

RESOLUTION NO. 2019-70

A RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, ESTABLISHING, INCREASING, DECREASING, AND DELETING FEES AS WELL AS DELEGATING LIMITED AUTHORITY FOR WAIVING FEES MAINTAINED IN PART III OF THE NAPA COUNTY POLICY MANUAL, INCLUDING FEES COLLECTED BY THE AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES; AIRPORT; ANIMAL SHELTER; COUNTY FIRE DEPARTMENT/FIRE MARSHALL; OFFICE OF COUNTY COUNSEL; DEPARTMENT OF PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES; AND DEPARTMENT OF PUBLIC WORKS.

WHEREAS, there is a need to establish, increase, decrease, and/or delete as well as delegate limited authority for waiving fees charged by Napa County to recover the costs of services provided by the Agricultural Commissioner/Sealer of Weights and Measures; Airport, Animal Shelter; County Fire Department/Fire Marshall; Office of County Counsel; Department of Public Works; and Planning Building and Environmental Services that are maintained in Section III of the Napa County Board Policy Manual; and

WHEREAS, each of the above departments has analyzed the fees being established, increased, or decreased to determine that it is appropriate to establish, increase, decrease, and/or delete these specific County fees; and

WHEREAS, the fee revisions reflect changes in operating efficiencies or service, but otherwise are based on (or consistent with) the cost of service projections.

WHEREAS, at least ten days prior to the date of this resolution, data was available to the public regarding fees identified in Government Code section 66016(d) indicating the amount of cost, or estimated cost, required to provide the service for which required fees or service charges are levied and the revenue sources anticipated to provide the service, including general fund revenues; and

WHEREAS, pursuant to Government Code section 66016, at least fourteen days prior to the date of this resolution, notice was mailed to any persons who had requested same; and

WHEREAS, notice of the hearing of the proposed fee was published twice in the manner set forth in section 6062a as required by section 66018, subdivision (a), of the Government Code.

NOW, THEREFORE, BE IT RESOLVED by the Napa County Board of Supervisors as follows:

1. The Board establishes, increases, or otherwise modifies those fees shown as amended, added (by underlining) or deleted (by strike-out) in Exhibits A-V, attached hereto and incorporated by this reference herein;
2. The Board hereby directs the Clerk of the Napa County Board of Supervisors to integrate the changes approved above into Section III of the Board Policy Manual, "Fees for Services Provided by County Departments and Agencies";

3. The Board finds this Resolution is statutorily exempt from the California Environmental Quality Act pursuant to Title 14, California Code of Regulations, section 15273(a)(1) and (2); and
4. The parts of Section III of the Board Policy Manual amended by this Resolution that include the establishment or increase, and/or deletion of fees subject to Government Code Section 66017(a), shall become effective on July 21, 2019. The parts of Section III of the Board Policy Manual amended by this Resolution that include the establishment, increase, decrease, and/or deletion of fees not subject to Government Code Section 66017(a) shall become effective July 1, 2019. The respective effective dates of each part of Section III of the Board Policy Manual are referenced in Exhibits A-V. The fee decreases in Part 70 of Section III of the Board Policy Manual as set forth in Exhibits G and H shall take immediate effect.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board held on the 21st day of May, 2019, by the following vote:

AYES:	SUPERVISORS	WAGENKNECHT, RAMOS, DILLON, PEDROZA and GREGORY
NOES:	SUPERVISORS	NONE
ABSTAIN:	SUPERVISORS	NONE
ABSENT:	SUPERVISORS	NONE

NAPA COUNTY, a political subdivision of
the State of California

By: 
RYAN GREGORY, Chair of the
Board of Supervisors

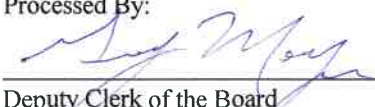
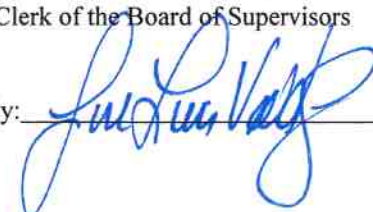
<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Thomas S. Capriola</u> Deputy County Counsel</p> <p>Date: <u>May 15, 2019</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: May 21, 2019</p> <p>Processed By:  Deputy Clerk of the Board</p>	<p>ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors</p> <p>By: </p>
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EXHIBIT LIST

The fees adopted by the Board of Supervisors by this Resolution are included in the Exhibits listed below in both tracked and clean formats.

The tracked version of the exhibits shows adoption of new fees or amended language by underline. The tracked version of the exhibits includes two columns (where applicable) that lists the current fee and the proposed fee effective either July 1, 2019 or July 21, 2019 as stated in the particular Exhibit. Deleted fees are noted by strike-through. Fees that are neither underlined nor struck-through are existing unaltered fees included herein for informational purposes only.

The clean version of each fee schedule is the document that will be included in the County Policy Manual.

Exhibit A	Part 10	General Provisions – Tracked
Exhibit B	Part 10	General Provisions – Clean
Exhibit C	Part 20	Agricultural Commissioner/Sealer of Weights and Measures – Tracked
Exhibit D	Part 20	Agricultural Commissioner/Sealer of Weights and Measures – Clean
Exhibit E	Part 30	Airport – Tracked
Exhibit F	Part 30	Airport – Clean
Exhibit G	Part 70	Planning, Building and Environmental Services – Building Division – Tracked
Exhibit H	Part 70	Planning, Building and Environmental Services – Building Division – Clean
Exhibit I	Part 75	Planning, Building and Environmental Services – Engineering Services – Tracked
Exhibit J	Part 75	Planning, Building and Environmental Services – Engineering Services – Clean
Exhibit K	Part 80	Planning, Building and Environmental Services – Planning and Conservation Division – Tracked
Exhibit L	Part 80	Planning, Building and Environmental Services – Planning and Conservation Division – Clean
Exhibit M	Part 85	County Fire Department/Fire Marshall – Tracked
Exhibit N	Part 85	County Fire Department/Fire Marshall – Clean
Exhibit O	Part 95	County Counsel – Tracked
Exhibit P	Part 95	County Counsel – Clean
Exhibit Q	Part 110	Planning, Building and Environmental Services – Environmental Health – Tracked
Exhibit R	Part 110	Planning, Building and Environmental Services – Environmental Health – Clean
Exhibit S	Part 115	Public Works – Division of Animal Shelter – Tracked
Exhibit T	Part 115	Public Works – Division of Animal Shelter – Clean
Exhibit U	Part 140	Public Works – Tracked
Exhibit V	Part 140	Public Works – Clean

BOS Adopted 2-7-06
Revised 11-21-06; Resolution 06-199
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-xx (eff 10-13-12)
Revised 10-2-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-13)
Revised 05-08-2018; Resolution 2018-52 (eff 05-08-18)
Revised 07-31-2018; Resolution 2018-52 (eff 10-01-18)
Revised 05-21-2019; Resolution 2019-XX (eff 07-01-19)

PART 10

GENERAL PROVISIONS

Sec. 10.010. Imposition of Fees

Sec. 10.020. Waiver of Fees

Sec. 10.030. Processing Applications or Permits; Fees

Sec. 10.010. Imposition of Fees.

Fees adopted by resolution of the Board of Supervisors shall be collected by the Department indicated and deposited with the Treasurer-Tax Collector of Napa County. The fees shall be credited to a revenue account of the Department that collected the fee unless otherwise indicated. The amount of the prescribed fee does not include the fee for any environmental impact assessment required in connection therewith. No part of any fee shall be refundable, unless otherwise indicated. Under no circumstances shall a refund be processed for an amount less than \$15.00 or more than one year after fee payment.

Sec. 10.020. Waiver of Fees.

- (a) Unless otherwise specified, the County officer or employee responsible for collecting any fee established herein, or on appeal the County Executive Officer, may waive said fee if the following findings are made:
- (1) The waiver of the fee will advance a public policy; and
 - (2) The waiver of the fee is in the public interest and will promote a public benefit; and
 - (3) The applicant is a non-profit organization; and

- (4) The non-profit organization approved for a temporary event fee waiver or special event on roadways/road closure fee waiver has provided written assurance that a designated percentage of the proceeds of said event will be donated for the public benefit of the citizens of Napa County; and
- (5) The fee is not for a building, public works, or other permit whose user fee has been established to recover the full cost of service, according to County policy with the exception of roadways/road closure permits.
- (b) Each department shall keep and maintain records of the nature, number and dollar amount of fees waived by the various County departments, and shall quarterly submit copies of those records to the County Executive Officer.
- (c) The County Executive Officer shall prepare annual reports regarding the nature, number and dollar amount of fees waived by the various County departments and shall present those reports to the Board of Supervisors for review.
- (d) The Planning, Building, and Environmental Services Director shall reduce fees in the following amounts for all building permits submitted after October 7, 2017, for structures damaged or destroyed in the 2017 Napa Fire Complex:
 - (1) Plan Review – Environmental Health Fee by 50%; and
 - (2) Plan Review – Engineering Fee by 50%; and
 - (3) Plan Review – Planning Fee by 50%; and
 - (4) Plan Review – Standard by 50%; and
 - (5) Imaging Plan Retention by 100%; and
 - (6) Permit Issuance by 100%; and
 - (7) Building Inspection by 25%; and
 - (8) General Plan Surcharge by 100%.

To qualify for a fee reduction, the structure must meet all of the following criteria:

- (1) The original structure must have been legally established; and
- (2) The original structure must have been red- or yellow-tagged by the County as a structure damaged or destroyed in the 2017 Napa Fire Complex; and
- (3) The applicant must submit a complete building permit application to repair or replace the damaged or destroyed structure.

Only the initial replacement structure (defined as up to 125% of the pre-fire legally established livable space) shall qualify for a fee refund. Subsequent applications to modify, expand, or alter the initial replacement structure, after the replacement building permit has been issued, shall not have their fees reduced under these provisions.

For those permit applications submitted prior to the adoption of this Policy, the PBES Director shall issue refunds to the payee consistent with the above fee reductions.

Fee reductions shall expire on December 31, 2022. No permit applications submitted after the deadline shall be entitled to a fee reduction.

- (e) Public Right of Way Encroachment Permit Fees collected under Section 140.020 may be waived for the Town of Yountville and the Cities of American Canyon, Napa, St. Helena, and Calistoga if the jurisdiction has entered into an agreement with the County’s Director of Public Works to reciprocate such fees waivers within their jurisdiction. ~~(Reserved)~~
- (f) Upon a showing of a unique public benefit, the Director of Public Works shall have the sole discretion to waive Public Right of Way Encroachment Permit Fees otherwise collected under Section 140.020 without complying with subsections 10.020(a)(3, 4, and 5) of this Part III of the Policy Manual. Any encroachment fee waivers authorized pursuant to the Director’s discretion must comply with all other provisions of Section 10.020 “Waivers”. ~~(Reserved)~~

- (g) Upon request of an owner/operator, the Airport Manager shall have the discretion to waive up to two (2) nights of Overnight Parking Fees otherwise collected under Section 30.020 where the aircraft is being used (a) in connection with assisting a non-profit 501(c)(3) providing a public service, or (b) in support of Airport sponsored business and events.
~~(Reserved)~~
- (h) The fees otherwise required to be paid by Section 80.020 (b) are waived in the case of applicants whose peddling or soliciting consists exclusively of the solicitation of orders to be filled solely by interstate shipment on behalf of business who do not maintain a place of interstate business and exemption shall be claimed yearly by filing by the application with the Director the following declaration, under penalty of perjury:
- “I declare that my business activity under the Napa County Solicitors and Peddlers Law will consist exclusively of the solicitation of orders to be filled solely by interstate shipment from business who do not maintain a place of intrastate business in the State of California.”
- Applicants who claim said exemption shall receive a permit restricted to the solicitation of orders to be filled solely by interstate shipment from businesses who do not maintain a place of intrastate business in the State of California.
- (i) The fees required by Section 115.110 may be waived by the Director of Public Works if the animal and bite victim reside at the same residence.
- (j) The Director or other Administrative Authority of the Environmental Health Division of Planning, Building and Environmental Services may waive up to 10% of the fees in Section 110.150 and 110.200 for facilities conducting a Department approved self-auditing program, such as the Green Business Program, which demonstrates reductions in Department expenses.
- (k) (Reserved)
- (l) Notwithstanding 10.020 (a) – (k) above, a non-profit organization approved for a Fee Waiver for a Temporary Event shall still pay a minimum processing fee of \$149 per application, as well as any applicable late fees.

Sec. 10.030. Processing Applications or Permits; Fees.

If a fee is not established elsewhere in this booklet for the processing of an application or permit, the fee shall be as follows:

- (a) Where publication or legal advertising is required \$50.00
- (b) Where publication or legal advertising is not required \$20.00

BOS Adopted 2-7-06
Revised 11-21-06; Resolution 06-199
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
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Revised 7-13-07; Resolution 07-72
Revised 2-5-08; Resolution 08-28
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 4-5-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)
Revised 5-21-19; Resolution 2019-XXX (eff 07-01-2019)

PART 20

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

- Sec. 20.010. General**
- Sec. 20.020. Fees for Pest Control Operators and Advisors**
- Sec. 20.030. Fees for Weights and Measures Testing**
- Sec. 20.040. Fees for Agricultural Inspection**
- Sec. 20.050. Fees for Other Agricultural Services**
- Sec. 20.060. Request for Public Information**
- Sec. 20.070. California Weights and Measures Administration Fee**

Sec. 20.010. General

The fees set forth in this Part shall be paid to the Agricultural Commissioner / Sealer of Weights and Measures. Fees are either (1) a one-time fixed payment, or (2) an hourly rate. The Agricultural Commissioner / Sealer of Weights and Measures will provide a reasonable estimate of the cost for a service paid by an hourly fee prior to the service being provided. Time shall be billed to the nearest half hour.

Sec. 20.020. Fees for Pest Control Operators and Advisors

The following fees are established and shall be paid annually:

- (a) Registration Fee Structural Pest Control Business
 - (1) Initial Registration
 - A. Structural Pest Control Business –
Branch 1
 - Operators
 - Field Representatives

\$25.00
Inclusive

PART III: FEES

B.	Structural Pest Control Business – Branch 2 or Branch 3	\$10.00
	• Qualifying Manager	Inclusive
(2)	Amendment to Existing Registration	
A.	Structural Pest Control Business – Branch 1	\$10.00
	• Operators	Inclusive
	• Field Representatives	
B.	Structural Pest Control Business – Branch 2 or Branch 3	\$10.00
	• Qualifying Manager	Inclusive
(b)	Registration Fee Maintenance Gardener/Pest Control Business	\$25.00
(c)	Registration Fee Agricultural Pest Control Business	\$72.00
(d)	Registration Fee Pest Control Aircraft Pilot	
(1)	In County	\$10.00
(2)	Out of County	\$5.00
(e)	Registration Fee Agricultural Pest Control Advisor	
(1)	In County	\$10.00
(2)	Out of County	\$5.00
(f)	Farm Labor Contractor Registration	\$72.00

Sec. 20.030. Fees for Weights and Measures Testing

The following fees are established for weights and measures testing and re-inspection:

(a)	Non-Commercial Device Testing	\$107.00 per hour
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PART III: FEES

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| (b) Standby Rate/Missed Appointments/Rescheduling | \$107.00 per hour |
| (c) Testing and re-inspection fees for weight and measuring devices and Point-of-Sale systems | \$107.00 per hour |

Sec. 20.040. Fees for Agricultural Inspection

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| (a) Winegrape inspection | \$44.00 per hour |
| (b) Time and one-half charged for all hours worked over 40 hours in one week or over 8 hours in a 24-hour period. | |

Sec. 20.050. Fees for Other Agricultural Services

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| (a) <u>Apiary Registration</u> | <u>\$10.00</u> |
| (ba) Certified Farmer's Market Certificate | \$60.00 per hour |
| (cb) Certified Producer's Certificate | \$60.00 per hour |
| (de) Environmental Impact Report Review: | \$111.00 per hour |
| (ed) Phytosanitary Certificate: | \$96.00 per hour |
| (fe) Quarantine Compliance Certificate: | \$96.00 per hour |
| (gf) Re-inspection of Sealed Goods: | \$96.00 per hour |
| (hg) Investigation or Abatement of Unpermitted or Non-Compliant Rooster Keeping Site | \$111.00 per hour |

Sec. 20.060. Request for Public Information

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| (a) Providing computer generated public information that requires data compilation, | \$111.00 per hour |
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extraction, or programming to produce the record or that is produced only at otherwise regularly scheduled intervals.

