Woodstove/Fireplace/Free Standing Stove	\$ 200.00
[Bldg] Misc - Modular Buildings (per sq. ft.) (Based on 2300 sq ft)	\$ 850.00
[Bldg] Misc - Manufactured Homes (per sq. ft.) (Based on 1800 sq ft)	\$ 500.00
[Bldg] Misc - Demolition	\$ 200.00
[Bldg] Misc - Move Structure (per sq. ft.) (Based on 1800 sq ft)	\$ 640.00
[Mech/Plum] Furnaces - Forced-air, gravity-type furnace or burner up to and including 100,000 Btu/h	\$ 200.00
[Mech/Plum] Furnaces - Forced-air, gravity-type furnace or burner over 100,000 Btu/h	\$ 200.00
[Mech/Plum] Furnaces - Floor furnace	\$ 200.00
[Mech/Plum] Furnaces - Suspended heater, recessed wall heater or floor-mounted unit heater	\$ 200.00
[Mech/Plum] Appliance Vents	\$ 25.00
[Mech/Plum] Plenum Repairs or Additions	\$ 200.00
[Mech/Plum] Boiler or compressor to and including 3hp or each absorption system to and including 100,000 Btu/h	\$ 50.00
[Mech/Plum] Boiler or compressor over 3hp to and including 15hp or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$ 100.00
[Mech/Plum] Boiler or compressor over 15hp to and including 30hp or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	\$ 150.00
[Mech/Plum] Boiler or compressor over 30hp to and including 50hp or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$ 200.00
[Mech/Plum] Boiler or compressor over 50hp or each absorption system over 1,750,000 Btu/h	\$ 200.00
[Mech/Plum] Air handling unit up to and including 10,000 cfm	\$ 100.00
[Mech/Plum] Air handling unit over 10,000 cfm	\$ 150.00
[Mech/Plum] Evaporative Cooler or Air Conditioning Unit - For each evaporative cooler or AC unit other than portable type	\$ 52.00
[Mech/Plum] Ventilation fan connected to a single duct (each)	\$ 25.00

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Fees Charged for CDS Services

[Mech/Plum] Ventilation system which is not a portion of any heating or air-conditioning system	\$ 50.00
[Mech/Plum] Hood which is served by mechanical exhaust, including the ducts for such hood	\$ 300.00
[Mech/Plum] Incinerators - Domestic-type	\$ 200.00
[Mech/Plum] Incinerators - Commercial or Industrial-type	\$ 300.00
[Mech/Plum] Misc - For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$ 50.00
[Mech/Plum] Misc - Each plumbing fixture on one trap or a set of fixtures on one trap	\$ 50.00
[Mech/Plum] Misc - Each Hot Water Heater-Electric	\$ 50.00
[Mech/Plum] Misc - Each Hot Water Heater-Gas	\$ 100.00
[Mech/Plum] Misc - Orifice change outs (each)	\$ 100.00
[Mech/Plum] Misc - Gas Piping System of one to five outlets	\$ 100.00
[Mech/Plum] Misc - Additional gas piping system outlet (each)	\$ 50.00
*Agricultural Building	\$ 600.00
Re-roofing	\$ 200.00
*In ground Pool/Spas & Hot Tub Permit	\$ 520.00
*Above ground Pool/Spas & Hot Tub Permit	\$ 90.00
*Residential Solar Panel Building Permit per roof face or rack.	\$ 250.00
*Commercial Solar Panel Building Permit per roof face or rack system.	\$ 350.00
*Residential Wind Turbine	\$ 250.00
*Commercial Wind Turbine	\$ 350.00
*For any permit fee which is not listed above fees may be determined by an hourly basis of \$86 per hour review and inspection, by square foot valuation or by bid amount, determined by Community Development Services.	
*Fees for printing shall be by fee recovery schedule set by CDS.	

