



## KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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“Building Partnerships – Building Communities”

February 2, 2017

To: Board of County Commissioners

From: Dan Carlson, AICP  
Director, Community Development Services

RE: Proposed 2017 Community Development Services Fee Schedule Staff Report

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### **Introduction**

In 2015, Kittitas County contracted with FCS Group, a consulting firm out of Seattle, to complete a study of Community Development Services (CDS) activities and determine the cost of service to process building permits and land use applications. Throughout 2015, the consultants met with CDS staff regarding time spent reviewing each type of application. The consultant developed a fee model that calculated the amount of direct costs associated with each review activity, as well as the indirect costs of department operations. The model includes department structure and staff wages, because the specific employees and their wages affect the cost of providing review of each application. Based on this model, the Board of County Commissioners adopted the 2016 fee schedule on November 17, 2015, and ordered that fees charged by CDS for land use and building permit services be re-evaluated annually for consideration by the Board of County Commissioners for each fiscal year.

Staff has updated the fee model with current department staff and expenditures – including wage increases adopted in accordance with the county’s 2016 Wage Survey Report – to determine the proposed CDS fees for 2017. These fees are divided into three categories – Building Permit Fees for New Construction (Exhibit A & B), Fees for Building Fixtures (Exhibit C), and Fees for Planning Services (Exhibit D).

### **Building Permit Fees for New Construction**

Building permit fees for new construction would continue to be determined based upon a multiplier (Exhibit A), a model enabling the user to determine how much service will cost for plans examination and building inspection given total construction valuation for the project. This multiplier is based upon the International Code Council (ICC) suggested model, and upon the most current published Building Valuation Data table of the International Code Council Building Safety Journal (Exhibit B). This is a national “average” construction cost per square foot for new construction. This fee model simplifies the permit cost process and includes foundation work, structural and non-structural components, plumbing, mechanical and interior finish. The ICC model allows CDS to adjust permit fees based on annual construction activity and the desired level of service determined by the Board of County Commissioners.

The multiplier works as follows:

- Projected gross construction valuation for the coming year is divided into the projected budget for the coming year to create 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 (Exhibit B).
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- This produces a permit fee adequate to process the building permit. This cost includes all plumbing and mechanical associated with new construction.
- A five percent (5%) technology and equipment surcharge is added to permit fees to cover the cost of repair and replacement of vehicles and equipment needed to service the building permits.

Between October 1, 2015 and September 30, 2016, total annual construction valuation within Kittitas County was \$74,326,629. Staff used this number for the projected gross construction valuation for 2017. The anticipated building division budget is \$845,105. The \$74,326,629 annual construction valuation is divided into the anticipated \$845,105 budget, equaling a multiplier of 0.0114. This multiplier is then applied to the construction project valuation to determine the building permit fee.

Example:

Using the ICC Building Safety Journal Building Valuation Data (\$112.65/square foot), the valuation for a 2,000-square foot residence would be \$225,300 (2,000 x \$112.65). The project valuation of \$225,300 would be multiplied by the established multiplier of .0114, equaling a basic building permit cost of \$2,568.42. A five percent (5%) technology and equipment surcharge is placed upon the fee resulting in a permit fee of \$2,696.84. For comparison, the 2016 building permit fee for the same 2,000-square foot residence would be \$2,365.65.

### **Fees for Building Fixture Permits**

Building permit fees for stand-alone building fixture permits are determined using the fee model provided by FCS Group for cost recovery of permit review and processing. This fee schedule applies when someone remodels, requests individual appliance replacement, or desires miscellaneous work requiring a permit and inspections not associated with new construction. Some construction activity permit fees can only be computed on an estimated, hourly basis for permit intake, plan review and inspections. Examples of this would be structural modifications to cell towers, fire damage repair and replacement, etc. For each permit type, staff has provided the current fee, the cost of service per the FCS Group fee model, and a suggested fee for 2017 (Exhibit C).