Sec. 20.070. California Weights and Measures Administration Fee

- (a) California Weights and Measures Administration Fee as defined in Business and Professions Code Section 12210.

Electric, Vapor or Water Sub-meter	\$0.10 per device
CNG Meter	\$1.10 per device
Fabric, Cordage, Wire Meter	
Grease and Lube Meter	
Odometer	
Retail Motor Fuel Dispenser	
Retail Meter	
Retail Water Meter	
Tank (Liquid Test)	
Taximeter	
Vehicle Meter	
Wholesale Meter	
Miscellaneous Measuring Device	
Scales Less than 2,000 pounds capacity	
Liquefied Gas Meter	
Scales 2,000 pounds to 10,000 pounds capacity	\$8.00 per device
Scales greater than 10,000 pounds capacity	\$12 per device

Revised 7-13-07; Resolution 07-72
Revised 2-5-08; Resolution 08-28
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 4-5-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)
Revised 5-21-19; Resolution 2019-70 (eff 07-01-2019)

PART 20

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

- Sec. 20.010. General**
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Sec. 20.010. General

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 - (1) Initial Registration
 - A. Structural Pest Control Business –
Branch 1
 - Operators
 - Field Representatives

\$25.00
Inclusive

PART III: FEES

B. Structural Pest Control Business – Branch 2 or Branch 3 • Qualifying Manager	\$10.00 Inclusive
(2) Amendment to Existing Registration	
A. Structural Pest Control Business – Branch 1 • Operators • Field Representatives	\$10.00 Inclusive
B. Structural Pest Control Business – Branch 2 or Branch 3 • Qualifying Manager	\$10.00 Inclusive
(b) Registration Fee Maintenance Gardener/Pest Control Business	\$25.00
(c) Registration Fee Agricultural Pest Control Business	\$72.00
(d) Registration Fee Pest Control Aircraft Pilot	
(1) In County	\$10.00
(2) Out of County	\$5.00
(e) Registration Fee Agricultural Pest Control Advisor	
(1) In County	\$10.00
(2) Out of County	\$5.00
(f) Farm Labor Contractor Registration	\$72.00

Sec. 20.030. Fees for Weights and Measures Testing

The following fees are established for weights and measures testing and re-inspection:

(a) Non-Commercial Device Testing	\$107.00 per hour
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PART III: FEES

- | | |
|---|-------------------|
| (b) Standby Rate/Missed Appointments/Rescheduling | \$107.00 per hour |
| (c) Testing and re-inspection fees for weight and measuring devices and Point-of-Sale systems | \$107.00 per hour |

Sec. 20.040. Fees for Agricultural Inspection

- | | |
|---|------------------|
| (a) Winegrape inspection | \$44.00 per hour |
| (b) Time and one-half charged for all hours worked over 40 hours in one week or over 8 hours in a 24-hour period. | |

Sec. 20.050. Fees for Other Agricultural Services

- | | |
|---|-------------------|
| (a) Apiary Registration | \$10.00 |
| (b) Certified Farmer's Market Certificate | \$60.00 per hour |
| (c) Certified Producer's Certificate | \$60.00 per hour |
| (d) Environmental Impact Report Review: | \$111.00 per hour |
| (e) Phytosanitary Certificate: | \$96.00 per hour |
| (f) Quarantine Compliance Certificate: | \$96.00 per hour |
| (g) Re-inspection of Sealed Goods: | \$96.00 per hour |
| (h) Investigation or Abatement of Unpermitted or Non-Compliant Rooster Keeping Site | \$111.00 per hour |

Sec. 20.060. Request for Public Information

- | | |
|---|-------------------|
| (a) Providing computer generated public information that requires data compilation, | \$111.00 per hour |
|---|-------------------|
-

extraction, or programming to produce the record or that is produced only at otherwise regularly scheduled intervals.

Sec. 20.070. California Weights and Measures Administration Fee

- (a) California Weights and Measures Administration Fee as defined in Business and Professions Code Section 12210.

Electric, Vapor or Water Sub-meter	\$0.10 per device
CNG Meter	\$1.10 per device
Fabric, Cordage, Wire Meter	
Grease and Lube Meter	
Odometer	
Retail Motor Fuel Dispenser	
Retail Meter	
Retail Water Meter	
Tank (Liquid Test)	
Taximeter	
Vehicle Meter	
Wholesale Meter	
Miscellaneous Measuring Device	
Scales Less than 2,000 pounds capacity	
Liquefied Gas Meter	
Scales 2,000 pounds to 10,000 pounds capacity	\$8.00 per device
Scales greater than 10,000 pounds capacity	\$12 per device

Revised 6-27-06 Resolution 06-138
Revised 6-26-07; Resolution 07-84
Revised: 6-24-08; Resolution 08-105
Revised: 9-15-09; Resolution 09-127
Revised: 6-23-15; Resolution 2015-91
Revised 7-12-16; Resolution 2016-97
Revised -/1-17; Resolution 2017-120
Revised 5-21-19; Resolution 2019-XX; Eff 7-1-19

PART 30

AIRPORT

- Sec. 30.010. General
- Sec. 30.015. Standard Hourly Rates
- Sec. 30.020. Overnight Parking Fees
- Sec. 30.030. Fuel Flowage Fees
- Sec. 30.040. Airport Landing Fees
- Sec. 30.050. Tiedown Rental Fees
- Sec. 30.060. Hangar Rental Fees
- Sec. 30.070. Reserved
- Sec. 30.080. Lease Execution Deposit
- Sec. 30.090. Airport Storage Room Fees
- Sec. 30.100. Miscellaneous Fees

Sec. 30.010. General

The fees set forth in this Part shall be paid to the Public Works Department, Airport Division.

Sec. 30.015. Standard Hourly Rates

Any request for services that is not described in this part shall be charged at the hourly rate set forth below with a ½-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Excess fees shall be refunded.

Standard Hourly Rate for Airport Administrative Staff (includes Airport Manager, Airport Assistant Manager, Administrative Analyst, & Airport Admin Assistant): \$127.00

Standard Hourly Rate for Airport Operations Staff (includes Senior Operations Worker & Operations Worker): \$81.00

Sec. 30.020. Overnight Parking Fees

The following overnight parking fees are established:

- | | | |
|-----|---------------------|--|
| (a) | 0 – 5,000 lbs. | \$10.00 |
| (b) | 5,001 – 12,500 lbs. | \$15.00 |
| (c) | Above 12,500 lbs. | \$15.00+ \$1.00
per each additional
1,000 lbs. |

Sec. 30.030. Fuel Flowage Fees

The following resale fees are established:

- | | |
|--|--------------------|
| Fuel Flowage Fees | \$0.08 per gallon* |
| *All other flowage fees established by Lease agreement | |

Sec. 30.040. Airport Landing Fees for Commercial Operations

Landing fees for aircraft operations at the Napa County Airport shall be imposed according to the following terms:

- (a) A Landing fee shall be assessed upon each landing of all air taxi, commercial aircraft operations, and any transient (non-based) aircraft weighing 12,500 lbs. or more except for charter operations of the designated Napa County fixed base operators. The ~~office of Director of Aviation of the Napa County~~ Airport Manager shall keep an up-to-date list of said designated fixed base operators at all times.

- (b) For purposes of this section, an “air taxi operation” is defined as: An aircraft operator who conducts operations for hire or compensation in accordance with 14 CFR 135 (for safety purposes) or FAR Part 135 (for economic regulations/reporting purposes) in an aircraft with 30 or fewer passenger seats and a payload capacity of 7,500 pounds or less. An air taxi operates on an on-demand basis.

- (c) For purposes of this section, a “commercial operation” is defined as: transportation of person(s), property, and/or mail for hire, compensation or profit.

- (d) The landing fee shall be assessed according to the maximum landing weight of the particular aircraft, as listed in the Federal Aviation Administration, Advisory Circular 36-3H as amended, or as published by the aircraft manufacturer and verified by the Airport Manager.
- (e) The following fees pursuant to weight shall be imposed per landing:

	<u>WEIGHT</u>	<u>FEE</u>
(1)	0 to 5,000 lbs.	\$16.00
(2)	5,001 lbs. to 12,500 lbs.	\$30.00
(3)	Above 12,500 lbs.	\$3.00 per each 1,000 lbs.

Sec. 30.050. Tiedown Rental Fees

The following tiedown monthly rental fees are established:

		<u>Tail-to-Tail</u>	<u>Taxi-In</u>
(a)	0 – 5,000 lbs.	\$40.00	\$60.00
(b)	5,001 – 12,500 lbs.		\$100.00
(c)	Above 12,500 lbs.		\$225.00+ \$15.00 per each additional 1,000 lbs.

Sec. 30.060. Hangar Rental Fees.

Hangars owned by Napa County Airport shall be charged rental rates according to the following terms:

County-Owned Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
7-12	\$ 186.00
13-24	\$ 224.00
25-36	\$ 246.00

37-44	\$ 286.00
45-54	\$ 380.00

County-Owned Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
60 and 62-81	\$ 246.00
61	\$ 268.00
82	\$ 332.00
83	\$ 284.00
84	\$ 343.00
85	\$ 357.00
86-91	\$ 290.00
92 and 94	\$ 382.00
93 and 95	\$ 329.00
96-101 and 103	\$ 290.00
102	\$ 393.00
104	\$ 334.00
105	\$ 296.00
106	\$ 322.00
107-113	\$ 250.00
114	\$ 316.00
115	\$ 292.00
116	\$ 401.00
117	\$ 408.00
118-125	\$ 342.00
126	\$ 401.00
127	\$ 458.00

Other County-Owned Hangars (Executive)

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
55	\$ 1,307.00
C1 – C4	\$ 1,021.00
C5 – C8	\$ 1,237.00

Shade Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
SO01 – SO12	\$ 90.00
SN02 – SN10	\$ 90.00
SN01 & SN11	\$ 101.00
SP02 – SP10	\$ 90.00

SQ01 – SQ12	\$ 90.00
SP01 – SP11	\$ 101.00

Privately-Owned Portable Hangars

<u>Hangar Number</u>	<u>Monthly Rental Fee</u>
1	\$ 80.00
2	\$ 74.00
3	\$ 73.00
4	\$ 49.00

Sec. 30.070. [Reserved]

Sec. 30.080. Lease/Sublease Execution Deposit

~~To offset the actual expense to the County associated with amending any existing lease or other the leasing of Airport vacant land for hangars and other development projects, the applicant shall submit a non-interest bearing “Lease Execution Deposit” shall be imposed. Actual costs expended by the County, and/or its employees, based on the including but not limited to any actual time and costs associated with the drafting, reviewing, negotiating, executing, and/or transferring the lease or other long-term agreement, shall be charged against the deposited amount. The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$5,000. If the deposit amount is not sufficient to provide the service, additional deposits shall be collected. Additional deposits amounts shall equal the lesser of the estimated remaining cost of service or \$5,000.~~

~~Additional deposits shall be collected when no more than ten percent of the most recent deposit amount remains on account. Any unused deposit amount shall be returned to the applicant who paid the deposit. The County shall not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time.~~

~~In order to offset all applicable County costs associated with negotiating new or amending any existing lease or other long-term agreements (e.g., greater than one year), an applicant shall provide a non-interest bearing Lease/Sublease Execution Deposit. Actual costs expended by the County, including but not limited to any actual time and costs associated with the drafting, reviewing, negotiating, executing, and/or transferring the lease or other long-term agreement, shall be charged against the deposited amount.~~

~~The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$5,000. If and when the remaining balance of the Lease/Sublease Execution Deposit falls below \$500 or 10% of the initial Lease/Sublease Execution Deposit, whichever is higher, the Applicant shall be required to replenish the account as requested by the Airport Manager.~~

~~Any unused deposit amount shall be returned to the applicant. The County shall not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time.~~

Sec. 30.090. Airport Storage Room Fees

The following storage room monthly rental fees are established:

(a)	Store Room #3	208 Sq. Ft.	\$ 114.00
(b)	Store Room #4	208 Sq. Ft.	\$ 114.00
(c)	Store Room #5	527 Sq. Ft.	\$ 290.00
(d)	Store Room #6	538 Sq. Ft.	\$ 302.00
(e)	Store Room #7	140 Sq. Ft.	\$ 77.00
(f)	Store Room #8	154 Sq. Ft.	\$ 85.00
(g)	Store Room #9	627 Sq. Ft.	\$ 344.00
(h)	Store Room #10	660 Sq. Ft.	\$ 363.00
(i)	Store Room #11	496 Sq. Ft.	\$ 273.00
(j)	Store Room #12	435 Sq. Ft.	\$ 239.00

Sec. 30.100. Miscellaneous Fees

(a)	Access Control remote openers	\$ 25.00 each
(b)	Conference Room rental fees	

	(1) Non-Profits & governmental agencies	
	(i) First two -four hours	No charge
	(ii) Each additional hour	\$ 10.00 per hour
	(2) For Profits	
	(i) Up to four hours	\$100.00
	(ii) Each additional hour	\$20.00 per hour
(c)	Replacement of County hangar lock	\$ 40.00 each
(d)	Replacement of County hangar key	\$ 10.00 each
(e)	Waiting List fee	\$ 35.00
(f)	Parking	
	1. Aviation Use	\$ 5.00 per day per vehicle <u>No charge</u> <u>when accessing aircraft and/or on-</u> <u>airport businesses.</u> \$75.00 per month per vehicle
	2. Non-aviation Use	\$10.00 per day per vehicle \$150 per month per vehicle
(g)	Mowing/Sweeping of non-county property	
	1. Sweeping	\$ 181.00/hour + employee costs*
	2. Mower +	\$ 48.00/hour + employee costs*
	*Refer to Sec. 30.015. Standard Hourly Rates	
(h)	Special Events Fees	
	1. Administrative Fee	\$ 1,000.00 per event day
	2. Employee costs	See Sec. 30.015.
(i)	<u>Commercial Operator Permit Fee</u>	<u>\$130.00 per year</u>

Revised 6-27-06 Resolution 06-138
Revised 6-26-07; Resolution 07-84
Revised: 6-24-08; Resolution 08-105
Revised: 9-15-09; Resolution 09-127
Revised: 6-23-15; Resolution 2015-91
Revised 7-12-16; Resolution 2016-97
Revised -/1-17; Resolution 2017-120
Revised 5-21-19; Resolution 2019-70; Eff 7-1-19

PART 30

AIRPORT

- Sec. 30.010. General
- Sec. 30.015. Standard Hourly Rates
- Sec. 30.020. Overnight Parking Fees
- Sec. 30.030. Fuel Flowage Fees
- Sec. 30.040. Airport Landing Fees
- Sec. 30.050. Tiedown Rental Fees
- Sec. 30.060. Hangar Rental Fees
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- Sec. 30.100. Miscellaneous Fees

Sec. 30.010. General

The fees set forth in this Part shall be paid to the Public Works Department, Airport Division.

Sec. 30.015. Standard Hourly Rates

Any request for services that is not described in this part shall be charged at the hourly rate set forth below with a ½-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Excess fees shall be refunded.

