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DATE: April 8, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Jessie Gooch, Finance Director  
Corey Garberolio, Assistant Finance Director

SUBJECT: Updated Comprehensive User Fee Schedule

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### **RECOMMENDATION**

It is recommended that the City Council provide feedback.

### **BACKGROUND**

Attached is the City's proposed updated comprehensive user fee schedule. Over the past several months the fees have been reviewed, costs have been updated, and revised fees have been calculated.

This project has been completed in accordance with the City Council's Goal to Achieve Fiscal Stability and Maintain Financial Sustainability. User fees are typically updated every 5 years and the last time they were updated here at the City was back in FY 2016. Willdan Financial services was selected as the consultant for this project.

There were several goals established when considering the updated fee schedule:

- Provide equitable, defensible and accurate calculations
- Combine and centralize fees where possible
- Make the fee schedule easier to access, understand, and use
- Include recommendations for new fees where appropriate

### **DISCUSSION**

It is our intention to review the fee update process, objectives, and results at tonight's Council Workshop. After the workshop we will integrate any feedback received and bring the fee schedule back for formal adoption. That action is tentatively scheduled for the May 6<sup>th</sup> Council Meeting. The goal is to have the new fee schedule in effect on July 1, 2024, and to include annual fee updated based on CPI so that the fees keep up with City costs.

Not included in the attached list is a new Advanced Metering Infrastructure Opt-Out Fee, which will be discussed at the Council Meeting if the proposed contract is approved (item 3 on the Consent Calendar on the April 8 meeting).

### **PUBLIC OUTREACH**

This agenda item appeared on the City’s tentative agenda document on March 4, 2024 which was a publicly-noticed meeting. A legal notice will be published in the Petaluma Argus-Courier prior to bringing the resolution to update the fees to City Council. Additionally, once approved by Council, the updated fee schedule will be posted on the City’s website and sent to the Building Industry Association of the Bay Area prior to fees going into effect on July 1.

### **COUNCIL GOAL ALIGNMENT**

The City Council has identified “A City That Works for Everyone” as one of its key strategic initiatives for 2019-2021. Objective #1 seeks to “ensure a fiscally and organizationally sustainable City;” including a Fiscal and Organizational Sustainability (FOS) plan with the community that achieves a strategic balance of available revenues with City services.

### **CLIMATE ACTION/SUSTAINABILITY EFFORTS**

There is no climate action or sustainability impact associated with this item.

### **ENVIRONMENTAL REVIEW**

The item before the City Council is not an action item and therefore is not a project under the California Environmental Quality Act (CEQA). However, the underlying project that resulted in the fee has gone independent review for compliance with CEQA.

### **FINANCIAL IMPACTS**

There is no financial impact to the workshop discussion. If the fees are adopted on May 6<sup>th</sup> , they will go into effect on July 1, 2024. The estimated General Fund impact is an approximate increase of \$600,000 in FY 2024-25. Building Fee revenues in the Development Fund will likely increase by about \$500,000 annually.

### **ALTERNATIVES**

If the City does not increase the user fee schedule, the fees collected will continue to be less than the cost to the City to provide the service, thereby causing the use of taxpayer dollars to cover fee costs for private parties. The best practice for user fees is 100% cost recovery, unless the Council sees a clear benefit to subsidize certain fees.

### **ATTACHMENTS**

1. Updated Master Fee Schedule
2. Willand Financial Services User Fee Report

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
<b>ADMINISTRATIVE FEES</b>				
Convenience Fee For Direct Credit Cards - Applies To City Charges		2.50%	2.50%	NA
Convenience Fee For Transactions on Energov and other Platforms		Varies	Varies	NA
City Personnel as Needed	Fully Burdened Hourly Rates	FBHR	FBHR	NA
Copies- Public Records Request- excluding FPPC	per page	\$ 0.39	\$ 0.39	0.0%
Copies- Per FPPC	Per California Govt code Title 9 Section 81008- Campaign Finance Forms , Stmt of Econ Interests	\$ 0.10	\$ 0.10	0.0%
Banner Permits	Each	\$ 49	\$ 62	26.5%
<b>Business Tax Rates</b>				
Business License fees and Renewals- Fees set separately	See www.cityofpetaluma.org and/or Resolution No. 93-60			
<b>Film Permit Fees</b>				
Basic Film Permit		\$ 644	\$ 773	20.0%
Filming inside a City Building or Office	per hour	\$ 63	\$ 63	-0.1%
City Personnel as Needed	Fully Burdened Hourly Rates	FBHR	FBHR	NA
City Vehicle or Equipment Rental	Department rate	Full Cost	Full Cost	NA
Barricades	per unit per day	\$5-22	\$5-22	NA
Cleanup/security Deposit	As determined by City Manager; Fully Burdened Rate plus materials	\$ 1,496	\$ 1,496	0.0%
Street Closure - Residential	per day	\$ 749	\$ 749	0.0%
Street Closure - Arterial	per day	\$ 1,496	\$ 1,496	0.0%
<b>Special Event Permit Fees</b>				
Minor(30 or fewer participants)-Resident:	Police	\$ 80	\$ 125	56.0%
	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees- FLS-1)	FBHR	FBHR	NA
	Planning- If Zoning Permit (t.u.p.) is required	\$ 330	\$ 542	64.3%
	Park- permit for use of park or facility	See Recreation Fees	See Recreation Fees	NA
Minor(30 or fewer participants)-Commercial:	Police	\$ 181	\$ 290	59.9%
	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees- FLS-1)	FBHR	FBHR	NA
	Planning- If Zoning Permit (t.u.p.) is required	\$ 330	\$ 542	64.3%
	Park- permit for use of park or facility	See Recreation Fees	See Recreation Fees	NA
Major(more than 30 participants)-Resident:	Police	\$ 181	\$ 290	59.9%
	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees -FLS-1)	FBHR	FBHR	NA
	Planning- If Zoning Permit (t.u.p.) is required	\$ 330	\$ 542	64.3%
	Park- permit for use of park or facility	See Recreation Fees	See Recreation Fees	NA
Major(more than 30 participants)-Commercial:	Police	\$ 666	\$ 786	18.0%
	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees -FLS-1)	FBHR	FBHR	NA
	Planning- If Zoning Permit (t.u.p.) is required	\$ 330	\$ 542	64.3%
	Park- permit for use of park or facility	See Recreation Fees	See Recreation Fees	NA
<b>AIRPORT FEES</b>				
<b>Hangar Fees</b>				
T Hangar Old:				
	per SF per month- 1A, 4A, 6A, 6K, 7A, 7K, 11K- 1,032 SF	\$ 0.47	\$ 485.04	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 11A- 1,042 SF	\$ 0.47	\$ 489.74	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 1B, 2A, 4B, 6B, 6J,7B, 7J, 8A, 8K, 11I, 12A, 12J- 1,182 SF	\$ 0.47	\$ 555.54	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 2B, 8B, 12B, 12I-1,328 SF	\$ 0.47	\$ 624.16	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 3B- 986 SF	\$ 0.47	\$ 463.42	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 2C-K, 8C-J, 12C-H- 1,000 SF	\$ 0.47	\$ 470.00	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- P14- 790 SF	\$ 0.47	\$ 371.30	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- Storage Inside- 1H, 2L, 3L, 4L, 8L- 665 SF	\$ 0.47	\$ 312.55	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- T-hangars 39'- 1C-G, 3C-K, 4C-K, 6C-I, 7C-I, 11B-J- 886 SF	\$ 0.47	\$ 416.42	NA- Changed to \$ Total vs \$ Per Sq Ft
T Hangar New:				
	per SF per month- 14A- 1,297 SF	\$ 0.58	\$ 752.26	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 14B, 14E, 14F, 15B-F, 15I-M- 1,000 SF	\$ 0.58	\$ 580.00	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 14C- 1,263 SF	\$ 0.58	\$ 732.54	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 14D- 1,121 SF	\$ 0.58	\$ 650.18	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 14G- 1,142 SF	\$ 0.58	\$ 662.36	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 15A- 1,150 SF	\$ 0.58	\$ 667.00	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 15G- 1,200 SF	\$ 0.58	\$ 696.00	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 15H- 979 SF	\$ 0.58	\$ 567.82	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 15N- 1,305 SF	\$ 0.58	\$ 756.90	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 16A, 17A- 1,197 SF	\$ 0.58	\$ 694.26	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 16B-F & I-N, 17B-F & I-N- 886 SF	\$ 0.58	\$ 513.88	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 16G, 17G- 1,163 SF	\$ 0.58	\$ 674.54	NA- Changed to \$ Total vs \$ Per Sq Ft