### **Fees for Planning Services**

Fees for Planning Services are also determined using the fee model provided by FCS Group for cost recovery of land use application review and processing. This fee schedule applies to such land use applications as plats, conditional use permits, shoreline reviews, State Environmental Policy Act (SEPA) reviews, variances, etc. For each application type, staff has provided the current fee, the cost of service per the FCS Group fee model, and a suggested fee for 2017 (Exhibit D). Staff is also recommending an option for development agreement for larger and/or more complicated Planned Unit Developments and Conditional Use Permit applications.

### **Recommendation**

Staff recommends that the Board of Commissioners adopt the proposed CDS 2017 fee schedule as shown in the attached Exhibits A, B, C, and D.

Attachments: Exhibit A: Building Permit Fee Multiplier Model  
 Exhibit B: ICC Building Safety Journal Building Valuation Data  
 Exhibit C: Proposed Fees for Building Fixtures  
 Exhibit D: Proposed Fees for Planning Services

## Exhibit A Building Permit Multiplier Model

Budget Year	2017							
	Historical Data	10/1/15 -9/30/16			Forecast Information			
Permit Type	Average Sq. Ft.	Average Valuation per Sq. Ft.	Number of Permits	Change in Valuation per Sq. Ft.	Percent Increase	New Valuation per Sq. Ft.	Average Valuation	Total Valuation
Accessory Building Permit	1403	\$ 45	157	New Value	0%		\$ 63,135	\$ 9,912,195
Alteration/Addition Building Permit	668	\$ 76	84	New Value	0%		\$ 50,768	\$ 4,264,512
Building Permit Revision	576	\$ 66	42	New Value	0%		\$ 38,016	\$ 1,596,672
Change of Occupancy	599	\$ 66	13	New Value	0%		\$ 39,534	\$ 513,942
Commercial Alter/Addition Building Permit	147	\$ 68	4	New Value	0%		\$ 9,996	\$ 39,984
Commercial Building Permit	490	\$ 117	34	New Value	0%		\$ 57,330	\$ 1,949,220
Commercial Tenant Improvement Permit	0	\$ -	0	New Value	0%		\$ -	\$ -
New Residence Building Permit	2552	\$ 81	270	New Value	0%		\$ 206,712	\$ 55,812,240
Other Type of Building Permits	44	\$ 53	102	New Value	0%		\$ 2,332	\$ 237,864
								\$ 74,326,629
Contingency Variation	0%	Negative percentage if valuation might be lower, positive if valuation is expected to be higher						
<b>Total Valuation</b>	<b>\$ 74,326,629</b>							
<b>Budget</b>								
Expenditures	\$ 845,105							
<b>Non-Valuation Revenues</b>								
Plumbing Permits								
Mechanical Permits								
Other Non-Valuation Permits								
Plan Checking Fees	\$ -							
Miscellaneous Revenues	\$ -							
Fund Balance Contribution	\$ -							
Contingency	\$ -							
<b>Target Building Permit Revenue Requirement</b>	<b>\$ 840,672</b>							
<b>Multiplier</b>	<b>0.0114</b>							
<b>Individual Building Permit Fee</b>								
Square Feet	2,000							
BVD Table	VB							
	R-3 Residential, one- and two-family							
Permit Fee Multiplier	0.0114							
Square Foot Construction Cost Table	112.65							
Building Permit Cost	\$2,568.42							
Equipment & Technology Fee 5%	\$128.42							
<b>Total Building Permit Fee</b>	<b>\$2,696.84</b>							

