

A Resolution Adopting a New Fee Schedule for the Planning & Development Services Department

Whereas RCW Chapter 19.27 requires Skagit County to administer and enforce building codes in the unincorporated areas within its boundaries; and

Whereas RCW 36.18 and RCW 36.32.120 provide that the Board of County Commissioners shall determine the fees for licenses, permits, programs, and services provided by the County; and

Whereas the Planning and Development Services Department assesses fees for various land use and building permit applications and approvals; and

Whereas the Department's fee schedule was most recently adopted August 13, 2019, by resolution R20190142; and

Whereas the Department does not currently have fees that cover the effort necessary to review development permits associated with mitigation projects for water, review finished accessory buildings, and record lot certifications; and

Whereas it is advisable and necessary to revise fees to more closely reflect the actual cost of permits thereby reducing the Department's reliance on General Fund money to subsidize the cost of providing certain services and assist the County with recovery from the COVID-19 pandemic;

Whereas it is advisable to establish fees for water mitigation projects that accurately reflect the cost of the service provided; and

Whereas on August 6, 2020 Skagit County published a notice of the proposed fee schedule and a public hearing; and

Whereas, on August 25, 2020 the Board of County Commissioners held a public hearing on the proposed fee schedule and accepted public comments through August 28, 2020; and

Whereas the Board of County Commissioners deliberated on the proposed fee schedule and the public comments;

Now Therefore, Be It Resolved by the Board of County Commissioners that:

The fee schedule for the Planning and Development Services Department (Attachment A) is adopted effective September 14, 2020, and replaces any previous fee schedule for the Department.

Witness Our Hands and the Official Seal of Our Office this 14 day of September, 2020.



Board of County Commissioners
Skagit County, Washington

ATTEST: Dinda Hanmer
Clerk of the Board

Ron Wesen
Ron Wesen, Chair

Kenneth A. Dahlstedt
Kenneth A. Dahlstedt, Commissioner

RECOMMENDED:
Hal Hart
Hal Hart, Director
Planning and Development Services

Lisa Janicki
Lisa Janicki, Commissioner

APPROVED AS TO FORM:
[Signature]
Civil Deputy Prosecuting Attorney



Planning & Development Services

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Attachment A Fee Schedule

Effective September 14, 2020

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General Provisions

Miscellaneous Fees

Hourly rate	\$ 129.60 ¹²⁰ /hour
Use of outside consultants	consultant fee + County hourly rate
Copies	\$ 0.16 ¹⁵ per side per letter-size copy
Postage	at cost; 50 mailed notices included in each Planning fee
Recordings (with Auditor)	at cost

Publications

In addition to any other fees, publication fees (\$140 per occurrence, or actual cost, whichever is higher) will be charged each time a public notice in the newspaper is required. The Publications column indicates how many publication fees will be initially assessed for each application type.

Appeals

Item	Base Fee	Publication Fees
Appeal of Code Enforcement Order to Hearing Examiner	\$ 265 ²⁵⁰	2
Appeal to Hearing Examiner (all other matters)	\$ 1,080 ¹⁰⁰⁰	2
Reconsideration of Hearing Examiner Decision	\$ 194.40 ¹⁸⁰	1
Appeal to Board of County Commissioners	\$ 540.00 ⁵⁰⁰	1

Additional Fees for Code Enforcement

In addition to any other fees, the Department may assess civil or criminal penalties as daily fines as described in SCC Chapter 14.44 and RCW 90.58.210.

Building violations	100% of the resulting building permit fee
Planning violations	100% of the resulting planning fee
Critical areas violations	200% of the resulting critical areas fee
Shoreline violations	100% of the resulting planning fee

Refunds

The Department may refund up to:

- 80% of the plan review fee paid when an application for a permit is withdrawn or canceled before the department reviews the plans.
- 80% of the permit fee paid if construction on the permitted work has not started.
- Any fee which was erroneously paid or collected.
- 80% of a Comprehensive Plan Amendment application fee if the applicant withdraws the application before docketing, or the Board of County Commissioners does not docket the application.