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
Box Hangar:	per SF per month- 16H&O, 17H&O- 1,024 SF	\$ 0.58	\$ 593.92	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 9A-C, 13A-D- 2,000 SF	\$ 0.51	\$ 1,020.00	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 10A & C- 2,700 SF	\$ 0.51	\$ 1,377.00	NA- Changed to \$ Total vs \$ Per Sq Ft
	per SF per month- 10B- 3,350 SF	\$ 0.51	\$ 1,708.50	NA- Changed to \$ Total vs \$ Per Sq Ft
Executive Hangar:	per SF per month- 18D- 3,764 SF	Subject to terms of Lease Agreement	Subject to terms of Lease Agreement	NA
	per SF per month- 18A,B&C- 3,550 SF	\$ 0.57	\$ 2,023.50	NA- Changed to \$ Total vs \$ Per Sq Ft
Box Hangar Commercial Use	per SF per month -per Lease Agreement	Subject to terms of Lease Agreement	1.5x Non-Commercial Rate	NA
Ground Lease Commercial	per SF per month- per Lease Agreement	Subject to terms of Lease Agreement	Subject to terms of Lease Agreement	NA
Ground Lease Private Hangar	per SF per month- per Lease Agreement	Subject to terms of Lease Agreement	Subject to terms of Lease Agreement	NA
Executive Hangar Commercial Use	per SF per month- per Lease Agreement	NEW	1.5x Non-Commercial Rate	NEW
Tie Down- Single Engine(piston)	per month	\$ 72	\$ 60.00	-16.7%
Tie Down- Single Engine(piston)	Daily	\$ 7	\$ 10.00	42.9%
Tie Down- Multi-Engine(piston)	per month	NEW	\$ 90.00	NEW
Tie Down- Multi Engine(piston)	Daily	NEW	\$ 15.00	NEW
Tie Down- Turbine Engine(propjet/jet)	per month	NEW	\$ 135.00	NEW
Tie Down- Turbine Engine(propjet/jet)	Daily	NEW	\$ 45.00	NEW
<b>Other Fees</b>				
Derelict Aircraft Fee	Daily	\$ 31	\$ 31.00	0.0%
Fuel, oil and additives	Posted at Airport	Cost adjusted daily	Cost adjusted daily	NA
Key Card Deposit	Each	\$ 30	\$ 30.00	0.0%
Hanger Wait List Deposit	Each	\$ 400	\$ 400.00	0.0%
Fuel Flowage Fee	per Gallon	NEW	\$ 0.14	NEW
Rental Car Fee	Each	NEW	10% of Contract	NEW
Airfield Access Fee	per Day	NEW	\$ 7.00	NEW
Temporary Commercial Use Fee - General	Daily	NEW	\$ 50.00	NEW
Temporary Commercial Use Fee - Aircraft Services	Daily	NEW	\$ 74.00	NEW
Airport Staff Support	per Hour	NEW	FBHR	NEW
Ground Lease Non-Aeronautical	per sq ft	NEW	\$ 0.75	NEW
<b>ANIMAL CONTROL FEES</b>				
Animal Control Rates Set by Contract and Resolution	See www.cityofpetaluma.org and/or Resolution 2012-106			
<b>COMMUNITY DEVELOPMENT SERVICES</b>				
<b>Building</b>				
Fee for Credit Card Transactions		2.5% of total permit cost	2.5% of total permit cost	NA
Building Permit Fees:	\$1 to 500 Building Valuation	\$ 54	\$ 89	NA
	\$501 to 2,000 Building Valuation	\$54.00 for the first \$500, plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000	\$89.00 for the first \$500, plus \$5 for each additional \$100 or fraction thereof, to and including \$2,000	64.8%
	\$2,001 to 25,000 Building Valuation	\$100 for the first \$2,000, plus \$20 for each additional \$1,000 or fraction thereof, to and including \$25,000	\$166 for the first \$2,000, plus \$33 for each additional \$1,000 or fraction thereof, to and including \$25,000	66.0%
	\$25,001 to 50,000 Building Valuation	\$569 for the first \$25,000, plus \$14 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$942 for the first \$25,000, plus \$23 for each additional \$1,000 or fraction thereof, to and including \$50,000	65.6%
	\$50,001 to 100,000 Building Valuation	\$937 for the first \$50,000, plus \$10 for each additional \$1,000 or fraction thereof, to and including \$100,000	\$1,551 for the first \$50,000, plus \$17 for each additional \$1,000 or fraction thereof, to and including \$100,000	65.5%
	\$100,001 to 500,000 Building Valuation	\$1,446 for the first \$100,000, plus \$8 for each additional \$1,000 or fraction thereof, to and including \$500,000	\$2,393 for the first \$100,000, plus \$13 for each additional \$1,000 or fraction thereof, to and including \$500,000	65.5%
	\$500,001 to 1,000,000 Building Valuation	\$4,710 for the first \$500,000, plus \$6 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$7,796 for the first \$500,000, plus \$10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	65.5%
	\$1,000,001 Building Valuation and up	\$8,170 for the first \$1,000,000, plus \$4 for each additional \$1,000 or fraction thereof	\$13,523 for the first \$1,000,000, plus \$7 for each additional \$1,000 or fraction thereof	65.5%
Building Permit Flat Fee:	Residential Reroof 30sq or less	\$ 258	\$ 368	42.6%

