



GCP

GOVERNMENT CONSULTING PARTNERS, INC.

# Santa Barbara County

**PLANNING AND DEVELOPMENT**  
**USER FEE STUDY: November 2025**

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# **USER FEE STUDY:**

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# **PLANNING & DEVELOPMENT**

## **01 BACKGROUND & OBJECTIVES**

### **BACKGROUND**

The County of Santa Barbara Planning and Development Department Services (P&D) department is primarily responsible for the regulatory oversight of land development, construction, oil and gas development, and film permitting. These activities are authorized and governed by various County and State codes which prescribe P&D's responsibilities and represent the majority of P&D's work.

As more fiscal limitations are imposed on local government, user fees have become an important source of revenue. A user fee is a payment made by an individual for a service that primarily benefits the individual. Public agencies can impose a user fee for a service when 1) the individual's decision to use the service is voluntary, and 2) the fee charged to an individual user is reasonably related to the level of service rendered and the cost of providing that service.

P&D user fees have not been comprehensively studied since 2017. Since 2017 the department has experienced significant changes that have likely impacted the cost of services. Such changes include new development regulations, new clean energy regulations, wildfire resilience regulations, sustainable construction practices, a new Cannabis Land Use Ordinance, and a shift of some divisions to an enterprise fund format.

In 2024, P&D engaged Government Consulting Partners, Inc. (GCP) to conduct a user fee study for its planning and petroleum fees. In 2025, this scope was expanded to include building user fees.

The Government Finance Officers Association (GFOA) recommends that local agencies study their fee schedules every three to five years to ensure profits are not being generated and costs are recovered at levels reflective of the Boards policies and values.

### **LEGAL FRAMEWORK FOR USER FEES**

User fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218 (1996), and the California Code of Regulations, including Government Code 66000 et seq. By law, user fees may not exceed the estimated reasonable cost of providing the services for which they are levied, unless approved by a two-thirds vote of the electorate. Proposition 218 ensures user fees are fair, transparent, and directly connected to the actual cost of the service provided.

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### STUDY OBJECTIVES

The user fee study was performed under the general direction of the department's executive team and administrative divisions. GCP's primary objective in this study was to:

- Identify fees that could be streamlined
- Increase user friendliness of the fee schedule
- Reduce the number of fees and simplify fees where possible
- Analyze all costs and determine whether they are being appropriately recovered.

This report presents our analysis, findings and proposed fee adjustments for the four fee categories and two surcharges analyzed:

- Building and Safety
- Planning & Film Permits
- Cannabis & Cannabis Compliance
- Petroleum
- General Plan Maintenance Surcharge
- Technology & Record Maintenance Surcharge

The purpose of this user fee study is to evaluate the estimated reasonable cost of providing various plan review and inspection services to P&D customers and recommend adjustments to existing fees needed to maintain fiscal sustainability. This report advocates the development of a fee structure that is transparent and compliant with applicable legal requirements, while promoting sound fiscal policy and responsible cost recovery practices.

This report presents GCP's comprehensive review of P&D user fees with the goal of aligning fee structures and amounts with Board priorities and fiscal policy. The County's priorities and objectives for this project include the following components:

- Restructure fees as necessary in order to better align with the services being provided
- Calculate the full cost of each service
- Propose appropriate fee levels for individual services based on cost analysis and other relevant factors
- Provide recommendations for cost recovery approaches and fee setting best practices, with consideration for the unique operational demands and complexities of the department.

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Most proposed fees are set at 100% full cost recovery levels in accordance with the Board of Supervisors direction. In cases where a proposed fee is less than actual cost (subsidized service) this report discusses the rationale for the subsidy. The proposed fee schedule adds new fee categories, eliminates others and modifies certain categories to either increase user-friendliness or better reflect how services are provided by the department.

The overall goal of this report is to present the study's findings in a concise, focused format that allows the County's decision-makers to make informed pricing decisions.

## 02 Approach & Methodology

Upon project commencement GCP met with P&D's Director, Assistant Director, Deputy Director of Administration, and subject matter experts from Development Review, Building and Safety, Energy and Compliance, Cannabis, and the Petroleum divisions to better understand the P&D's goals and priorities for the new fee schedule. A workplan was then developed to ensure that the proposed fee schedule resulting from the study reflected those priorities.

### FEE SCHEDULE STRUCTURE REVIEW PROCESS

A key component of the workplan for both the planning and building fees included restructuring of existing fees. Feedback from both County staff and the development community indicate the building fee structure in particular is overly complex and difficult to administer. A review of the planning fee schedule uncovered a need to realign fees to better reflect the County's various ordinances and services being provided. Every proposed change either streamlines the fee calculation process, improves customer experience or otherwise furthers the department's objectives for the fee schedule.

As part of the restructuring process, GCP surveyed city and county development-processing fee schedules from comparison agencies to better understand regional best practice fee structures and trends. GCP shared this compiled data with staff as well as the actual fee schedules themselves.

This effort provided the P&D staff with an overview of the various fee structure alternatives employed by regional agencies as well as industry standards and norms. Several factors were considered during this process including:

- **Reflect Modern Structure** - Over time, best-practice fee structures evolve as industries change and as customers demand and expectations shift. GCP collaborated with P&D staff to design a structure that aligns with today's construction mix and responds to the demand for innovative technology.

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- **Transparent** - Restructuring the fee schedule enhances transparency by clearly linking each fee to its corresponding service, making it easier for users to understand the cost structure and review the process behind it.
- **Streamlined** - Streamlining the fee schedule was a central goal of the study, with the aim of making it easier for both staff and the public to navigate.

## METHODOLOGY

Most fees in this study were calculated via a per-unit analysis approach. Also called a “bottom-up” approach, this method analyzes the direct staff time required to deliver one unit of service. Fully burdened rates are then applied to reflect services and supplies, administrative costs and overhead required to deliver each service, resulting in a detailed per-unit cost assessment.

The per-unit methodology includes the following five steps to build the individual per unit costs:

1. Define the fees to be analyzed
2. Time spent on the fee-related service
3. Develop fully burdened hourly rate
4. Compare total costs to the current fee schedule
5. Annual revenue projections

### 1. Define the fees to be analyzed

GCP worked with staff to identify any fee structure changes as mentioned above, additions or fee removals in order to establish a list of the fees to be analyzed.

### 2. Time spent on the fee-related service

Once all fee structure decisions were finalized, the County’s subject matter experts were able to produce reports showing the actual time spent on the various fee types. GCP then analyzed these reports to determine the average or median time spent providing these services.

As part of this study, GCP did acknowledge that there are some areas where staff spends time but are not fee related. This would include areas such as public records requests, county-initiated projects that are not reimbursed, investigations into reports of violations and Fish and Game Commission support.

### 3. Develop fully burdened hourly rates (FBHR’s)

The current hourly rates for divisions under study were established in 2017 as part of a previous study and have been increased by a CPI factor since that time. This has allowed the department to try and keep pace with the growing inflation and changes in labor and supply costs.

Establishing FBHR’s is essential to any user fee study engagement because they lay the foundation to calculating the true cost of providing services. FBHR’s can be used to determine how much it costs to

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deliver any labor-based service. Reliable FBHR's ensure the study's findings and recommendations and resulting fee schedules are based on real, defensible costs. This promotes both financial sustainability and transparency.

**Step A - Calculate Annual Cost of Direct Staff:** The FBHR calculation process incorporated data from the following sources:

- **Staffing costs** were calculated using the County's budgeted compensation data, including salaries and benefits, for employees responsible for performing the fee-related services. Adjustments from a recently completed class and compensation study for many Building and Safety division staff are incorporated as well.
- **Operating costs** directly associated with service delivery—such as materials, supplies, and contracted services—were incorporated into the fully burdened rate to ensure a comprehensive reflection of total service costs.
- **Overhead costs** from both divisions indirect costs and the departmental program 1000 administrative indirect cost rate (ICRP) were included as overhead costs and applied to the divisions direct salary and benefit expenses to calculate the fully burdened hourly rates.
  - *Division overhead:* Division overhead includes indirect costs such as labor from managers, supervisors and support staff, internal meetings, training, general counter time and shared supplies that support overall service delivery within the division.
  - *Department ICRP overhead:* Department ICRP overhead includes indirect costs from the department's administrative program 1000 and the County's central services, such as the County Executive, County Counsel, Auditor-Controller and Procurement, that are allocated to the department through the county's cost allocation plan.

**Step B - Identify Annual Available Work Hours per FTE:** Available work hours become the denominator in the rate. Conceptually, the idea is to reflect the average number of hours in a year that an FTE is typically available to deliver services. By including only available work hours in the denominator, instead of the traditional 2,080, the rates are "fully burdened" sufficient to recover the full annual cost of one FTE, assuming normal service demand levels.

The average available hours available for the divisions under study are as follows:

- Planning and Film Permits (includes planning, cannabis and cannabis compliance, film and energy): 1,685 hours
- Building and Safety: 1,685 hours

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- Petroleum: 1,800 hours

### 4. Compare total costs to the current fee schedule

Once the fully burdened hourly rate for each division is applied to the time estimates, this creates the “total cost” per unit for fixed fees and an hourly rate to be charged for the deposit-based fees. GCP compared the total cost for each fixed fee-related service to the fee currently charged. Due to significant restructuring within the building fees, GCP took the additional step of comparing several historic projects against the per-unit cost calculation/proposed fee. This extra step allowed staff to fully understand the projected changes in cost delivery its effect on projects of varying scopes and sizes.

If the current cost recovery for a particular service is under 100%, this implies the fee does not cover the cost of providing the service and should be increased. If the current cost recovery is over 100%, then the fee is set too high and must be lowered to comply with State laws prohibiting the making of a profit on user fee activities.

### 5. Annual Revenue Projections

GCP projected the annual fiscal impact for each division by multiplying current and proposed fees by annual demand figures. Demand figures were estimated based on the following assumptions:

- In this case, FY 2023/24 demand is the best predictor of short-term demand for each service.
- Petroleum demand was anticipated to decrease in future years due to some companies going bankrupt and abandoning their wells and tanks.
- Estimates are used for any new or restructured fee categories.
- Deposit based fees are often difficult to predict. These fees are based on the type and complexity of the project. Deposit based fees are seen as revenue neutral since they are based on the actual time spent multiplied by the hourly rate and therefore are assumed to be 100% cost recovery.

## 03 FISCAL IMPACT

### STUDY RESULTS

In cooperation with P&D staff, GCP developed cost and revenue projections for each area under study. Costs and revenues were primarily projected by extrapolating individual per-unit results for an entire year of demand activity. Our combined findings results show an overall \$2,137,793 net revenue increase on an annual basis, assuming historic demand levels. Building demand factors were tempered by 10% to reflect the overall streamlining/reduction of fee categories. The table below summarizes the fiscal impact of our findings and recommendations for each fee area under study.

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| Fee Service Area               | Total Costs, User Fee Services | Current Revenue (Based on FY 23-24 Volume) | Proposed Fee Revenue       | Increased Revenue  | Proposed GFC Subsidy |
|--------------------------------|--------------------------------|--|----------------------------|--------------------|----------------------|
| Building & Safety              | \$8,676,511                    | \$7,109,914 81.94%                         | \$8,605,916 99.19%         | \$1,496,002        | \$70,595             |
| Planning and Film Permits      | \$6,427,935                    | \$5,686,538 88.47%                         | \$6,139,029 95.51%         | \$452,491          | \$288,905            |
| Cannabis & Cannabis Compliance | \$493,546                      | \$402,927 81.64%                           | \$456,980 92.59%           | \$54,053           | \$36,566             |
| Petroleum                      | \$827,789                      | \$692,542 83.66%                           | \$827,789 100%             | \$135,247          | \$0                  |
| <b>Total</b>                   | <b>\$16,425,781</b>            | <b>\$13,891,921 84.57%</b>                 | <b>\$16,029,714 97.59%</b> | <b>\$2,137,793</b> | <b>\$396,066</b>     |

Table 1: Fee Service Cost Recovery Rates and Revenues

Due to significant fee restructuring and fluctuations within the construction cycle, this study's fiscal projections are approximations and should be approached conservatively. It is recommended that P&D monitor actual fiscal impacts beginning with the first six months of actual revenue data to ensure the fees are performing the way that they are intended to.

## ANALYSIS OVERVIEW

GCP worked with P&D staff on the analysis of the planning and film permits, cannabis and cannabis compliance, building and petroleum fee schedules. The cost analysis for the planning and film permits, cannabis and cannabis compliance, building and petroleum are shown below: A brief description of study highlights by division are presented below.