Standard Hourly Rate for Airport Administrative Staff (includes Airport Manager, Airport Assistant Manager, Administrative Analyst, & Airport Admin Assistant): \$127.00

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Sec. 30.020. Overnight Parking Fees

The following overnight parking fees are established:

(a)	0 – 5,000 lbs.	\$10.00
(b)	5,001 – 12,500 lbs.	\$15.00
(c)	Above 12,500 lbs.	\$15.00+ \$1.00 per each additional 1,000 lbs.

Sec. 30.030. Fuel Flowage Fees

The following resale fees are established:

Fuel Flowage Fees	\$0.08 per gallon*
*All other flowage fees established by Lease agreement	

Sec. 30.040. Airport Landing Fees for Commercial Operations

Landing fees for aircraft operations at the Napa County Airport shall be imposed according to the following terms:

- (a) A Landing fee shall be assessed upon each landing of all air taxi, commercial aircraft operations, and any transient (non-based) aircraft weighing 12,500 lbs. or more except for charter operations of the designated Napa County fixed base operators. The Airport Manager shall keep an up-to-date list of said designated fixed base operators at all times.
- (b) For purposes of this section, an “air taxi operation” is defined as: An aircraft operator who conducts operations for hire or compensation in accordance with 14 CFR 135 (for safety purposes) or FAR Part 135 (for economic regulations/reporting purposes) in an aircraft with 30 or fewer passenger seats and a payload capacity of 7,500 pounds or less. An air taxi operates on an on-demand basis.
- (c) For purposes of this section, a “commercial operation” is defined as: transportation of person(s), property, and/or mail for hire, compensation or profit.

- (d) The landing fee shall be assessed according to the maximum landing weight of the particular aircraft, as listed in the Federal Aviation Administration, Advisory Circular 36-3H as amended, or as published by the aircraft manufacturer and verified by the Airport Manager.

- (e) The following fees pursuant to weight shall be imposed per landing:

<u>WEIGHT</u>	<u>FEE</u>
(1) 0 to 5,000 lbs.	\$16.00
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The following tiedown monthly rental fees are established:

	<u>Tail-to-Tail</u>	<u>Taxi-In</u>
(a) 0 – 5,000 lbs.	\$40.00	\$60.00
(b) 5,001 – 12,500 lbs.		\$100.00
(c) Above 12,500 lbs.		\$225.00+ \$15.00 per each additional 1,000 lbs.

Sec. 30.060. Hangar Rental Fees.

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13-24	\$ 224.00
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37-44	\$ 286.00

45-54 \$ 380.00

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86-91	\$ 290.00
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C1 – C4	\$ 1,021.00
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Shade Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
SO01 – SO12	\$ 90.00
SN02 – SN10	\$ 90.00
SN01 & SN11	\$ 101.00
SP02 – SP10	\$ 90.00
SQ01 – SQ12	\$ 90.00

SP01 – SP11 \$ 101.00

Privately-Owned Portable Hangars

<u>Hangar Number</u>	<u>Monthly Rental Fee</u>
1	\$ 80.00
2	\$ 74.00
3	\$ 73.00
4	\$ 49.00

Sec. 30.070. [Reserved]

Sec. 30.080. Lease/Sublease Execution Deposit

In order to offset all applicable County costs associated with negotiating new or amending any existing lease or other long-term agreements (e.g., greater than one year), an applicant shall provide a non-interest bearing Lease/Sublease Execution Deposit. Actual costs expended by the County, including but not limited to any actual time and costs associated with the drafting, reviewing, negotiating, executing, and/or transferring the lease or other long-term agreement, shall be charged against the deposited amount.

The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$5,000. If and when the remaining balance of the Lease/Sublease Execution Deposit falls below \$500 or 10% of the initial Lease/Sublease Execution Deposit, whichever is higher, the Applicant shall be required to replenish the account as requested by the Airport Manager.

Any unused deposit amount shall be returned to the applicant. The County shall not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time.

Sec. 30.090. Airport Storage Room Fees

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(c)	Store Room #5	527 Sq. Ft.	\$ 290.00
(d)	Store Room #6	538 Sq. Ft.	\$ 302.00
(e)	Store Room #7	140 Sq. Ft.	\$ 77.00
(f)	Store Room #8	154 Sq. Ft.	\$ 85.00

(g)	Store Room #9	627 Sq. Ft.	\$ 344.00
(h)	Store Room #10	660 Sq. Ft.	\$ 363.00
(i)	Store Room #11	496 Sq. Ft.	\$ 273.00
(j)	Store Room #12	435 Sq. Ft.	\$ 239.00

Sec. 30.100. Miscellaneous Fees

(a)	Access Control remote openers	\$ 25.00 each
(b)	Conference Room rental fees	
	(1) Non-Profits & governmental agencies	
	(i) First four hours	No charge
	(ii) Each additional hour	\$ 10.00 per hour
	(2) For Profits	
	(i) Up to four hours	\$100.00
	(ii) Each additional hour	\$20.00 per hour
(c)	Replacement of County hangar lock	\$ 40.00 each
(d)	Replacement of County hangar key	\$ 10.00 each
(e)	Waiting List fee	\$ 35.00
(f)	Parking	
	1. Aviation Use	No charge when accessing aircraft and/or on-airport businesses.
	2. Non-aviation Use	\$10.00 per day per vehicle \$150 per month per vehicle
(g)	Mowing/Sweeping of non-county property	
	1. Sweeping	\$ 181.00/hour + employee costs*
	2. Mower	\$ 48.00/hour + employee costs*
	*Refer to Sec. 30.015. Standard Hourly Rates	
(h)	Special Events Fees	
	1. Administrative Fee	\$ 1,000.00 per event day

PART III: FEES

	2. Employee costs	See Sec. 30.015.
(i)	Commercial Operator Permit Fee	\$130.00 per year

Revised 12-24-06
Revised 6-23-09; Resolution 09-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-XX (eff 07-21-19)

PART 70
PLANNING, BUILDING AND ENVIRONMENTAL SERVICES - BUILDING DIVISION

Sec. 70.010. General.
Sec. 70.011. Definitions.
Sec. 70.015. Surcharge.
Sec. 70.020. Fees; Building Permits and Inspections.
[Sec. 70.025 Fees: Building Plan Review.](#)
Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.
[Sec. 70.035 Fees: Solar Installations.](#)
Sec. 70.040. Fees; Demolition Permits
Sec. 70.050. Fees; Miscellaneous
Sec. 70.060. Review of Other Department or Division Permits and Referrals

Sec. 70.010. General.

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. Fees are either (1) a one-time fixed payment, or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fees). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Building Division of the Planning, Building and Environmental Services Department unless otherwise indicated. Additional fees associated with review and inspections may be collected by the Building Division pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Building Division as required. Agencies for which the Division collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Planning and Conservation– Policy Manual Part 80
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Department of Public Works – Policy Manual Part 140

PART III: FEES

- Napa County Division of Environmental Services– Policy Manual Part 110
- Napa County Fire Marshal – Policy Manual Part 85
- Napa County Counsel – Policy Manual Part 95
- California Strong Motion Fee – Public Resources Code Section 2705
- California Building Standards Surcharge – Health and Safety Code Section 18931.6 (SB1473)
- Bay Area Air Quality Management District

Sec. 70.011. Definitions.

The following definitions shall apply to this Part 70:
 “CBC” means California Code of Regulations Title 24 California Building Code Part 2 Volume 1;
 “CCR” means California Code of Regulations Title 24;
 “CEC” means California Code of Regulations Title 24 California Electrical Code Part 3;
 “CMC” means California Code of Regulations Title 24 California Mechanical Code Part 4;
 “CPC” means California Code of Regulations Title 24 California Plumbing Code Part 5.

Sec. 70.015. Surcharge.

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

Current Fee	Proposed Fee Effective July 21, 2019
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Sec. 70.020. Fees; Building Permits and Inspections.

<p>(a) For issuing each building permit (Including Mechanical, Electrical and Plumbing and Demolition):</p>	\$71.00	\$71.00
<p><u>(b) Permit Extension Fee</u></p>		<u>\$102.00</u>
<p><u>(bc)</u> For inspection of building permits, unless otherwise specified in this section, fees are based on total permit valuation, subject to a minimum building inspection fee, as follows:</p>		
<p>Total Valuation: \$1.00 to \$1,500.00</p>	\$234.51	<u>\$235.68</u>
<p>Total Valuation: \$1,500.01 to \$10,000.00</p>	\$234.51 for the first \$1,500.00 plus <u>\$2.37</u> for each	<u>\$235.68</u> for the first \$1,500.00 plus <u>\$2.78</u> for each

PART III: FEES

additional \$100.00
or fraction thereof,
to and including
\$10,000.00.

additional \$100.00
or fraction thereof,
to and including
\$10,000.00.

Total Valuation: \$10,000.01 to \$25,000.00

\$436.18 for the first
\$10,000.00 plus
\$6.72 for each
additional \$1,000.00
or fraction thereof to
and including
\$25,000.00.

\$437.98 for the first
\$10,000.00 plus
\$6.76 for each
additional
\$1,000.00 or
fraction thereof to
and including
\$25,000.00.

Total Valuation: \$25,000.01 to \$50,000.00

\$537.01 for the first
\$25,000.00 plus
\$28.23 for each
additional \$1,000.00
or fraction thereof to
and including
\$50,000.00.

\$539.38 for the first
\$25,000.00 plus
\$28.37 for each
additional
\$1,000.00 or
fraction thereof to
and including
\$50,000.00.

Total Valuation: \$50,000.01 to
\$100,000.00

\$1242.84 for the
first \$50,000.00 plus
\$20.17 for each
additional \$1,000.00
or fraction thereof to
and including
\$100,000.00.

\$1,248.63 for the
first \$50,000.00
plus \$20.27 for each
additional
\$1,000.00 or
fraction thereof to
and including
\$100,000.00.

Total Valuation: \$100,000.01 to
\$500,000.00

\$2,251.16 for the
first \$100,000.00
plus \$3.02 for each
additional \$1,000.00
or fraction thereof to
and including
\$500,000.00.

\$2,262.13 for the
first \$100,000.00
plus \$3.04 for each
additional
\$1,000.00 or
fraction thereof to
and including
\$500,000.00.

Total Valuation: \$500,000.01 to
\$1,000,000.00

\$3,461.15 for the
first \$500,000.00

\$3,478.13 for the
first \$500,000.00

PART III: FEES

	plus <u>\$4.03</u> for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00.	plus <u>\$4.05</u> for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00.
Total Valuation: \$1,000,000.01 and up	\$5,477.80 for the first \$1,000,000.00 plus <u>\$2.07</u> for each additional \$1,000.00 or fraction thereof.	\$5,503.13 for the first \$1,000,000.00 plus <u>\$2.08</u> for each additional \$1,000.00 or fraction thereof.
(e) For inspection of building permits for solar energy system installation:		
1. Roof Mounted	\$150.00	\$203
2. Ground Mounted	\$300.00	\$405
(d) For the inspection of the placement and removal of temporary trailers:	\$405	\$405
(e) The fee for inspection of re-roofing permits shall be based on the verified contract amount and be calculated using subsection (b) of this section.		
(f) Re-inspection fees assessed under provisions of CBC 109.3.8, or inspections for which no other fee is specifically indicated (minimum charge of one-half hour)	\$204.00 per hour	\$204.00 per hour
Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate	\$306.00/hour	\$306.00/hour
(g) <u>Renewal Reinstatement Request Fee</u>		<u>\$102.00</u>
(gh) Renewal of expired permit: Charged hourly at one hour per inspection based on the number of inspections remaining from original permit.		

Sec. 70.025. Fees; Building Plan Review

PART III: FEES

(a) Plan review fee when a plan or other information is required, unless otherwise specified in this section:

1.	All commercial and residential projects	70% of the building inspection fee per 70.020(b)	70% of the building inspection fee per 70.020(b)
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A 25% reduction to this standard plan review fee shall be granted when an applicant includes with their application, documentation of an independent structural peer review of the submitted plans.

2. A plan review fee shall not be required for re-roof permit applications.

~~(b)~~ For plan review of a building permit for solar energy system installation:

1.	Roof Mounted	\$150.00	\$258.00
2.	Ground Mounted	\$300.00	\$468.00

~~(e)~~ For plan review of a building permit for pool construction:

1.	Initial plan submittal by pool contractor	\$678.00	\$678.00
2.	Filing fee for a copy of the pool contractor's approved master steel schedule, provided that all permit applications thereafter contain the same approved copy of the steel schedule as on file with the Building Division.	\$174.00	\$174.00

(c)	Additional plan review required by changes, additions or revisions to approved plans (minimum charge of one-half hour)	\$204.00 per hour	\$204.00 per hour
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Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.

(a) The following fees shall apply to the issuance of mechanical, electrical and plumbing permits:

PART III: FEES

For the issuance of each supplemental permit for which the original permit has not expired, been cancelled, or finalized.	\$27.00	\$27.00
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(b) The following fees shall apply to building permits for commercial or industrial construction that requires mechanical, electrical or plumbing inspection:

- | | | |
|--------------------------|--|--|
| 1. Mechanical Inspection | The greater of \$78.00 or \$0.48 per \$100.00 or fraction thereof of the verified contract price of mechanical work. | The greater of \$78.00 or \$0.48 per \$100.00 or fraction thereof of the verified contract price of mechanical work. |
| 2. Electrical Inspection | The greater of \$78.00 or \$0.59 per \$100.00 or fraction thereof of the verified contract price of electrical work. | The greater of \$78.00 or \$0.59 per \$100.00 or fraction thereof of the verified contract price of electrical work. |
| 3. Plumbing Inspection | The greater of \$78.00 or \$4.51 per \$100.00 or fraction thereof of the verified contract price of plumbing work. | The greater of \$78.00 or \$4.51 per \$100.00 or fraction thereof of the verified contract price of plumbing work. |

(c) The following fees shall apply to building permits for residential or accessory building construction ~~of new residential dwellings~~:

- | | | |
|---------------------------|---|---|
| 1. Mechanical Inspection | 8.9% of the building inspection fee per 70.020(b) | 8.9% of the building inspection fee per 70.020(b) |
| 2. Electrical Inspection: | 8.1% of the building inspection fee per 70.020(b) | 8.1% of the building inspection fee per 70.020(b) |

PART III: FEES

3. Plumbing Inspection:	12.4% of the building inspection fee per 70.020(b)	12.4% of the building inspection fee per 70.020(b)
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(d) The following fee shall apply to mechanical, electrical or plumbing permits that are not associated with construction projects, but include pools, spas, and signs:	<\$4,000 valuation \$251.00 per system installed or sub-trade inspected	<\$4,000 valuation <u>\$102.00</u> per system installed or sub-trade inspected
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	>\$4,000 valuation \$352.00 per system installed or sub-trade inspected	>\$4000 valuation <u>\$204.00</u> per system installed or sub-trade inspected
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(e) Annual Electrical Maintenance: In lieu of an individual permit for each installation or alteration, an annual permit may upon application therefore, be issued to any person, firm or corporation regularly employing one or more electricians for the installation and maintenance of electric wiring, devices, appliances and equipment upon premises owned or occupied by the applicant. The annual permit shall not authorize or include new installations in any building constructed or altered unless otherwise approved by the electrical inspector. The application shall be made on forms furnished by the electrical inspector. Each annual permit shall expire December 31 st of the year in which it is issued. The electrical inspector shall visit all premises where work has been done under annual permits and inspect all electric wiring, devices, appliances, and equipment installed under such a permit.	\$656.00 each, annually	\$656.00 each, annually
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PART III: FEES

- (f) The following fees shall apply to mechanical, electrical or plumbing inspections or plan review not otherwise described in this section:
- | | | |
|--|----------------------|----------------------|
| 1. Inspections outside of normal business hours (minimum charge – 2 hours) calculated at 1.5 times hourly rate | \$306.00
per hour | \$306.00 per
hour |
| 2. Re-inspection fees assessed under provisions of CBC 109.3.8, CPC 103.5.6, or CMC 116.6; additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed; inspections outside of normal business hours, or inspections for which no fee is specifically indicated (minimum charge of one-half hour) | \$204.00
per hour | \$204.00 per
hour |
| Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate | \$306.00 | \$306.00 |
3. For change of location or replacement of equipment on the same premises, the fee shall be the same as that for a new installation. However, no fee shall be required for moving any temporary construction motor from one place to another on the same site during the time of actual construction work after a permit has once been obtained.
4. Trailer Park Exception: None of the electrical inspection fees in this section shall apply to trailer parks. Fees for electrical installations in trailer parks shall be paid pursuant to the schedule set forth in Title 25 of the California Code of Regulations.