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
Plan Checks:	Community Development Building Division	100% of Building Permit Fee	100% of Building Permit Fee	NA
	Planning Plan Check	\$ 173	\$ 173	0.0%
	Civil/Engineering	15% of Building Permit Fee	15% of Building Permit Fee	NA
	Fire-New Commercial; Fee calculated at flat amount or 25% of building permit- whichever is greater	\$506 or 25% of Building Permit Fee	\$655 or 25% of Building Permit Fee	29.4%
	Fire-New Residential; Fee calculated at flat amount or 25% of building permit- whichever is greater	\$338 or 25% of Building Permit Fee	\$327 or 25% of Building Permit Fee	-3.3%
	Fire-Commercial Tenant Improvements; Fee calculated at flat amount or 25% of building permit- whichever is greater	\$338 or 25% of Building Permit Fee	\$491 or 25% of Building Permit Fee	45.3%
	Fire- Residential Addition/Remodel; Each	\$ 338	\$ 327	-3.3%
Incremental	Incremental	.0061 x Building valuation	.0061 x Building valuation	NA
Strong Motion Instrumentation Fee and Seismic Hazard Mapping Fee:	Residential	.00013 x Building valuation	.00013 x Building valuation	NA
	Commercial	.00028 x Building valuation	.00028 x Building valuation	NA
Building Standards Commission	SB1473- Fee based on Permit Valuation \$4.00 per \$100,000 of building valuation or appropriate fractions thereof as \$1.00 per each \$25,000 of valuation w/ min. fee of \$1.00	Varies	Varies	NA
Energy	Energy	20% of Building Permit Fee	20% of Building Permit Fee	NA
Electrical Permit Fees:	Minimal permit fee	\$ 54	\$ 226	318.5%
	Multi-family	\$ 0.04	\$ 0.04	0.0%
	Single family dwelling and duplex	\$ 0.05	\$ 0.05	0.0%
	Addition or alteration	20% of Building Permit Fee	20% of Building Permit Fee	NA
	Commercial Building	25% of Building Permit Fee	25% of Building Permit Fee	NA
	Shell Building	5% of Building Permit Fee	10% of Building Permit Fee	5.0%
	Pool	\$ 49.50	\$ 50	NA
	Spa	\$ 49.50	\$ 50	NA
	Tenant Improvements	20% of Building Permit Fee	20% of Building Permit Fee	NA
Mechanical Permit Fees:	Minimal permit fee	\$ 54	\$ 226	NA
	Residential	\$ 0.02	\$ 0.02	NA
	Addition or alteration	15% of Building Permit Fee	20% of Building Permit Fee	5.0%
	Commercial Building	15% of Building Permit Fee	25% of Building Permit Fee	10.0%
	Pool	\$ 40	\$ 40	0.0%
	Shell Building	5% of Building Permit Fee	10% of Building Permit Fee	5.0%
	Tenant Improvements	10% of Building Permit Fee	20% of Building Permit Fee	10.0%
Plumbing Permit Fees:	Minimal permit fee	\$ 54	\$ 226	318.5%
	Residential	\$ 0.06	\$ 0.06	0.0%
	Addition or alteration	20% of Building Permit Fee	20% of Building Permit Fee	NA
	Commercial	20% of Building Permit Fee	25% of Building Permit Fee	5.0%
	Pool-private	\$ 61	\$ 61	0.0%
	Pool-public	\$ 90	\$ 90	0.0%
	Spa-private	\$ 30	\$ 30	0.0%
	Spa-public	\$ 61	\$ 61	0.0%
	Shell building	5% of Building Permit Fee	10% of Building Permit Fee	5.0%
	Tenant improvements	15% of Building Permit Fee	20% of Building Permit Fee	5.0%
Grading Permit Fees:	50 Cubic yds (38.2. m3) or less	No permit required	No permit required	NA
	Issuing Permit - Administration Only	\$ 93	\$ 114	22.6%
	Issuing Permit - Administration Only	\$ 93	\$ 114	22.6%
	Issuing Permit - Administration Only	\$ 93	\$ 114	22.6%
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	Issuing Permit - Administration Only	\$ 93	\$ 114	22.6%
	Issuing Permit - Administration Only	\$ 93	\$ 114	22.6%
Grading Plan Check Fees:	50 Cubic yds (38.2. m3) or less	No permit required	No permit required	NA
	51 to 100 cubic yds (40 to 76.5 m3)	\$ 84	\$ 664	690.5%
	101 to 1,000 Cubic yds (77.2 to 764.6 m3)	\$84 first 100 cubic yds, plus \$28 for each addnl 100 cubic yds or fraction thereof	\$664 first 100 cubic yds, plus \$18 for each addnl 100 cubic yds or fraction thereof	690.5%
	1,001 to 10,000 Cubic yds (765.3 to 7645.5 m3)	\$337 first 1,000 cubic yds, plus \$37 for each addnl 1,000 cubic yds or fraction thereof	\$831 first 1,000 cubic yds, plus \$18 for each addnl 1,000 cubic yds or fraction thereof	146.6%
	10,001 to 100,000 Cubic yds (7646.3 to 76455 m3)	\$675 first 10,000 cubic yds (7645.5 m3), plus \$56 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof	\$997 first 10,000 cubic yds (7645.5 m3), plus \$2.50 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof	47.7%
	100,001 to Cubic yds (76456 m3) or more	\$1,182 first 100,000 cubic yds (7645.5 m3), plus \$45 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof	\$1,246 first 100,000 cubic yds (7645.5 m3), plus \$2.50 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof	5.4%
Other inspections and fees:	Red tag construction without permit violation fee per Ord 2392 Section 111.4.4	500% of Building Permit Fee	500% of Building Permit Fee	NA
	Inspection outside normal business hours- \$254 per hour - Minimum 2 hours	\$ 218	\$ 508	133.0%

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
	Inspections for which no fee is specifically indicated- \$169.50 per hour- Minimum 2 hours	\$ 218	\$ 339	55.5%
	Additional plan check fee- Minimum 1 hour	\$ 109	\$ 325	198.2%
	3rd party building plan check fee	75% of Base Building Permit Fee	75% of Base Building Permit Fee	NA
	Peer review building plan check fee	75% of Base Building Permit Fee	75% of Base Building Permit Fee	NA
	Additional staff time subsequent to completion & recordation of notice and order required by the International Property Maintenance Code	\$ 113	\$ 303	168.1%
	Additional staff time subsequent to completion & recordation of notice and order required by the International Property Maintenance Code	\$ 93	\$ 93	0.0%
	Temporary Utility Permits (Electrical and Gas)	\$ 109	\$ 226	107.3%
	Deconstruction permit	Based on job valuation plus \$54 for each plumbing, electrical and mechanical	Based on job valuation plus \$226 for each plumbing, electrical and mechanical	318.5%
	Swimming pools	Based on pool valuation plus \$54 for each plumbing, electrical and mechanical	Based on pool valuation plus \$226 for each plumbing, electrical and mechanical	318.5%
	Photovoltaic Fees	Variable	Variable	NA
	Code Enforcement Re-Inspection Fee	NEW	\$ 227	NEW
	Alternate Method and Materials Request (AMMR)	NEW	\$ 1,079	NEW
	Permit Extension	NEW	\$ 247	NEW
	Temporary Certificate of Occupancy	NEW	\$495 plus possible Bond	NEW
	Board of Appeals Meeting Fee	NEW	\$ 1,704	NEW
	CASP Consultant	NEW	Actual Cost plus \$228	NEW
	Taxi Driver Permit	\$ 113	\$ 113	0.0%
	Solicitor Permit	\$ 113	\$ 113	0.0%
	Massage Registration Fee	\$ 14	\$ 14	0.0%
	Massage Permit Renewal Fee	\$ 197	\$ 197	0.0%
<b>Planning</b>				
City Administrative Overhead - Applies To All Planning Fees	Administrative Overhead	9%	9%	NA
Fixed Fees:				
Home Occupation		\$ 141	\$ 257	82.6%
Categorical Exemption		\$ 412	\$ 667	61.8%
Street Name Change		\$ 247	\$ 257	4.2%
Address Change		\$ 247	\$ 257	4.2%
Zoning Permit (t.u.p.)		\$ 329	\$ 542	64.5%
Fence Permit		\$ 141	\$ 376	167.1%
Sign Permit		\$ 141	\$ 376	167.1%
Short Term Vacation Rental Permit	Initial Permit- Effective 1/16	\$ 394	\$ 459	16.4%
Short Term Vacation Rental Permit-Renewal	Annual Renewal- Effective 1/16	\$ 141	\$ 174	23.8%
Telecommunications Registration Fee		\$ 946	\$ 946	0.0%
Telecommunications Removal Agreement		\$ 9,514	\$ 9,514	0.0%
Cost Recovery:				
Variance	plus time and materials in excess of base fee	\$ 5,349	\$ 5,349	0.0%
Exception	plus time and materials in excess of base fee	\$ 1,563	\$ 1,563	0.0%
Use Permit-major	plus time and materials in excess of base fee	\$ 6,174	\$ 6,174	0.0%
Use Permit-minor	plus time and materials in excess of base fee	\$ 2,351	\$ 2,351	0.0%
Zoning Amendment-map	plus time and materials in excess of base fee	\$ 7,819	\$ 7,819	0.0%
Zoning Amendment-text	plus time and materials in excess of base fee	\$ 7,324	\$ 7,324	0.0%
Zoning Amendment - Minor Revision-pud/pod/sppud	plus time and materials in excess of base fee	\$ 1,399	\$ 1,399	0.0%
Subdivision Ordinance Amendment	plus time and materials in excess of base fee	\$ 6,502	\$ 6,502	0.0%
Tentative Subdivision Map	plus time and materials in excess of base fee	\$ 10,616	\$ 10,616	0.0%
Tentative Parcel Map	plus time and materials in excess of base fee	\$ 4,281	\$ 4,281	0.0%
Final Parcel Map- 4 of fewer lots	plus \$5,000 for engineering technical review; plus time and materials in excess of base fee	\$ 3,209	\$ 3,209	0.0%
Final (subdivision) Map- 5 or more lots	plus \$5,000 for engineering technical review; plus time and materials in excess of base fee	\$ 4,198	\$ 4,198	0.0%
Tentative Map Amendment	plus time and materials in excess of base fee	\$ 8,230	\$ 8,230	0.0%
Final Map Amendment	plus time and materials in excess of base fee	\$ 8,230	\$ 8,230	0.0%
Lot Line Adjustment	plus \$1,600 for engineering technical review; plus time and materials in excess of base fee	\$ 3,621	\$ 3,621	0.0%
Merger	plus \$750 for engineering technical review; plus time and materials in excess of base fee	\$ 3,621	\$ 3,621	0.0%
Certificate Of Compliance	plus time and materials in excess of base fee	\$ 4,937	\$ 4,937	0.0%
General Plan Text Amendment	plus time and materials in excess of base fee	\$ 7,078	\$ 7,078	0.0%
General Plan Map Amendment	plus time and materials in excess of base fee	\$ 7,242	\$ 7,242	0.0%
Specific Plan	plus time and materials in excess of base fee	\$ 11,030	\$ 11,030	0.0%
Specific Plan Amendment	plus time and materials in excess of base fee	\$ 11,030	\$ 11,030	0.0%