### Planning and Film Permits

| Fee Service Area          | Total Costs, User Fee Services | Current Revenue (Based on FY 23-24 Volume) | Proposed Fee Revenue | Increased Revenue | Proposed GFC Subsidy |
|---------------------------|--------------------------------|--|----------------------|-------------------|----------------------|
| Planning and Film Permits | \$6,427,935                    | \$5,686,538 88.47%                         | \$6,139,029 95.51%   | \$452,491         | \$288,905            |

The cost analysis for the Planning and Film Permits shows an overall cost recovery of \$5,686,538 (88.47%) with a \$741,397 (11.53%) unrecovered. GCP is recommending that most fees planning and film permit fees be set at 100% recovery with the exception of appeals of planning permits to ZA, MPC, PC or BoS.

If the fee recommendations are adopted, the estimated annual revenues would increase to \$6,139,029 or 95.51% for an increase of \$452,491 and a remaining estimated subsidy of \$288,905 for appeals.

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### Cannabis and Cannabis Compliance Fees

| Fee Service Area                                     | Total Costs, User Fee Services | Current Revenue (Based on FY 23-24 Volume) | Proposed Fee Revenue    | Increased Revenue | Proposed GFC Subsidy |
|--|--------------------------------|--|-------------------------|-------------------|----------------------|
| Cannabis & Cannabis Compliance (Planning)*           | \$326,293                      | \$281,323 86.22%                           | \$289,727 88.79%        | \$8,404           | \$36,566             |
| Cannabis & Cannabis Compliance (Building and Safety) | \$167,253                      | \$121,604 72.71%                           | \$167,253 100%          | \$45,649          | \$0                  |
| <b>Total</b>   | <b>\$493,546</b>               | <b>\$402,927 81.64%</b>                    | <b>\$456,980 92.59%</b> | <b>\$54,053</b>   | <b>\$36,566</b>      |

\* Proposed unrecovered revenue is due to cannabis appeals

The cost analysis for the cannabis and cannabis compliance (planning fees) shows an overall cost recovery of \$281,323 (86.22%) with \$44,970 (13.78%) unrecovered. If the fee recommendations are adopted, the estimated annual revenue would increase to \$289,727 or 88.79% for an increase of \$8,404 with some costs remaining unrecovered for cannabis appeals.

The cost analysis for the cannabis building fees show a cost recovery is \$121,604 (72.71%) with \$45,649 (27.29%) unrecovered. If the fee recommendations are adopted, the estimated annual revenue would increase to \$167,253 or 100% for an increase of \$45,649.

Overall, the Cannabis and Cannabis Compliance development related fees current cost recovery is \$402,927 (81.64%) with \$90,619 (18.36%) unrecovered. If the fee recommendations are adopted, the estimated annual revenue would increase to \$456,980 or 92.59% for an increase of \$54,053. The remaining \$36,566 is due to cannabis appeals being set at less than 100% cost recovery.

### Building and Safety

| Fee Service Area  | Total Costs, User Fee Services | Current Revenue (Based on FY 23-24 Volume) | Proposed Fee Revenue | Increased Revenue | Proposed GFC Subsidy |
|-------------------|--------------------------------|--|----------------------|-------------------|----------------------|
| Building & Safety | \$8,676,511                    | \$7,109,914 81.94%                         | \$8,605,916 99.19%   | \$1,496,002       | \$70,595             |

Building permit, plan review and ancillary fees proposed in this study represent a significant departure from the current structure employed. For that reason, GCP recommends taking a conservative approach when budgeting for projected revenue increases among this group of service fees.

The analysis of the building associated fees projects an overall cost recovery of \$7,109,914 (81.94%) with \$1,566,597 (18.06%) unrecovered. If the fee recommendations are adopted, the estimated annual revenue would increase to \$8,605,916 or 99.19% for an increase of \$1,496,002. The remaining \$70,595 unrecovered is due to a combination of:

- a) The rounding (down) of proposed fee prices to avoid the possibility of charging more than actual cost: \$35,949.
- b) Limiting proposed forced air units mechanical permits to 75% cost recovery levels: \$24,313.

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c) Limiting proposed water heater permit fees to 59% cost recovery level for inspections: \$10,333.

Note that cannabis-related building permit costs and revenues are reflected in the Cannabis section.

### Petroleum

| Fee Service Area | Total Costs, User Fee Services | Current Revenue (Based on FY 23-24 Volume) | Proposed Fee Revenue | Increased Revenue | Proposed GFC Subsidy |
|------------------|--------------------------------|--|----------------------|-------------------|----------------------|
| Petroleum        | \$827,789                      | \$692,542 83.66%                           | \$827,789 100%       | \$135,247         | \$0                  |

The cost analysis for the petroleum fees show an overall cost recovery of \$692,542 or 83.66% with \$135,247 (16.34%) unrecovered. The Petroleum program is recommending that all fees be adjusted to 100% recovery. With full cost recovery, estimated annual revenues would increase by approximately \$135,247.

## 04 PROGRAM CHAPTERS

The User Fee program chapters summarize findings and recommendations for each division reviewed in the study. They present key financial results, including cost-of-service calculations, current cost recovery rates, and anticipated changes in revenue based on proposed fee updates. This section also details recommended adjustments to each of the fee schedules, such as eliminating outdated fees, introducing new ones, and combining similar charges to enhance transparency and consistency. In conclusion, it outlines the final recommended fee structure customized to align with actual service costs and support the department’s broader fiscal and policy objectives. The full list of the proposed fees can be found in Appendix A -D of this report.

### PLANNING AND FILM PERMITS

#### CHAPTER I

The divisions delivering planning services have undergone many changes since the last fee study was adopted in 2017. In order to realign the services provided, the planning fee schedule underwent significant fee restructuring. GCP worked with the division’s staff in order to align the fees to the County and State codes and services provided.

The planning fees can be broken down into three categories:

- **Fixed fees** are assigned to fee categories that typically require a consistent level of effort.

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- **Deposit-based fees:** Deposit-based fees are charged when planning requires a varying level of effort and ensures fairness in a fee's application. These services are assessed as an initial security deposit and then billed based on actual costs. The cost structure for these deposit-based projects is based on the division's hourly rate. Projects vary in scope, size, modifications and/or revisions to the project description or plans which cause variability in an application's processing time.
- **Per Hour / Actual cost** fees are assigned when the fee is a pass through of costs such as to display an advertisement in the newspaper or do not require a deposit and are based on actual time spent performing the service.

For those fees that are best charged as a fixed fee, GCP developed reasonable time estimates based on time records kept by staff or reasonable time estimates provided by the subject matter experts. If the time was fairly consistent, then it was a good candidate for a fixed fee. GCP took the median time provided and multiplied it by the productive hourly rate which provided the cost per unit to provide the service.

For those fees that are best charged as a deposit, GCP reviewed the historical time records to evaluate if there was any consistency with the time and would therefore be better suited as a fixed fee. For those fees that the time varied significantly, GCP reviewed the median time spent and multiplied it by the productive hourly rate to test whether the deposit level was set appropriately.

The current planning fee structure consists of a total of 65 fees, 27 of which are fixed fees, 2 are actual cost and 36 are deposit-based fees. The revised fee structure contains a total of 72 fees, 33 are fixed fees, 1 is actual cost, 3 are per hour / actual cost and 35 are deposit-based fees. This number does not include the film permits, which have recently shifted from the building fee schedule to the planning fee schedule. The fee structure for the film permits has also undergone a significant restructuring process. Film permits currently consist of 21 fees and have been reduced to 13 fixed fees. With the addition of the film permits, the planning fee schedule now has a total of 84 fees.

### FBHR Calculation: Planning

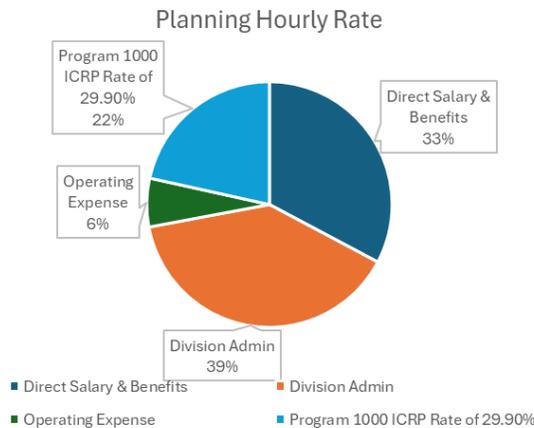
The FBHR for the Planning Division was calculated by adding line-staff salaries and benefits, divisional administrative costs and operating expenditures.

Next, an approved indirect cost rate (ICRP) was incorporated to reflect program 1000 support. Finally, this aggregate cost was then divided by annual available/direct hours per year to produce an hourly rate that reflects the total cost required to deliver planning services. The breakdown for this calculation is presented in Table 2 below.

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| Planning                          |                  |
|-----------------------------------|------------------|
| Direct Salary & Benefits          | \$ 3,688,370.32  |
| Division Admin                    | \$ 4,424,931.93  |
| Operating Expense                 | \$ 720,102.22    |
|                                   | \$ 8,833,404.47  |
| Total Direct Hours Available      | 37,626.00        |
| Base Hourly Rate                  | \$ 234.77        |
| Program 1000 ICRP Rate of 29.90%  | \$ 64.47         |
| <b>Fully Burdened Hourly Rate</b> | <b>\$ 299.24</b> |

Table 2 Planning Fully Burdened Hourly Rate

### Planning Fee Schedule

The Planning fees are placed into 5 sections:

- Director Level
- Discretionary
- Administrative
- Counter
- Film Permits

The proposed Planning fees changes include:

- Eight new fixed fees: four to create a lower fixed fee for simpler projects and four due to a change in ordinance or business practice
- Ten fees that have been combined, reducing complexity and/or eliminating unnecessary categories (e.g. The new Land Use Permit is proposed as a \$1,000 deposit and can be used in place of any of these four current fees: Tree/Brush Removal, Grading < 5,000 cubic yards, Grading ≥ 5,000 cubic yards, or Oak Tree Tier 4 Permit).
- Two fees proposed to be converted from fixed fee to a deposit-based fee
- Three reduced deposit amounts, and no increased deposit amounts.

The full list of the proposed fees can be found in Appendix A of this report.

Below are a few of the other changes that were made to the planning fee schedule:

#### Marked to Remove:

There was one fee that has not been restructured but it is recommended to remove due to the service no longer being offered.

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- Special Planning Commission Hearing

### Appeal Fee

The current Appeal to ZA, MPC, PC or BoS. fee is \$667, whereas the average cost to process an appeal is over \$19,000. During FY 2023/2024 the department had three cannabis appeals, two were denied and one was withdrawn. There were also 20 Planning appeals filed during FY 2023/2024. Out of those, three were withdrawn, five were still pending decisions and the remaining 12 were denied. GCP conducted a comparison survey for the appeal fee and found that the County’s appeal fee is lower than most of the comparison agencies. Based on the comparison survey results and taking into consideration the recently adopted Public Works appeal fee, GCP recommends raising the Appeal to ZA, MPC, PC or BoS to \$1,500.

| Jurisdiction           | Fee name   | Fee amount  |
|------------------------|--|---|
| Santa Barbara County   | Appeal to ZA, MPC, PC, or BoS (APL)  | \$667   |
| City of Lompoc         | Appeal to Planning Commission / City Council                                       | \$258   |
| City of Monterey       | Appeal (staff/ZA/ARC → Planning Commission) / (Planning Commission → City Council) | To PC: \$2,099; To CC: \$2,977                            |
| City of Santa Barbara  | Appeal of Planning Commission decision to City Council                             | \$1,095 (no fee for Coastal CDP appeals)                  |
| City of Santa Maria    | Appeal to Planning Commission  | \$2,385   |
| City of Thousand Oaks  | Appeal of Administrative or Planning Commission decision                           | \$1,621   |
| Marin County           | Appeal to Board of Supervisors / Planning Commission                               | Planning Commission: \$712; Board of Supervisors: \$1,408 |
| San Luis Obispo County | Appeal of Planning Director / Planning Commission decisions                        | \$850 (typical)   |
| Ventura County         | Board/Planning appeals / Board of Supervisors deposit                              | Deposit-based; up to ~\$3,060 depending on appeal type    |

**Table 3 Appeal Fee Comparison Results**

*Note - fees used in a comparison survey are subject to change and present a snapshot in time.*

### Film Permits Shifted to the Planning Fee Schedule

The film permit fees shifted from the building fee schedule to the planning fee schedule. As mentioned above, these fees were re-evaluated and restructured to align with the work being performed and to simplify the fee schedule. Film permits account for \$50,144 of the current planning revenue. Staff recommend raising the film permit fees to meet 100% cost recovery which would increase annual revenue to \$78,611, an increase of \$28,467. The restructured fees can be found in Appendix A of this report.