PART III: FEES

Sec. 70.035. Solar Installations

Fees for solar installations are established pursuant to Government Code Sections 65850.55, 66015, and 66016, and Health and Safety Code Section 17951.

(a) Residential

15 kW or less \$450

More than 15 kW \$450 + \$15 per kW above 15

(b) Commercial

50 kW or less \$1,000

51 kW – 250 kW \$1,000 + \$7 per kW above 50 kW

More than 250 kW \$2,400 + \$5 per kW above 250 kW

<u>Residential</u>		<u>Commercial</u>	
<u>15 kW or less</u>	<u>\$450</u>	<u>50 kW or less</u>	<u>\$1000</u>
<u>More than 15 kW</u>	<u>\$450 + \$15 per kW above 15</u>	<u>51 kW – 250 kW</u>	<u>\$1000 + \$7 per kW above 50 kW</u>
		<u>More than 250 kW</u>	<u>\$1000 + \$5 per kW above 250 kW</u>

Sec. 70.040. Fees; Demolition Permits.

For inspection of each permit: \$204.00 per hour \$204.00 per hour

Sec. 70.050. Fees; Miscellaneous

(a) Fee for a Certificate of Occupancy \$225.00 \$225.00

Fee for Temporary Certificate of Occupancy required under the CBC: \$204.00 per hour \$204.00 per hour

PART III: FEES

(b)	Investigation fee whenever a project is “red-tagged”, has commenced without the authorization, or otherwise found to be in violation of Title 15 of the Napa County Code: The fee shall be in addition to the permit fee, and shall be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provision of this code nor from any penalty prescribed by law.	400% of the inspection fee per 70.020(b)	400% of the inspection fee per 70.020(b)
(c)	Fee when documentation demonstrating compliance with State energy conservation regulations is required. Fee shall be paid at the time of submitting such compliance documentation.	10% of the building inspection fee per 70.020(b)	10% of the building inspection fee per 70.020(b)
(d)	Imaging – Plan Retention Fee. The fee for imaging building construction plans as required by section 19850 through 19853 of Chapter 10, Part 3 Division 13 of the Health and Safety Code shall be as follows(full commercial plan sets and residential site plans, floor plans, and elevations are scanned and retained):		
	1. Commercial Building Construction Plans:	\$2.50 per page	\$2.50 per page
	2. Residential Building and Construction Plans	\$15.00	\$15.00
(e)	Fee for code enforcement and permit compliance not addressed by subsection (b) or for consultation with Building Division staff that is not related to an active application, issued permit, or service otherwise listed in this Part.	\$204.00 per hour	\$204.00 per hour

Sec. 70.060. Review of Other Department or Division Permits and Referrals

(a)	Grading Permit Referral: Application plan review and inspection	\$204.00 per hour	\$204.00 per hour
(b)	Planning Referral: Minor Administrative	\$104.00	\$104.00
(c)	Planning Referral: Administrative	\$209.00	\$209.00
(d)	Planning Referral: ZA	\$261.00	\$261.00
(e)	Planning Referral: PC/BOS	\$313.00	\$313.00

PART III: FEES

(f) Attendance at a pre-application conference or pre-application site visit arranged by another division or department	\$204.00 per hour	\$204.00 per hour
(fg) Engineering Referral: Site Development Application	\$204.00 per hour	\$204.00 per hour
(h) <u>Code Compliance Review</u>		<u>\$204.00</u> <u>per hour</u>

Revised 12-24-06
Revised 6-23-09; Resolution 09-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)

PART 70
PLANNING, BUILDING AND ENVIRONMENTAL SERVICES - BUILDING DIVISION

Sec. 70.010. General.
Sec. 70.011. Definitions.
Sec. 70.015. Surcharge.
Sec. 70.020. Fees; Building Permits and Inspections.
Sec. 70.025 Fees: Building Plan Review.
Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.
Sec. 70.035 Fees: Solar Installations.
Sec. 70.040. Fees; Demolition Permits
Sec. 70.050. Fees; Miscellaneous
Sec. 70.060. Review of Other Department or Division Permits and Referrals

Sec. 70.010. General.

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. Fees are either (1) a one-time fixed payment, or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fees). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Building Division of the Planning, Building and Environmental Services Department unless otherwise indicated. Additional fees associated with review and inspections may be collected by the Building Division pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Building Division as required. Agencies for which the Division collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Planning and Conservation– Policy Manual Part 80
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Department of Public Works – Policy Manual Part 140

PART III: FEES

Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
California Strong Motion Fee – Public Resources Code Section 2705
California Building Standards Surcharge – Health and Safety Code Section 18931.6 (SB1473)
Bay Area Air Quality Management District

Sec. 70.011. Definitions.

The following definitions shall apply to this Part 70:
“CBC” means California Code of Regulations Title 24 California Building Code Part 2 Volume 1;
“CCR” means California Code of Regulations Title 24;
“CEC” means California Code of Regulations Title 24 California Electrical Code Part 3;
“CMC” means California Code of Regulations Title 24 California Mechanical Code Part 4;
“CPC” means California Code of Regulations Title 24 California Plumbing Code Part 5.

Sec. 70.015. Surcharge.

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

Sec. 70.020. Fees; Building Permits and Inspections.

(a) For issuing each building permit (Including Mechanical, Electrical and Plumbing and Demolition):	\$71.00
(b) Permit Extension Fee	\$102.00
(c) For inspection of building permits, unless otherwise specified in this section, fees are based on total permit valuation, subject to a minimum building inspection fee, as follows:	
Total Valuation: \$1.00 to \$1,500.00	\$235.68
Total Valuation: \$1,500.01 to \$10,000.00	\$235.68 for the first \$1,500.00 plus <u>\$2.78</u> for each additional \$100.00

PART III: FEES

	or fraction thereof, to and including \$10,000.00.
Total Valuation: \$10,000.01 to \$25,000.00	\$437.98 for the first \$10,000.00 plus <u>\$6.76</u> for each additional \$1,000.00 or fraction thereof to and including \$25,000.00.
Total Valuation: \$25,000.01 to \$50,000.00	\$539.38 for the first \$25,000.00 plus <u>\$28.37</u> for each additional \$1,000.00 or fraction thereof to and including \$50,000.00.
Total Valuation: \$50,000.01 to \$100,000.00	\$1,248.63 for the first \$50,000.00 plus <u>\$20.27</u> for each additional \$1,000.00 or fraction thereof to and including \$100,000.00.
Total Valuation: \$100,000.01 to \$500,000.00	\$2,262.13 for the first \$100,000.00 plus <u>\$3.04</u> for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.
Total Valuation: \$500,000.01 to \$1,000,000.00	\$3,478.13 for the first \$500,000.00 plus <u>\$4.05</u> for each

PART III: FEES

	additional \$1,000.00 or fraction thereof to and including \$1,000,000.00.
Total Valuation: \$1,000,000.01 and up	\$5,503.13 for the first \$1,000,000.00 plus <u>\$2.08</u> for each additional \$1,000.00 or fraction thereof.
(d) For the inspection of the placement and removal of temporary trailers:	\$405
(e) The fee for inspection of re-roofing permits shall be based on the verified contract amount and be calculated using subsection (b) of this section.	
(f) Re-inspection fees assessed under provisions of CBC 109.3.8, or inspections for which no other fee is specifically indicated (minimum charge of one-half hour) Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate	\$204.00 per hour \$306.00/hour
(g) Renewal Reinstatement Request Fee	\$102.00
(h) Renewal of expired permit: Charged hourly at one hour per inspection based on the number of inspections remaining from original permit.	

Sec. 70.025. Fees; Building Plan Review

PART III: FEES

(a) Plan review fee when a plan or other information is required, unless otherwise specified in this section:

- 1. All commercial and residential projects 70% of the building inspection fee per 70.020(b)

A 25% reduction to this standard plan review fee shall be granted when an applicant includes with their application, documentation of an independent structural peer review of the submitted plans.

- 2. A plan review fee shall not be required for re-roof permit applications.

(b) For plan review of a building permit for pool construction:

- 1. Initial plan submittal by pool contractor \$678.00
- 2. Filing fee for a copy of the pool contractor's approved master steel schedule, provided that all permit applications thereafter contain the same approved copy of the steel schedule as on file with the Building Division. \$174.00

(c) Additional plan review required by changes, additions or revisions to approved plans (minimum charge of one-half hour) \$204.00 per hour

Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.

(a) The following fees shall apply to the issuance of mechanical, electrical and plumbing permits:

For the issuance of each supplemental permit for which the original permit has not expired, been cancelled, or finalized. \$27.00

PART III: FEES

(b) The following fees shall apply to building permits for commercial or industrial construction that requires mechanical, electrical or plumbing inspection:

- | | |
|--------------------------|--|
| 1. Mechanical Inspection | The greater of \$78.00 or \$0.48 per \$100.00 or fraction thereof of the verified contract price of mechanical work. |
| 2. Electrical Inspection | The greater of \$78.00 or \$0.59 per \$100.00 or fraction thereof of the verified contract price of electrical work. |
| 3. Plumbing Inspection | The greater of \$78.00 or \$4.51 per \$100.00 or fraction thereof of the verified contract price of plumbing work. |

(c) The following fees shall apply to building permits for residential or accessory building construction:

- | | |
|---------------------------|---|
| 1. Mechanical Inspection | 8.9% of the building inspection fee per 70.020(b) |
| 2. Electrical Inspection: | 8.1% of the building inspection fee per 70.020(b) |
| 3. Plumbing Inspection: | 12.4% of the building |

PART III: FEES

	inspection fee per 70.020(b)
(d) The following fee shall apply to mechanical, electrical or plumbing permits that are not associated with construction projects, but include pools, spas, and signs:	<\$4,000 valuation \$102.00 per system installed or sub-trade inspected
	>\$4000 valuation \$204.00 per system installed or sub-trade inspected
(e) Annual Electrical Maintenance: In lieu of an individual permit for each installation or alteration, an annual permit may upon application therefore, be issued to any person, firm or corporation regularly employing one or more electricians for the installation and maintenance of electric wiring, devices, appliances and equipment upon premises owned or occupied by the applicant. The annual permit shall not authorize or include new installations in any building constructed or altered unless otherwise approved by the electrical inspector. The application shall be made on forms furnished by the electrical inspector. Each annual permit shall expire December 31 st of the year in which it is issued. The electrical inspector shall visit all premises where work has been done under annual permits and inspect all electric wiring, devices, appliances, and equipment installed under such a permit.	\$656.00 each, annually
(f) The following fees shall apply to mechanical, electrical or plumbing inspections or plan review not otherwise described in this section:	

PART III: FEES

- 1. Inspections outside of normal business hours (minimum charge – 2 hours) calculated at 1.5 times hourly rate \$306.00 per hour

- 2. Re-inspection fees assessed under provisions of CBC 109.3.8, CPC 103.5.6, or CMC 116.6; additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed; inspections outside of normal business hours, or inspections for which no fee is specifically indicated (minimum charge of one-half hour) \$204.00 per hour

- Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate \$306.00

- 3. For change of location or replacement of equipment on the same premises, the fee shall be the same as that for a new installation. However, no fee shall be required for moving any temporary construction motor from one place to another on the same site during the time of actual construction work after a permit has once been obtained.

- 4. Trailer Park Exception: None of the electrical inspection fees in this section shall apply to trailer parks. Fees for electrical installations in trailer parks shall be paid pursuant to the schedule set forth in Title 25 of the California Code of Regulations.

PART III: FEES

Sec. 70.035. Solar Installations

Fees for solar installations are established pursuant to Government Code Sections 65850.55, 66015, and 66016, and Health and Safety Code Section 17951.

(a) Residential

15 kW or less	\$450
More than 15 kW	\$450 + \$15 per kW above 15

(b) Commercial

50 kW or less	\$1,000
51 kW – 250 kW	\$1,000 + \$7 per kW above 50 kW
More than 250 kW	\$2,400 + \$5 per kW above 250 kW

Residential		Commercial	
15 kW or less	\$450	50 kW or less	\$1000
More than 15 kW	\$450 + \$15 per kW above 15	51 kW – 250 kW	\$1000 + \$7 per kW above 50 kW
		More than 250 kW	\$1000 + \$5 per kW above 250 kW

Sec. 70.040. Fees; Demolition Permits.

For inspection of each permit:	\$204.00 per hour
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Sec. 70.050. Fees; Miscellaneous

(a) Fee for a Certificate of Occupancy	\$225.00
Fee for Temporary Certificate of Occupancy required under the CBC:	\$204.00 per hour

PART III: FEES

- (b) Investigation fee whenever a project is “red-tagged”, has commenced without the authorization, or otherwise found to be in violation of Title 15 of the Napa County Code: The fee shall be in addition to the permit fee, and shall be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provision of this code nor from any penalty prescribed by law. 400% of the inspection fee per 70.020(b)

- (c) Fee when documentation demonstrating compliance with State energy conservation regulations is required. Fee shall be paid at the time of submitting such compliance documentation. 10% of the building inspection fee per 70.020(b)

- (d) Imaging – Plan Retention Fee. The fee for imaging building construction plans as required by section 19850 through 19853 of Chapter 10, Part 3 Division 13 of the Health and Safety Code shall be as follows(full commercial plan sets and residential site plans, floor plans, and elevations are scanned and retained):
 - 1. Commercial Building Construction Plans: \$2.50 per page
 - 2. Residential Building and Construction Plans \$15.00

- (e) Fee for code enforcement and permit compliance not addressed by subsection (b) or for consultation with Building Division staff that is not related to an active application, issued permit, or service otherwise listed in this Part. \$204.00 per hour

Sec. 70.060. Review of Other Department or Division Permits and Referrals

- (a) Grading Permit Referral: Application plan review and inspection \$204.00 per hour
 - (b) Planning Referral: Minor Administrative \$104.00
 - (c) Planning Referral: Administrative \$209.00
 - (d) Planning Referral: ZA \$261.00
 - (e) Planning Referral: PC/BOS \$313.00
-

PART III: FEES

(f) Attendance at a pre-application conference or pre-application site visit arranged by another division or department	\$204.00 per hour
(g) Engineering Referral: Site Development Application	\$204.00 per hour
(h) Code Compliance Review	\$204.00 per hour

Adopted: 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-XX (eff 07-21-19)

PART 75

PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENGINEERING SERVICES

- Sec. 75.010. General**
- Sec. 75.015. Surcharge**
- Sec. 75.020. Grading Application**
- Sec. 75.025. Road Exception Request**
- Sec. 75.030. Floodplain Management Application**
- Sec. 75.035. Site Development Application**
- Sec. 75.040. County Road and Street Standards**
- Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services**
- Sec. ~~0705~~.050. Appeal**
- Sec. ~~0705~~.055. Review of Other Department Permits and Referrals**

Sec. 75.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. The Director of Planning Building and Environmental Services will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Department of Planning Building and Environmental Services unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Planning and Conservation Division– Policy Manual Part 80
Napa County Environmental Services Division– Policy Manual Part 110
Napa County Public Works-Policy Manual Part 140
Napa County Fire Department/Fire Marshal – Policy Manual Part 85

Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Current Fee **Proposed Fee**
Effective
July 21, 2019

Sec. 75.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

Sec. 75.020. Grading Application

(a)	Application review and inspection of a grading permit	\$146.00 per hour	\$146.00 per hour
(b)	Processing a request for a grading permit exemption	\$222.00	\$222.00
(c)	Processing a request for a grading permit extension	\$141.00	\$141.00
(d)	<u>Stormwater Quality Inspection and Inspection for compliance with post-construction best management practices.</u>		<u>\$187.00 per inspection</u>

Sec. 75.025. Road Exception Request

(a)	<u>Preliminary</u> Road Exception Application		\$146.00 per hour
(b)	Road Exception request associated with a Planning Administrative or ZA referral or Building Permit Application		\$867.00

Sec. 75.030. Floodplain Management Application

(a) New construction, substantial building remodel/alteration, or other major construction as determined by the Director of Planning, Building and Environmental Services.	\$676.00	\$676.00
(b) Minor construction	\$246.00	\$246.00
(c) Grading	\$146.00 per hour	\$146.00 per hour

Sec. 75.035. Site Development Application

(a) Plan Review and Inspection for a Site Development Application	\$146.00 per hour	\$146.00 per hour
(b) <u>Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices</u>		<u>\$187.00 per inspection</u>

Sec. 75.040. County Road and Street Standards

County Road and Street Standards, printed version	Standard copy charges	Standard copy charges
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Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services

(a) Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, meter reading by County staff when groundwater permit holder fails to submit required reading, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits.	\$146.00 per hour	\$146.00 per hour
(b) Other services including applicant consultation, abandonment of an irrevocable offer, and services not otherwise listed in this Part.	\$146.00 per hour	\$146.00 per hour

Sec. ~~0705~~.050. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

(a) Fee paid by appellant to file appeal	\$1000.00	\$1,000.00
(b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.		