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
Initial Study (environmental)	plus time and materials in excess of base fee	\$ 7,256	\$ 7,256	0.0%
Environmental Impact Report	Consultant fee plus 25% administrative overhead and the actual cost of staff time and materials	Consultant Costs	Consultant Costs	
Annexation	plus\$3,000 deposit for engineering technical review; plus time and materials in excess of base fee	\$ 8,558	\$ 8,558	0.0%
Site Plan & Architectural Review-minor	plus time and materials in excess of base fee	\$ 2,351	\$ 2,351	0.0%
Site Plan & Architectural Review-major	plus time and materials in excess of base fee	\$ 7,571	\$ 7,571	0.0%
Addition/Remodel in City Approved Historic District	plus time and materials in excess of base fee	\$ 1,399	\$ 1,399	0.0%
Preliminary Review-staff	plus time and materials in excess of base fee	\$ 3,785	\$ 3,785	0.0%
Flood Determination	plus time and materials in excess of base fee	\$ 165	\$ 165	0.0%
Zoning Code Compliance Review	plus time and materials in excess of base fee	\$ 36	\$ 36	0.0%
Heritage/landmark Tree Designation	No Charge	No Charge	No Charge	NA
Development Appeal	If an applicant files the appeal, the appeal fee will be a deposit and the applicant will be billed for any additional costs of processing the appeal on a staff time and materials basis. If a member of the public files an appeal, any additional costs of processing the appeal shall be billed to the APPLICANT on a staff time and materials basis	\$ 280	\$ 280	0.0%
Extension Of Time	plus time and materials in excess of base fee	\$ 486	\$ 486	0.0%
Determination of Public Convenience & Necessity	plus time and materials in excess of base fee	\$ 4,114	\$ 4,114	0.0%
Public Improvement P.C.& Insp.	Less than \$500,000; 6% of estimated cost or \$4,114 whichever is greater plus staff time and materials	See Fee Information	See Fee Information	
Public Improvement P.C.& Insp.	Greater than \$500,000 and less than \$1,000,000; 4% of estimated cost plus staff time and materials	See Fee Information	See Fee Information	
Public Improvement P.C.& Insp.	Greater than \$1,000,000, 2% of estimated cost plus staff time and materials	See Fee Information	See Fee Information	
Outside Sewer/water	plus time and materials in excess of base fee	\$ 823	\$ 823	0.0%
Right Of Way Abandonment	plus time and materials in excess of base fee	\$ 1,646	\$ 1,646	0.0%
Reimbursement Agreement	plus time and materials in excess of base fee	\$ 1,646	\$ 1,646	0.0%
Mitigation Monitoring	Based on full cost recovery (deposit plus staff time and materials) and required as a condition of approval of every application requiring mitigation monitoring. The Community Development Director shall determine the amount of the initial deposit based on the nature and scope of mitigation	See Fee Information	See Fee Information	
Plan Check- Building Permits	plus time and materials in excess of base fee	See Building Fees	See Building Fees	NA
<b>Housing Fees</b>				
Base Monitoring Fees:	Monitoring by City- assumes clean monitoring process with no major findings, If finding, additional fees apply	NEW \$	4,006	NEW
	HCD/HOME and Other Programs, Program Monitored by City	NEW \$	6,115	NEW
	Loan Origination Fee - 1% of Total Loan, Staff time for loans of \$500k and Under	NEW \$	17,957	NEW
	Regulatory Agreement Modifications w/Council Approval	NEW \$	24,691	NEW
	Per Unit Compliance For Density Bonus and IH Program Rental	NEW \$	24,859	NEW
	City Owned Homes	NEW \$	25,532	NEW
	Homeownership - Single Family - Loan Payoff, Subordination, deed of trust reconveyance	NEW \$	25,981	NEW
	Inclusionary Housing Fee	NEW \$	65	NEW
<b>Impact Fees</b>				
Impact Fees and Capacity Fees- set separately	See www.cityofpetaluma.org			
<b>FIRE DEPARTMENT FEES</b>				
<b>Administrative Fees</b>				
Late Fee Assessment AF-1	Failure to pay permit fees within 90 days of due date; each	50% of Permit Fees	50% of Permit Fees	NA
Cost Recovery for Suppression and Investigation AF-2	FBHR per incident plus any additional time and materials related to negligence, DUI or violation of the law	FBHR plus materials	FBHR plus materials	NA
Fire False Alarm Response- Commercial AF-3:	First two false alarms in calendar year	No Charge	No Charge	NA
	Third false alarm in calendar year	\$ 181	\$ 491	170.8%
	Fourth false alarm in calendar year	\$ 330	\$ 982	197.8%
	Fifth and subsequent false alarms in calendar year	\$ 821	\$ 982	19.6%
Violation Inspection Fee(Occupancies with Fire Permit) AF-5	Hourly rates- 1 hour min.	\$ 169	\$ 163	-3.8%
Weed Abatement Admin Fee AF-6	plus contractor's actual cost	\$ 250	\$ 327	31.0%
Work without a permit that requires a Stop Work Order AF-7	Each Stop Work Order- Municipal Code 17.04.020.115.7	Up to \$1,000 Penalty	Up to \$1,000 Penalty	NA
Work performed without valid permit AF-8	Double Permit Fees	Double Fees 100%	Double Fees 100%	NA
<b>EMS Fees</b>				
ALS1- Resident	Advanced Life Support Level 1	\$ 3,083	\$ 3,384	9.8%
ALS 1- Non Resident	Advanced Life Support Level 1	\$ 3,391	\$ 3,722	9.8%
ALS 2- Resident	Advanced Life Support Level 2	\$ 3,440	\$ 3,776	9.8%
ALS 2- Non Resident	Advanced Life Support Level 2	\$ 3,781	\$ 4,151	9.8%
BLS 1- Resident	Basic Life Support Level 1	\$ 2,953	\$ 3,242	9.8%
BLS 1- Non Resident	Basic Life Support Level 1	\$ 3,245	\$ 3,562	9.8%
Treat and Release	Treat and Release	\$ 1,915	\$ 2,102	9.8%