## CANNABIS AND CANNABIS COMPLIANCE

### CHAPTER II

The cannabis program was adopted after the 2017 Planning and Development fee study was approved. Since that time, the fees for cannabis and cannabis compliance mirrored the planning fee structure and building fee structure and utilized those respective hourly rates. The revised planning and building fee structures are also being proposed for the cannabis fees; however, some of the planning fees, such as tract maps, do not apply to this program and have therefore been removed. The new fee structure for cannabis planning fees contains 38 fees, 16 of which are fixed fees, 1 is actual

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cost, 1 per hour fee and 20 are deposit-based fees. This reduction in the number of fees creates a simplified fee schedule for cannabis related planning fees. The new building cannabis fees proposed will continue to mirror the newly proposed building fee structure and fees.

### Cannabis Compliance Fees

Cannabis compliance permits are charged on a deposit-based fee. Actual time and cost are invoiced at the division's hourly rate. The cannabis compliance permit initial deposit amounts are proposed to increase to \$3,000 for cannabis permit compliance minor and \$5,000 for cannabis permit compliance major. Staff hours logged on cannabis compliance services, on average, exceed the current initial deposit amounts.

- Cannabis Permit Compliance Minor
  - Current Fee \$1,500 deposit
  - Recommended Fee \$3,000 deposit
- Cannabis Permit Compliance Major
  - Current Fee \$3,000 deposit
  - Recommended Fee \$5,000 deposit
- Planning Permit Compliance Minor
  - Current Fee \$1,500 deposit
  - Recommend no change to current fee
- Planning Permit Compliance Major
  - Current Fee \$3,000 deposit
  - Recommend no change to current fee

## PETROLEUM

### CHAPTER III

There were no fee structure changes to the petroleum fees. The volume is projected to decrease in the future due to some companies going bankrupt and abandoning their wells and tanks. This decrease in volume had an impact on the annual revenue.

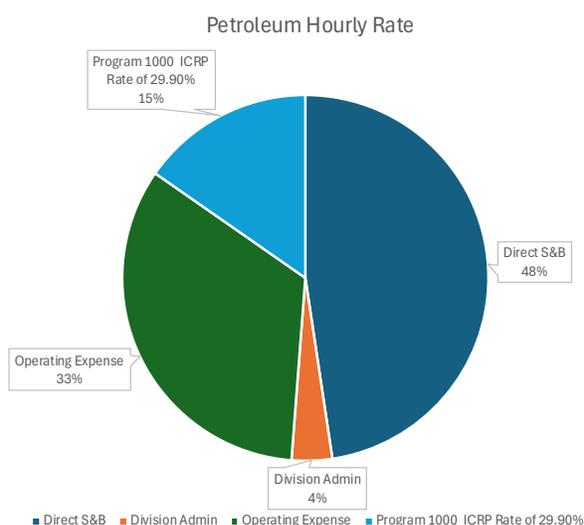
### FBHR Calculation: Petroleum

The FBHR for the petroleum unit was calculated by adding line-staff salaries and benefits for the three staff assigned, divisional administrative costs and operating expenditures. Next, an approved indirect cost rate (ICRP) was incorporated to reflect program 1000 support. Finally, this aggregate cost was then

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divided by annual available/direct hours per year to produce an hourly rate that reflects the total cost required to deliver petroleum services. The breakdown for this calculation is presented in Table 4.



| Petroleum Specialist              |           |               |
|-----------------------------------|-----------|---------------|
| Direct S&B                        | \$        | 98.25         |
| Division Admin                    | \$        | 7.37          |
| Operating Expense                 | \$        | 69.05         |
| Program 1000 ICRP Rate of 29.90%  | \$        | 31.58         |
| <b>Fully Burdened Hourly Rate</b> | <b>\$</b> | <b>206.25</b> |

| Admin Office Pro                  |           |               |
|-----------------------------------|-----------|---------------|
| Direct S&B                        | \$        | 74.29         |
| Division Admin                    | \$        | 5.57          |
| Operating Expense                 | \$        | 52.21         |
| Program 1000 ICRP Rate of 29.90%  | \$        | 23.88         |
| <b>Fully Burdened Hourly Rate</b> | <b>\$</b> | <b>155.94</b> |

Table 4 Petroleum Fully Burdened Hourly Rates

| Fee Name  | FY 23/24 Volume | Projected Volume |
|---|-----------------|------------------|
| 1 Annual Well Inspection (per well)                       | 2326            | 1973             |
| 2 Annual Tank Inspection (per tank setting)               | 127             | 99               |
| 3 Abandonment of Wells & Tanks (per well or tank setting) | 45              | 70               |
| 4 New Well Permit/Re-Drills                               | 26              | 60               |
| 5 New Tank (install/repair/replace)                       | 6               | 28               |
| 6 Soil Restoration Inspections                            | 0               | 7                |
| 7 Appeals of Code Determinations                          | 0               | 1                |

Table 5 Petroleum: Fiscal Year 2023/2024 vs Projected Volume

# **USER FEE STUDY:**

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## **PLANNING & DEVELOPMENT**

### **BUILDING AND SAFETY FEES**

#### **CHAPTER IV**

The Building and Safety division administers and enforces State and County building, grading, electrical, plumbing and mechanical codes. Plan check fees are charged to recover staff's cost of reviewing plans for conformance with State building codes. Permit fees are charged to offset the cost of inspecting construction work.

The Building Official and building staff expressed the following concerns with the existing building permit fee structure.

1. The building permit fee schedule/tables were voluminous and not user-friendly.
2. The building permit schedule included two pages of footnotes of additional potential charges, reducing fee-predictability.
3. The current fee schedules give certain types of large projects too great a discount. Staff's experience is that larger projects come with greater complexities, negating any efficiencies inherent with inspecting larger projects.
4. Lack of transparency. The current tables and accompanying footnotes require plan check and counter staff to interpret charges.

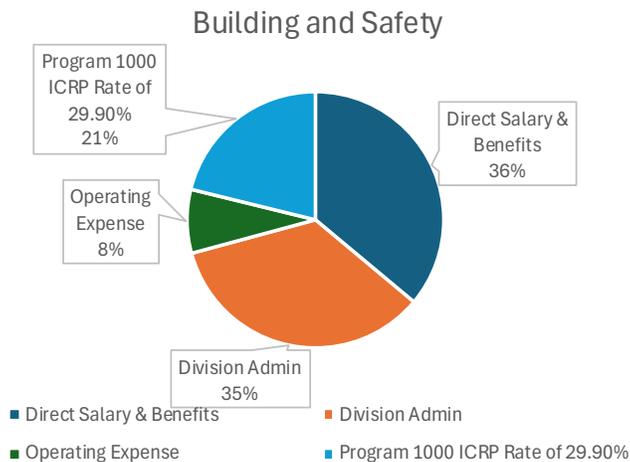
#### **FBHR Calculation: Building and Safety**

The FBHR for the Building and Safety division was calculated by adding line-staff salaries and benefits, divisional administrative costs and operating expenditures. The programs that are included in the calculation of the building hourly rate are listed below:

Next, an approved indirect cost rate (ICRP) was incorporated to reflect Program 1000 support. Finally, this aggregate cost was then divided by annual available/direct hours per year to produce an hourly rate that reflects the total cost required to deliver Planning services. The breakdown for this calculation is presented in Table 6.

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| Building and Safety               |                  |
|-----------------------------------|------------------|
| Direct Salary & Benefits          | \$ 3,164,816.84  |
| Division Admin                    | \$ 3,043,698.06  |
| Operating Expense                 | \$ 705,704.00    |
|                                   | \$ 6,914,218.90  |
| Total Direct Hours Available      | 28,948.30        |
| Base Hourly Rate                  | \$ 238.85        |
| Program 1000 ICRP Rate of 29.90%  | \$ 64.13         |
| <b>Fully Burdened Hourly Rate</b> | <b>\$ 302.97</b> |

Table 6 Building and Safety Fully Burdened Hourly Rate

### Building Permit Fees

GCP reviewed building permit fee schedules from surrounding agencies to see if there were any structures in place within the region that better reflect the cost of inspecting new construction projects. From this search, staff felt that the County of San Luis Obispo’s building permit fee schedule was both streamlined and user-friendly while being equitable across the spectrum of construction-mix inspected by Santa Barbara County staff.

San Luis Obispo County employs a “base plus incremental” fee structure whereby a base fee covers the smallest of projects for each category. Then an additional fee is charged for each square foot above the minimum base amount. GCP prepared questionnaires emulating this format from San Luis Obispo County. For each fee category, staff were asked to identify the time required to inspect:

- Base fee: time to inspect a small project.
- Large project: by identifying the time to inspect a larger project within each fee category, GCP can then calculate the average cost of inspecting square footage which exceeds the base size.

| Regional Building Permit Fee Structures |   |
|---|---|
| Carmel                                  | Valuation                                       |
| Santa Barbara - City                    | Square Footage                                  |
| Santa Maria                             | Square Footage                                  |
| San Luis Obispo - City                  | Square Footage<br><i>(Streamlined: 1 page)</i>  |
| San Luis Obispo - County                | Square Footage<br><i>(Streamlined: 2 pages)</i> |
| Thousand Oaks                           | Valuation                                       |
| Ventura - City                          | Square Footage                                  |
| Ventura - County                        | Valuation                                       |

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### Program-level approach

GCP's discussion with building inspection staff revealed that most projects require a consistent amount of staff's time per square foot. And that occupancy-type and usage designations have little effect on time requirements. Accordingly, GCP analyzed building permit fees at a "program level" to establish a consistent time/cost factor that could be applied to each fee category.

Staff queried census code 101 data from the Accela permit tracking system detailing historic inspection hours for projects of varying types. Square footages were also queried for these same projects. When combined, this historic data gives an inspection hours/ 100 square feet ratio of .89, or 53.4 minutes per 100 square feet of structure inspected.

**Accela: Insp.  
Hours to 100  
Sq Ft Ratio  
0.89**

This factor was then applied to each proposed fee prototype, resulting in a base fee plus incremental fee for each fee category. Detailed building permit cost calculations are presented in Appendix C. An example of the structure for the Guest House/ Cabana category is presented below:

| <b>New Guest House - Cabana</b>              |  |
|--|--|
| <b>\$2,379</b> for the first 500 sq ft, plus | <b>\$4.00</b> per sq ft over 501 sq ft |

Results were then adjusted by a "complexity factor" to recognize fee categories either higher or lower than the average inspection time requirement. An example is presented below, detailing that greenhouses are 50% as inspection intensive as regular projects.

| <b>New Greenhouse</b>     |            |
|---------------------------|------------|
| <b>Complexity Factor:</b> | <b>50%</b> |

### Building Plan Check Fees

Currently, plan check fee amounts vary by individual fee category and are presented side-by-side within the fee schedule. Most agencies simply assess a universal percentage-based plan check fee, applied to the permit amount, to recover plan check costs on any project. This policy has several advantages:

1. Streamlines. Eliminates the need for a plan check-specific column. The fee schedule only reflects the permit (inspection) fee amount. Then a percentage fee is applied to cover plan check costs.
2. Reduces administrative time.
  - a. Less time calculating the fee.
  - b. Currently, counter staff reconcile final square footage with original square footage and charge/refund the difference. With a percentage structure, the fee is charged at project

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submittal, and no reconciliation is required, unless significant plan modifications are made. In which case, plan modification fees would apply.

3. Easy to program. Because charging plan checks as a percentage of the permit fee is the industry norm, all permit fee systems are designed to handle this fee format.

GCP recommends the County adopt a percentage plan check fee. GCP queried data from the Accela permit tracking system to establish the ratio of plan check hours to inspection hours for a sampling of 2024/25 projects. This analysis produced a 67% ratio.

| COUNTY                        | Plan Check Fee<br>as a % of the<br>Building Pmt fee |
|-------------------------------|---|
| Santa Barbara County Proposed | 67%   |
| Ventura County                | 85%   |
| SLO County                    | 140%  |

GCP surveyed plan check fee percentages charged by Santa Barbara County's designated survey group. The results presented are those agencies which charge plan check fees in the form of a percentage applied against the associated permit fee amount.

### Electrical, Mechanical and Plumbing Permits

Proposed Electrical, Mechanical and Plumbing Permit fees were calculated by revising the time assumptions associated with each permit. These schedules were significantly streamlined to increase transparency and user-friendliness. To continue the County's historic practice of subsidizing fees with life-safety ramifications, proposed fees for forced air unit (FAU) permits and water heater permits have been set at reasonable levels below full cost recovery.

### New Policy-Related Adjustments

In addition to user fees, GCP analyzed several cost-recovery policies as well. The purpose of these policies is twofold: 1) reduce undesired behavior through the imposition of a fee and 2) eliminate any subsidy of P&D staff costs expended reacting to related issues. Similar fees charged by the regional survey group are provided in Section 5 Comparison Survey Results.

- **Investigation Fee:** if work on a project is found to have commenced without a permit, an investigation fee will be charged equal to the amount of permit fee that would apply to that project. If the project is charged on an hourly basis (i.e. not a square-footage or flat fee project), the investigation fee will be the cost of time-and-materials required for inspection and administrative support to process the project, prior to the project coming into compliance. This

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investigation fee will be charged in addition to any permit fees required to bring the project into compliance.