PART III: FEES

- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 0705.055. Review of Other Department Permits and Referrals

(a)	Building Application Review: Same Day (OTC)	\$35.00	35.00
(b)	Building Application Review: Quick Permit	\$106.00	106.00
(c)	Building Application Review: Residential-New	\$493.00	\$493.00
(d)	Building Application Review: Commercial-New	\$704.00	\$704.00
(e)	Building Application Review: Residential Alteration	\$211.00	\$211.00
(f)	Building Application Review: Commercial Alteration	\$352.00	\$352.00
(g)	Building Application Review: Pmt. Alteration or Revision-Residential	\$141.00	\$141.00
(h)	Building Application Review: Pmt. Alteration or Revision-Commercial	\$141.00	\$141.00
(i)	Building Permit: Final Inspection by Engineering	\$187.00	\$187.00
(j)	Re-inspection of building permits by stormwater technician when required by failure to comply with permit requirements	\$187.00 per inspection	\$187.00 per inspection
(k)	Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices	\$187.00 per inspection	\$187.00 per inspection
(l)	Attendance at a pre-application conference arranged by another division or department (one-hour of meeting time and one-hour of preparation/follow-up)	\$293.00	\$293.00
(m)	Attendance at pre-application site visit arranged by another division or department	\$146.00 per hour	\$146.00 per hour
(n)	Planning Referral: Minor Administrative	\$141.00	\$141.00
(o)	Planning Referral: Administrative	\$282.00	\$282.00
(p)	Planning Referral: ZA	\$422.00	\$422.00
(q)	Planning Referral: PC/BOS	\$146.00 per hour	\$146.00 per hour
(r)	Review of an Agricultural Erosion Control Plan application for technical adequacy	\$146.00 per hour	\$146.00 per hour

PART III: FEES

(s)	Review of all other applications referred from any other Division or Department	\$146.00	\$146.00 per hour
(t)	<u>Environmental Health Referral: All application types</u>		<u>\$146.00</u>

Adopted: 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)

PART 75

PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENGINEERING SERVICES

- Sec. 75.010. General**
- Sec. 75.015. Surcharge**
- Sec. 75.020. Grading Application**
- Sec. 75.025. Road Exception Request**
- Sec. 75.030. Floodplain Management Application**
- Sec. 75.035. Site Development Application**
- Sec. 75.040. County Road and Street Standards**
- Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services**
- Sec. 75.050. Appeal**
- Sec. 75.055. Review of Other Department Permits and Referrals**

Sec. 75.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. The Director of Planning Building and Environmental Services will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Department of Planning Building and Environmental Services unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Planning and Conservation Division– Policy Manual Part 80
Napa County Environmental Services Division– Policy Manual Part 110
Napa County Public Works-Policy Manual Part 140
Napa County Fire Department/Fire Marshal – Policy Manual Part 85

Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 75.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

Sec. 75.020. Grading Application

- (a) Application review and inspection of a grading permit \$146.00 per hour
- (b) Processing a request for a grading permit exemption \$222.00
- (c) Processing a request for a grading permit extension \$141.00
- (d) Stormwater Quality Inspection and Inspection for compliance with post-construction best management practices. \$187.00 per inspection

Sec. 75.025. Road Exception Request

- (a) Preliminary Road Exception Application \$146.00 per hour
- (b) Road Exception request associated with a Planning Administrative or ZA referral or Building Permit Application \$867.00

Sec. 75.030. Floodplain Management Application

- (a) New construction, substantial building remodel/alteration, or other major construction as determined by the Director of Planning, Building and Environmental Services. \$676.00
- (b) Minor construction \$246.00
- (c) Grading \$146.00 per hour

Sec. 75.035. Site Development Application

- (a) Plan Review and Inspection for a Site Development Application \$146.00 per hour
- (b) Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices \$187.00 per inspection

Sec. 75.040. County Road and Street Standards

County Road and Street Standards, printed version Standard copy charges

Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services

- (a) Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, meter reading by County staff when groundwater permit holder fails to submit required reading, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. \$146.00 per hour
- (b) Other services including applicant consultation, abandonment of an irrevocable offer, and services not otherwise listed in this Part. \$146.00 per hour

Sec. 75.050. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$1,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.

- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 75.055. Review of Other Department Permits and Referrals

- | | |
|--|-------------------------|
| (a) Building Application Review: Same Day (OTC) | 35.00 |
| (b) Building Application Review: Quick Permit | 106.00 |
| (c) Building Application Review: Residential-New | \$493.00 |
| (d) Building Application Review: Commercial-New | \$704.00 |
| (e) Building Application Review: Residential Alteration | \$211.00 |
| (f) Building Application Review: Commercial Alteration | \$352.00 |
| (g) Building Application Review: Pmt. Alteration or Revision-Residential | \$141.00 |
| (h) Building Application Review: Pmt. Alteration or Revision-Commercial | \$141.00 |
| (i) Building Permit: Final Inspection by Engineering | \$187.00 |
| (j) Re-inspection of building permits by stormwater technician when required by failure to comply with permit requirements | \$187.00 per inspection |
| (k) Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices | \$187.00 per inspection |
| (l) Attendance at a pre-application conference arranged by another division or department (one-hour of meeting time and one-hour of preparation/follow-up) | \$293.00 |
| (m) Attendance at pre-application site visit arranged by another division or department | \$146.00 per hour |
| (n) Planning Referral: Minor Administrative | \$141.00 |
| (o) Planning Referral: Administrative | \$282.00 |
| (p) Planning Referral: ZA | \$422.00 |
| (q) Planning Referral: PC/BOS | \$146.00 per hour |
| (r) Review of an Agricultural Erosion Control Plan application for technical adequacy | \$146.00 per hour |

PART III: FEES

- (s) Review of all other applications referred from any other Division or Department \$146.00 per hour
- (t) Environmental Health Referral: All application types \$146.00

Revised 7-2-06; Resolution 06-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 9-29-09; Resolution 09-132
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 10-26-10; Resolution 2010-138
Revised 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 08-19-14; Resolution 2014-99 (eff 8-19-14)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-XX (eff 07-21-19)

PART 80

**PLANNING, BUILDING AND ENVIRONMENTAL SERVICES– PLANNING AND
CONSERVATION DIVISION**

- Sec. 80.010. General; Deposits; Refund of Fees
- Sec. 80.015. Surcharge
- Sec. 80.020. Administrative Planning/Zoning Permits
- Sec. 80.030. Agricultural Preserve Contract
- Sec. 80.035. Airport Land Use Plan
- Sec. 80.037. Appeal
- Sec. 80.040. Development Agreement
- Sec. 80.050. Historic Structure.
- Sec. 80.055. Erosion Control Plans
- Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities
- Sec. 80.060. General, Specific, Airport Land Use Plan Modification
- Sec. 80.070. Land Division
- Sec. 80.080. Certificate of Non-Conformity
- Sec. 80.090. Site Plan
- Sec. 80.100. Surface Mining and Reclamation
- Sec. 80.110. Use Permit
- Sec. 80.111. ~~Reserved.~~Viewshed
- Sec. 80.115. Habitat Restoration or Re-Vegetation Plan
- Sec. 80.120. Variance
- Sec. 80.130. Reserved _____
- Sec. 80.135. Reserved
- Sec. 80.136. Telecommunication Permit and Site Plan
- Sec. 80.160. Miscellaneous Services
- Sec. 80.170. Reserved
- Sec. 80.180. Street Naming, Address Assignment
- Sec. 80.190. Photos, Maps
- Sec. 80.200. Building Division Permit Clearances & Referrals
- Sec. 80.210. Temporary Events
- Sec. 80.215. Other Department Permit Clearances & Referrals
- Sec. 80.250. Hourly Projects Policies and Procedures

Sec. 80.010. General; Deposits; Refund of Fees

- (a) The fees set forth in this Part shall be paid at the time of filing the application, map or other document indicated with the Planning and Conservation Division of the Planning, Building and Environmental Services Department. No such application, map or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The Director of Planning, Building and Environmental Services will provide a reasonable estimate of the cost of service prior to the service being provided. All such fees shall be paid to the Planning, Building and Environmental Services Department unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Department of Public Works – Policy Manual Part 140
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

- (b) A deposit is required at the time of filing an application subject to hourly fees. The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$10,000. After payment of the initial deposit, the application shall be subject to the hourly project policies and procedures set for in Section 80.250.
- (c) For projects that require multiple permits or services with both flat fee and hourly fees, hourly fees will be assessed for all services. Any request for services that is not described in this Part shall be charged hourly fees.
- (d) No part of any fee shall be refundable except under the following circumstances:
1. If a request for refund is submitted prior to an application being determined to be complete, the Director of Planning, Building and Environmental Services is authorized to refund up to 75% of the total fee, minus time rendered.
 2. If a request for refund is submitted after the application is determined to be complete, but prior to the completion of the environmental determination (initial analysis), the Director of Planning, Building and Environmental Services is authorized to refund up to 50% of the total fee, minus time rendered.
 3. If a request for refund is submitted after completion of the environmental determination, the Planning Director is authorized to refund up to 25% of the total filing fee, minus time rendered.

4. All other refund requests must be submitted to the County Board of Supervisors for review and action.
- (e) After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application. Interest shall not be calculated or returned. Unclaimed unspent deposits shall be referred to the Treasurer-Tax Collector to proceed in accordance with Government Code sections 50050, et seq.

Sec. 80.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

Sec. 80.020. Administrative Planning/Zoning Permits

	Current Fee	Proposed fee effective July 21, 2019
(a) Administrative Viewshed Permit (without initial study or public hearing)	\$1991.00	\$1,991.00
(b) Administrative Peddler or Solicitor Permit		
1. Application Fee..	\$154.00	\$154.00
2. Application entitled to a fee waiver.	Fee Policy Manual Section 10.020(h)	
(c) Administrative Directional Sign Permit	\$308.00	\$308.00
(d) Administrative Home Occupation and Cottage Food Operation Permits	\$154.00	\$154.00
(e) Administrative Firearm Permit	\$308.00	\$308.00
(f) Other Administrative Permit, including fences, entry structures, temporary trailers, signs, <u>balloons</u> , or other use determined by the Director	\$924.00	\$924.00

Sec. 80.030. Agricultural Preserve Contract

(a) Agricultural Preserve Contract - Rescind and Replace	\$2,009.00	\$2,009.00
(b) Agricultural Preserve Contract – New, Amendment, Cancellation, Non-Renewal, Replacement	\$1,815.00	\$1,815.00

Sec. 80.035. Airport Land Use Plan

Airport Land Use Plan Consistency Determination	\$4,835.00	\$4,835.00
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Sec. 80.037. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

- | | | |
|--|-------------------------|-------------------------|
| (a) Fee paid by appellant to file appeal | \$1,000.00 | \$1,000.00 |
| (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals. | | |
| (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. | Standard hourly
rate | Standard hourly
rate |

Sec. 80.040. Development Agreement

Approval/Modification of Development Agreement	\$177.00 per hour	\$177.00 per hour
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Sec. 80.050. Historic Structure.

Designation, alteration or demolition of an historic structure	\$177.00 per hour	\$177.00 per hour
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Sec. 80.055. Erosion Control Plans

The fees to review erosion control plans prepared pursuant to the Conservation Regulations contained in the Napa County Code are as noted below. Where projects do not easily fall into one of the following categories, the Director of Planning, Building and Environmental Services will determine which of the following categories most closely fits the project and assign the corresponding fee:

- | | | |
|--|--|--|
| (a) Agricultural Track I Projects
(includes inspection and annual or long term monitoring) | \$177.00 per hour,
plus consultant
costs | \$177.00 per hour,
plus consultant
costs |
| (b) Agricultural Track II Vineyard Replant | \$1,260.00 | \$1,260.00 |
| (c) <u>Inspection and annual or long term monitoring</u> | | <u>\$177.00 per hour</u> |

Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities

Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits.	\$177.00 per hour	\$177.00 per hour
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Sec. 80.060. General, Specific, Airport Land Use Plan Modification

(a) General Plan, Specific Plan, or Airport Land Use Plan	\$177.00 per hour	\$177.00 per hour
(b) Zoning Map or Text Change	\$177.00 per hour	\$177.00 per hour

Sec. 80.070. Land Division

(a) Map Exemption	\$177.00 per hour	\$177.00 per hour
(b) Tentative Map (Parcel or Subdivision)	\$177.00 per hour	\$177.00 per hour
(c) Tentative Map Revision	\$177.00 per hour	\$177.00 per hour

Sec. 80.080. Certificate of Non-Conformity

Non-conforming Status Determination-major (multiple structures or uses and Pre-1974 Wineries)	\$4,814.00	\$4,814.00
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Sec. 80.090. Site Plan

(a) Standard Approval	\$4,549.00	\$4,549.00
(b) Plan Modification	\$3,111.00	\$3,111.00

Sec. 80.100. Surface Mining and Reclamation

(a) Surface Mining & Reclamation-Annual Inspection/Security Adequacy Review	\$2,790.00	\$2,790.00
(b) Surface Mining & Reclamation-Re-inspection for Compliance Failure	\$177.00 per hour	\$177.00 per hour

Sec. 80.110. Use Permit

(a) Use Permit	\$177.00 per hour	\$177.00 per hour
(b) Use Permit Modification – Major	\$177.00 per hour	\$177.00 per hour
(e) Use Permit Modification – Minor	\$5,128.00	\$5,128.00
(f) Use Permit Modification – Very Minor	\$3,107.00	\$3,107.00

PART III: FEES

(g) Use Permit Initial Monitoring	\$177.00 per hour	\$177.00 per hour
(h) Use Permit Violation Fee	\$177.00 per hour	\$177.00 per hour

A major use permit modification is defined as anything other than a minor, and very minor permit modification as defined in Napa County Code section 18.124.130.