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
EKG- Pads AO392 and Electrodes AO392		\$ 135	\$ 149	9.8%
Oxygen AO422		\$ 162	\$ 178	9.9%
Mileage AO425		\$ 55	\$ 61	9.8%
<b>Emergency Response Personnel and Equipment Rates- including Cost Recovery</b>				
City Personnel as Needed	Fully Burdened Hourly Rates	FBHR	FBHR	
Equipment and Apparatus- 1 hour min.; addtl hours prorated to 1/4 hour:	Per Hour - Type 1 engine	\$ 138	FEMA/Caltrans Rates	NA
	Per Hour - Aerial - 100 foot	\$ 181	FEMA/Caltrans Rates	NA
	Per Hour - Rescue (Light) - Type 6	\$ 109	FEMA/Caltrans Rates	NA
	Per Hour - Rescue (Medium) - trailer	\$ 218	FEMA/Caltrans Rates	NA
	Per Hour - Rescue Boat	\$ 145	FEMA/Caltrans Rates	NA
	Per Hour - Ambulance with equipment	\$ 51	FEMA/Caltrans Rates	NA
	Per Hour - Command Unit/Battalion Chief SUV	\$ 46	FEMA/Caltrans Rates	NA
Basic Engine Response, Vehicle Fire And Cleanup:	Charges for Basic Engine Response, plus Environmental cleanup and vehicle fire	FBHR plus equipment rates	FBHR plus equipment rates	NA
Consumables- Based on Unit of measure and may have a minimum usage charge	Cost of materials plus administrative rate of 20%	Full Cost plus 20% Admin	Full Cost plus 20% Admin	NA
Miscellaneous- 1 hour min.; addtl hours prorated to 1/4 hour:	MVA - Scene Control Only, Landing Zone setup, per application of Containment Boom, Extrication	FBHR plus equipment rates	FBHR plus equipment rates	NA
<b>Fire and Life Safety Plan Review and Inspection Fees</b>				
Additional Re-Inspection Hourly Rate FLS-1	1 HR Min. hourly	\$ 169	\$ 163	-3.8%
Additional Plan Check Re-Check FLS-2	1 HR Min. hourly	\$ 169	\$ 163	-3.8%
Minor re-review fee for as-built plans		NEW	\$ 81	NEW
Application for Acceptance of Alternate Materials or Methods FLS-3	Hourly rate after 2 hours	\$ 339	\$ 491	44.8%
Automatic Fire Sprinkler System FLS-4	100 heads or less; additional \$4 per sprinkler heads in project; includes 1 HR of FBHR for plan review	\$ 508	\$ 655	28.8%
Automatic Fire Sprinkler System FLS-5	more than 100 heads; additional \$6 per sprinkler heads in project; includes 1 HR of FBHR for plan review	\$ 508	\$ 818	60.9%
Automatic Sprinkler System FLS-6	Residential NFPA 13D (1 & 2 Family) System	\$ 508	\$ 573	12.7%
Fire Plan Review - New Commercial FLS-7	Base fee or 25% of Building Permit Fee, whichever is greater (collected in Building)	See Building Fees	See Building Fees	NA
Fire Plan Review - Commercial Tenant Improvement FLS-8	Base fee or 25% of Building Permit Fee, whichever is greater (collected in Building)	See Building Fees	See Building Fees	NA
Fire Plan Review - New Residential FLS-9	Base fee or 25% of Building Permit Fee, whichever is greater (collected in Building)	See Building Fees	See Building Fees	NA
Fire Plan Review - Residential Addition/Remodel FLS-10	Base Fee (collected in Building)	See Building Fees	See Building Fees	NA
Engine Company Inspections FLS-11	First Inspection	\$ 148	\$ 163	9.8%
Engine Company Re-inspections FLS-12	For each additional inspection	\$ 148	\$ 163	9.8%
Expedited Plan Review	4 hr minimum, OT after normal hours	NEW	\$ 1,185	NEW
Fire Access and Fire Protection Inspection FLS-13	Hourly rate after 2 hours	\$ 339	\$ 327	-3.5%
Fire Alarm System Installation FLS-14	plus \$5 per initiating device; includes 1 HR of FBHR for plan review	\$ 508	\$ 491	-3.4%
Fire Alarm System Minor Repair/modification FLS-15	includes 2 HRS of FBHR for plan review	\$ 339	\$ 491	44.8%
Fire Pump Plan Review and Installation FLS-16	Hourly rate after 4 hours	\$ 847	\$ 982	15.9%
Fire Service Underground Major FLS-17	includes FBHR for plan review	\$ 1,017	\$ 1,146	12.7%
Fire Service Underground Minor FLS-18	Hourly rate after 3 hours	\$ 508	\$ 655	28.8%
Fire Service Hydrant Flow Test FLS-19	performed by the water department- Contact PW&U	FBHR plus materials	FBHR plus materials	NA
Fixed Fire Extinguishing Systems- Hood and Duct FLS-20	includes FBHR for plan review	\$ 508	\$ 409	-19.6%
Combust Storage: High-piled Installation FLS-21	hourly rate after 3 hours	\$ 508	\$ 655	28.8%
Industrial Oven Installation FLS-22	hourly rate after 2 hours	\$ 339	\$ 409	20.7%
Outside Consultant- Plan Review/Inspection Services FLS-23	Each	Consultant Hourly rate plus 20%	Consultant Hourly rate plus 25%	NA
Consultation- Fire Inspector/Plans Examiner FLS-24	1 hour Min; hourly, no charge for DRC or new business	\$ 169	\$ 163	-3.8%
Consultation- Fire Marshall FLS-25	1 hour Min; hourly, no charge for DRC or new business	\$ 197	\$ 238	20.8%
Solar Variance Plan Review FLS-26		\$ 125	\$ 163	30.6%
Special Event- Minor FLS-27	FBHR applies for review and inspection	See Administrative Fees	See Administrative Fees	
Special Event- Major FLS-28	FBHR applies for review and inspection	See Administrative Fees	See Administrative Fees	
Special Event- Occupancy check - After hours FLS-29	Base Fee plus FBHR applies	338.99	\$ 982	189.7%
Special Event- Amusement within a building FLS-30	FBHR applies for review and inspection	FBHR	FBHR	NA
Spray Booth/Special Hazard Protection Systems/FM 200-type Installation FLS-31	Hourly rate after 5 hours- special permit for FM 200 systems	\$ 847	\$ 818	-3.5%
Standpipe Systems FLS-32	Hourly rate after 4 hours	\$ 678	\$ 818	20.7%
Temporary Certification of Occupancy Inspection FLS-33	2 hour minimum; hourly rate thereafter	\$ 339	\$ 409	20.7%
Fire Sprinkler System Modification/Repair	Base Fee plus \$5.00 per sprinkler head modified	\$ 326	\$ 327	0.3%
<b>Fire Permit Inspections Annual Permit Fees</b>				
Aerosol Products FP-1	Annual	\$ 339	\$ 491	44.8%
Aircraft Repair Hangar FP-2	Annual	\$ 508	\$ 491	-3.4%
Apartment, Hotel, Motel 3-10 units without Assembly Rooms FP-3	Engine Company Inspections	\$ 142	\$ 491	244.9%
Apartment, Hotel, Motel 3-50 units with Assembly Areas FP-4	Annual	\$ 459	\$ 327	-28.8%
Apartment, Hotel, Motel 51+ units with Assembly Areas FP-5	Annual	\$ 694	\$ 491	-29.2%