- **Inspection outside of work hours:** requests for inspections after work hours, only in case of emergency, there will be no change in the hourly rate charged.
- **Demolition without permit - Historic structure:** when a designated historic structure is demolished without first obtaining proper permits/approvals, an investigation fee will be charged equal to the amount of the permit fee that would apply to the demo project. This investigation fee will be charged in addition to any permit fees required to bring the project into compliance.

### Charges for Services Not Specifically Listed on Fee Schedule

When Building and Safety staff provide requested or necessary review, inspection or staff support services that are not specifically included in the fee schedule, the Building Official may assess and collect such fees that are reasonably necessary to defray the cost of such services. Staff time shall be charged on a fully burdened hourly rate basis or the actual cost of outside consultant, or as stipulated by applicable Reimbursement Agreement or Development Agreement.

## GENERAL PLAN MAINTENANCE SURCHARGE

### CHAPTER V

Government Code 66014(b) allows for the recovery of costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt. The 2017 Building Fee Study incorporated a \$200,000 indirect cost/markup to recover the annual amortized cost to maintain and update the County's General Plan and related long-range elements. In FY 2023/24, this markup generated \$179,197 in cost recovery related to state mandated long range planning costs.

The industry standard throughout the state is to implement a surcharge that is applied against all P&D user fees. This format creates a separate dedicated funding source and increases transparency by identifying the purpose of the surcharge rather than embedding it into the hourly rate.

To determine the appropriate surcharge percentage, GCP first identified the annual cost of maintaining and updating the General Plan and related state mandated elements. These costs include both professional contractor costs as well as County staffing costs.

Next, GCP estimated the annual revenue that the surcharge would be applied against. Several of the P&D's fees are exempt from this surcharge, including charges related to Permit Compliance, Zoning /Housing Code Violations, Film Permits, MEP's, Miscellaneous Building Permits, Excavations, Mobile Homes, and Moving Permits. It is estimated that the revenue subject to this surcharge amounts to \$11,337,248.

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**Surcharge calculation:** by dividing a conservative low estimated cost for maintaining the County’s long-range elements (\$420,000) by annual revenue subject to the surcharge (\$11,337,248) yields a proposed General Plan Maintenance surcharge of 3.7%.

| Service Name                          | Current Recovery | Projected Recovery | Increased Revenue |
|---------------------------------------|------------------|--------------------|-------------------|
| <b>General Plan Maintenance</b>       |                  |                    |                   |
| Planning*                             | \$0              | \$212,519          | \$212,519         |
| Cannabis & Cannabis Compliance*       | \$0              | \$9,102            | \$9,102           |
| Building Permits                      | \$179,197        | \$198,379          | \$19,182          |
| <b>Total General Plan Maintenance</b> | <b>\$179,197</b> | <b>\$420,000</b>   | <b>\$240,803</b>  |

Table 7: General Plan Maintenance Surcharge

A survey of general plan maintenance surcharges employed by other agencies within the region is presented below.



Table 8: General Plan Maintenance Surcharge Comparison Chart

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### TECHNOLOGY AND RECORD MAINTENANCE SURCHARGE

#### CHAPTER VI

Historically, technology and digitizing costs have been incorporated within the hourly rate applied to the various P&D user fees charged to the public. Development-related technology costs have increased significantly in recent years. The industry best-practice is to fund approved technology upgrades and maintenance costs via a separate dedicated surcharge. This proposed practice increases fiscal transparency and accountability. The record maintenance surcharge continues to fund the digitization and storage of the County’s permit records for archival purposes, which enhances customer service by providing easy online access to records that previously required a trip to P&D offices and photocopying.

To calculate an appropriate surcharge sufficient to offset P&D’s annual technology costs, GCP undertook a two-step process. First, the annual cost of technology was identified by a) aggregating annual software maintenance contracts and b) amortizing one-time purchases of technology.

Next GCP identified the annual revenue that the surcharge would be applied against. Certain fees are exempt from this surcharge, including violations, mobile home fees, moving permits, public noticing fees, and the proposed Planning Commission Hearing CSBTV and Montecito Planning Commission Hearing CSBTV charges.

**Surcharge calculation:** dividing P&D’s annual technology cost and record maintenance costs of \$942,350 by annual revenue subject to the surcharge (\$15,632,400) yields a proposed Technology and Records Maintenance surcharge of 6%.

| Service Name   | Current Recovery | Projected Recovery | Increased Revenue |
|--|------------------|--------------------|-------------------|
| <b>Technology and Records Management</b>                 |                  |                    |                   |
| Planning   | \$126,171        | \$363,625          | \$237,454         |
| Cannabis & Cannabis Compliance                           | \$7,532          | \$17,344           | \$9,812           |
| Building & Safety  | \$92,786         | \$511,859          | \$419,073         |
| Petroleum  | \$9,027          | \$49,522           | \$40,495          |
| <b>Total Technology and Records Management Surcharge</b> | <b>\$235,516</b> | <b>\$942,350</b>   | <b>\$706,834</b>  |

Table 9: Technology and Records Management Surcharge

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A survey of technology surcharges employed by other agencies within the region is presented below.

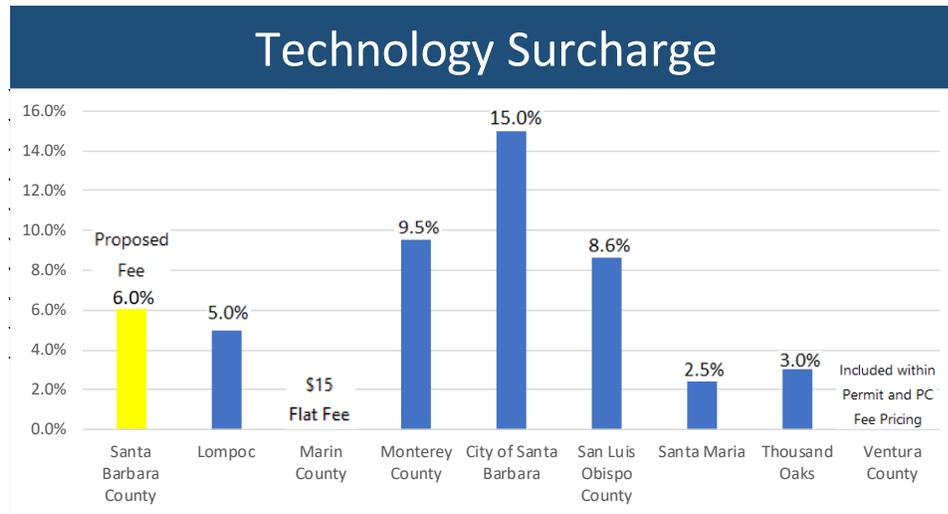


Table 10: Technology and Records Management Surcharge Comparison Chart

## 05 COMPARISON SURVEY RESULTS

The purpose of conducting a user fee comparison survey is to benchmark the County's current fees against those charged by neighboring or comparable jurisdictions. This analysis provides valuable context for evaluating the competitiveness, consistency, and reasonableness of existing or proposed fees. While fee setting should primarily reflect the actual cost of service, comparative data can inform policy decisions by highlighting regional trends, identifying potential outliers, and supporting transparent, defensible adjustments.

### Individual Fee Survey's

GCP surveyed regional agencies to determine what they charge for a range of typical development projects seen by P&D building staff.

Key considerations when reviewing comparison survey results:

- **Service Costs Vary** - Differences in staffing, operations, and overhead means fees aren't always directly comparable.
- **Policy Choices Matter** - Some agencies keep fees low by subsidizing them to support access or other goals.

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- **Different Services** - Fees may reflect different levels or types of service, even if the name is the same.
- **Compliance** - Fees must reflect the actual costs to stay legally compliant, regardless of what others charge.

| TYPICAL BUILDING PROJECTS                          |             |                        | SB County Current Fees |                |           | SB County Proposed    |                |           | Marin County          |                |           |
|--|-------------|------------------------|------------------------|----------------|-----------|-----------------------|----------------|-----------|-----------------------|----------------|-----------|
| Prototype  | Square Feet | Construction Valuation | Plan Review Fee        | Inspection Fee | Total Fee | Plan Review Fee (67%) | Inspection Fee | Total Fee | Plan Review Fee (65%) | Inspection Fee | Total Fee |
| New ADU meeting setbacks & height limits           | 800         | \$144,328              | \$2,090                | \$4,096        | \$6,186   | \$2,449               | \$3,655        | \$6,104   | \$1,612               | \$2,480        | \$4,092   |
| New ADU meeting setbacks & height limits           | 1,200       | \$216,492              | \$2,504                | \$4,524        | \$7,028   | \$3,521               | \$5,255        | \$8,776   | \$2,136               | \$3,287        | \$5,423   |
| Addition to a SFD                                  | 300         | \$54,123               | \$1,300                | \$2,768        | \$4,069   | \$684                 | \$1,021        | \$1,705   | \$873                 | \$1,344        | \$2,217   |
| Addition to a SFD                                  | 500         | \$90,205               | \$1,779                | \$3,775        | \$5,554   | \$1,046               | \$1,561        | \$2,607   | \$1,201               | \$1,848        | \$3,048   |
| Tenant improvement to an existing commercial space | 1,000       | \$265,760              | \$809                  | \$1,791        | \$2,600   | \$1,949               | \$2,909        | \$4,858   | \$2,793               | \$4,298        | \$7,091   |
| New garage   | 1,000       | \$69,490               | \$2,297                | \$4,310        | \$6,607   | \$1,109               | \$1,655        | \$2,764   | \$1,010               | \$1,554        | \$2,563   |
| Multi Family                                       | 24,205      | \$3,892,648            | \$20,999               | \$23,140       | \$44,139  | \$22,866              | \$41,032       | \$63,898  | \$10,507              | \$16,165       | \$26,672  |
| Repeat Unit Plan Check Discount                    | n/a         | n/a                    | \$652                  |                |           | \$909                 |                |           | info not available    |                |           |

| TYPICAL BUILDING PROJECTS                          |             |                        | San Luis Obispo County              |                |           | Ventura County              |                |           | City of Santa Barbara  |                |           |
|--|-------------|------------------------|-------------------------------------|----------------|-----------|-----------------------------|----------------|-----------|------------------------|----------------|-----------|
| Prototype  | Square Feet | Construction Valuation | Plan Review Fee                     | Inspection Fee | Total Fee | Plan Review Fee (85%)       | Inspection Fee | Total Fee | Plan Review Fee        | Inspection Fee | Total Fee |
| New ADU meeting setbacks & height limits           | 800         | \$144,328              | \$784                               | \$544          | \$1,328   | \$1,770                     | \$2,082        | \$3,852   | \$5,734                | \$15,786       | \$21,520  |
| New ADU meeting setbacks & height limits           | 1,200       | \$216,492              | \$1,176                             | \$816          | \$1,992   | \$2,345                     | \$2,759        | \$5,104   | \$5,849                | \$18,276       | \$24,124  |
| Addition to a SFD                                  | 300         | \$54,123               | \$695                               | \$485          | \$1,180   | \$961                       | \$1,131        | \$2,091   | \$621                  | \$2,033        | \$2,654   |
| Addition to a SFD                                  | 500         | \$90,205               | \$695                               | \$485          | \$1,180   | \$1,319                     | \$1,552        | \$2,871   | \$1,244                | \$2,404        | \$3,648   |
| Tenant improvement to an existing commercial space | 1,000       | \$265,760              | \$1,280                             | \$860          | \$2,140   | \$2,737                     | \$3,220        | \$5,956   | \$3,977                | \$6,076        | \$10,053  |
| New garage   | 1,000       | \$69,490               | \$1,170                             | \$820          | \$1,990   | \$1,110                     | \$1,306        | \$2,416   | \$4,746                | \$13,555       | \$18,301  |
| Multi Family                                       | 24,205      | \$3,892,648            | \$21,798                            | \$27,450       | \$49,248  | \$24,011                    | \$28,248       | \$52,259  | \$13,115               | \$19,198       | \$32,313  |
| Repeat Unit Plan Check Discount                    | n/a         | n/a                    | \$1,211 per duplicate dwelling unit |                |           | 50% of "prototype plan" fee |                |           | 50% of original pc fee |                |           |