**Exhibit B**  
**ICC Building Safety Journal Building Valuation Data**

Group (2015 International Building Code)8-2016	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	226.92	219.10	213.80	205.04	192.95	187.36	198.56	176.18	169.73
A-1 Assembly, theaters, without stage	207.97	200.15	194.85	186.09	174.15	168.55	179.61	157.38	150.92
A-2 Assembly, nightclubs	177.49	172.34	167.98	161.18	151.95	147.76	155.52	137.58	132.93
A-2 Assembly, restaurants, bars, banquet halls	176.49	171.34	165.98	160.18	149.95	146.76	154.52	135.58	131.93
A-3 Assembly, churches	209.94	202.13	196.83	188.07	176.32	170.72	181.59	159.54	153.09
A-3 Assembly, general, community halls, libraries,	175.12	167.31	161.01	153.25	140.50	135.90	146.77	123.72	118.27
A-4 Assembly, arenas	206.97	199.15	192.85	185.09	172.15	167.55	178.61	155.38	149.92
B Business	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
E Educational	192.29	185.47	180.15	172.12	160.72	152.55	166.18	140.46	136.18
F-1 Factory and industrial, moderate hazard	108.53	103.54	97.56	93.81	84.17	80.36	89.86	70.57	66.08
F-2 Factory and industrial, low hazard	107.53	102.54	97.56	92.81	84.17	79.36	88.86	70.57	65.08
H-1 High Hazard, explosives	101.60	96.60	91.63	86.88	78.44	73.62	82.93	64.84	0
H234 High Hazard	101.60	96.60	91.63	86.88	78.44	73.62	82.93	64.84	59.35
H-5 HPM	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
I-1 Institutional, supervised environment	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
I-2 Institutional, hospitals	304.80	298.11	292.36	283.95	268.92	0	277.65	251.09	0
I-2 Institutional, nursing homes	211.20	204.51	198.75	190.34	177.26	0	184.05	159.42	0
I-3 Institutional, restrained	206.08	199.38	193.63	185.22	172.62	166.14	178.93	154.78	147.16
I-4 Institutional, day care facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
M Mercantile	132.23	127.09	121.73	115.92	106.18	102.99	110.26	91.82	88.16
R-1 Residential, hotels	182.28	175.70	170.83	162.68	150.87	146.84	162.68	135.49	131.23
R-2 Residential, multiple family	152.86	146.27	141.41	133.25	122.04	118.01	133.25	106.66	102.41
R-3 Residential, one- and two-family	143.93	139.97	136.51	132.83	127.95	124.61	130.57	119.73	112.65
R-4 Residential, care/assisted living facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
S-1 Storage, moderate hazard	100.60	95.60	89.63	85.88	76.44	72.62	81.93	62.84	58.35
S-2 Storage, low hazard	99.60	94.60	89.63	84.88	76.44	71.62	80.93	62.84	57.35
U Utility, miscellaneous	77.82	73.48	69.04	65.52	59.23	55.31	62.58	46.83	44.63