Building Permits

Each building permit includes a Plan Review Fee (charged at time of application) and a Permit Fee (charged when the permit is issued). Both fees are based on project valuation.

New Construction Valuation

All new structures not specified below	Based on the most recent edition of the table "Square Foot Construction Costs" from the International Code Council's published Building Valuation Data
Fences	\$ 32.4030 /linear ft
Bulkheads and retaining walls	\$ 108100 /linear ft
Foundations	\$ 108100 /linear ft
Decks	\$ 13.8812.85 /sq ft
Unfinished Wood post frame buildings ≤ 2,000 sq ft	\$ 23.7622 /sq ft
Unfinished Wood post frame buildings > 2,000 sq ft	\$ 14.0413 /sq ft
Finished accessory buildings	\$ 78.64 /sq ft
Prefabricated metal carport/storage ≤ 1,000 sq ft	\$ 8.488 /sq ft

Water storage tanks	Documented bid price or the following, whichever is higher: \$0.810.75 /gallon up to 100,000 gallons; \$0.540.50 /gallon between 100,000 and 1,000,000 gallons; \$0.320.30 /gallon over 1,000,000 gallons
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Remodel Valuation

Valuation of structures being remodeled is based on the value calculated per the table above, multiplied by the percentage that corresponds to the extent of alteration in the table below. The extent of alteration includes one or more of the listed items. The floor area will be calculated based on the entire area of the rooms where the alterations are proposed. If a project has areas for which it is reasonable to distinguish as being of different categories, it is appropriate to calculate the areas separately to develop the valuation.

Extent of Alteration	% of Building Valuation	Definition
Minor	25%	<ul style="list-style-type: none"> • Addition, removal or repair of some walls or partitions • Minor mechanical, electrical or plumbing work, such as residential remodeling of bathrooms or kitchens • Some refinishing of existing walls, ceilings and floors • Replacement of some windows • Replacement of ceiling grid system
Major	50%	<ul style="list-style-type: none"> • Addition or removal of many walls • Extensive mechanical, electrical or plumbing work • Significant refinishing of walls, ceilings and floors • Replacement of many windows • Limited structural modification and addition
Full	75%	<ul style="list-style-type: none"> • Demolition of all non-structural portions leaving a structural shell • Installation of new or substantial replacement of mechanical, electrical or plumbing • Significant structural upgrading • Extensive structural repair.

Permit Fees Based on Valuation

Building permit fees for new or modified building area are calculated using the following table.

Total Valuation	Fee
\$1 to \$500	\$ <u>25.9224</u>
\$501 to \$2,000	\$ <u>25.9224</u> for the first \$500, plus \$3 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001 to \$40,000	\$ <u>74.5269</u> for the first \$2000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000.
\$40,001 to \$100,000	\$ <u>525.96487</u> for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$ <u>1,109.161,027</u> for the first \$100,000 plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$ <u>4,133.163,827</u> for the first \$500,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 to \$5,000,000	\$ <u>6,833.166,327</u> for the first \$1,000,000 or fraction thereof plus \$3 for each additional \$1,000 or fraction thereof.
\$5,000,001 and over	\$ <u>19,793.1618,327</u> for the first \$5,000,000 or fraction thereof plus \$1 for each additional \$1,000 or fraction thereof.

Manufactured Home Permit Fees

Manufactured homes	\$ <u>567525</u>
Modular homes	\$ <u>567525</u> plus foundation or basement permit
Title elimination	\$ <u>129.60120</u>

Grading Permits

Permit fees are as determined by this table, plus the plan review fee.