**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
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FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
Automobile Wrecking/Junk Yard FP-6	Annual	\$ 508	\$ 491	-3.4%
Combustible Fiber Storage FP-7	Annual	\$ 339	\$ 327	-3.5%
Combustible Material Storage FP-8	Annual	\$ 339	\$ 491	44.8%
Commercial Rubbish/Handling Operation FP-9	Annual	\$ 339	\$ 491	44.8%
Day Care-residential FP-10	Annual	\$ 169	\$ 327	92.9%
Day Care-commercial FP-11	Annual	\$ 424	\$ 491	15.7%
Dry Cleaning Plant FP-12	Annual	\$ 339	\$ 327	-3.5%
Dust producing operations FP-13	Annual	\$ 508	\$ 655	28.8%
Fireworks/pyro.display FP-17	Each/Event	\$ 1,159	\$ 1,637	41.3%
Garage repair FP-18	Annual	\$ 339	\$ 327	-3.5%
High-piled combustible storage FP-19	Annual	\$ 508	\$ 491	-3.4%
Inspections and re-inspections (occupancies not req. fire permits) FP-20	1 Hour minimum; hourly	\$ 169	\$ 163	-3.8%
Institutional Occupancy: less than 6 FP-21	Annual	Exempt	Exempt	NA
Institutional Occupancy: 6-50 FP-22	Annual	\$ 508	\$ 327	-35.7%
Institutional Occupancy: >50 FP-23	Annual	\$ 678	\$ 491	-27.6%
Junk Yard FP-24	Annual	\$ 678	\$ 491	-27.6%
Liquefied Petroleum gases limited use FP-25	Annual	\$ 75	\$ 81	8.2%
Magnesium Working FP-26	Annual	\$ 339	\$ 327	-3.5%
Model Rockets to operate, handle or store FP-27	Each	No Charge	\$ 163	100.0%
Motor Vehicle Fuel Dispensing Stations FP-28	Annual	\$ 339	\$ 327	-3.5%
Organic Coatings FP-29	Annual	\$ 508	\$ 327	-35.7%
Industrial Oven baking or drying FP-30	Annual	\$ 339	\$ 491	44.8%
Places Of Assembly: Less Than 300 FP-31	Annual	\$ 339	\$ 491	44.8%
Places Of Assembly: 300 Or Greater FP-32	Annual	\$ 508	\$ 982	93.1%
Radioactive Materials FP-33	Annual	\$ 678	\$ 655	-3.4%
Spraying & Dipping FP-34	Annual	\$ 508	\$ 655	28.8%
Tent/canopy/air-supported Structure FP-35	3 Hour minimum; hourly	\$ 508	\$ 491	-3.4%
Large Tents, air supported structures and canopies	4 Hour minimum	NEW	\$ 655	NEW
Tire Storage FP-36	Annual	\$ 508	\$ 491	-3.4%
Waste Handling Plant FP-37	Annual	\$ 497	\$ 327	-34.2%
Additional Fire Code Permit	Each/Event	\$ 163	\$ 163	0.0%
<b>Hazardous Materials New Construction Fees- CUPA</b>				
Haz.mat- Above Ground Storage Tank Installation HM-1	Hourly rate after 6 hours	\$ 1,017	\$ 1,310	28.8%
Haz.mat- Above Ground Storage Tank Modification/Repair HM-2	Hourly rate after 4 hours	\$ 678	\$ 982	44.8%
Haz.mat- Above Ground Storage Tank Removal HM-3	Hourly rate after 4 hours	\$ 678	\$ 982	44.8%
Haz.mat-Above Ground Storage Tank Closure Range 1,2,8 HM-4	Each; 2 hour minimum	\$ 339	\$ 655	93.2%
Haz.mat-Above Ground Storage Tank Closure Range 3-7 HM-5	Each; 5 hour minimum	\$ 847	\$ 655	-22.7%
Additional Re-inspection HM-6	1 Hour minimum; hourly	\$ 169	\$ 163	-3.8%
Additional Plan Review Re-check HM-7	1 Hour minimum; hourly	\$ 169	\$ 163	-3.8%
Consultation Haz.mat Fire Inspector HM-8	1 Hour minimum; hourly	\$ 169	\$ 163	-3.8%
Consultation Haz.mat Fire Marshall HM-9	1 Hour minimum; hourly	\$ 197	\$ 238	20.8%
Excavation near or repair modification HM-10	Hourly rate after 2 hours	\$ 339	\$ 327	-3.5%
Haz.mat management plan modification and review HM-11	Hourly rate after 2 hours	\$ 339	\$ 491	44.8%
Liquefied Petroleum Gas Tank- Installation HM-12	Hourly rate after 4 hours	\$ 678	\$ 655	-3.4%
Medical and other compressed gas system installation HM-13	Hourly rate after 6 hours	\$ 1,017	\$ 655	-35.6%
Haz.mat-Underground Tank Installation first tank HM-14	First tank	\$ 1,525	\$ 2,620	71.8%
Haz.mat-Underground Tank Installation Each additional tank HM-15	Per tank	\$ 678	\$ 491	-27.6%
Haz.mat-Underground Tank Major Modification HM-16	5 hour minimum; hourly thereafter	\$ 847	\$ 982	15.9%
Haz.mat-Underground Tank Minor Modification HM-17	2 hour minimum	\$ 339	\$ 655	93.2%
Haz.mat-underground Tank Removal first tank HM-18	application fee	\$ 1,695	\$ 1,310	-22.7%
	Second and subsequent tanks	\$ 678	\$ 678	0.0%
Underground Storage Tank Transfer of Ownership HM-19	per site	\$ 339	\$ 655	93.2%
Underground Storage Tank Other HM-20	Hourly rate after 5 hours	\$ 847	\$ 327	-61.4%
Underground Storage Tank Temporary Closure HM-21	per tank	\$ 678	\$ 327	-51.8%
<b>Hazardous Materials Annual Permit Fees- CUPA</b>				
Above Ground Storage Tank Act HMP-1:	Annual- APSA Flammable or Combustible Liquid stored on site (1,320-4,999 gallons) Tier I	\$ 169	\$ 327	92.9%
	Annual- APSA Flammable or Combustible Liquid stored on site (5,000-9,999 gallons) Tier II	\$ 339	\$ 491	44.8%
	Annual- APSA Flammable or Combustible Liquid stored on site (10,000 gallons or greater) Tier III	\$ 508	\$ 655	28.8%
Above Ground Storage Tank Act HMP-2	Per site annually	Per Cal/EPA	Per Cal/EPA	NA
Haz.mat-above Ground.storage: Range 1 HMP-4	Annual	\$ 339	\$ 491	44.8%
Haz.mat-above Ground.storage: Range 2 HMP-5	Annual	\$ 678	\$ 655	-3.4%
Haz.mat-above Ground.storage: Range 3 HMP-6	Annual	\$ 1,017	\$ 818	-19.6%

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
Haz.mat-above Ground.storage: Range 4 HMP-7	Annual	\$ 1,186	\$ 655	-44.8%
Haz.mat-above Ground.storage: Range 5 HMP-8	Annual	\$ 1,356	\$ 1,146	-15.5%
Haz.mat-above Ground.storage: Range 6 HMP-9	Annual	\$ 1,525	\$ 1,310	-14.1%
Haz.mat-above Ground.storage: Range 7 HMP-10	Annual	\$ 1,695	\$ 1,474	-13.0%
Haz.mat-above Ground.storage: Range 8 HMP-11	Annual	\$ 508	\$ 491	-3.4%
Annual State Surcharge HMP-12	Per site	Per Cal/EPA	Per Cal/EPA	NA
California Accidental Release Program (CALARP) HMP-13	Annual; Plus State Surcharge	\$ 508	\$ 508	0.0%
Haz. Mat waste- small quantity generator level 1 HMP-14	No charges for level 1	No Charge	\$ 163	100.0%
Haz. Mat waste- small quantity generator level 2 HMP-15	Annual	\$ 85	\$ 327	282.9%
Haz. Mat waste- small quantity generator level 3 HMP-16	Annual	\$ 169	\$ 491	189.7%
Haz. Mat waste- large quantity generator level 4 HMP-17	Annual	\$ 339	\$ 655	93.2%
Haz. Mat waste- large quantity generator level 5 HMP-18	Annual	\$ 508	\$ 1,146	125.4%
Haz. Mat waste- large quantity generator level 6 HMP-19	Annual	\$ 678	\$ 982	44.8%
Haz. Mat waste- tiered permitting (Onsite treatment) HMP-20	Annual	\$ 508	\$ 491	-3.4%
Haz. Mat waste- conditionally exempt treatment HMP-21	Annual	\$ 678	\$ 655	-3.4%
Haz. Mat waste- conditionally authorized treatment HMP-22	Annual	\$ 1,186	\$ 491	-58.6%
Haz. Mat waste treatment- permit by rule HMP-23	Annual	\$ 2,566	\$ 1,310	-48.9%
Haz.mat-permit To Operate Underground Tank System first tank HMP-24	first tank	\$ 1,017	\$ 982	-3.4%
Haz.mat-permit To Operate Underground Tank System each additional tank HMP-25	each additional tank	\$ 678	\$ 491	-27.6%
Underground storage tank surcharge HMP-26	Per Tank	Per Cal/EPA	Per Cal/EPA	NA
<b>POLICE DEPARTMENT FEES</b>				
Booking Fee Restitution	Plus cost of booking fee	\$ 361	\$ 373	3.2%
Special Event Permit-Minor:	Residential	See Administrative Fees	See Administrative Fees	
	Commercial	See Administrative Fees	See Administrative Fees	
Special Event Permit-Major:	Residential	See Administrative Fees	See Administrative Fees	
	Commercial	See Administrative Fees	See Administrative Fees	
Police False Alarm Response - Commercial:	First two in a calendar year -- No Charge	No Charge	\$ 108	100.0%
	Third false alarm in calendar year	\$ 108	\$ 108	0.0%
	Fourth false alarm in calendar year	\$ 215	\$ 108	-49.8%
	Fifth and subsequent false alarms in calendar year	\$ 389	\$ 108	-72.2%
Clearance Letter		\$ 20	\$ 20	0.0%
Courtesy Towing Administration	No Charge	No Charge	No Charge	NA
Report Copy Fee		\$ 13	\$ 40	204.4%
Fix-it Ticket Sign Off (parking Permit Display)		\$ 13	\$ 13	0.0%
Appearance Subpoena Fee	Per Government Code 68096.1 and 68097.2	\$ 275	\$ 275	0.0%
Records Subpoena Fee	Per Evidence Code 1563	Varies	Varies	
Firearms Storage Fee	per Firearm	\$ 85	\$ 147	72.1%
Neighborhood Check Request	Flat fee	\$ 13	\$ 13	0.0%
Cannabis Permit Fee		Contact PD	Contact PD	
Bingo Permit Fee	1 year permit	\$ 80	\$ 108	34.7%
Bingo Permit Annual Renewal Fee		\$ 39	\$ 65	64.9%
Bingo Permit 24 hours		\$ 80	\$ 108	34.7%
Block Party Fee		\$ 91	\$ 108	19.1%
Discovery Request		\$ 13	\$ 189	1338.4%
Call for Service Check (CAD Incident) Fee		\$ 13	\$ 40	204.4%
Live Scan DOJ fee	Per DOJ - Taxi/Solicitor application packet	\$ 32	\$ 32	0.0%
Digital Media & Photos:	CD-R/DVD-R	\$ 26	\$ 7	-73.4%
	Dispatch Recordings	\$ 45	\$ 8	-82.1%
	Thumb Drive 1-34 GB	\$ 53	\$ 10	-81.0%
	Thumb Drive 34-64 GB	\$ 66	\$ 21	-68.0%
	Flash Drive (128-256 GB)	NEW	\$ 22	NEW
	Flash Drive (257-512 GB)	NEW	\$ 107	NEW
	Flash Drive (1 TB)	NEW	\$ 153	NEW
Second Hand Dealer Permit		\$ 394	\$ 117	-70.3%
Administrative Tow Fee		\$ 184	\$ 199	8.2%
Repossession Fee	Per Government Code 41612	\$ 15	\$ 15	0.0%
Parking Enforcement:	Various/ 72 Hours	\$50-\$97	\$50-\$97	NA
	Handicapped Parking Violation	\$ 871	\$ 871	0.0%
All Other Fines Set By The California Vehicle Code				
<b>PUBLIC WORKS</b>				
Development Review - Hourly Rates (100% Cost Recovery)	Fully Burdened Rate	Fully Burdened Rate	Fully Burdened Rate	NA
Utility Encroachment Permits - Inspection Hourly	Fully Burdened Rate	Fully Burdened Rate	Fully Burdened Rate	NA