Sec. 80.111. ~~Reserved.~~Viewshed

<u>Review of application for Viewshed</u>		<u>\$177.00 per hour</u>
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Sec. 80.115. Habitat Restoration or Re-Vegetation Plan

Review of Habitat Restoration or Re-Vegetation	\$177.00 per hour	\$177.00 per hour
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Sec. 80.120. Variance

Review of application for Variance	\$4,378.00	\$4,378.00
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Sec. 80.130. Reserved

Sec. 80.135. Reserved

Sec. 80.136. Telecommunication Permit and Site Plan

(a) Telecommunication Facility – Site Plan Approval	\$4,014.00	\$4,014.00
(b) Telecommunication Facility – Permit Modification	\$2,603.00	\$2,603.00

Sec. 80.160. Miscellaneous Services

(a) Pre-Application Conference (Includes three hours of time for meeting preparation, meeting and/or follow-up. Applicant will also be charged for fees from participating divisions-fees are non-refundable 72 hours before scheduled conference.)	\$696.00	\$696.00
(b) Pre-Application Site Visit (applicant will also be charged fees from participating divisions; fee is non-refundable 72 hours before scheduled visit)	\$177.00 per hour	\$177.00 per hour
(c) Use & Status Determinations, Condition Complete Analysis & Research, Consultation, Meetings, and Other Activities Not Covered Elsewhere In This Fee Schedule	\$177.00 per hour	\$177.00 per hour
(d) Black/White Photocopies	Fee Policy Manual Section 160.010	
(e) Color Photocopies	Fee Policy Manual Section 160.010	

PART III: FEES

(f) Copy Certification, per page	\$2.00	\$2.00
(g) Recording of Planning Commission Meeting – on CD, each <u>Duplicating meetings and recordings on CD or providing file documentation on CD. Cost includes research and preparation.</u>	\$5.00	\$5.00 <u>\$11.00 per quarter hour plus .20 cents per CD</u>

Sec. 80.170. Reserved

Sec. 80.180. Street Naming, Address Assignment

(a) Assign an address	\$231.00	\$231.00
(b) Name or rename a street or assign multiple addresses	\$177.00 per hour	\$177.00 per hour
(c) Change a street address	\$231.00	\$231.00

Sec. 80.190. Photos, Maps

(a) Photos & Maps – Letter Size, each		
Regular Paper	\$6.25	\$6.25
Photographic Paper	\$7.50	\$7.50
(b) Photos & Maps – 11” x 17” , each		
Regular Paper	\$10.50	\$10.50
Photographic Paper	\$12.50	\$12.50
(c) Display Maps – 24” x 36” , each		
Regular Paper	\$62.50	\$62.50
Photographic Paper	\$75.00	\$75.00
(d) Display Maps – 28” x 40” , each		
Regular Paper	\$81.00	\$81.00
Photographic Paper	\$97.00	\$97.00
(e) Display Maps – 34” x 44” , each		
Regular Paper	\$108.00	\$108.00
Photographic Paper	\$130.00	\$130.00
(f) Display Maps – 36” x 60” , each		
Regular Paper	\$156.00	\$156.00
Photographic Paper	\$187.00	\$187.00
(g) Display Map – on CD, each	\$42.00	\$42.00
(h) Custom Map Preparation (minimum 1 hour)	\$177.00 per hour	\$177.00 per hour

Sec. 80.200. Building Division Permit Clearances & Referrals

(a) Building Application Review: Same Day (OTC)	\$77.00	\$77.00
(b) Building Application Review: Quick Permit	\$221.00	\$221.00
(c) Building Application Review: Residential-New	\$1,724.00	\$1,724.00

PART III: FEES

(d) Building Application Review: Commercial-New	\$2,162.00	\$2,162.00
(e) Building Application Review: Residential-Alteration	\$1,057.00	\$1,057.00
(f) Building Application Review: Commercial-Alteration	\$1,081.00	\$1,081.00
(g) Building Application Review: Permit Alteration/Revision-Residential	\$167.00	\$167.00
(h) Building Application Review: Permit Alteration/Revision-Commercial	\$306.00	\$306.00
(i) Review a temporary Certificate of Occupancy or Certificate of Occupancy	\$177.00 per hour	\$177.00 per hour
(j) Review or inspections in addition to those required or not otherwise indicated by this section of the Fee Policy Manual	\$177.00 per hour	\$177.00 per hour

Sec. 80.210. Temporary Events

(a) The fee to process an application for an event of 51 to 400 persons per day	\$437.00	\$437.00
(b) The fee to process an application for an event of 401 or more persons per day	\$1,086.00	\$1,086.00
(c) The fee to process an application for a non-profit, wine auction related event, per Napa County Code Section 5.36.030	\$437.00	\$437.00
(d) In addition to any fee specified in (a) to (c) of this section, the non-refundable, non-waivable fee to process an application for a temporary event if the application is submitted less than sixty days in advance.	\$373.00	\$373.00
(e) The fee to process an application entitled to a fee waiver	See Fee Policy Manual Section 10.020(1)	
	\$149.00	\$149.00

Sec. 80.215. Other Department Permit Clearances & Referrals

(a) Final Map – Subdivision, Parcel, or Amendment (CEQA-Exempt)	\$695.00	\$695.00
(b) Lot-line Adjustment (CEQA-Exempt)	\$816.00	\$816.00
(c) Voluntary Parcel Merger (CEQA-Exempt)	\$665.00	\$665.00

PART III: FEES

(d) Special Event in the Right of Way or Road Closure (CEQA-Exempt)	\$154.00	\$154.00
(e) Road Abandonment, Groundwater Permit, and any other referrals exempt from CEQA review and not otherwise listed in this section	\$667.00	\$667.00
(f) Grading Review, Road Modification Request, and any other referrals requiring CEQA review and not otherwise listed in this section	\$177.00 per hour	\$177.00 per hour
(g) Engineering Referral: Site Development Application or Review of Road Exception Request	\$177.00 per hour	\$177.00 per hour
(h) Green Business Certification	\$177.00 per hour	\$177.00 per hour
(i) Project Consistency Review Processing	\$177.00 per hour	\$177.00 per hour
(j) Public Works Referral: Certificate of Compliance	\$552.00	\$552.00

Sec. 80.250. Hourly Projects Policies and Procedures

(a) Purpose.

The purpose of this policy is to provide guidelines and procedures for handling planning projects that are identified as an “hourly fee” in the Napa County Planning, Building and Environmental Services (PBES) permit fee schedule.

(b) General.

Applications for certain planning projects are processed on a time and materials basis and are referred to in the adopted fee schedule as “hourly fee” applications (hereafter “Hourly”). The scope and complexity of these applications varies considerably, so the hourly processing fee is charged to ensure that the County fully recovers the actual cost of the County’s work on these projects (time and materials).

At the time the Hourly application is submitted, the project applicant must acknowledge and agree in writing to pay all costs associated with the processing of the application. Following application submittal, including the required deposit, staff will review the application for completeness and provide the applicant with a good faith written estimate of the cost of processing the permit. Sufficient funds (consistent with the adopted fee schedule) must be deposited by the project applicant in advance of department expenditures so that the actual costs can be charged against this deposit.

PBES will make every effort to ensure that expenses are not incurred in excess of the amount on deposit. If, at any time, funds on deposit are not sufficient, work on the project will be suspended until the required deposit is received. Except as otherwise provided in this policy, hearings on the project

will be scheduled only if the account is current and there are sufficient funds on deposit to cover the estimated costs of the public hearing process.

While the applicant is responsible for paying all County costs associated with processing an Hourly application, PBES staff is responsible for ensuring that costs charged to the project are reasonable and appropriate. Staff has an obligation to work efficiently and avoid unnecessary charges. Likewise, staff must ensure that all time devoted to an Hourly project is recorded accurately.

(c) Procedure.

- 1) Application, Hourly Fee Agreement, and Initial Deposit. All Hourly applications must be accompanied by: (i) an Hourly Fee Agreement (Attachment A) signed by the applicant/ developer or property owner who is responsible for payment of fees, and (ii) an initial deposit of funds in accordance with the adopted PBES fee schedule. Hourly applications shall not be accepted without a signed Hourly Fee Agreement. At the time of application, customers will be advised that the applicant will be responsible for all costs associated with processing the application and that estimated costs for processing the application must be paid in advance of staff work on the project. Customers will be advised that additional deposits may be due after staff reviews the initial application as well as periodically during the processing of the application to ensure that funds on deposit are adequate to cover anticipated costs.
- 2) Completeness Review and Cost Estimate. The assigned staff planner shall review the application for completeness within 30 days of application filing and prepare a completeness review letter along with an estimate of the cost of processing the application, using the Cost Estimate for Planning Application Processing form (Attachment B). The estimated cost of processing shall be noted in the completeness review letter sent to the applicant. If the estimated cost is not expected to exceed the fee taken in at the time of application, the letter should state that the cost is expected to be covered by the initial fee, but may exceed this estimate if unforeseen circumstances occur. If the cost is expected to exceed the initial deposit, that shall be noted in the letter and detailed in the Cost Estimate. The letter shall note that an additional deposit is required prior to the application being deemed complete for processing.

The permit processing costs shall include, but not be limited to the following:

- i) All staff time for reviewing files, conducting research, conducting site inspections, evaluating relevant policies and code requirements, and in consultation with legal counsel, other divisions, departments and agencies.
- ii) All staff time for coordination with the applicant, the applicant's representatives and in responding to inquiries about the project from other parties.
- iii) All staff time for preparation of staff reports, environmental documents, attending meetings, including neighborhood meetings, and public hearings, making presentations, preparing resolutions, conditions, and required file processing, including processing after the decision is rendered.
- iv) Any consultant costs associated with processing the application, including but not limited to preparation of environmental documents, review of technical reports submitted by the applicant or preparation of any additional studies that may be required and contracted for by

the County. The cost of any consultant work shall be reviewed with the applicant prior to incurring any consultant expenditures.

- v) All costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of related environmental documents.
3. Deposits for Consultant Costs. Where the County determines that consultant services are necessary to process the application, the applicant must provide a deposit sufficient for the entire consultant cost, prior to approval of any contract for consultant work on the project or prior to the County incurring any consultant costs, whichever occurs first. Deposits for consultant contract costs shall be tracked separately. At the discretion of the Director or his or her designee, the deposit for consultant costs may be paid in increments or phases tied to completion of work products specified in the consultant scope of work. For example, an initial deposit sufficient for completion of the Draft EIR may be accepted to initiate the first work product and a second deposit submitted prior to authorizing work for completion of the Final EIR. The deposit shall not be less than the amount of the contract for each work product.
 4. Deposits for Staff Costs. Deposits for staff costs must be paid in advance of work proceeding on the project. The initial deposit and any subsequent deposits must be sufficient to cover the entire estimated staff costs or \$10,000.00, whichever is less. If the amount on deposit falls below ten (10) percent of the initial deposit, the project planner shall request an additional deposit. If new issues arise or the project is modified by the applicant, then a new cost estimate of staff time may be prepared and the required deposit may be adjusted to account for any additional staff work.
 5. Initiate Processing. Upon receipt of the additional deposit (if required) and any additional information requested in the completeness review letter, the planner shall review the application for completeness again to verify that all requested information was received. If the planner determines that the application is complete, the planner will make a note in the Department's permit tracking system (Accela) of the date the application is determined complete and initiate the processing of the application as part of their normal workload.
 6. Tracking Staff Time. The planner shall record and charge all of his or her time attributable to the project in the Work Flow module of the Accela Automation system. Time shall be recorded to the nearest one-tenth hour (0.1 hour) increment. Each time entry must include a brief description of the work performed. The description need not be detailed but sufficient to convey to the applicant what work was done. For consistency, the terminology from Paragraph 2 should be used to describe the activity whenever appropriate. All correspondence with the applicant and their representative(s) shall be downloaded in Accela.
 7. Deposits and Accounting. When an Hourly project is first initiated in Accela, the applicant's initial deposit is automatically placed into a trust account where deposits are held until costs are incurred (i.e., time is charged). On a bi-weekly basis, Administrative staff will prepare a billable hours report that documents the staff time charged during the report period and transfers funds from the trust account to the PBES or other department's revenue account(s).
 8. Monitoring of Deposits. When the billable hours report shows that any account has no funds remaining on deposit, Administrative staff will notify the assigned planner by email, with a copy to

the Supervising Planner and the Deputy Planning Director. At that point the provisions of Paragraph 9 shall apply.

Whenever staff enters time on a project that has less than \$500 remaining on deposit (including projects in arrears), the Accela system will automatically generate an email to the staff planner, the Supervising Planner and Administrative staff. Upon receiving this notification, the planner shall evaluate the project status and remaining deposit and, if an additional deposit is necessary to complete processing, the planner shall prepare a Request for Additional Deposit (Attachment C) and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. The request shall note that County staff will not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time. A copy of this letter shall be downloaded in Accela.

Once staff is notified that the remaining deposit is less than \$500, care must be taken to avoid going into arrears. Staff should watch the remaining deposit carefully and limit work on the project accordingly. Although the Administrative Secretary II will handle the formal notice to the applicant, staff planners are encouraged to communicate directly and immediately with project applicants when the deposit is low.

9. Depleted Accounts. When any project account falls into arrears (below zero dollars), all work on the project shall cease until sufficient funds are deposited to carry the project through the process. Staff shall not work on any application that has fallen into arrears without written authorization from the Deputy Planning Director.

As soon as the planner becomes aware that a project is in arrears, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. This notice shall indicate that no work will be done on the project until additional funds are received. If an application remains on-hold for non-payment for more than 180 days, the Deputy Planning Director may direct that the application be scheduled for hearing with a recommendation for denial without prejudice.

10. Agenda Requests. Prior to requesting the hearing date for an application, the planner shall check the status of the deposit in Accela. If the remaining deposit is insufficient to carry the project through the hearing process, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary for mailing to the applicant. A sufficient deposit must be on file prior to setting the agenda date or issuing the notice of public hearing. The Deputy Planning Director may make an exception to this requirement if an equivalent alternative method of payment has been provided.
11. Required Condition of Approval. Staff shall include the following condition on all project approvals for time and materials projects: No building, grading or sewage disposal permit shall be issued, nor shall beneficial occupancy be granted until all accrued planning permit processing fees have been paid in full.
12. Return of Unspent Deposit After Final Action. After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project

applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application.

13. **County Counsel Charges.** As noted in Paragraph 2, above, the costs incurred by the Office of the County Counsel in connection with processing an Hourly application are part of the permit processing cost and must be paid for by the applicant. Legal services time is tracked and compiled in the County Counsel's office. When sufficient funds are on deposit to cover County Counsel costs, those funds are transferred to County Counsel via Journal Entry. Where funds on deposit are not sufficient, the process in paragraphs 8 (monitoring deposits) and 9 (depleted accounts) will apply.
14. **Review of Charges/Adjustments.** If an applicant requests a review of the charges or identifies potential errors in invoicing, the matter shall be referred to the Supervising Planner for review. Adjustments for improper charges or to correct errors in invoicing must be authorized by the Deputy Planning Director, the Assistant Director or the Director. Normally, staff time involved in such review of charges will not be charged to the applicant.
15. **Withdrawn Applications/Refunds.** An application shall be deemed withdrawn upon receipt of a written request to that effect from the applicant. Upon receipt of a withdrawal request, the project planner shall immediately notify administrative staff and any other staff involved in reviewing the application and all staff work on the project shall stop, except for staff time necessary to close the file. Within 30 days of receipt of the withdrawal request, administrative staff shall issue a final project statement indicating the charges and balance remaining on deposit after the file is closed, and shall issue a refund of any unused deposit.
16. **Abandoned Applications/Refunds.** Incomplete applications with no activity by the applicant for 120 days or more may be deemed abandoned and closed out. At least 30 days prior to the application being deemed abandoned, the department shall notify the applicant in writing that the application will be deemed abandoned and the actions needed by the applicant to keep the application active. After the file is closed out, the Deputy Planning Director or Supervising Planner shall authorize a refund of any remaining deposit.

EXHIBIT A

Hourly Fee Agreement

PROJECT File: _____; request for _____

_____. I,

_____, the undersigned, hereby authorize the County of

Napa to process the above referenced permit request in accordance with the Napa County

Code. I am providing \$ _____ as a deposit to pay for County staff review,

coordination and processing costs related to my permit request based on actual staff time

expended and other direct costs. **In making this deposit, I acknowledge and understand that**

the deposit may only cover a portion of the total processing costs. Actual costs for staff time

are based on hourly rates adopted by the Board of Supervisors in the most current Napa

County fee schedule. I also understand and agree that I am responsible for paying these costs

even if the application is withdrawn or not approved.