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| TYPICAL BUILDING PROJECTS                          |             |                        | City of San Diego      |                |           | Averages    |            |          |
|--|-------------|------------------------|------------------------|----------------|-----------|-------------|------------|----------|
| Prototype  | Square Feet | Construction Valuation | Plan Review Fee        | Inspection Fee | Total Fee | Plan Review | Inspection | Total    |
| New ADU meeting setbacks & height limits           | 800         | \$144,328              | \$7,539                | \$7,934        | \$15,473  | \$3,488     | \$5,765    | \$9,253  |
| New ADU meeting setbacks & height limits           | 1,200       | \$216,492              | \$7,539                | \$7,934        | \$15,473  | \$3,809     | \$6,614    | \$10,423 |
| Addition to a SFD                                  | 300         | \$54,123               | \$1,118                | \$800          | \$1,919   | \$854       | \$1,158    | \$2,012  |
| Addition to a SFD                                  | 500         | \$90,205               | \$1,118                | \$800          | \$1,919   | \$1,115     | \$1,418    | \$2,533  |
| Tenant improvement to an existing commercial space | 1,000       | \$265,760              | \$2,362                | \$1,226        | \$3,588   | \$2,630     | \$3,136    | \$5,766  |
| New garage   | 1,000       | \$69,490               | \$1,400                | \$1,565        | \$2,964   | \$1,887     | \$3,760    | \$5,647  |
| Multi Family                                       | 24,205      | \$3,892,648            | \$21,599               | \$10,629       | \$32,228  | \$18,206    | \$20,338   | \$38,544 |
| Repeat Unit Plan Check Discount                    | n/a         | n/a                    | 25% of original pc fee |                |           | n/a         | n/a        | n/a      |

Table 12 Typical Building Projects Comparison Results

### Policy and Penalty Fees

Several fee policies and penalties were evaluated and considered for institution to either reduce a subsidy or to discourage certain behavior. A survey of policy and penalty related fees is presented below.

| Agency                               | Reinspection Fees   | Recheck Fees   | Work Without Permit   |
|--------------------------------------|---|--|---|
| Ventura County                       | \$171 per insp. For work not ready or accessible. Or corrective work not performed.   | n/a. However, they charge a high PC fee (85%)  | "Investigation fee" equal to permit fee. Charged in addition to permit fee. |
| City of Santa Barbara                | \$215 per insp.   | n/a  | Hourly rates  |
| City of Goleta                       | Hourly rates. 2 hour min.   | Hourly rates. 2 hour min.  | \$178 per insp.   |
| City of Lompoc                       | Hourly rates  | Hourly rates   | Hourly rates  |
| City of Santa Maria                  | Hourly rates  | Hourly rates   | n/a   |
| County of Santa Barbara - Proposed - | \$303 (one hour) charged a) after two failed inspections, b) work is not accessible, c) work is not ready for a scheduled inspection. | \$303 (one hour) charged upon the fourth and each successive check of the same plan. | "Investigation fee" equal to permit fee. Charged in addition to permit fee. |

# USER FEE STUDY:

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### 06 RECOMMENDATIONS

With such major restructuring of the P&D fees, GCP has provided four recommendations:

1. The department maintains a full cost recovery policy with a few exceptions, such as appeal fees, hot water heaters and FAU's. GCP recommends adoption of the proposed fees which were aligned in accordance with the department's existing cost recovery policy.
2. The department should continue to update the fees in the off years by the regional CPI factor and/or employment cost index (ECI) factor, whichever is greater.
3. Due to the extent of the restructuring of the department's fees, GCP recommends monitoring both the time spent and revenue generated and performing a check at both six months and one year to ensure that the restructured fees are performing the way they are intended too.
4. GCP recommends that the department undertakes a detailed analysis at least every three to five years, with minor adjustments in the non-study years to keep pace with economic factors.

# USER FEE STUDY:

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### APPENDIX A

#### INDIVIDUAL FEE RECOMMENDATIONS - PLANNING AND FILM PERMITS

| Santa Barbara County      |  |                         |                             |                   |                                     |              |                 |
|---------------------------|--|-------------------------|-----------------------------|-------------------|-------------------------------------|--------------|-----------------|
| Planning and Film Permits |  |                         |                             |                   |                                     |              |                 |
| FY 2025-2026 Budget       |  |                         |                             | Per Unit Analysis |                                     |              |                 |
| Fee Name                  | CURRENT FEE  | CURRENT FEE DESCRIPTION | COST PER UNIT               | COST RECOVERY %   | UNIT COST / AVERAGE COST (Deposits) | PROPOSED FEE |                 |
| 1                         | <b>DIRECTOR LEVEL</b>  |                         |                             |                   |                                     |              |                 |
| 1a                        | Accessory Structures (Residential or Agricultural)   | \$538-\$2,200           | Fixed                       | \$ 898            |                                     | \$ 898       | \$ 898          |
| 1b                        | Residential Additions 500 sq ft or fewer   | \$980                   | Fixed                       | \$ 1,197          | 82%                                 | \$ 1,197     | \$ 1,197        |
| 1c                        | Residential Additions over 501 sq ft   | \$980                   | Deposit                     | \$ -              | 0%                                  | \$ -         | \$1,000 Deposit |
| 1d                        | Commercial/Industrial Alterations/Additions - Existing Structure                               | \$1,492                 | Fixed                       | \$ 898            | 166%                                | \$ 898       | \$ 898          |
| 1f                        | Change of Use  | \$799                   | Fixed                       | \$ 898            | 89%                                 | \$ 898       | \$ 898          |
| 1e                        | Residential: Fences & Walls (over 8' outside of setbacks; over 6' in MLUDS), Pools, Spas, Etc. | \$773                   | Fixed                       | \$ 598            | 129%                                | \$ 598       | \$ 598          |
| 2                         | Zoning Clearance (ZCI)   | \$1,000                 | Deposit                     | \$ 2,125          | 47%                                 | \$ 2,125     | \$1,000 Deposit |
| 3                         | Land Use Permit (LUP)  | \$1,000                 | Deposit                     | \$ 2,903          | 34%                                 | \$ 2,903     | \$1,000 Deposit |
| 4                         | Coastal Development Permit (CDP)   | \$1,000                 | Deposit                     | \$ 2,813          | 36%                                 | \$ 2,813     | \$1,000 Deposit |
| 5                         | Emergency Permit (EMP)   | \$3,581                 | Fixed Fee Change to Deposit | \$ 6,374          | 56%                                 | \$ 6,374     | \$1,000 Deposit |
| 6                         | Substantial Conformity Determination (SCD)   | \$1,000                 | Deposit                     | \$ 2,903          | 34%                                 | \$ 2,903     | \$1,000 Deposit |
| 7                         | Consultation (CNS)   | \$1,000                 | Deposit                     | \$ 1,616          | 62%                                 | \$ 1,616     | \$1,000 Deposit |
| 8                         | Pre-Application (PRE)  | \$1,500                 | Deposit                     | \$ 5,057          | 30%                                 | \$ 5,057     | \$1,500 Deposit |
| 9                         | Zoning Consistency Review  | \$302                   | Fixed Fee                   | \$ 299            | 101%                                | \$ 299       | \$ 299          |
| 9.1                       | ADU 800 sq ft or less  | \$0                     | New: Fixed Fee              | \$ 299            | 0%                                  | \$ 299       | \$ 299          |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Santa Barbara County      |  |             |                             |                   |                 |                                     |                 |
|---------------------------|--|-------------|-----------------------------|-------------------|-----------------|-------------------------------------|-----------------|
| Planning and Film Permits |  |             |                             |                   |                 |                                     |                 |
| FY 2025-2026 Budget       |  |             |                             | Per Unit Analysis |                 |                                     |                 |
| Fee Name                  |  | CURRENT FEE | CURRENT FEE DESCRIPTION     | COST PER UNIT     | COST RECOVERY % | UNIT COST / AVERAGE COST (Deposits) | PROPOSED FEE    |
| 9.2                       | ADU more than 800 sq ft or more than one ADU               | \$0         | New: Fixed Fee              | \$ 898            | 0%              | \$ 898                              | \$ 898          |
| 10                        | Map Clearance (MPC)  | \$1,000     | Deposit                     | \$ 2,454          | 41%             | \$ 2,454                            | \$1,000 Deposit |
| 11                        | Permit Compliance - Minor (PMC)                            | \$1,500     | Deposit                     | \$ 1,960          | 77%             | \$ 1,960                            | \$1,500 Deposit |
| 12                        | Permit Compliance - Major (PMC)                            | \$3,000     | Deposit                     | \$ 5,701          | 53%             | \$ 5,701                            | \$3,000 Deposit |
| 12.1                      | Senior Mobile Home Overlay Compliance                      | \$0         | New: Fixed Fee              | \$ 299            | 0%              | \$ 299                              | \$ 299          |
| 13                        | Sign Certificate of Conformance (SCC)                      | \$695       | Fixed Fee Change to Deposit | \$ 1,257          | 55%             | \$ 1,257                            | \$1,000 Deposit |
| 14                        | Permit Exemptions  | \$318       | Fixed Fee                   | \$ 299            | 106%            | \$ 299                              | \$ 299          |
| 15                        | Time Extension (TEX)                                       | \$631       | Fixed Fee                   | \$ 838            | 75%             | \$ 838                              | \$ 838          |
| 16                        | Minor Revision (RVP)                                       | \$631       | Fixed Fee                   | \$ 658            | 96%             | \$ 658                              | \$ 658          |
| 17                        | Home Occupation (HOC)                                      | \$631       | Fixed Fee                   | \$ 898            | 70%             | \$ 898                              | \$ 898          |
| 18                        | Homestay (HOM), Initial                                    | \$631       | Fixed Fee                   | \$ 898            | 70%             | \$ 898                              | \$ 898          |
| 18.1                      | Homestay (HOM), Renewal                                    | \$0         | New: Fixed Fee              | \$ 299            | 0%              | \$ 299                              | \$ 299          |
| 21                        | Public Convenience and Necessity (PCN)                     | \$894       | Fixed Fee                   | \$ 2,828          | 32%             | \$ 2,828                            | \$ 2,828        |
| 22                        | <b>DISCRETIONARY</b>                                       |             |                             |                   |                 |                                     |                 |
| 23                        | Coastal Development Permit with Hearing (CDH)              | \$3,000     | Deposit                     | \$ 10,788         | 28%             | \$ 10,788                           | \$3,000 Deposit |
| 24                        | Minor Conditional Use Permit - New or Revised (CUP or RVP) | \$3,000     | Deposit                     | \$ 7,691          | 39%             | \$ 7,691                            | \$3,000 Deposit |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