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
Encroachment - Sidewalk Minor - Residential		\$ 428	\$ 600	40.1%
Encroachment - Sidewalk/Driveway/Monitoring Wells		\$ 346	\$ 516	49.3%
Encroachment - Sidewalk/Driveway - Residential		\$ 593	\$ 767	29.4%
Encroachment - Sidewalk/Driveway - Commercial and Industrial		\$ 757	\$ 935	23.5%
Encroachment- Sewer/water lateral		\$ 757	\$ 935	23.5%
Encroachment - Sewer Repair (slip Line)		\$ 428	\$ 600	40.1%
Encroachment - Sewer Repair (pipe Burst) 2 Receiving Holes		\$ 593	\$ 767	29.4%
Encroachment - Sewer Repair (on Property)		\$ 263	\$ 432	64.4%
Encroachment - Trenching (street To Main, Partial Trench)		\$ 593	\$ 767	29.4%
Encroachment - Utility Co. Project (100% Cost Recovery)	deposit plus staff time and materials	\$ 221	\$ 221	0.1%
Encroachment - Trees, Dumpsters/scaffolding		\$ 181	\$ 265	46.1%
Encroachment - Outdoor Dining Initial Fee		\$ 263	\$ 265	0.8%
Encroachment - Outdoor Dining Annual Renewal Fee		\$ 181	\$ 181	0.0%
Encroachment - Transportation Single	Per CA DOT	Per CA DOT	Per CA DOT	NA
Encroachment - Transportation Annual	Per CA DOT	Per CA DOT	Per CA DOT	NA
Tree Permit (Removal)		NEW \$	1,185	NEW
<b>RECREATION FEES</b>				
Resident Photo Id Card / Golf - Initial		\$ 26	\$ 28	6.6%
Resident Photo Id Card / Golf - Renewal		\$ 13	\$ 14	6.6%
Resident Discount	Applied to Preschool, Camps, Contract Classes, Facility and Park Rentals(not applied to Ballfield or Synthetic Turf rentals; not applied to Government Rates)	5%	5%	NA
Special Event - Booth or Display Table	per booth	\$237-\$341	\$260-\$375	Varies
Community Garden Plots	per plot per year	\$ 46	\$ 50	8.7%
Recreational Swimming:				
	Youth	\$ 3	\$ 3	0.0%
	Senior/Disabled	\$ 5	\$ 5	0.0%
	Adult	\$ 7	\$ 7	0.0%
	12 swim pass - Senior/Disabled	\$ 59	\$ 59	0.0%
	12 swim pass - Adult	\$ 74	\$ 74	0.0%
Fitness Swimming:				
	per session	\$ 9	\$ 9	0.0%
	12 swim pass	\$ 68	\$ 68	0.0%
Swim Lessons:				
	Group - 8 lessons	\$ 151	\$ 151	0.0%
	Group - 4 lessons	\$ 78	\$ 78	0.0%
	Private - 1/2 hr. lesson	\$ 45	\$ 45	0.0%
	Private - Four 1/2 hr. lessons	\$ 135	\$ 135	0.0%
Pool Rental:				
	Private Party - 1-100 people per hour	\$ 145	\$ 160	10.0%
	Private Party - 101+ people per hour	\$ 181	\$ 199	10.0%
	Swim Team - per lane/hour - min \$40/hr. to max. \$80/hr.	\$ 14	\$ 15	10.0%
	Classroom Rental- per hour	\$ 38	\$ 42	10.0%
	New and Winter Programs and Passes	Cost to Provide	Cost to Provide	NA
Adult Sports:	Softball - per team	\$560-\$921	\$616-\$1,013	Varies
	Volleyball - per team	\$ 526	\$ 578	9.9%
	Basketball - per team	\$ 920	\$ 1,011	9.9%
Recreation/Contract Programs:				
	General Programs - Recreational staff sets the fee depending on program costs- 30%- 40% of Program Revenue	Cost to Provide	Cost to Provide	NA
	Drop In Programs- Varies	\$3-\$11	\$3-\$12	Varies
Senior Programs	Recreational staff sets the fee depending on program costs- 20% of program revenue	Cost to Provide	Cost to Provide	NA
New and Special Programs/Tours and Trips	Recreational staff sets the fee depending on program costs	Cost to Provide	Cost to Provide	NA
Youth Programs:				
	All Camps extended care per day	\$ 7	\$ 7	0.0%
	Elementary Age - Kids Klub per week	\$ 217	\$ 238	9.7%
	Middle School Age - K-2 Summer Camp per week	\$ 289	\$ 317	9.7%
	High School Age - Explorers Camp - Trip Program	\$271-\$526	\$298-\$578	Varies
	Preschool Age - Camp Sunshine - per week - 5/days/week - full day	\$ 191	\$ 209	9.4%
	Preschool Age - Camp Sunshine - per week - 5/days/week - half day	\$ 118	\$ 130	10.2%
Pre-school Programs:				
	Teeny Tiny Tots - 3 days/week - monthly	\$ 130	\$ 143	10.0%
	Teeny Tiny Tots - 2 days/week - monthly	\$ 87	\$ 95	9.2%
	Teeny Tiny Tots - 1 day/week - monthly	\$ 50	\$ 54	8.0%
	Teeny Tiny Tots -Drop In per day	\$ 13	\$ 14	7.7%

