

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: February 11, 2015

To: Board of Directors  
From: Mark Mills, Fire Chief *MM*  
Subject: Fee Schedule Resolution

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**RECOMMENDATION:**

That the Board repeals Resolution #06-10 and adopts Resolution #15-02, a resolution of the Ross Valley Fire Department establishing a fee schedule for plan review, inspections, and permits.

**BACKGROUND:**

The Fee Schedule (Attachment A) for the Department, which was based on the Uniform Fire Code, has not been updated or revised since 2006. Since that time, the Uniform Fire Code has been eliminated and the Department has adopted the California Fire Code in its latest revision. The California Fire Code has undergone three revisions since 2006, which places the current Fee Schedule into an antiquated status.

**DISCUSSION:**

The staff has been working on a Fee Study that consisted of contacting neighboring jurisdictions to determine the most common methods for calculating fee and permit costs. Staff concluded that calculating the actual cost for each available fee and permit was the most accurate method utilized to set fee levels. A seven percent technology fee was also assessed on the total amount of each fee or permit in order to maintain and upgrade the requisite computer hardware and software.

A list of fees and permits was developed by utilizing the 2013 California Fire Code. The comprehensive list provides greater detail and flexibility when applying the fees and permits. Each fee or permit has a corresponding worksheet (Attachment B) that details the cost to administer, the current fee charged, and the amount of subsidy or yield. Most of the current fees resulted in subsidies on average of 47%. The fee schedule is attached (Attachment C), which provides the new titles, existing fees, proposed fees and subsidies.

The base line fees increased from \$110 to \$320, which is the actual cost for a normal fee assessment. The only exception to the actual cost method was the Construction Permit, which will be a flat 30% of the Town's building permit assessment. The Construction Permit will cover all of the requisite reviews and

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inspections in one permit rather than assessing multiple individual fees and permits to each phase of the construction.

In addition to the existing fees, the California Fire Code also has provisions for applying operational permits for various hazardous work operations (i.e. welding, cutting, hot roofing). In order for the fee schedule to remain effective and appropriate, Resolution #15-02 also provides for a consumer price index (CPI) increase annually, based on the San Francisco area.

**FISCAL IMPACT:**

Financially, the new Fee Schedule should generate an additional 47% revenue for the department. Additionally it should also increase efficiency in the Fire Prevention office by providing sustainability through properly applied user fees and greater safety for first responders due to permitting notifications.

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# ROSS VALLEY FIRE DEPARTMENT

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## Fee Schedule

### Uniform Fire Code compliance:

(Construction projects)	2 hours minimum	\$220.00
Fire Protection Systems		
Residential Sprinklers	4 hours minimum	\$440.00
Commercial Sprinklers	5 hours minimum	\$550.00
Engineered Systems	3 hours minimum	\$330.00
Fire Alarm Systems	3 hours minimum	\$330.00
Resale inspections	½ hour minimum	\$50.00

### Uniform Fire Code Permits:

Asbestos removal	\$110.00
Installation of compressed gas systems	\$110.00
Installation of cryogenic systems	\$110.00
Flammable or combustible liquids	\$110.00
-remove, install, construct, alter or abandon an underground or above ground tank	
Hazardous materials	\$110.00
-install, repair, abandon, remove, place out-of-service, tanks or piping, close or modify a storage facility	
Liquefied petroleum gases	\$110.00
Industrial baking or drying ovens	\$110.00
Spraying or dipping operations	\$110.00
Candles or open flames in assembly areas	\$110.00
Explosives or blasting agents	\$110.00
Fireworks displays	\$110.00
Open burning	\$110.00
Pyrotechnical special effects materials	\$110.00
Temporary membrane structures, tents, and canopies	\$110.00

These fees are the minimum charges for plan check and inspections for a typical application. Additional charges may be imposed for large projects and re-inspections or failures to comply which result in additional inspections.

The current fully burdened hourly rate is \$110.00 per hour.

## Exhibit A



**ROSS VALLEY FIRE DEPARTMENT  
REVENUE AND COST SUMMARY WORKSHEET**

<b>SERVICE:</b>		
<b>Sample Title</b>		
<b>PRIMARY DEPARTMENT:</b> ROSS VALLEY FIRE	<b>UNIT OF SERVICE:</b> APPLICATION	<b>SERVICE RECIPIENT:</b>
<b>DESCRIPTION OF SERVICE:</b> Sample description		

**CURRENT FEE: 2HR MIN @ \$110.00 HR**  
\$220.00

<b>REVENUE AND COST COMPARISON</b>			
UNIT REVENUE:	\$220.00	TOTAL REVENUE:	\$220.00
UNIT COST:	\$574.19	TOTAL COST:	\$574.19
UNIT PROFIT (SUBSIDY):	\$ (354.19)	TOTAL PROFIT (SUBSIDY):	\$ (354.19)
		% COST RECOVERY:	38.31%