Santa Barbara County

Planning and Film Permits

FY 2025-2026 Budget

Per Unit Analysis

| Fee Name |   | CURRENT FEE | CURRENT FEE DESCRIPTION | COST PER UNIT | COST RECOVERY % | UNIT COST / AVERAGE COST (Deposits) | PROPOSED FEE    |
|----------|---|-------------|-------------------------|---------------|-----------------|-------------------------------------|-----------------|
| 25       | Development Plan - New or Revised (DVP or RVP)              | \$5,000     | Deposit                 | \$ 14,812     | 34%             | \$ 14,812                           | \$5,000 Deposit |
| 26       | Major Conditional Use Permit - New or Revised (CUP or RVP)  | \$8,000     | Deposit                 | \$ 8,334      | 96%             | \$ 8,334                            | \$8,000 Deposit |
| 27       | Amendment to CUP or DVP (AMD)                               | \$3,000     | Deposit                 | \$ 12,209     | 25%             | \$ 12,209                           | \$3,000 Deposit |
| 28       | Variance (VAR)  | \$5,000     | Deposit                 | \$ 2,050      | 244%            | \$ 2,050                            | \$3,000 Deposit |
| 29       | Modification (MOD)  | \$5,000     | Deposit                 | \$ 7,825      | 64%             | \$ 7,825                            | \$1,500 Deposit |
| 30       | Use Determination (DET)                                     | \$3,000     | Deposit                 | \$ 6,464      | 46%             | \$ 6,464                            | \$3,000 Deposit |
| 30.1     | Limited Exception Determination                             | \$3,000     | Deposit                 | \$ 6,464      | 46%             | \$ 6,464                            | \$3,000 Deposit |
| 31       | Hardship Determination - Non-Conforming Use/Structure (DET) | \$5,000     | Deposit                 | \$ -          |                 | \$ -                                | \$5,000 Deposit |
| 32       | General Plan Consistency - Gov Code 65402 (GOV)             | \$1,500     | Deposit                 | \$ 2,962      | 51%             | \$ 2,962                            | \$1,500 Deposit |
| 33       | Road Naming (RDN)   | \$1,500     | Deposit                 | \$ 4,339      | 35%             | \$ 4,339                            | \$1,500 Deposit |
| 34       | Conditional Certificate of Compliance (COC)                 | \$3,000     | Deposit                 | \$ 8,439      | 36%             | \$ 8,439                            | \$3,000 Deposit |
| 35       | Lot Line Adjustment (LLA)                                   | \$5,000     | Deposit                 | \$ 15,815     | 32%             | \$ 15,815                           | \$5,000 Deposit |
| 36       | Tentative Map (TPM and TRM)                                 | \$5,000     | Deposit                 | \$ 21,845     | 23%             | \$ 21,845                           | \$5,000 Deposit |
| 37       | Recorded Map Modification (RMM)                             | \$5,000     | Deposit                 | \$ -          |                 | \$ 5,000                            | \$5,000 Deposit |
| 38       | Time Extension - Discretionary (TEX)                        | \$3,000     | Deposit                 | \$ 2,394      | 125%            | \$ 3,000                            | \$3,000 Deposit |
| 39       | General Plan Amendment (GPA)                                | \$8,000     | Deposit                 | \$ -          |                 | \$ -                                | \$8,000 Deposit |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Santa Barbara County      |   |             |                         |                   |                 |                                     |                 |
|---------------------------|---|-------------|-------------------------|-------------------|-----------------|-------------------------------------|-----------------|
| Planning and Film Permits |   |             |                         |                   |                 |                                     |                 |
| FY 2025-2026 Budget       |   |             |                         | Per Unit Analysis |                 |                                     |                 |
| Fee Name                  |   | CURRENT FEE | CURRENT FEE DESCRIPTION | COST PER UNIT     | COST RECOVERY % | UNIT COST / AVERAGE COST (Deposits) | PROPOSED FEE    |
| 40                        | Ordinance Amendment (ORD)                                       | \$8,000     | Deposit                 | \$ -              |                 | \$ 8,000                            | \$8,000 Deposit |
| 40.1                      | Rezone (RZN)  | \$8,000     | Deposit                 | \$ 4,474          | 179%            | \$ 8,000                            | \$8,000 Deposit |
| 41                        | Specific Plan (SPP)   | \$8,000     | Deposit                 | \$ 44,258         | 18%             | \$ 8,000                            | \$8,000 Deposit |
| 42                        | Overall Sign Plan (OSP)   | \$3,000     | Deposit                 | \$ 19,421         | 15%             | \$ 3,000                            | \$3,000 Deposit |
| 43                        | Historic Landmark Designation (DET)                             | \$0         | New: Fixed Fee          | \$ 2,394          | 0%              | \$ 2,394                            | \$ 2,394        |
| 44                        | Agricultural Preserve Contracts - New, Assumed, Cancelled (AGP) | \$1,500     | Deposit                 | \$ 1,227          | 122%            | \$ 1,227                            | \$1,500 Deposit |
| 46                        | <b>ADMINISTRATIVE FEES</b>                                      |             |                         |                   |                 |                                     |                 |
| 47                        | Noticing to Owners/Residents within 300 ft                      | \$123       | Fixed Fee               | \$ 104            | 118%            | \$ 104                              | \$ 104          |
| 48                        | Noticing to Owners/Residents 1,000 ft                           | \$843       | Fixed Fee               | \$ 704            | 120%            | \$ 704                              | \$ 704          |
| 49                        | Mailed Notices - MDL Add On                                     | \$85        | Fixed Fee               | \$ 99             | 86%             | \$ 99                               | \$ 99           |
| 50                        | SDRC/SP Meeting   | \$373       | Fixed Fee               | \$ 438            | 85%             | \$ 438                              | \$ 438          |
| 51                        | APAC Hearing  | \$506       | Fixed Fee               | \$ 503            | 101%            | \$ 503                              | \$ 503          |
| 54.1                      | BAR Hearing   | \$0         | Fixed Fee               | \$ 1,912          | 0%              | \$ 1,912                            | \$ 1,912        |
| 55.1                      | Minor Bar Review (Signs, Revisions)                             | \$0         | New: Fixed Fee          | \$ 501            | 0%              | \$ 501                              | \$ 501          |
| 56                        | Zoning Administrator Hearing                                    | \$1,223     | Fixed Fee               | \$ 1,268          | 96%             | \$ 1,268                            | \$ 1,268        |
| 57                        | Montecito Planning Commission Hearing                           | \$1,354     | Fixed Fee               | \$ 1,308          | 103%            | \$ 1,308                            | \$ 1,308        |
| 57.1                      | Montecito Planning Commission Hearing - CSBTV Charge            | \$0         | New: Fixed Fee          | \$ 1,231          | 0%              | \$ 1,231                            | \$ 1,231        |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Santa Barbara County      |             |  |               |                   |   |   |   |
|---------------------------|-------------|--|---------------|-------------------|---|---|---|
| Planning and Film Permits |             |  |               |                   |   |   |   |
| FY 2025-2026 Budget       |             |  |               | Per Unit Analysis |   |   |   |
| Fee Name                  | CURRENT FEE | CURRENT FEE DESCRIPTION  | COST PER UNIT | COST RECOVERY %   | UNIT COST / AVERAGE COST (Deposits)           | PROPOSED FEE                                  |   |
| 58                        | \$2,199     | Planning Commission Hearing  | \$ 2,091      | 105%              | \$ 2,091                                      | \$ 2,091                                      | \$ 2,091                                      |
| 58.1                      | \$0         | Planning Commission Hearing - CSBTV Charge   | \$ 1,231      | 0%                | \$ 1,231                                      | \$ 1,231                                      | \$ 1,231                                      |
| 59                        | \$0         | Special Planning Commission Hearing  | \$ -          |                   | Actual Cost                                   | Remove  | Remove  |
| 60                        | \$667       | Appeal to ZA, MPC, PC, or BoS (APL)  | \$ 19,783     | 3%                | \$ 19,783                                     | \$ 1,500                                      | \$ 1,500                                      |
| 61                        | \$0         | Display Advertisement in Newspaper   | \$ 7,293      | 100%              | Actual Cost                                   | Actual Cost                                   | Actual Cost                                   |
| 63                        |             | <b>FILM PERMIT FEES</b>  |               |                   |   |   |   |
| 64                        |             | <b>BASE FEES</b>   |               |                   |   |   |   |
| 65                        | \$923       | Film Permit and Still Shoot Permit Application - Up to five locations, seven consecutive days (additional fees will be required for extra locations and/or days) | \$ 1,092      | 85%               | \$ 1,092                                      | \$ 1,092                                      | \$ 1,092                                      |
| 66                        | \$0         | Filming beyond five locations and/or seven consecutive days (one time)   | \$ 500        | 0%                | \$ 500  | \$ 500  | \$ 500  |
| 67                        | \$0         | Delayed Application Processing Fee (three or fewer days)   | \$ -          |                   | New Fee - 1.5x the cost of permit application | New Fee - 1.5x the cost of permit application | New Fee - 1.5x the cost of permit application |
| 68                        |             | <b>ADDITIONAL FACTORS</b>  |               |                   |   |   |   |
| 69                        | \$89        | After hours filming (outside of 7AM-8PM)   | \$ 90         | 99%               | \$ 90   | \$ 90   | \$ 90   |
| 70                        | \$89        | Special effects (pyro, gunfire, sound effects, fog, etc. other special effects)  | \$ 90         | 99%               | \$ 90   | \$ 90   | \$ 90   |
| 71                        | \$53        | Other agency coordination: Roads   | \$ 150        | 35%               | \$ 150  | \$ 150  | \$ 150  |
| 72                        | \$89        | Other agency coordination: CHP   | \$ 90         | 99%               | \$ 90   | \$ 90   | \$ 90   |
| 73                        | \$180       | Review of Materials: FAA (helicopter/plane/drone use)  | \$ 209        | 86%               | \$ 209  | \$ 209  | \$ 209  |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Santa Barbara County      |                    |   |                                     |                   |                                     |              |            |
|---------------------------|--------------------|---|-------------------------------------|-------------------|-------------------------------------|--------------|------------|
| Planning and Film Permits |                    |   |                                     |                   |                                     |              |            |
| FY 2025-2026 Budget       |                    |   |                                     | Per Unit Analysis |                                     |              |            |
| Fee Name                  | CURRENT FEE        | CURRENT FEE DESCRIPTION                               | COST PER UNIT                       | COST RECOVERY %   | UNIT COST / AVERAGE COST (Deposits) | PROPOSED FEE |            |
| 74                        | \$53               | Other agency coordination: Parks                      | Fixed Fee                           | \$ 90             | 59%                                 | \$ 90        | \$ 90      |
| 75                        | \$53               | Other agency coordination: Fire                       | Fixed Fee                           | \$ 90             | 59%                                 | \$ 90        | \$ 90      |
| 76                        | \$53               | Other agency coordination: Other agency not specified | Fixed Fee                           | \$ 90             | 59%                                 | \$ 90        | \$ 90      |
| 77                        | \$89               | Other agency coordination: Sheriff                    | Fixed Fee                           | \$ 90             | 99%                                 | \$ 90        | \$ 90      |
| 78                        | \$0                | Film Permit Amendment                                 | Actual Cost But Change to Fixed Fee | \$ 299            | 0%                                  | \$ 299       | \$ 299     |
| 79                        | \$0                | Filming for a student assignment, non-profit,         | Fee Waived                          | \$ -              | 0                                   | Fee Waived   | Fee Waived |
| 80                        | <b>COUNTER FEE</b> |   |                                     |                   |                                     |              |            |
| 81                        | \$0                | Intake Processing Fee                                 | New: Fixed Fee (non refundable)     | \$75              | 0%                                  | \$75         | \$ 75      |
| 82                        | \$302.00           | Planning Hourly Rate                                  | Hourly Rate                         | \$299             | 101%                                | \$299        | \$ 299     |
| 83                        | \$278              | Initial Inspection Fee for Building                   | Fixed Fee                           | \$299             | 93%                                 | \$299        | \$ 299     |
| 84                        | \$0                | Emergency Permit Field Inspections for Building       | New Fee: Per Hour                   | \$299             | 0%                                  | \$299        | \$ 299     |
| 85                        | \$0                | Research Fee  | New Fee: Per Hour                   | \$299             | 0%                                  | \$299        | \$ 299     |
| 86                        | \$0                | Planning Review for Building                          | New: Fixed Fee                      | \$150             | 0%                                  | \$150        | \$ 150     |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

### APPENDIX B

#### INDIVIDUAL FEE RECOMMENDATIONS - CANNABIS AND CANNABIS COMPLIANCE (PLANNING FEES ONLY)

| Santa Barbara County<br>Cannabis & Cannabis Compliance<br>(Development Review Only)<br>FY 2025-2026 Budget |                       | Per Unit Analysis                                  |               |                 |                 |  |
|--|-----------------------|--|---------------|-----------------|-----------------|--|
| Fee Name   | CURRENT FEE           | CURRENT FEE DESCRIPTION                            | COST PER UNIT | COST RECOVERY % | PROPOSED FEE    |  |
| 1  | <b>DIRECTOR LEVEL</b> |  |               |                 |                 |  |
| 2  | \$1,000               | Zoning Clearance (ZCI) Deposit                     | \$2,125       | 47%             | \$1,000 Deposit |  |
| 3  | \$1,000               | Land Use Permit (LUP) Deposit                      | \$2,903       | 34%             | \$1,000 Deposit |  |
| 4  | \$1,000               | Coastal Development Permit (CDP) Deposit           | \$2,813       | 36%             | \$1,000 Deposit |  |
| 5  | \$1,000               | Substantial Conformity Determination (SCD) Deposit | \$2,813       | 36%             | \$1,000 Deposit |  |
| 6  | \$1,000               | Consultation (CNS) Deposit                         | \$1,616       | 62%             | \$1,000 Deposit |  |
| 7  | \$1,500               | Pre-Application (PRE) Deposit                      | \$5,057       | 30%             | \$1,500 Deposit |  |
| 8  | \$302                 | Zoning Consistency Review Fixed Fee                | \$299         | 101%            | \$299           |  |
| 9  | \$1,500               | Cannabis Permit Compliance - Minor (PMC) Deposit   |               | 100%            | \$3,000 Deposit |  |
| 10   | \$3,000               | Cannabis Permit Compliance - Major (PMC) Deposit   |               | 100%            | \$5,000 Deposit |  |
| 11   | \$1,500               | Zoning Permit Compliance - Minor Deposit           | \$1,960       | 100%            | \$1,500 Deposit |  |
| 12   | \$3,000               | Zoning Permit Compliance - Major Deposit           | \$5,701       | 100%            | \$3,000 Deposit |  |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Santa Barbara County<br>Cannabis & Cannabis Compliance<br>(Development Review Only)<br>FY 2025-2026 Budget |   |                                   | Per Unit Analysis |                 |                 |  |
|--|---|-----------------------------------|-------------------|-----------------|-----------------|--|
| Fee Name   | CURRENT FEE   | CURRENT FEE DESCRIPTION           | COST PER UNIT     | COST RECOVERY % | PROPOSED FEE    |  |
| 13   | Sign Certificate of Conformance (SCC)                           | Fixed Fee<br>Change to<br>Deposit | \$1,257           | 55%             | \$1,000 Deposit |  |
| 14   | Time Extension (TEX)  | Fixed Fee                         | \$838             | 75%             | \$838           |  |
| 15   | Minor Revision (RVP)  | Fixed Fee                         | \$658             | 96%             | \$658           |  |
| 18   | <b>DISCRETIONARY</b>  |                                   |                   |                 |                 |  |
| 19   | Coastal Development Permit with Hearing (CDH)                   | Deposit                           | \$10,788          | 28%             | \$3,000 Deposit |  |
| 20   | Minor Conditional Use Permit - New or Revised (CUP or RVP)      | Deposit                           | \$7,691           | 39%             | \$3,000 Deposit |  |
| 21   | Development Plan - New or Revised (DVP or RVP)                  | Deposit                           | \$14,812          | 34%             | \$5,000 Deposit |  |
| 22   | Major Conditional Use Permit - New or Revised (CUP or RVP)      | Deposit                           | \$8,334           | 96%             | \$8,000 Deposit |  |
| 23   | Amendment to CUP or DVP (AMD)                                   | Deposit                           | \$12,209          | 25%             | \$3,000 Deposit |  |
| 24   | Variance (VAR)  | Deposit                           | \$2,050           | 244%            | \$3,000 Deposit |  |
| 25   | Modification (MOD)  | Deposit                           | \$7,825           | 64%             | \$1,500 Deposit |  |
| 26   | Time Extension - Discretionary (TEX)                            | Deposit                           | \$2,394           | 125%            | \$3,000 Deposit |  |
| 27   | Agricultural Preserve Contracts - New, Assumed, Cancelled (AGP) | Deposit                           | \$1,227           | 122%            | \$1,500 Deposit |  |