Exhibit C  
Proposed Fees for Building Fixtures

Fees for Building Fixtures	Current Fee	Cost of Service	Suggested Fee
[Bldg] Permit Issuance Fee	\$95.00	\$128.00	\$130.00
[Bldg] One-time Application / Permit Extension Fee	\$50.00	\$64.00	\$60.00
[Bldg] Misc - Foundation Only Permits	\$540.00	\$645.00	\$640.00
[Bldg] Misc - Fences over 7-foot high	\$360.00	\$450.00	\$450.00
[Bldg] Misc - Woodstove/Fireplace/Free Standing Stove	\$200.00	\$321.00	\$150.00
[Bldg] Misc - Modular Buildings (per sq. ft.) (Based on 2300 sq ft)	\$850.00	\$1,030.00	\$1,030.00
[Bldg] Misc - Manufactured Homes (per sq. ft.) (Based on 1800 sq ft)	\$500.00	\$643.00	\$640.00
[Bldg] Misc - Demolition	\$200.00	\$257.00	\$260.00
[Bldg] Misc - Move Structure (per sq. ft.) (Based on 1800 sq ft)	\$640.00	\$773.00	\$770.00
[Mech/Plum] Furnaces - Forced-air, gravity-type furnace or burner up to and including 100,000 Btu/h	\$200.00	\$257.00	\$260.00
[Mech/Plum] Furnaces - Forced-air, gravity-type furnace or burner over 100,000 Btu/h	\$200.00	\$257.00	\$260.00
[Mech/Plum] Furnaces - Floor furnace	\$200.00	\$257.00	\$260.00
[Mech/Plum] Furnaces - Suspended heater, recessed wall heater or floor-mounted unit heater	\$200.00	\$257.00	\$260.00
[Mech/Plum] Appliance Vents	\$25.00	\$32.00	\$30.00
[Mech/Plum] Plenum Repairs or Additions	\$200.00	\$257.00	\$260.00
[Mech/Plum] Boiler or compressor to and including 3hp or each absorption system to and including 100,000 Btu/h	\$50.00	\$64.00	\$60.00
[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	\$128.00	\$130.00
[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	\$193.00	\$190.00
[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	\$257.00	\$260.00
[Mech/Plum] Boiler or compressor over 50hp or each absorption system over 1,750,000 Btu/h	\$200.00	\$257.00	\$260.00
[Mech/Plum] Air handling unit up to and including 10,000 cfm	\$100.00	\$128.00	\$130.00
[Mech/Plum] Air handling unit over 10,000 cfm	\$150.00	\$193.00	\$190.00
[Mech/Plum] Evaporative Cooler or Air Conditioning Unit - For each evaporative cooler or AC unit other than portable type	\$52.00	\$64.00	\$60.00
[Mech/Plum] Ventilation fan connected to a single duct (each)	\$25.00	\$32.00	\$30.00

[Mech/Plum] Ventilation system which is not a portion of any heating or air-conditioning system	\$50.00	\$64.00	\$60.00
[Mech/Plum] Hood which is served by mechanical exhaust, including the ducts for such hood	\$300.00	\$385.00	\$380.00
[Mech/Plum] Incinerators - Domestic-type	\$200.00	\$257.00	\$260.00
[Mech/Plum] Incinerators - Commercial or Industrial-type	\$300.00	\$385.00	\$380.00
[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	\$64.00	\$60.00
[Mech/Plum] Misc - Each plumbing fixture on one trap or a set of fixtures on one trap	\$50.00	\$64.00	\$60.00
[Mech/Plum] Misc - Each Hot Water Heater-Electric	\$50.00	\$128.00	\$50.00
[Mech/Plum] Misc - Each Hot Water Heater-Gas	\$100.00		\$100.00
[Mech/Plum] Misc - Orifice change outs (each)	\$100.00	\$128.00	\$130.00
[Mech/Plum] Misc - Gas Piping System of one to five outlets	\$100.00	\$128.00	\$130.00
[Mech/Plum] Misc - Additional gas piping system outlet (each)	\$50.00	\$64.00	\$60.00
*Agricultural Building	\$600.00	\$709.00	\$710.00
Re-roofing	\$200.00	\$248.00	\$250.00
*In ground Pool/Spas & Hot Tub Permit	\$520.00	\$625.00	\$620.00
*Above ground Pool/Spas & Hot Tub Permit	\$90.00	**	\$90.00
*Residential Solar Panel Building Permit per roof face or rack.	\$250.00	**	\$250.00
*Commercial Solar Panel Building Permit per roof face or rack system.	\$350.00	**	\$350.00
*Residential Wind Turbine	\$250.00	**	\$250.00
*Commercial Wind Turbine	\$350.00	**	\$350.00
*For any permit fee which is not listed above fees may be determined by an hourly basis of \$120.00 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.			