**SUGGESTED FEE FOR COST RECOVERY OF:**                      100%

**NOTES:**  
Unit Costs are an Average of Total Units

DEPARTMENT	POSITION	TYPE	UNIT TIME	<b>TOTAL UNITS:</b>	
				UNIT COST	TOTAL COST
FIRE DEPARTMENT	FIRE CHIEF		1.00	\$ 203.19	\$ 203.19
FIRE DEPARTMENT	FIRE INSPECTOR		2.00	\$ 125.11	\$ 250.22
FIRE DEPARTMENT	ADMINISTRATIVE		1.00	\$ 74.28	\$ 74.28
FIRE DEPARTMENT	VEHICLE		1.00	\$ 8.94	\$ 8.94
FIRE DEPARTMENT	TECHNICAL (7% of Fee Charge)		0.07	\$ 536.63	\$ 37.56
<b>SUBTOTAL:</b>			5.07		\$ 574.19
<b>TOTALS:</b>					\$ 574.19

	Current Fee	New Fee	Subsidy
<b>PLANNING</b>			
Zoning Map Change	New	\$ 320.00	
Annex Review - Uninhabited	New	\$ 320.00	
Annex Review - Inhabited	New	\$ 320.00	
CUP Residential	New	\$ 320.00	
CUP Site Approval	New	\$ 320.00	
Minor Deviation	New	\$ 320.00	
Variance	New	\$ 320.00	
Variance w/ other application	New	\$ 320.00	
Minor Mod. Administrative	New	\$ 320.00	
Pre-Development Review	New	\$ 320.00	
Special Development Review	New	\$ 320.00	
Parcel Map <= 4 lots	New	\$ 320.00	
Tract Map SFR	New	\$ 320.00	
Major Modification / Time Ext.	New	\$ 320.00	
Major Modification / Time Ext./ Staff	New	\$ 320.00	
Deferred Improvement Agmt	New	\$ 320.00	
Lot Merger	New	\$ 320.00	
<b>INSPECTIONS</b>			
Hazard Inspection	New	\$ 320.00	
Hazard Abatement + actual	New	\$ 320.00	
Hazardous Trees Inspection	New	\$ 320.00	
Special Inspection	\$ 110.00	\$ 320.00	66%
Fire Second + Inspection	\$ 110.00	\$ 185.00	41%
Day Care Inspection	New	\$ 320.00	
Elderly Care Inspection	New	\$ 320.00	
Apartment Inspections 3-10 Units	New	\$ 320.00	
Motel / Hotel Inspections	New	\$ 320.00	
Other State Inspections	New	\$ 320.00	
Apartment Inspections 11- 40 units	New	\$ 385.00	
Apartment Inspections 40+ units	New	\$ 455.00	
Resale Inspections	\$ 50.00	\$ 185.00	73%
<b>OPERATIONAL</b>			
Amusement Building	New	\$ 320.00	
Carnival / Fair	\$ 440.00	\$ 320.00	27%
Temporary Special Use	New	\$ 320.00	
Compressed Gases	\$ 110.00	\$ 320.00	66%
Covered Mall Building	New	\$ 320.00	
Cryogenic Fluids	\$ 110.00	\$ 320.00	66%
Welding / Cutting Operations	New	\$ 320.00	
Dry Cleaning Plant	New	\$ 320.00	
Exhibit / Trade Show	New	\$ 320.00	
Explosives	\$ 110.00	\$ 320.00	66%
Fireworks Permit	\$ 110.00	\$ 320.00	66%
Flammable & combustible Liquids	\$ 110.00	\$ 320.00	66%
Floor Finishing	New	\$ 320.00	
Hazardous Materials Operations	\$ 110.00	\$ 320.00	66%
High Piled Storage	New	\$ 320.00	
Hot Work Operations	New	\$ 320.00	
Lumber Yard Operations	New	\$ 320.00	
Liquid gas operations in assemblies	\$ 110.00	\$ 320.00	66%
LP Gas Storage	\$ 110.00	\$ 320.00	66%