From (in cubic yards)	To (in cubic yards)	Base Fee	Additional Fee	Cubic yard increment for additional fee
1	50	\$ <u>25.6824</u>	0	0
51	100	\$ <u>39.5937</u>	0	0
101	1000	\$ <u>39.5937</u>	17.50	100
1001	10,000	\$ <u>208.65195</u>	14.50	1000
10,001	100,000	\$ <u>347.75325</u>	66	10,000
100,001	999,999,999	\$ <u>983.33919</u>	36.50	10,000

Other Fees

Plan review	65% of building or grading permit fee
Plan review of stock plans (for use on multiple lots)	100% of the plan review fee for the first plan set; 50% of the plan review fee for subsequent plan sets
Stormwater review (of building/grading permit applications)	\$0.08 per sq ft of new or replaced hard surface
Stormwater review of subdivisions	\$159 150 per lot
Flood Area Development Permit requiring an elevation certificate	\$108 100
Flood Area Development Permit without elevation certificate—Exempt	\$54 50
Inspections outside of normal business hours	\$129.60 120/hour (2 hour minimum)
Reinspection fees	\$129.60 120/hour (1/2 hour minimum)
Plan review or inspection required by changes, additions, or revisions to plans	\$129.60 120/hour (1/2 hour minimum)
Final inspection of expired non-commercial projects less than three years old	\$81 75
Demolition Permit	\$27 25
Mechanical Permits	\$54 50 base fee + \$10 per fixture
Plumbing Permit	\$54 50 base fee + \$10 per fixture
State Building Code Council Surcharge ¹	\$4.50 + \$2 for each additional residential unit
Building Permit Extension (up to 6 month extension of unexpired permit, allowed one time) ²	Free
Building Permit Renewal (up to 3 year renewal of unexpired permit or within 6 months of expiration, allowed one time) ³	30% of the cost of the previously assessed building permit fee

Fire Marshal

Building permit plan review

Basic site and access review	\$100.70 95
Certificate of occupancy inspection	\$100.70 95

¹ Required by RCW 19.27.085.

² SCC 15.04.030, amending IBC/IRC Section 105.5, Expiration.

³ SCC 15.04.030, amending IBC/IRC Section 105.5, Expiration. New permit will be required where expiration is more than six months.

Fire protection sprinkler systems

Type	Number of heads	Fee
Commercial NFPA 13 and 13 R systems The stated fees will be assessed on the first three inspections per system. Additional inspections will be assessed \$110 per inspection per system.	<25	\$ 139.10 130
	25-100	\$ 208.65 195
	101-1000	\$ 347.75 325
Residential 13d system The stated fees will be assessed on the first three inspections per system. Additional inspections will be assessed \$110 per inspection per system.	<25	\$ 139.10 130
	25-100	\$ 208.65 195
	101-400	\$ 278.20 260
Underground supply main/sprinkler or private hydrants (permitted separately)		\$ 139.10 130
Building emergency radio coverage system		\$ 139.10 130
Kitchen Hoods/Spray Booths The stated fees will be assessed on the first inspection. Additional inspections will be assessed \$110 per inspection.		\$ 100.70 95
Smoke control systems		\$ 347.75 325 + third party costs
Alternative/Clean agent suppression systems The stated fees will be assessed on the first inspection. Additional inspections will be assessed \$110 per inspection.		\$ 208.65 195
Review of revised plans		\$ 129.60 120 /hour (1/2 hour minimum)

Fire alarm and detection

Additional inspections are billed at \$~~69.55~~~~65~~ per hour with a minimum of 1.5 hours. Inspections outside of normal business hours are billed at \$~~139.10~~~~130~~ per hour with a 2-hour minimum.