# USER FEE STUDY:

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## PLANNING & DEVELOPMENT

| Santa Barbara County<br>Cannabis & Cannabis Compliance<br>(Development Review Only)<br>FY 2025-2026 Budget |                            | Per Unit Analysis                          |                     |                 |              |  |
|--|----------------------------|--|---------------------|-----------------|--------------|--|
| Fee Name   | CURRENT FEE                | CURRENT FEE DESCRIPTION                    | COST PER UNIT       | COST RECOVERY % | PROPOSED FEE |  |
| 28   | <b>ADMINISTRATIVE FEES</b> |  |                     |                 |              |  |
| 29   | \$123                      | Noticing to Owners/Residents within 300 ft | Fixed Fee           | \$104 118%      | \$104        |  |
| 30   | \$843                      | Noticing to Owners/Residents 1,000 ft      | Fixed Fee           | \$704 120%      | \$704        |  |
| 31   | \$85                       | Mailed Notices - MDL Add On                | Fixed Fee           | \$99 86%        | \$99         |  |
| 32   | \$373                      | SDRC/SP Meeting                            | Fixed Fee           | \$438 85%       | \$438        |  |
| 33   | \$506                      | APAC Hearing                               | Fixed Fee           | \$503 101%      | \$503        |  |
| 34   | \$2,192                    | BAR Hearing                                | Fixed Fee           | \$1,912 115%    | \$1,912      |  |
| 35.1   | \$0                        | Minor Bar Review: Signs/Revisions          | Fixed Fee (New Fee) | \$ 501 0%       | \$501        |  |
| 36   | \$1,223                    | Zoning Administrator Hearing               | Fixed Fee           | \$1,268 96%     | \$1,268      |  |
| 37   | \$2,199                    | Planning Commission Hearing                | Fixed Fee           | \$2,091 105%    | \$2,091      |  |
| 37.1   | \$0                        | Planning Commission Hearing - CSBTV Charge | Fixed Fee (New Fee) | \$1,231 0%      | \$1,231      |  |
| 38   | \$0                        | Special Planning Commission Hearing        | Remove              |                 |              |  |
| 39   | \$667                      | Appeal to ZA, PC, or BoS (APL)             | Fixed Fee           | \$ 19,783 3%    | \$1,500      |  |
| 40   | \$0                        | Display Advertisement in Newspaper         | Actual Cost         | 100%            | Actual Cost  |  |

# USER FEE STUDY:

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## PLANNING & DEVELOPMENT

| Santa Barbara County<br>Cannabis & Cannabis Compliance<br>(Development Review Only)<br>FY 2025-2026 Budget |                       | Per Unit Analysis       |                                |                 |              |       |
|--|-----------------------|-------------------------|--------------------------------|-----------------|--------------|-------|
| Fee Name   | CURRENT FEE           | CURRENT FEE DESCRIPTION | COST PER UNIT                  | COST RECOVERY % | PROPOSED FEE |       |
| <b>COUNTER FEE</b>   |                       |                         |                                |                 |              |       |
| 41   | Staff Hourly Rates    | \$302                   | Per Hour                       | \$299           | 101%         | \$299 |
| 42   | Intake Processing Fee | \$0                     | New Fixed Fee (non refundable) | \$75            | 0%           | \$75  |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

### APPENDIX C

#### INDIVIDUAL RECOMMENDATIONS - BUILDING AND SAFETY

| Fee Category   | Proposed Plan Check Fee    | Proposed Inspection Fee   |
|--|----------------------------|---|
| <b>BUILDING PERMITS</b>  |                            |   |
| New ADU/ Residential Additions                                 | 67%                        | \$2,455 Base fee for the first 500 sq ft, plus \$4.00 each additional sq ft over 500 sq ft      |
| New Guest House - Cabana                                       | 67%                        | \$2,455 Base fee for the first 500 sq ft, plus \$4.00 each additional sq ft over 500 sq ft      |
| New R3/SFD/Duplex  | 67%                        | \$10,456 Base fee for the first 2,500 sq ft, plus \$4.00 each additional sq ft over 2,500 sq ft |
| New Multifamily (3 or more units)<br>Fee Maximum: 30,000 sq ft | 67%                        | \$6,107 Base fee for the first 3,000 sq ft, plus \$1.83 each additional sq ft over 3,000 sq ft  |
| New Commercial Shell   | 67%                        | \$4,500 Base fee for the first 3,000 sq ft, plus \$1.35 each additional sq ft over 3,000 sq ft  |
| New Commercial<br>Fee Maximum: 30,000 sq ft                    | 67%                        | \$6,927 Base fee for the first 3,000 sq ft, plus \$2.16 each additional sq ft over 3,000 sq ft  |
| New Accessory Structure - U Occupancy                          | 67%                        | \$707 Base fee for the first 300 sq ft, plus \$1.35 each additional sq ft over 300 sq ft        |
| Residential Alteration / Commercial Alteration or Addition     | 67%                        | \$1,021 Base fee for the first 300 sq ft, plus \$2.70 each additional sq ft over 300 sq ft      |
| New Greenhouse   | 67%                        | \$1,156 Base fee for the first 1,000 sq ft, plus \$0.94 each additional sq ft over 1,000 sq ft  |
| Modular Units, Mobile Homes, Tents, Yurts                      | \$303 Per Hour             | Per Hour  |
| <b>MISC BUILDING PERMIT FEES</b>                               |                            |   |
| Issuance Fee   | n/a                        | \$151 Flat  |
| Building Permit Intake Processing Fee                          | \$76 Flat (non-refundable) | n/a   |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Fee Category   | Proposed Plan Check Fee   | Proposed Inspection Fee  |
|--|---|--|
| Re-inspection Fee  | n/a   | \$303 Per hour (one hour minimum) charged a) after two failed inspections, b) work is not accessible or c) work is not ready for a scheduled inspection. |
| Re-check Fee   | \$303 Per hour (one hour minimum) charged upon the fourth and each successive check of the same plan. | n/a  |
| Revisions to permitted projects  | \$303 Per Hour  | \$303 Per Hour   |
| Residential Repeat Unit/ Preapproved ADU / Duplicate Building  | \$909 Each Unit   | See appropriate residential category   |
| Annual Elect/Mech Maintenance Permit- Oil & Gas Sites  | \$121 Flat  | \$303 Flat   |
| <b>MOBILE HOME ANNUAL FEES</b>   |   |  |
| Mobile Home Park Annual Operating Permit (per State Health & Safety Code)  | n/a   | \$140 Per park   |
| Mobile Home Park Annual fee per lot (per State Health & Safety Code)   | n/a   | \$7 Per lot  |
| Mobile Home Park MRLPP (MHP004100)   | n/a   | \$10 Per lot   |
| Mobile Home Park County fee  | n/a   | \$15 Per lot   |
| Mobile Home Park Annual fee per lot (per State Health & Safety Code)   | n/a   | \$4 Per lot  |
| <b>MECHANICAL PERMIT FEES</b>  |   |  |
| FAU / Furnace  | \$114 Per FAU / Furnace   | \$227 Per FAU / Furnace  |
| Floor furnace (including vent) / suspended, wall, or floor-mounted heaters   | \$151 Each  | \$303 Each   |
| Addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system | \$151 Each  | \$227 Each   |
| Air-handling unit, including attached ducts / evaporative cooler   | \$151 Each  | \$303 Each   |
| Hood and duct system   | \$151 Flat  | \$454 Flat   |
| Other Mechanical Plan Check  | \$303 Per Hour  | \$303 Per Hour   |
| <b>PLUMBING/GAS PERMIT FEES</b>  |   |  |
| Plumbing fixtures, including piping  | \$151 Each 10 Fixtures  | \$258 Each 10 Fixtures   |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Fee Category  | Proposed Plan Check Fee  | Proposed Inspection Fee                                 |
|---|--|---|
| Building sewer install / repair / replacement   | \$121 Per 100 lf   | \$379 Per 100 lf  |
| Water piping replacement/ gas piping, new or replace, stand alone permit, repair or alteration of drainage or vent piping, each fixture | \$121 Each 2,500 sf  | \$258 Each 2,500 sf                                     |
| Water Heater  | \$91 Each (no charge for like for like)  | \$151 Each  |
| Industrial waste pretreatment interceptor   | \$364 Flat   | \$530 Flat  |
| Water treating equipment, including piping  | \$151 Each   | \$379 Each  |
| Backflow devices  | \$91 Each Unit   | \$227 Each unit   |
| Other Plumbing and Gas Plan Check   | \$303 Per Hour   | \$303 Per Hour  |
| <b>ELECTRICAL PERMIT FEES</b>   |  |   |
| Special Events  | \$303 Per Hour   | \$303 Per Hour  |
| Receptacle, Switch, and Lighting Outlets  | \$121 Flat   | \$303 Flat  |
| Pole or platform-mounted lighting fixtures  | \$121 Each 5   | \$303 Each 5  |
| Residential Fixed Appliances  | \$91 Each 5  | \$303 Each 5  |
| Nonresidential Fixed Appliances   | \$91 Each 2  | \$303 Each 2  |
| Power Apparatus   | \$545 Per Unit   | \$303 Per Unit  |
| Residential photovoltaic system (per kWdc)  | 15 kw or less: \$450;<br>Each kw above 15kw: \$15                              | State limited fee collected under plan check            |
| Nonresidential photovoltaic system (per kWdc)   | 50 kw or less: \$1,000;<br>Each kw 50 to 250kw: \$7<br>Each kw over 250kw: \$5 | State limited fee collected under plan check            |
| Signs, Outline Lighting, or Marquees supplied from one branch circuit   | \$121 Each   | \$303 Each  |
| Additional branch circuits within the same sign, outline lighting system, or marquee  | \$121 Each   | \$121 Each  |
| Services, per amps  | \$0.82 Per amp, up to 1,000 amps, then charged hourly                          | \$1.21 Per amp up to 1,000 amps; Hourly rate thereafter |
| Miscellaneous Apparatus, Conduits, and Conductors   | \$151 Flat   | \$303 Flat  |
| Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth                 | \$121 Flat   | \$303 Per Hour  |
| Permanent or Temporary Power Service (up to 1,000 amps)   | \$151 Flat, up to 1,000 amps then charged hourly                               | \$303 Flat  |
| Other Electrical Plan Check   | \$303 Per Hour   | \$303 Per Hour  |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Fee Category  | Proposed Plan Check Fee                       | Proposed Inspection Fee                        |
|---|---|--|
| <b>MISC FIRE FEES</b>   |   |  |
| Fire Alarm System - New Construction/Tenant Improvements                  | \$303 Per Hour                                | \$303 Per Hour                                 |
| Other Suppression Systems   | \$303 Per Hour                                | \$303 Per Hour                                 |
| <b>MISCELLANEOUS ITEMS</b>  |   |  |
| Miscellaneous Processing/Hearing  | Actual Cost                                   |  |
| New Cellular / Mobile Phone Tower   | \$667 Flat                                    | \$757 Flat                                     |
| Cistern   | \$182 Flat                                    | \$606 Flat                                     |
| Deck/Balcony  | \$0.98 Per sq ft                              | \$1.43 Per sq ft                               |
| Demolition  | \$242 Flat                                    | \$227 Flat                                     |
| Storage Racks   | \$303 Flat                                    | \$303 Per Hour                                 |
| Drainage structure/manhole  | \$121 Per structure                           | \$227 Per Structure                            |
| Minor Alteration (Over the Counter) Permit (e.g. Kitchen / Bath Facelift) | \$182 Flat                                    | \$606 Flat                                     |
| Temporary Occupancy Permit  | \$303 Per Hour                                | \$303 Per Hour                                 |
| Bridge  | \$303 Per Hour                                | \$303 Per Hour                                 |
| Model Water Efficient Landscape Ordinance (MWELo)                         | \$212 Flat                                    | \$151 Flat                                     |
| Fireplaces & Flag Poles   | \$606 Flat                                    | \$454 Flat                                     |
| Supplemental Plan check   | \$151 Per Half Hour                           | \$151 Per Half Hour                            |
| <b>FENCE OR WALL</b>  |   |  |
| Fences, Walls   | \$303 Per Hour                                | \$3.63 Per lf (capped at \$303)                |
| Entry Gates   | \$303 Flat                                    | \$515 Flat                                     |
| Retaining Wall (concrete or masonry) - Not part of structure              | \$485 Flat                                    | Actual Cost                                    |
| <b>GRADING (CUT AND/OR FILL)</b>  |   |  |
| Site Investigation  | \$151 Flat                                    | \$212 Flat                                     |
| Grading Bond Processing   | \$212 Flat                                    | n/a  |
| 50-100 CY   | \$1,151 Flat                                  | \$1,272 Flat                                   |
| 101 - 500 CY  | \$1,575 Flat                                  | \$1,636 Flat                                   |
| 500 - 1,000 CY  | \$3,090 Flat                                  | \$2,045 Flat                                   |
| <i>Each additional 100 CY or portion thereof</i>                          | \$9 Each additional 100 CY or portion thereof | \$88 Each additional 100 CY or portion thereof |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