I understand and agree to the following terms and conditions of this Hourly Fee Agreement:

1. Time spent by Napa County staff in processing my application and any direct costs will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, or responding to any legal challenges related to the application during the processing of your application. "Staff" includes any employee of the Planning, Building and Environmental Services Department (PBES), the Office of the County Counsel, or other County staff necessary for complete processing of the application. "Direct costs" include any consultant costs for the peer review of materials submitted with the application, preparation of California Environmental Quality Act (CEQA) documents, expanded technical studies, project management, and/or other outside professional assistance required by the County and agreed to by the applicant. The cost to manage consultant contracts by staff will also be billed against the available deposit.
2. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. Any requested additional deposit shall be submitted to PBES to allow continued processing of the project.

EXHIBIT A

3. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing, staff shall notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.
4. I understand that if the amount on deposit falls below zero, staff will notify me and stop work on the application until sufficient additional funds are provided
5. If the final cost is less than the amount remaining on deposit, the unused portion of the deposit will be refunded to me. If the final cost is more than the available deposit, I agree to pay the amount due within 30 days of billing.
6. If I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, or after conducting a hearing, may deny my permit application. If I fail to pay any amount due after my application is approved, I understand that my permit may not be exercised, or may be subject to revocation. I further agree that no building, grading, sewage, or other project related permits will be issued if my account is in arrears.
7. I may file a written request for a further explanation or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.

Name of Applicant responsible for payment of all County processing fees (Please Print):

Mailing Address of the Applicant responsible for paying processing fees:

Signature: * _____

Email Address: _____

Date: _____

Phone Number: _____

*ATTENTION - The applicant will be held responsible for all charges.

EXHIBIT B

Date:		APN:	
Applicant:		PCAS	
Project Name:			
Location:			
PLANNING TASKS		CONSULTANT FEES	STAFF HOURS¹
			ESTIMATED STAFF COST
AT COST FEES			
Environmental Review			
	Initial Study Preparation (staff hours)		
	Peer Review of Technical Reports (Consultant Cost) ²		
	EIR/Expanded Studies for Mit. Neg. Dec. (Consultant Cost) ²		
	Consultant Contract Management and Administration ²		
Total Environmental Review Costs			
	<i>Environmental Review Minimum Fee/Deposit Paid</i>		
	<i>Additional Deposit Received (-/-)</i>		
ADDITIONAL DEPOSIT REQUIRED			
Planning Staff Tasks/Hours			
	Initialize File, Prepare Referrals, Public Notice & Forms		-
	Application Review & Technical Reports		-
	Field Review/Initial Site Visit		
	Client Meetings/Telephone/Consultations		
	Review & Analysis of Application Materials		
	Interagency Coordination/Consultation		
	Interdepartmental Coordination/DCC		
	Public Information/Coordination		
	Preparation of Staff Report for BZA/PC		
	Preparation of Staff Report for Board (if applicable)		
	Public Hearing(s)/Meeting(s)		
	Prepare/Review Minutes		
	Post Approval Processing (NOD, Resolutions, File Closure, Etc.)		
Total Planning Review Costs		-	
ADDITIONAL DEPOSIT REQUIRED			
FLAT FEES			
Planning Referrals			
	Dept. Transportation & Public Works		
	Health Review		
	Fire Safe Standards		
	SUSMP		
	PRAC		
	Ag Commission		
	Drainage Review		
	Sanitation		
	Archeological Review		
Subtotal			-
	<i>Referral Fees Paid</i>		
ADDITIONAL FEES REQUIRED			
TOTAL PERMIT COSTS³		-	-
Notes:			
	1. Rates subject to change. Hourly rate for Fiscal Year 2014-15	\$160.00	
	2. Refer to separate estimate for breakdown of tasks, hours & rates		
	3. Estimated cost does not include notice of determination filing fees, or condition compliance review fees that are charged after planning approval		

This form provides a good faith estimate of the time and costs anticipated on the above referenced application(s).

EXHIBIT C



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
Director

(Date)

(Applicant)

(Mailing Address)

Re: Invoice Request for (Name of Project) – (Type of Project and Case Number)
(Address) (APN _____)

Dear (Applicant):

I have been advised that the fees invoiced for the referenced project have exceeded the deposit paid. The outstanding balance due is \$_____. As indicated in the application materials, the project is subject to time and materials billing for County costs associated with processing of the project.

Please find the attached statement providing an accounting of the activities associated with the project charges to date.

The following tasks still need to be completed before the project can be brought to a hearing for consideration:

- (List each task and estimated cost)

Consequently, we estimate that an additional \$_____ would cover the outstanding and projected fees to continue with the processing this project.

We would appreciate receipt of funds at your earliest convenience. Please note that ultimately, prior to any grading and building permit issuance associated with (Case Number), the balance due must be paid in full.

Thank you for your attention to this matter. If you have any questions about this letter, please feel free to contact me at (Staff Phone) or via email at (Staff E-mail).

Sincerely,

(Staff Name)

(Title)

Revised 7-2-06; Resolution 06-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 9-29-09; Resolution 09-132
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 10-26-10; Resolution 2010-138
Revised 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 08-19-14; Resolution 2014-99 (eff 8-19-14)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)

PART 80

**PLANNING, BUILDING AND ENVIRONMENTAL SERVICES– PLANNING AND
CONSERVATION DIVISION**

- Sec. 80.010. General; Deposits; Refund of Fees
- Sec. 80.015. Surcharge
- Sec. 80.020. Administrative Planning/Zoning Permits
- Sec. 80.030. Agricultural Preserve Contract
- Sec. 80.035. Airport Land Use Plan
- Sec. 80.037. Appeal
- Sec. 80.040. Development Agreement
- Sec. 80.050. Historic Structure.
- Sec. 80.055. Erosion Control Plans
- Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities
- Sec. 80.060. General, Specific, Airport Land Use Plan Modification
- Sec. 80.070. Land Division
- Sec. 80.080. Certificate of Non-Conformity
- Sec. 80.090. Site Plan
- Sec. 80.100. Surface Mining and Reclamation
- Sec. 80.110. Use Permit
- Sec. 80.111. Viewshed
- Sec. 80.115. Habitat Restoration or Re-Vegetation Plan
- Sec. 80.120. Variance
- Sec. 80.130. Reserved
- Sec. 80.135. Reserved
- Sec. 80.136. Telecommunication Permit and Site Plan
- Sec. 80.160. Miscellaneous Services
- Sec. 80.170. Reserved
- Sec. 80.180. Street Naming, Address Assignment
- Sec. 80.190. Photos, Maps
- Sec. 80.200. Building Division Permit Clearances & Referrals
- Sec. 80.210. Temporary Events
- Sec. 80.215. Other Department Permit Clearances & Referrals
- Sec. 80.250. Hourly Projects Policies and Procedures

Sec. 80.010. General; Deposits; Refund of Fees

- (a) The fees set forth in this Part shall be paid at the time of filing the application, map or other document indicated with the Planning and Conservation Division of the Planning, Building and Environmental Services Department. No such application, map or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The Director of Planning, Building and Environmental Services will provide a reasonable estimate of the cost of service prior to the service being provided. All such fees shall be paid to the Planning, Building and Environmental Services Department unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Department of Public Works – Policy Manual Part 140
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

- (b) A deposit is required at the time of filing an application subject to hourly fees. The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$10,000. After payment of the initial deposit, the application shall be subject to the hourly project policies and procedures set for in Section 80.250.
- (c) For projects that require multiple permits or services with both flat fee and hourly fees, hourly fees will be assessed for all services. Any request for services that is not described in this Part shall be charged hourly fees.
- (d) No part of any fee shall be refundable except under the following circumstances:
1. If a request for refund is submitted prior to an application being determined to be complete, the Director of Planning, Building and Environmental Services is authorized to refund up to 75% of the total fee, minus time rendered.
 2. If a request for refund is submitted after the application is determined to be complete, but prior to the completion of the environmental determination (initial analysis), the Director of Planning, Building and Environmental Services is authorized to refund up to 50% of the total fee, minus time rendered.
 3. If a request for refund is submitted after completion of the environmental determination, the Planning Director is authorized to refund up to 25% of the total filing fee, minus time rendered.

4. All other refund requests must be submitted to the County Board of Supervisors for review and action.
- (e) After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application. Interest shall not be calculated or returned. Unclaimed unspent deposits shall be referred to the Treasurer-Tax Collector to proceed in accordance with Government Code sections 50050, et seq.

Sec. 80.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

Sec. 80.020. Administrative Planning/Zoning Permits

- | | |
|---|-------------------------------------|
| (a) Administrative Viewshed Permit (without initial study or public hearing) | \$1,991.00 |
| (b) Administrative Peddler or Solicitor Permit | |
| 1. Application Fee.. | \$154.00 |
| 2. Application entitled to a fee waiver. | Fee Policy Manual Section 10.020(h) |
| (c) Administrative Directional Sign Permit | \$308.00 |
| (d) Administrative Home Occupation and Cottage Food Operation Permits | \$154.00 |
| (e) Administrative Firearm Permit | \$308.00 |
| (f) Other Administrative Permit, including fences, entry structures, temporary trailers, signs, balloons, or other use determined by the Director | \$924.00 |

Sec. 80.030. Agricultural Preserve Contract

- | | |
|---|------------|
| (a) Agricultural Preserve Contract - Rescind and Replace | \$2,009.00 |
| (b) Agricultural Preserve Contract – New, Amendment, Cancellation, Non-Renewal, Replacement | \$1,815.00 |

Sec. 80.035. Airport Land Use Plan

Airport Land Use Plan Consistency Determination	\$4,835.00
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Sec. 80.037. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$1,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.
- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 80.040. Development Agreement

Approval/Modification of Development Agreement \$177.00 per hour

Sec. 80.050. Historic Structure.

Designation, alteration or demolition of an historic structure \$177.00 per hour

Sec. 80.055. Erosion Control Plans

The fees to review erosion control plans prepared pursuant to the Conservation Regulations contained in the Napa County Code are as noted below. Where projects do not easily fall into one of the following categories, the Director of Planning, Building and Environmental Services will determine which of the following categories most closely fits the project and assign the corresponding fee:

- (a) Agricultural Track I Projects \$177.00 per hour,
plus consultant costs
- (b) Agricultural Track II Vineyard Replant \$1,260.00
- (c) Inspection and annual or long term monitoring \$177.00 per hour

Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities

Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. \$177.00 per hour

Sec. 80.060. General, Specific, Airport Land Use Plan Modification

PART III: FEES

- (a) General Plan, Specific Plan, or Airport Land Use Plan \$177.00 per hour
- (b) Zoning Map or Text Change \$177.00 per hour

Sec. 80.070. Land Division

- (a) Map Exemption \$177.00 per hour
- (b) Tentative Map (Parcel or Subdivision) \$177.00 per hour
- (c) Tentative Map Revision \$177.00 per hour

Sec. 80.080. Certificate of Non-Conformity

- Non-conforming Status Determination-major (multiple structures or uses and Pre-1974 Wineries) \$4,814.00

Sec. 80.090. Site Plan

- (a) Standard Approval \$4,549.00
- (b) Plan Modification \$3,111.00

Sec. 80.100. Surface Mining and Reclamation

- (a) Surface Mining & Reclamation-Annual Inspection/Security Adequacy Review \$2,790.00
- (b) Surface Mining & Reclamation-Re-inspection for Compliance Failure \$177.00 per hour

Sec. 80.110. Use Permit

- (a) Use Permit \$177.00 per hour
- (b) Use Permit Modification – Major \$177.00 per hour
- (e) Use Permit Modification – Minor \$5,128.00
- (f) Use Permit Modification – Very Minor \$3,107.00
- (g) Use Permit Initial Monitoring \$177.00 per hour

PART III: FEES

(h) Use Permit Violation Fee \$177.00 per hour \$177.00 per hour

A major use permit modification is defined as anything other than a minor, and very minor permit modification as defined in Napa County Code section 18.124.130.

Sec. 80.111. Viewshed

Review of application for Viewshed \$177.00 per hour

Sec. 80.115. Habitat Restoration or Re-Vegetation Plan

Review of Habitat Restoration or Re-Vegetation \$177.00 per hour

Sec. 80.120. Variance

Review of application for Variance \$4,378.00

Sec. 80.130. Reserved

Sec. 80.135. Reserved

Sec. 80.136. Telecommunication Permit and Site Plan

(a) Telecommunication Facility – Site Plan Approval \$4,014.00

(b) Telecommunication Facility – Permit Modification \$2,603.00

Sec. 80.160. Miscellaneous Services

(a) Pre-Application Conference (Includes three hours of time for meeting preparation, meeting and/or follow-up. Applicant will also be charged for fees from participating divisions-fees are non-refundable 72 hours before scheduled conference.) \$696.00

(b) Pre-Application Site Visit (applicant will also be charged fees from participating divisions; fee is non-refundable 72 hours before scheduled visit) \$177.00 per hour

(c) Use & Status Determinations, Condition Complete Analysis & Research, Consultation, Meetings, and Other Activities Not Covered Elsewhere In This Fee Schedule \$177.00 per hour

(d) Black/White Photocopies Fee Policy Manual Section 160.010

(e) Color Photocopies Fee Policy Manual Section 160.010

(f) Copy Certification, per page \$2.00 \$2.00

- (g) Recording of Planning Commission Meeting – on CD, each \$11.00 per quarter
Duplicating meetings and recordings on CD or providing file hour plus .20
documentation on CD. Cost includes research and preparation. cents per CD

Sec. 80.170. Reserved

Sec. 80.180. Street Naming, Address Assignment

- (a) Assign an address \$231.00
- (b) Name or rename a street or assign multiple addresses \$177.00 per hour
- (c) Change a street address \$231.00

Sec. 80.190. Photos, Maps

- (a) Photos & Maps – Letter Size, each
- Regular Paper \$6.25
 - Photographic Paper \$7.50
- (b) Photos & Maps – 11” x 17” , each
- Regular Paper \$10.50
 - Photographic Paper \$12.50
- (c) Display Maps – 24” x 36” , each
- Regular Paper \$62.50
 - Photographic Paper \$75.00
- (d) Display Maps – 28” x 40” , each
- Regular Paper \$81.00
 - Photographic Paper \$97.00
- (e) Display Maps – 34” x 44” , each
- Regular Paper \$108.00
 - Photographic Paper \$130.00
- (f) Display Maps – 36” x 60” , each
- Regular Paper \$156.00
 - Photographic Paper \$187.00
- (g) Display Map – on CD, each \$42.00
- (h) Custom Map Preparation (minimum 1 hour) \$177.00 per hour

Sec. 80.200. Building Division Permit Clearances & Referrals

- (a) Building Application Review: Same Day (OTC) \$77.00
- (b) Building Application Review: Quick Permit \$221.00
- (c) Building Application Review: Residential-New \$1,724.00
- (d) Building Application Review: Commercial-New \$2,162.00

(e) Building Application Review: Residential-Alteration	\$1,057.00
(f) Building Application Review: Commercial-Alteration	\$1,081.00
(g) Building Application Review: Permit Alteration/Revision-Residential	\$167.00
(h) Building Application Review: Permit Alteration/Revision-Commercial	\$306.00
(i) Review a temporary Certificate of Occupancy or Certificate of Occupancy	\$177.00 per hour
(j) Review or inspections in addition to those required or not otherwise indicated by this section of the Fee Policy Manual	\$177.00 per hour

Sec. 80.210. Temporary Events

(a) The fee to process an application for an event of 51 to 400 persons per day	\$437.00
(b) The fee to process an application for an event of 401 or more persons per day	\$1,086.00
(c) The fee to process an application for a non-profit, wine auction related event, per Napa County Code Section 5.36.030	\$437.00
(d) In addition to any fee specified in (a) to (c) of this section, the non-refundable, non-waivable fee to process an application for a temporary event if the application is submitted less than sixty days in advance.	\$373.00
(e) The fee to process an application entitled to a fee waiver	See Fee Policy Manual Section 10.020(1) \$149.00

Sec. 80.215. Other Department Permit Clearances & Referrals

(a) Final Map – Subdivision, Parcel, or Amendment (CEQA-Exempt)	\$695.00
(b) Lot-line Adjustment (CEQA-Exempt)	\$816.00
(c) Voluntary Parcel Merger (CEQA-Exempt)	\$665.00
(d) Special Event in the Right of Way or Road Closure (CEQA-Exempt)	\$154.00

- | | |
|---|-------------------|
| (e) Road Abandonment, Groundwater Permit, and any other referrals exempt from CEQA review and not otherwise listed in this section | \$667.00 |
| (f) Grading Review, Road Modification Request, and any other referrals requiring CEQA review and not otherwise listed in this section | \$177.00 per hour |
| (g) Engineering Referral: Site Development Application or Review of Road Exception Request | \$177.00 per hour |
| (h) Green Business Certification | \$177.00 per hour |
| (i) Project Consistency Review Processing | \$177.00 per hour |
| (j) Public Works Referral: Certificate of Compliance | \$552.00 |

Sec. 80.250. Hourly Projects Policies and Procedures

(a) Purpose.