Number of devices	Fee
< 25	\$ 169.60 160
25-100	\$ 238.50 225
101-1000	\$ 318 300
Transmitter replacement only	\$ 69.55 65
Panel replacement only	\$ 69.55 65

Special permits (fees apply to the first inspection only)

Burn permit—residential	\$ 37.45 ³⁵
Burn permit—large (commercial or land clearing)	\$ 139.10 ¹³⁰
Fireworks stand ⁴	\$100
Fireworks display event	\$ 174.90 ¹⁶⁵
Fuel Tank Installation—Residential	\$65
Fuel Tank Installation—Commercial	\$130
Fuel Tank Removal/Decommissioning Permit Residential	\$65
Fuel Tank Removal/Decommissioning Permit Commercial	\$130
Gates--Residential	\$65
Gates—Commercial	\$130
Special Events	\$130
Fire Code permits not otherwise classified	\$130
Additional Inspections	\$110

Planning & Land Division

Planning and land division fees are based on the Department’s hourly rate. When staff time multiplied by the hourly rate exceeds the base fee, the Department may invoice additional review fees at the hourly rate.

The planning fees listed below do not include SEPA review fees, when applicable.

Each application will also require upfront payment for the number of publications listed in the table. The Department will invoice additional publications if needed.

Planning Fees

Item	Base Fee	Publication Fees
Administrative Decision	\$ 907.20 ⁸⁴⁰	2
Administrative Interpretation	\$ 907.20 ⁸⁴⁰	2
Boundary Line Adjustment	\$ 324 ³⁰⁰	0
Comprehensive Plan Amendment—Site-Specific Policy or Map Amendment or Rezone ⁵	\$ 5,443.20 ^{5,040}	0
Comprehensive Plan Amendment—General Policy Amendment	\$0	0
Critical Areas Review	\$ 324 ³⁰⁰	0
Critical Areas Review for Land Divisions	\$ 777.60 ⁷²⁰	0

⁴ (limited to \$100 per selling season by RCW 70.77.555)

⁵ A site-specific proposal is one that applies to a specific number of parcels which are in readily identifiable ownership or is in conjunction with an identifiable development proposal.

Item	Base Fee	Publication Fees
Development Agreement	\$5,443,205,040	0
Forest Practice Conversion	\$1,2961,200	2
Forest Practices Conversion Option Harvest Plan	\$1,2961,200	0
Forest Practice Moratorium Waiver—Administrative (Residential Use)	\$1,9441,800	1
Forest Practice Moratorium Waiver—Hearing Examiner	\$1,9441,800	2
Joint Aquatic Resource Permit Application (JARPA) Review	\$0	0
Land Use Review of Public Water System	\$ 270250 + direct consultant costs if required	
Lot Certification—Administrative	\$64,8060	0
Lot Certification—Reasonable Use Exception	\$324300	2
Lot Certification – Recording Fee Only	Auditor's fee (at cost)	
Lot Certification—Standard	\$324300	0
Modification of Land Use Approval	\$129.60120 /hour	0
Pre-Application Meeting	\$518.40480*	0
Pre-Development Meeting	\$0	0
Shoreline Substantial Development Permit	\$4,406.404,080	4
Shoreline Variance/Conditional Use Permit/Map Amendment	\$4,406.404,080	4
Shoreline Letter of Exemption with Site Visit	\$518.40480	0
Shoreline Letter of Exemption without Site Visit	\$259240	0
Special Use Permit—Administrative	\$2,721.602,520	2
Special Use Permit—Temporary Manufactured Home	\$648600	2
Special Use Permit—Hearing Examiner	\$3,2403,000	3
Variance—Administrative	\$1,9441,800	2
Variance—Hearing Examiner	\$4,406.404,080	3
Variance—Board of County Commissioners	\$4,406.404,080	2
Wireless Services Eligible Facilities Determination ⁶	\$127.20120	0

* No hourly rate charged. Full credit will be applied to any complete project application submitted within six months of the meeting.

⁶ For modification of existing wireless tower per Section 6409 (Wireless Facilities Deployment) of the Middle Class Tax Relief and Job Creation Act of 2012.