| Fee Category   | Proposed Plan Check Fee                           | Proposed Inspection Fee  |
|--|---|--|
| 10,000 CY (minimum)  | \$5,514 Flat                                      | \$11,483 Flat  |
| <i>Each additional 1,000 CY or portion thereof over 10,000 CY and under 100,000 CY</i> | \$6 Each additional 1,000 CY or portion thereof   | \$130 Each additional 1,000 CY or portion thereof                          |
| 100,000 CY (minimum)   | \$6,877 Flat                                      | \$23,450 Flat  |
| <i>Each additional 10,000 CY or portion thereof over 100,000 CY</i>                    | \$30 Each additional 10,000 CY or portion thereof | \$151 Each additional 10,000 CY or portion thereof                         |
| Drainage infiltration/bio-retention structures   | \$303 Per Structure                               | \$303 Per hour   |
| Sidewalks  | \$121 Flat  | \$303 Per hour   |
| Driveway Approach (up to 4 approaches)   | \$242 Flat  | \$303 Per hour   |
| Curb and Gutter  | \$91 Flat   | \$303 Per hour   |
| Precise grading plan review (Tract Homes)  | \$454 Flat  | n/a  |
| Valley Gutters   | \$91 Flat   | \$303 Per 300 lf   |
| <b>EROSION CONTROL PERMIT</b>  |   |  |
| < 1 acre Erosion Sediment Control  | \$667 Flat  | \$1,212 Flat   |
| 1 acre or more / Storm Water Protection Plan (SWPPP)                                   | \$1,272 Flat                                      | \$5,332 Flat   |
| Additional hours (exceeds estimated hours of inspection)                               | \$303 Per Hour                                    | \$303 Per Hour   |
| Agricultural Erosion Control Permits (2 year permit)                                   | \$424 Flat  | \$1,097 Flat   |
| Storm Drain (> 6" pipe diam)   | \$182 First 100 lf                                | \$245 First 100 lf   |
| Storm Drain each additional 100 lf   | \$91 each additional 100 lf                       | \$121 each additional 100 lf   |
| <b>PATIO COVERS AND TRELLIS</b>  |   |  |
| Patio Covers & Trellis (includes ICC Products)   | \$1.21 Per sq ft                                  | \$1.21 Per sq ft   |
| <b>REROOFING</b>   |   |  |
| Re-roofing - Residential   | \$140 Flat  | \$303 up to 50 squares plus \$10 for each additional 10 squares thereafter |
| Re-roofing - Commercial  | \$140 Flat  | \$303 up to 50 squares plus \$10 for each additional 10 squares thereafter |
| <b>SIGNS</b>   |   |  |
| All Signs  | \$303 Per Hour                                    | \$303 Per Hour   |
| <b>POOLS</b>   |   |  |
| Swimming Pool / Spa  | \$1.67 Per sq ft                                  | \$1.58 Per sq ft   |

# USER FEE STUDY:

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## PLANNING & DEVELOPMENT

| Fee Category   | Proposed Plan Check Fee                                       | Proposed Inspection Fee |
|--|---|-------------------------|
| <b>PENALTY FEES</b>                                  |   |                         |
| Investigation fee (work without permit)              | <i>Fee equal to permit and plan check fee amount avoided.</i> | n/a                     |
| Demolition without permit (Historic Structure/Walls) | <i>Fee equal to permit and plan check fee amount avoided.</i> | n/a                     |

**COMPLEXITY FOOTNOTE:**

Traditional valuation-based fee systems recover complex features (caissons, cantilevering, etc.) since these features add significantly to the overall valuation of the project. The following footnote/policy is designed to recover these costs from those applicants with complex features, rather than burdening these costs across all applicants. Often these features require highly-specialized training, outside consultants or extensive staff research.

Projects with complex features (e.g. caissons, pilings, cantilevering) or requiring extraordinary processes (e.g. dewatering, sand-compensation, slope) will be charged an additional 30% of the base fee to recover these extra plan check and inspection costs.

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

The matrix below presents GCP's cost calculations for the base fee amounts for each proposed building permit category as well as incremental fees charged per additional square foot of project size above the base project size. Complexity factors (100% = average) reflect staff's best estimate of the relative complexity-level involved with inspecting each of the various development types.

| DATA   | BASE/MINIMUM PROJECT SIZE                       |                             |             |                 | AVERAGE PROJECT SIZE                            |                 |             |                 |  |
|--|---|-----------------------------|-------------|-----------------|---|-----------------|-------------|-----------------|--|
|  | Acceler. Insp. Hours to 100 Sq Ft Ratio<br>0.00 | Insurance Hours less Intake | Total Hours | Cost @ \$302.97 | Acceler. Insp. Hours to 100 Sq Ft Ratio<br>0.00 | Insurance Hours | Total Hours | Cost @ \$302.97 | Cost ▲ / Square Footage ▲ Formula          |
| <b>New ADU</b>                                       |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 148%  |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 500   | 500 Sq Ft                   |             |                 | 1,200 Sq Ft                                     |                 |             |                 |  |
| Avg Project Size:                                    | 1,200   | 6.60                        | 1.5         | 8.10            | \$2,455 for the first 500 sq ft, plus           | 15.85           | 1.5         | 17.35           | \$5,255 \$4.00 per sq ft over 501 sq ft    |
| <b>New Guest House - Cabana</b>                      |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 148%  |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 500   | 500 Sq Ft                   |             |                 | 2,000 Sq Ft                                     |                 |             |                 |  |
| Avg Project Size:                                    | 2,000   | 6.60                        | 1.5         | 8.10            | \$2,455 for the first 500 sq ft, plus           | 26.41           | 1.5         | 27.91           | \$8,456 \$4.00 per sq ft over 501 sq ft    |
| <b>New R3/SFD/Duplex</b>                             |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 148%  |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 2,500   | 2,500 Sq Ft                 |             |                 | 5,000 Sq Ft                                     |                 |             |                 |  |
| Avg Project Size:                                    | 5,000   | 33.01                       | 1.5         | 34.51           | \$10,456 for the first 2,500 sq ft, plus        | 66.02           | 1.5         | 67.52           | \$20,458 \$4.00 per sq ft over 2,501 sq ft |
| <b>New Multifamily (3 or more units)</b>             |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 68%   |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 3,000   | 3,000 Sq Ft                 |             |                 | 30,000 Sq Ft                                    |                 |             |                 |  |
| Avg Project Size:                                    | 30,000  | 18.16                       | 2.0         | 20.16           | \$6,107 for the first 3,000 sq ft, plus         | 181.58          | 2.0         | 183.58          | \$55,619 \$1.83 per sq ft over 3,001 sq ft |
| <b>New Commercial Shell</b>                          |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 50%   |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 3,000   | 3,000 Sq Ft                 |             |                 | 30,000 Sq Ft                                    |                 |             |                 |  |
| Avg Project Size:                                    | 30,000  | 13.85                       | 1.5         | 14.85           | \$4,500 for the first 3,000 sq ft, plus         | 133.51          | 1.5         | 135.01          | \$40,905 \$1.35 per sq ft over 3,001 sq ft |
| <b>New Commercial</b>                                |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 80%   |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 3,000   | 3,000 Sq Ft                 |             |                 | 30,000 Sq Ft                                    |                 |             |                 |  |
| Avg Project Size:                                    | 30,000  | 21.36                       | 1.5         | 22.86           | \$6,927 for the first 3,000 sq ft, plus         | 213.62          | 1.5         | 215.12          | \$65,176 \$2.16 per sq ft over 3,001 sq ft |
| <b>New Accessory Structure - U Occupancy</b>         |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 50%   |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 300   | 300 Sq Ft                   |             |                 | 1,000 Sq Ft                                     |                 |             |                 |  |
| Avg Project Size:                                    | 1,000   | 1.34                        | 1.0         | 2.34            | \$707 for the first 300 sq ft, plus             | 4.45            | 1.0         | 5.45            | \$1,651 \$1.35 per sq ft over 301 sq ft    |
| <b>Commercial/Residential Alteration or Addition</b> |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 100%  |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 300   | 300 Sq Ft                   |             |                 | 1,000 Sq Ft                                     |                 |             |                 |  |
| Avg Project Size:                                    | 1,000   | 2.67                        | 0.7         | 3.37            | \$1,021 for the first 300 sq ft, plus           | 8.90            | 0.7         | 9.60            | \$2,909 \$2.70 per sq ft over 301 sq ft    |
| <b>New Greenhouse</b>                                |   |                             |             |                 |   |                 |             |                 |  |
| 2016 Complexity Factor:                              | 35%   |                             |             |                 |   |                 |             |                 |  |
| Base/Min Project Size:                               | 1,000   | 1,000 Sq Ft                 |             |                 | 20,000 Sq Ft                                    |                 |             |                 |  |
| Avg Project Size:                                    | 20,000  | 3.12                        | 0.7         | 3.82            | \$1,156 for the first 1,000 sq ft, plus         | 62.31           | 0.7         | 63.01           | \$19,089 \$0.94 per sq ft over 1,001 sq ft |

# USER FEE STUDY:

## PLANNING & DEVELOPMENT

### APPENDIX D

#### INDIVIDUAL FEE RECOMMENDATIONS - PETROLEUM

| Santa Barbara County<br>Planning and Development - Petroleum<br>FY 2025-2026 Budget |   | Per Unit Analysis |                         |               |                 |              |
|---|---|-------------------|-------------------------|---------------|-----------------|--------------|
|   |   | CURRENT FEE       | CURRENT FEE DESCRIPTION | COST PER UNIT | COST RECOVERY % | PROPOSED FEE |
| 1   | Annual Well Inspection (per well)                       | \$236             | Fee                     | \$284         | 83%             | \$284        |
| 2   | Annual Tank Inspection (per tank setting)               | \$909             | Fee                     | \$1,089       | 84%             | \$1,089      |
| 3   | Abandonment of Wells & Tanks (per well or tank setting) | \$1,080           | Fee                     | \$1,295       | 83%             | \$1,295      |
| 4   | New Well Permit/Re-Drills                               | \$651             | Fee                     | \$779         | 84%             | \$779        |
| 5   | New Tank (install/repair/replace)                       | \$564             | Fee                     | \$676         | 83%             | \$676        |
| 6   | Soil Restoration Inspections                            | \$500             | Deposit                 | \$346         | 144%            | \$500        |
| 7   | Appeals of Code Determinations                          | \$416             | Fee                     | \$501         | 83%             | \$501        |
| 8   | Research Requests / Inquiries                           |                   | Actual cost             | \$0           | 100%            |              |
| 9   | Special Billable Inspections                            |                   | Actual cost             | \$0           | 100%            |              |
| 10  | PETROLEUM SPEC  | \$176.00          | Hourly Rate             | \$206         | 85%             | \$206        |
| 11  | AOP II  | \$129.00          | Hourly Rate             | \$156         | 83%             | \$156        |

**NOTE: All other services not specifically identified in fee schedule will be billed at actual cost.**

Fee #6 This is a deposit fee item and monies are held in trust. Staff costs are billed at staff hourly rates. The cost per unit fee shown above is calculated based on the typical time spent by staff. Recommend no change to the current deposit fee of \$500 or if they have a lot of refunds to lower deposit level to \$350.

Fee # 8 & 9 staff costs are billed at the staff's hourly rate for services.