2015 Fees for Planning Services	2015 Fee
Pre Application or Pre Submission (Per Meeting)	\$ 500.00
Accessory Dwelling Unit	\$ 1,360.00
Binding Site Plan	\$ 1,960.00
Boundary Line Adjustment	\$ 730.00
Comp. Plan Amendment (Text)	\$ 3,650.00
Comp. Plan Amendment (Map)	\$ 3,650.00
Large Lot	\$ 2,320.00
Parcel Combination	\$ 540.00
Cluster Plat - 5 or more lots	\$ 4,900.00
Cluster Plat - 4 or less lots	\$ 2,320.00
Plat Extension	\$ 530.00
Short Plat	\$ 2,320.00
Preliminary Plat	\$ 4,900.00
Final Plat	\$ 950.00
Short Plat Amendment	\$ 2,320.00
Plat Amendment	\$ 4,900.00
Public Benefit Rating System Application	\$ 2,300.00
Public Facilities	\$ 2,100.00
Planned Unit Development	\$ 4,980.00
Rezone	\$ 4,980.00
SEPA	\$ 600.00
SEPA Optional	\$ 600.00
Shoreline Setback Variance	\$ 4,020.00
Shoreline Substantial Development	\$ 2,165.00
Shoreline Conditional Use	\$ 4,020.00
Shoreline Exemption	\$ 830.00
Sign	\$ 150.00
Small Wind Energy	Bldg. Fee
Transfer of Development Rights	\$ 200.00
Wind Farm Siting	Dev. Agreement
Zoning Variance	\$ 1,800.00
Administrative Conditional Use Permit	\$ 3,600.00
Administrative Conditional Use Permit Amendment	\$ 2,800.00
Administrative Determination	\$ 750.00
Appeal	\$ 780.00
Conditional Use Permit	\$ 4,590.00
Conditional Use Permit Amendment	\$ 4,590.00
Development Agreement	\$ 780.00

Title Elimination	\$ 105.00
Preliminary Site Analysis	\$ 130.00

Fees for New Construction

Permit fees for new construction shall be established by International Code Council recommended formula published in the most current Building Safety Journal:

- Projected gross construction valuation for the coming year when divided into the projected budget for the coming year creates a multiplier.
- The multiplier is then used against the square foot cost of the construction project estimated by using the most current August issue of the Building Safety Journal Building Valuation Data sheet published by the International Code Council.
- This produces a permit fee adequate to process the building permit. This cost includes all plumbing and mechanical associated with new construction.
- A 5% technology and equipment surcharge shall be added to permit fees to cover the cost of repair and replacement of vehicles and equipment needed to service the building permits.

Example:

A multiplier used to determine the amount of fees necessary to process a proposed building permit is first calculated at the beginning of the year by dividing the annual anticipated Building Section budget by the construction valuation for the year in a jurisdiction. For example, when the annual construction valuation within the County is \$80,000,000.00, and the anticipated building division budget is \$1,000,000, the annual construction valuation is divided into the anticipated \$1,000,000.00 budget, equaling a multiplier of 0.0125. This multiplier will be by the beginning of each calendar year based upon the previous year's building valuation and the anticipated building division budget.

Continuing the example, if someone proposes a \$250,000.00 construction project, it is multiplied by the established multiplier for the year (0.0125 in the example above), equaling a basic building permit cost of \$3125. A 5% surcharge is placed upon the fee resulting in a permit fee of \$3281.25.

The model as adopted illustrating the conditions that existed in 2014 is shown on the following page. It shows the average square foot valuation of a type of structure as of September of 2014. The number of permits by the type of structure is shown to obtain a total valuation. Total expenses expected are shown in one cell and the "Target Building Revenue Requirement" after calculating "Non-Valuation Revenues" or additional fees that may have been charged for activity

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Fees Charged for CDS Services

not considered new construction. The resulting “target” figure is divided by the Total Valuation calculated, creating the multiplier, in this example, of .014. To further the example, this multiplier is used to obtain the building permit fee for a structure calculated with a living area, a garage, and covered deck requiring a permit based upon the valuation of each of these type of structures. This table is provided as an example to demonstrate the model developed and adopted, and is not intended to indicate the multiplier that will exist in determining building permit fees for a new construction applied for in 2016 or in future years.

[illegible]