Land Divisions

Item	Base Fee	Publication Fees
Binding Site Plan (1-4 lots)	\$8,164.807,560	0
Binding Site Plan (5-8 lots)	\$8,164.807,560	2
Binding Site Plan (9-50 lots)	\$8,164.807,560	3
Binding Site Plan (more than 50 lots)	\$8,164.807,560	3
Urban Reserve Development Permit (1-4 lots)	\$5,443.205,040	0
Urban Reserve Development Permit (5-8 lots)	\$9,201.608,520	2
Urban Reserve Development Permit (9 or more lots)	\$9,201.608,520	3
Final Plat Alteration	\$636600	0
Final Plat Approval	\$254.40240 per lot	2
Final Plat Approval for Binding Site Plans	\$254.40240 per acre	
Short CaRD (4 or fewer lots)	\$3,1803,000	
Short Subdivision (4 or fewer lots)	\$3,8883,600	0
Long CaRD (5 or more lots)	\$7,1286,600	3
Long Subdivision – Administrative (5-8 lots)	\$5,443.205,040	3
Long Subdivision (9 or more lots)	\$7,646.407,080	4

SEPA Review

Item	Base Fee	Publication Fees
SEPA (consolidated with another land use permit)	\$648600	1
SEPA (standalone or with development permit)	\$648600	2
SEPA Addendum	\$259.20240	
Environmental Impact Statement	Direct costs + staff coordination at hourly rate	

Water Source Review

Water source review fees are based on the department's hourly rate. When staff time multiplied by the hourly rate exceeds the base fee, the Department may invoice additional review fees at the hourly rate.

Group A Water Systems

Sanitary survey	\$802.50750
Community water system evaluation (building permit)	\$160.50150
Non-community water system evaluation (building permit)	\$374.50350
Evaluation (land division or land-use project)	\$428400
Review of water system plan per CWSP (first 5 hours)	\$321300

Well site inspection (public system)	\$428400
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Group B Water Systems

Building permit	\$374.50350
Land division	\$428400
Group B loan letter — file review only no field visit	\$160.50150
Group B sanitary survey or loan letter with field visit	\$374.50350
One year extension of water approval for building permits (no changes)	\$107100
Group B annual operating permit	\$107100
Residential two-connection approval	\$481.50450
Well site inspection (public system)	\$428400

Individual Well Site

Paperwork review only	\$160.50150
Review with field visit	\$321300
Evaluation for individual well with building permit or Accessory Dwelling Unit (ADU)	\$294.25275
Water supply review for development with 1 site visit, when individual wells	first well \$535500; each additional well \$133.75125

Other Fees

Individual water supply evaluation (alternative system)	\$481.50450
Individual water supply evaluation (rainwater catchment)	\$481.50450
<u>Individual water supply evaluation relying on mitigation program (Main Stem, Big Lake, and others)</u>	\$481.50

Administrative Fees for Non-Trust Lands within the Swinomish Reservation

When a fee-simple parcel is located within the reservation, the applicant has a choice to have either Skagit County or the Swinomish Indian Tribal Community perform the lead role with application review and inspections. The agency not selected for the lead role will perform an administrative review. The administrative review fees can be deducted from the fees for the lead reviewer when a receipt is submitted to the lead agency.

Residential Building Permit

50-500 sq. ft.	\$100
501-1,000 sq. ft.	\$200
1,001-2,499 sq. ft.	\$400
2,500-4,999 sq. ft.	\$800
5,000 sq. ft. and over	\$2,500

Commercial/Industrial Building Permit

50-500 sq. ft.	\$300
501-1,000 sq. ft.	\$500
1,001-2,499 sq. ft.	\$700
2,500-4,999 sq. ft.	\$2,500
5,000 sq. ft. and over	\$2,500 plus \$100 for every 1,000 sq. ft. or fraction thereof over 5,000 sq ft

Other Actions

Major Development (long plats, binding site plans, etc.) over \$150,000 in value	\$350 plus \$10/lot
Non-residential development under \$150,000	\$75
Short plat	\$200 plus \$10/lot
Grading Permit	One-fourth of normal permit fee
On-site sewage (septic) permit	\$50