Misc. Combustible Storage	New	\$ 320.00	
Open Burning Permit	\$ 110.00	\$ 320.00	66%
Open Flames & Torches	\$ 110.00	\$ 320.00	66%
Open Flames & Candles	\$ 110.00	\$ 320.00	66%
Assembly Occupancy permit	New	\$ 320.00	
Pyrotechnic/Special effects	\$ 110.00	\$ 320.00	66%
Repair Garage / Fuel Dispensary	New	\$ 320.00	
Spraying or Dipping Operations	\$ 110.00	\$ 320.00	66%
Tire Storage Operations	New	\$ 320.00	
Temp. Tents/ Canopies/ Mem Structure	\$ 110.00	\$ 320.00	66%
Waste Handling Operations	New	\$ 320.00	
Wood Product production permit	New	\$ 320.00	
General Use Permit /Inspection	New	\$ 320.00	
Aircraft Refueling Permit	New	\$ 320.00	
Auto Wrecking Yard	New	\$ 320.00	
Cellulose Nitrate Storage	New	\$ 320.00	
<b>CONSTRUCTION</b>			
Fire Protection Plan	\$ 220.00	\$ 360.00	39%
Vegetation Management Plan	\$ 220.00	\$ 360.00	39%
Sprinkler System, Commercial New	\$ 550.00	\$ 654.00	16%
Sprinkler System, Commercial Imp. 0-25	\$ 550.00	\$ 386.00	30%
Sprinkler System, Commercial Imp. 26-99	\$ 550.00	\$ 520.00	6%
Sprinkler System, Commercial Imp. 100+	\$ 550.00	\$ 655.00	16%
Sprinkler System, Res. >5000 sqft	\$ 440.00	\$ 587.00	25%
Sprinkler System, Res. < 5000 sqft	\$ 440.00	\$ 520.00	15%
Auto. Fire Suppression System	\$ 330.00	\$ 360.00	8%
Battery Systems	\$ 220.00	\$ 455.00	52%
Compressed Gas operations permit	\$ 220.00	\$ 455.00	52%
Cryogenic Fluid Operational Permit	\$ 220.00	\$ 455.00	52%
Emergency Responder Radio System	New	\$ 455.00	
Fire Alarm / Det. System	\$ 330.00	\$ 520.00	37%
Fire Pumps & Systems	\$ 440.00	\$ 520.00	15%
Flammable & combustible Liquids pipeline	\$ 220.00	\$ 587.00	63%
Flammable & combustible liquids facilities	\$ 220.00	\$ 587.00	63%
Flammable & combustible liquids tanks	\$ 220.00	\$ 587.00	63%
Hazardous Materials Large system	\$ 220.00	\$ 587.00	63%
Industrial Oven Permit	\$ 220.00	\$ 587.00	63%
LP Gas Storage modification	\$ 220.00	\$ 587.00	63%
Private Fire Main / Hydrant	\$ 440.00	\$ 587.00	25%
Photovoltaic Power System	\$ 220.00	\$ 320.00	31%
Spraying & Dipping Permit	\$ 220.00	\$ 587.00	63%
Alternate Materials & Methods review	\$ 220.00	\$ 406.00	46%
Building Permit (minimum \$320.00) 30%	\$ 220.00		
Standpipe System	\$ 440.00	\$ 587.00	25%
Co Permit Temp. Membrane / Tent	\$ 220.00	\$ 320.00	31%
Co Permit Temp. Membrane / Tent . 1500 Sqft	\$ 220.00	\$ 587.00	63%
Expedited Plan Review	New	\$ 402.00	
Code Interpretation	New	\$ 156.00	
Plan Resubmittal	\$ 110.00	\$ 185.00	41%
Veg. Management Livestock permit	New	\$ 320.00	
Fire Alarms Sytem modification	\$ 330.00	\$ 320.00	3%
Expired Permit Re-activation	New	1/2 Current Fee	

<b>ADMINISTRATION</b>			
Work without permit	Double Fee	Double Fee	
False Alarms after 2nd	New	Actual Cost	
Surcharge Fee	New	Actual Cost	
Hydrant Flow	New	\$ 320.00	
Appeals Process	New	\$ 1,060.00	
Fire Standby Permit + Actual	New	Actual Cost	
Vegetation Removal + Actual	New	Actual Cost	
Fumigation Response	New	Actual Cost	
Recovery of Costs for Suppression/Inves	New	Actual Cost	

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 15-02**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT  
ESTABLISHING A FEE SCHEDULE FOR PLAN REVIEW, INSPECTIONS, AND PERMITS**

**WHEREAS**, the Ross Valley Fire Department performs plan reviews and field inspections for new and remodeled buildings, fire protections system, the resale of homes; and

**WHEREAS**, the Ross Valley Fire Department issues permits as required by the California Fire Code; and

**WHEREAS**, the Ross Valley Fire Department charges fees for these services, which fees are required by state law to reflect reasonable estimates of the cost of the staff time required to process the permits; and

**WHEREAS**, the current reasonable cost of these services have been estimated and a new fee schedule has been developed to reflect those costs;

**WHEREAS**, the fees incorporated herein shall be adjusted annually for inflation effective July 1 the beginning of the Fire Department fiscal year; and

**NOW THEREFORE BE IT RESOLVED**, that the attached Fee Schedule, designated as Exhibit A, is hereby adopted as the Ross Valley Fire Department Fee Schedule.

I do hereby certify that the above Resolution 15-02 is a true and correct copy as passed by the Ross Valley Fire Board on February 11, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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John Reed, President

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JoAnne Lewis, Administrative Assistant