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
	Tiny Tots Afternoon Program per day- monthly	\$ 87	\$ 95	9.2%
	Tiny Tots - 2 days/week- monthly	\$ 167	\$ 183	9.6%
	Tiny Tots - 3 days/week - monthly	\$ 247	\$ 271	9.7%
	Tiny Tots - 4 days/week - monthly	\$ 319	\$ 351	10.0%
	Tiny Tots - 5 days/week - monthly	\$ 388	\$ 426	9.8%
	Lunch Bunch - per day		Based on Cost to Provide	NA
<b>Ball Field Rental</b>				
Private Ball Field Rental-short Term	per day	\$ 89	\$ 98	10.1%
Private Ball Field Turf Rental-short Term:				
	Synthetic Field Turf Soccer/Lacrosse (short term, resident)- per hour	\$ 89	\$ 98	10.1%
	Synthetic Field Turf Soccer/Lacrosse(short term, non-resident)- per hour	\$ 135	\$ 148	9.6%
	Synthetic Field Turf Soccer/Lacrosse (daily, resident)- 12 hours	\$ 526	\$ 578	9.9%
	Synthetic Field Turf Soccer/Lacrosse(daily, non-resident)- 12 hours	\$ 1,051	\$ 1,156	10.0%
	Field Light Fee- per hour	\$ 38	\$ 41	7.9%
Private Ball Field Rental-long Term:				
	Field Rental (long term, little league, girls softball) - per member/season	\$ 9	\$ 10	11.1%
	Field Rental (long term, soccer, lacrosse, other) - per member/season	\$ 12	\$ 13	8.3%
Baseball Fields Rental-long Term(PCSF):				
	Synthetic Turf- Baseball Field (short term, resident)- per hour	NEW \$	103	NEW
	Synthetic Turf- Baseball Field (short term, non-resident)- per hour	NEW \$	156	NEW
	Synthetic Turf - Baseball Field (daily, resident)- 12 hours	NEW \$	604	NEW
	Synthetic Turf - Baseball Field (daily, non-resident)- 12 hours	NEW \$	1,209	NEW
Food Vendor/Food Truck		NEW	\$25-\$150 depending on event	NEW
Pickleball- per team		NEW	\$560-\$921	NEW
Non-Profit Park Rentals		NEW	25% Off Private Event Rate	NEW
Inflatable Fee		NEW \$	30	NEW
Compost Contamination Fee		NEW \$	125	NEW
<b>Facility Rental</b>				
Damage Deposits:	Facility Rental with alcohol	\$ 394	\$ 500	26.9%
	Facility Rental no alcohol	\$ 263	\$ 300	14.1%
Building Attendant Extra Service - All Buildings:	per hour	\$ 30	\$ 33	10.0%
	per hour Holidays, New Year's Eve, Easter	\$ 46	\$ 47	2.2%
Cancellation Fee - All Buildings	Less than two weeks notice	\$ 35	\$ 50	42.9%
Cleaning Fee - All Buildings	when applicable	\$ 92	\$ 101	9.8%
Equipment Rental & Coffee Services		\$16-\$33	\$17-\$36	Varies
Long Term Storage	per month	\$ 363	\$ 398	9.6%
Rental Discount (one room-multi dates, 2-3 on same date)		10% Discount	10% Discount	NA
Rental Discount (4 or more rooms on same date)		20% Discount	20% Discount	NA
**Government Rates (Monday – Thursday only, Community Center)		25% Discount	25% Discount	NA
Room Rates:				
Non-Profit	Fixed Furniture: Per Hr.: PCC-Conf 3 Senior Center-Art,Classroom,Library,Lounge,Lobby,Meeting Room	\$ 33	\$ 36	9.1%
	Small Room: Per Hr: PCC-Conf 2,Club,Activity,Craft 1/2, 1/2 meeting Senior Center-Rec Rm Kenilworth-Main Rm	\$ 39	\$ 43	10.3%
	Medium Room: Per Hr: PCC- Meeting Rm	\$ 53	\$ 57	7.5%
	Large Room: Per Hr: PCC- Assembly Rm	\$ 79	\$ 86	8.9%
	Per Day: Community Center Lobby/Kitchen	\$ 131	\$ 144	9.9%
Private Event	Fixed Furniture: Per Hr: PCC-Conf 3 Senior Center-Art,Classroom,Library,Lounge,Lobby,Meeting Room	\$ 46	\$ 50	8.7%
	Small Room: Per Hr: PCC-Conf 2,Club,Activity,Craft 1/2, 1/2 meeting Senior Center-Rec Rm Kenilworth-Main Rm	\$ 53	\$ 57	7.5%
	Medium Room: Per Hr: PCC- Meeting Rm	\$ 79	\$ 86	8.9%
	Large Room: Per Hr: PCC- Assembly Rm	\$ 92	\$ 101	9.8%
	Per Day: Community Center Lobby/Kitchen	\$ 131	\$ 144	9.9%
Commercial Event	Fixed Furniture: Per Hr: PCC-Conf 3 Senior Center-Art,Classroom,Library,Lounge,Lobby,Meeting Room	\$ 53	\$ 57	7.5%
	Small Room: Per Hr: PCC-Conf 2,Club,Activity,Craft 1/2, 1/2 meeting Senior Center-Rec Rm Kenilworth-Main Rm	\$ 79	\$ 86	8.9%
	Medium Room: Per Hr: PCC- Meeting Rm	\$ 118	\$ 130	10.2%
	Large Room: Per Hr: PCC- Assembly Rm	\$ 184	\$ 202	9.8%
	Per Day: Community Center Lobby/Kitchen	\$ 164	\$ 180	9.8%
<b>Park Picnic Rental</b>				
Damage Deposits:	No Alcohol & up to 500 people per event	\$ 131	\$ 150	14.5%
	Alcohol Use & up to 500 people per event	\$ 263	\$ 300	14.1%
	over 500 people per event	\$ 657	\$ 700	6.5%
Park Permit Application Fee	Rental of park space with no amenities; required permit per municipal code	\$ 66	\$ 72	9.1%
Rental:				

**City of Petaluma**  
**FY 2024-25 Master Fee Schedule with Fee Study Updates**  
**Effective 7/1/2024**

FEE DESCRIPTION	FEE INFORMATION	FY 2024 FEES	FY 2025 FEES	% Change NA(No Fee Increase Applicable)
Private Event	Private Event- Max 250 people - per day	\$ 151	\$ 166	9.9%
Community Event	Community Event- Max 250 people - per day	\$ 197	\$ 216	9.6%
Large Event	Large Event- Over 250 people - per day	\$ 460	\$ 505	9.8%
Commercial Event(providing program or class)	Commercial Event- Monthly-max 5 days per week/2 hours per day or Weekly- max 5 days per week/8 hours per	\$ 66	\$ 72	9.1%
Government / Schools	Government/Schools Event- Max 200 people - per day	\$ 112	\$ 122	8.9%
<b>Display/Advertising</b>				
Display	per week	\$16-\$156	\$17-\$171	Varies
Advertising	depending on size	\$173-\$1,114	\$190-\$1,225	Varies
Advertising Discount	for 3 consecutive issues of Activity Guide	10%	10%	NA
	for 12 consecutive issues of Senior Newsletter	10%	10%	NA
<b>City Council Chambers</b>				
Damage Deposit	Damage Deposit	\$ 131	\$ 150	14.5%
Rental Rates:	Government Rate per hour	\$ 33	\$ 36	9.1%
	Non-Profit per hour	\$ 46	\$ 50	8.7%
	Private	\$ 46	\$ 50	8.7%
	Commercial per hour	\$ 66	\$ 72	9.1%
<b>TRANSIT RATES</b>				
Transit Rates Set by Separate Resolution	See <a href="http://www.cityofpetaluma.org">www.cityofpetaluma.org</a> and/or Resolution 2014-098			
<b>TURNING BASIN &amp; MARINA</b>				
Kayak Storage Rental	per Kayak per quarter	\$ 125	\$ 125	0.0%
Mooring Fees	Year-round rate per foot to 29' including electricity	\$ 7.62	\$ 7.62	0.0%
Mooring Fees	Year-round rate per foot 30'+ including electricity	\$ 8.54	\$ 8.54	0.0%
Liveaboard Fee	Liveaboard per month including utilities(in addition to Mooring Fee)	\$ 493	\$ 493	0.0%
Mooring Fees	Transient daily rate	\$ 37	\$ 37	0.0%
Launch Fees- Each	Each	\$ 7	\$ 7	0.0%
Launch Fees- Non Trailered Vessel	Kayak, Canoe, includes parking fee	NEW	3	NEW
Launch Fees- Season Pass	Season Pass	\$ 66	\$ 66	0.0%
Launch Fees- Senior Season Pass	Senior Season Pass	\$ 33	\$ 33	0.0%
Key Deposit	Each	\$ 30	\$ 30	0.0%
<b>UTILITY RATES</b>				
Utility Rates Set by Separate Resolution	See <a href="http://www.cityofpetaluma.org">www.cityofpetaluma.org</a> and/or Resolutions 2023-128 and 2023-129			