\*\*New fee in 2016, no new data

**Exhibit D**  
**Proposed Fees for Planning Services**

<b>Fees for Planning Services</b>	<b>Current Fee</b>	<b>Cost of Service</b>	<b>Suggested Fee</b>
<b>Pre Application or Pre Submission (Per Meeting)</b>	\$500.00	\$593.00	\$590.00
<b>Accessory Dwelling Unit</b>	\$1,360.00	\$1,589.00	\$1,590.00
<b>Binding Site Plan</b>	\$1,960.00	\$2,094.00	\$2,090.00
<b>Boundary Line Adjustment</b>	\$730.00	\$815.00	\$810.00
<b>Comp. Plan Amendment (Text)</b>	\$3,650.00	\$3,546.00	\$3,550.00
<b>Comp. Plan Amendment (Map)</b>	\$3,650.00	\$3,873.00	\$3,870.00
<b>Large Lot</b>	\$2,640.00	\$2,135.00	\$2,130.00
<b>Parcel Combination</b>	\$540.00	\$604.00	\$600.00
<b>Cluster Plat - 5 or more lots</b>	\$4,900.00	\$4,902.00	\$4,900.00
<b>Cluster Plat - 4 or less lots</b>	\$2,320.00	\$2,368.00	\$2,370.00
<b>Plat Extension</b>	\$530.00	\$604.00	\$600.00
<b>Short Plat</b>	\$2,320.00	\$2,368.00	\$2,370.00
<b>Preliminary Plat</b>	\$4,900.00	\$5,011.00	\$5,010.00
<b>Final Plat</b>	\$950.00	\$1,055.00	\$1,050.00
<b>Short Plat Amendment</b>	\$2,320.00	\$2,586.00	\$2,590.00
<b>Plat Amendment</b>	\$4,900.00	\$5,446.00	\$5,450.00
<b>Public Benefit Rating System Application</b>	\$2,300.00	*	\$2,300.00
<b>Public Facilities</b>	\$2,100.00	\$2,353.00	\$2,350.00
<b>Planned Unit Development</b>	\$4,980.00	\$5,524.00	\$5,520.00 or Dev. Agreement
<b>Rezone</b>	\$4,980.00	\$5,524.00	\$5,520.00
<b>SEPA</b>	\$600.00	\$2,571.00	\$600.00
<b>SEPA Optional</b>	\$600.00	\$2,571.00	\$600.00
<b>Shoreline Setback Variance</b>	\$4,020.00	\$3,939.00	\$3,940.00
<b>Shoreline Substantial Development</b>	\$2,165.00	\$2,415.00	\$2,410.00
<b>Shoreline Conditional Use</b>	\$4,020.00	\$3,939.00	\$3,940.00
<b>Shoreline Exemption</b>	\$830.00	\$604.00	\$600.00
<b>Sign</b>	\$150.00	\$785.00	\$150.00
<b>Small Wind Energy</b>	Bldg. Fee		Bldg. Fee
<b>Transfer of Development Rights</b>	\$200.00	\$876.00	\$200.00
<b>Wind Farm Siting</b>	Dev. Agreement		Dev. Agreement
<b>Zoning Variance</b>	\$1,800.00	\$2,027.00	\$2,030.00
<b>Administrative Conditional Use Permit</b>	\$3,600.00	\$3,348.00	\$3,350.00
<b>Administrative Conditional Use Permit Amendment</b>	\$2,800.00	\$3,130.00	\$3,130.00
<b>Administrative Determination</b>	\$750.00	\$823.00	\$820.00
<b>Appeal</b>	\$780.00	\$1,578.00	\$1,580.00
<b>Conditional Use Permit</b>	\$4,590.00	\$4,076.00	\$4,080.00 or Dev. Agreement
<b>Conditional Use Permit Amendment</b>	\$4,590.00	\$4,234.00	\$4,230.00
<b>Development Agreement</b>	\$780.00	\$868.00	\$870.00
<b>Title Elimination</b>	\$105.00	\$120.00	\$120.00
<b>Preliminary Site Analysis</b>	\$130.00	\$145.00	\$140.00

\*New fee in 2016, no new data