The purpose of this policy is to provide guidelines and procedures for handling planning projects that are identified as an “hourly fee” in the Napa County Planning, Building and Environmental Services (PBES) permit fee schedule.

(b) General.

Applications for certain planning projects are processed on a time and materials basis and are referred to in the adopted fee schedule as “hourly fee” applications (hereafter “Hourly”). The scope and complexity of these applications varies considerably, so the hourly processing fee is charged to ensure that the County fully recovers the actual cost of the County’s work on these projects (time and materials).

At the time the Hourly application is submitted, the project applicant must acknowledge and agree in writing to pay all costs associated with the processing of the application. Following application submittal, including the required deposit, staff will review the application for completeness and provide the applicant with a good faith written estimate of the cost of processing the permit. Sufficient funds (consistent with the adopted fee schedule) must be deposited by the project applicant in advance of department expenditures so that the actual costs can be charged against this deposit.

PBES will make every effort to ensure that expenses are not incurred in excess of the amount on deposit. If, at any time, funds on deposit are not sufficient, work on the project will be suspended until the required deposit is received. Except as otherwise provided in this policy, hearings on the project will be scheduled only if the account is current and there are sufficient funds on deposit to cover the estimated costs of the public hearing process.

While the applicant is responsible for paying all County costs associated with processing an Hourly application, PBES staff is responsible for ensuring that costs charged to the project are reasonable and appropriate. Staff has an obligation to work efficiently and avoid unnecessary charges. Likewise, staff must ensure that all time devoted to an Hourly project is recorded accurately.

(c) Procedure.

- 1) **Application, Hourly Fee Agreement, and Initial Deposit.** All Hourly applications must be accompanied by: (i) an Hourly Fee Agreement (Attachment A) signed by the applicant/ developer or property owner who is responsible for payment of fees, and (ii) an initial deposit of funds in accordance with the adopted PBES fee schedule. Hourly applications shall not be accepted without a signed Hourly Fee Agreement. At the time of application, customers will be advised that the applicant will be responsible for all costs associated with processing the application and that estimated costs for processing the application must be paid in advance of staff work on the project. Customers will be advised that additional deposits may be due after staff reviews the initial application as well as periodically during the processing of the application to ensure that funds on deposit are adequate to cover anticipated costs.
- 2) **Completeness Review and Cost Estimate.** The assigned staff planner shall review the application for completeness within 30 days of application filing and prepare a completeness review letter along with an estimate of the cost of processing the application, using the Cost Estimate for Planning Application Processing form (Attachment B). The estimated cost of processing shall be noted in the completeness review letter sent to the applicant. If the estimated cost is not expected to exceed the fee taken in at the time of application, the letter should state that the cost is expected to be covered by the initial fee, but may exceed this estimate if unforeseen circumstances occur. If the cost is expected to exceed the initial deposit, that shall be noted in the letter and detailed in the Cost Estimate. The letter shall note that an additional deposit is required prior to the application being deemed complete for processing.

The permit processing costs shall include, but not be limited to the following:

- i) All staff time for reviewing files, conducting research, conducting site inspections, evaluating relevant policies and code requirements, and in consultation with legal counsel, other divisions, departments and agencies.
- ii) All staff time for coordination with the applicant, the applicant's representatives and in responding to inquiries about the project from other parties.
- iii) All staff time for preparation of staff reports, environmental documents, attending meetings, including neighborhood meetings, and public hearings, making presentations, preparing resolutions, conditions, and required file processing, including processing after the decision is rendered.
- iv) Any consultant costs associated with processing the application, including but not limited to preparation of environmental documents, review of technical reports submitted by the applicant or preparation of any additional studies that may be required and contracted for by the County. The cost of any consultant work shall be reviewed with the applicant prior to incurring any consultant expenditures.

- v) All costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of related environmental documents.
3. Deposits for Consultant Costs. Where the County determines that consultant services are necessary to process the application, the applicant must provide a deposit sufficient for the entire consultant cost, prior to approval of any contract for consultant work on the project or prior to the County incurring any consultant costs, whichever occurs first. Deposits for consultant contract costs shall be tracked separately. At the discretion of the Director or his or her designee, the deposit for consultant costs may be paid in increments or phases tied to completion of work products specified in the consultant scope of work. For example, an initial deposit sufficient for completion of the Draft EIR may be accepted to initiate the first work product and a second deposit submitted prior to authorizing work for completion of the Final EIR. The deposit shall not be less than the amount of the contract for each work product.
 4. Deposits for Staff Costs. Deposits for staff costs must be paid in advance of work proceeding on the project. The initial deposit and any subsequent deposits must be sufficient to cover the entire estimated staff costs or \$10,000.00, whichever is less. If the amount on deposit falls below ten (10) percent of the initial deposit, the project planner shall request an additional deposit. If new issues arise or the project is modified by the applicant, then a new cost estimate of staff time may be prepared and the required deposit may be adjusted to account for any additional staff work.
 5. Initiate Processing. Upon receipt of the additional deposit (if required) and any additional information requested in the completeness review letter, the planner shall review the application for completeness again to verify that all requested information was received. If the planner determines that the application is complete, the planner will make a note in the Department's permit tracking system (Accela) of the date the application is determined complete and initiate the processing of the application as part of their normal workload.
 6. Tracking Staff Time. The planner shall record and charge all of his or her time attributable to the project in the Work Flow module of the Accela Automation system. Time shall be recorded to the nearest one-tenth hour (0.1 hour) increment. Each time entry must include a brief description of the work performed. The description need not be detailed but sufficient to convey to the applicant what work was done. For consistency, the terminology from Paragraph 2 should be used to describe the activity whenever appropriate. All correspondence with the applicant and their representative(s) shall be downloaded in Accela.
 7. Deposits and Accounting. When an Hourly project is first initiated in Accela, the applicant's initial deposit is automatically placed into a trust account where deposits are held until costs are incurred (i.e., time is charged). On a bi-weekly basis, Administrative staff will prepare a billable hours report that documents the staff time charged during the report period and transfers funds from the trust account to the PBES or other department's revenue account(s).
 8. Monitoring of Deposits. When the billable hours report shows that any account has no funds remaining on deposit, Administrative staff will notify the assigned planner by email, with a copy to the Supervising Planner and the Deputy Planning Director. At that point the provisions of Paragraph 9 shall apply.

Whenever staff enters time on a project that has less than \$500 remaining on deposit (including projects in arrears), the Accela system will automatically generate an email to the staff planner, the Supervising Planner and Administrative staff. Upon receiving this notification, the planner shall evaluate the project status and remaining deposit and, if an additional deposit is necessary to complete processing, the planner shall prepare a Request for Additional Deposit (Attachment C) and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. The request shall note that County staff will not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time. A copy of this letter shall be downloaded in Accela.

Once staff is notified that the remaining deposit is less than \$500, care must be taken to avoid going into arrears. Staff should watch the remaining deposit carefully and limit work on the project accordingly. Although the Administrative Secretary II will handle the formal notice to the applicant, staff planners are encouraged to communicate directly and immediately with project applicants when the deposit is low.

9. Depleted Accounts. When any project account falls into arrears (below zero dollars), all work on the project shall cease until sufficient funds are deposited to carry the project through the process. Staff shall not work on any application that has fallen into arrears without written authorization from the Deputy Planning Director.

As soon as the planner becomes aware that a project is in arrears, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. This notice shall indicate that no work will be done on the project until additional funds are received. If an application remains on-hold for non-payment for more than 180 days, the Deputy Planning Director may direct that the application be scheduled for hearing with a recommendation for denial without prejudice.

10. Agenda Requests. Prior to requesting the hearing date for an application, the planner shall check the status of the deposit in Accela. If the remaining deposit is insufficient to carry the project through the hearing process, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary for mailing to the applicant. A sufficient deposit must be on file prior to setting the agenda date or issuing the notice of public hearing. The Deputy Planning Director may make an exception to this requirement if an equivalent alternative method of payment has been provided.
11. Required Condition of Approval. Staff shall include the following condition on all project approvals for time and materials projects: No building, grading or sewage disposal permit shall be issued, nor shall beneficial occupancy be granted until all accrued planning permit processing fees have been paid in full.
12. Return of Unspent Deposit After Final Action. After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application.

13. **County Counsel Charges.** As noted in Paragraph 2, above, the costs incurred by the Office of the County Counsel in connection with processing an Hourly application are part of the permit processing cost and must be paid for by the applicant. Legal services time is tracked and compiled in the County Counsel's office. When sufficient funds are on deposit to cover County Counsel costs, those funds are transferred to County Counsel via Journal Entry. Where funds on deposit are not sufficient, the process in paragraphs 8 (monitoring deposits) and 9 (depleted accounts) will apply.
14. **Review of Charges/Adjustments.** If an applicant requests a review of the charges or identifies potential errors in invoicing, the matter shall be referred to the Supervising Planner for review. Adjustments for improper charges or to correct errors in invoicing must be authorized by the Deputy Planning Director, the Assistant Director or the Director. Normally, staff time involved in such review of charges will not be charged to the applicant.
15. **Withdrawn Applications/Refunds.** An application shall be deemed withdrawn upon receipt of a written request to that effect from the applicant. Upon receipt of a withdrawal request, the project planner shall immediately notify administrative staff and any other staff involved in reviewing the application and all staff work on the project shall stop, except for staff time necessary to close the file. Within 30 days of receipt of the withdrawal request, administrative staff shall issue a final project statement indicating the charges and balance remaining on deposit after the file is closed, and shall issue a refund of any unused deposit.
16. **Abandoned Applications/Refunds.** Incomplete applications with no activity by the applicant for 120 days or more may be deemed abandoned and closed out. At least 30 days prior to the application being deemed abandoned, the department shall notify the applicant in writing that the application will be deemed abandoned and the actions needed by the applicant to keep the application active. After the file is closed out, the Deputy Planning Director or Supervising Planner shall authorize a refund of any remaining deposit.

EXHIBIT A

Hourly Fee Agreement

PROJECT File: _____; request for _____

_____. I,

_____, the undersigned, hereby authorize the County of

Napa to process the above referenced permit request in accordance with the Napa County

Code. I am providing \$ _____ as a deposit to pay for County staff review,

coordination and processing costs related to my permit request based on actual staff time

expended and other direct costs. **In making this deposit, I acknowledge and understand that**

the deposit may only cover a portion of the total processing costs. Actual costs for staff time

are based on hourly rates adopted by the Board of Supervisors in the most current Napa

County fee schedule. I also understand and agree that I am responsible for paying these costs

even if the application is withdrawn or not approved.

I understand and agree to the following terms and conditions of this Hourly Fee Agreement:

1. Time spent by Napa County staff in processing my application and any direct costs will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, or responding to any legal challenges related to the application during the processing of your application. "Staff" includes any employee of the Planning, Building and Environmental Services Department (PBES), the Office of the County Counsel, or other County staff necessary for complete processing of the application. "Direct costs" include any consultant costs for the peer review of materials submitted with the application, preparation of California Environmental Quality Act (CEQA) documents, expanded technical studies, project management, and/or other outside professional assistance required by the County and agreed to by the applicant. The cost to manage consultant contracts by staff will also be billed against the available deposit.
2. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. Any requested additional deposit shall be submitted to PBES to allow continued processing of the project.

EXHIBIT A

3. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing, staff shall notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.
4. I understand that if the amount on deposit falls below zero, staff will notify me and stop work on the application until sufficient additional funds are provided
5. If the final cost is less than the amount remaining on deposit, the unused portion of the deposit will be refunded to me. If the final cost is more than the available deposit, I agree to pay the amount due within 30 days of billing.
6. If I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, or after conducting a hearing, may deny my permit application. If I fail to pay any amount due after my application is approved, I understand that my permit may not be exercised, or may be subject to revocation. I further agree that no building, grading, sewage, or other project related permits will be issued if my account is in arrears.
7. I may file a written request for a further explanation or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.

Name of Applicant responsible for payment of all County processing fees (Please Print):

Mailing Address of the Applicant responsible for paying processing fees:

Signature: * _____

Email Address: _____

Date: _____

Phone Number: _____

*ATTENTION - The applicant will be held responsible for all charges.

EXHIBIT B

Date:	APN:		
Applicant:	PCAS		
Project Name:			
Location:			
PLANNING TASKS		CONSULTANT FEES	STAFF HOURS¹
			ESTIMATED STAFF COST
AT COST FEES			
Environmental Review			
Initial Study Preparation (staff hours)			
Peer Review of Technical Reports (Consultant Cost) ²			
EIR/Expanded Studies for Mit. Neg. Dec. (Consultant Cost) ²			
Consultant Contract Management and Administration ²			
Total Environmental Review Costs			
<i>Environmental Review Minimum Fee/Deposit Paid</i>			
<i>Additional Deposit Received (-/-)</i>			
ADDITIONAL DEPOSIT REQUIRED			
Planning Staff Tasks/Hours			
Initialize File, Prepare Referrals, Public Notice & Forms -			
Application Review & Technical Reports -			
Field Review/Initial Site Visit			
Client Meetings/Telephone/Consultations			
Review & Analysis of Application Materials			
Interagency Coordination/Consultation			
Interdepartmental Coordination/DCC			
Public Information/Coordination			
Preparation of Staff Report for BZA/PC			
Preparation of Staff Report for Board (if applicable)			
Public Hearing(s)/Meeting(s)			
Prepare/Review Minutes			
Post Approval Processing (NOD, Resolutions, File Closure, Etc.)			
Total Planning Review Costs -			
ADDITIONAL DEPOSIT REQUIRED			
FLAT FEES			
Planning Referrals			
Dept. Transportation & Public Works			
Health Review			
Fire Safe Standards			
SUSMP			
PRAC			
Ag Commission			
Drainage Review			
Sanitation			
Archeological Review			
Subtotal -			
<i>Referral Fees Paid</i>			
ADDITIONAL FEES REQUIRED			
TOTAL PERMIT COSTS³		-	-
Notes:			
1.	Rates subject to change. Hourly rate for Fiscal Year 2014-15	\$160.00	
2.	Refer to separate estimate for breakdown of tasks, hours & rates		
3.	Estimated cost does not include notice of determination filing fees, or condition compliance review fees that are charged after planning approval		

This form provides a good faith estimate of the time and costs anticipated on the above referenced application(s).

EXHIBIT C



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
Director

(Date)

(Applicant)

(Mailing Address)

Re: Invoice Request for (Name of Project) – (Type of Project and Case Number)
(Address) (APN _____)

Dear (Applicant):

I have been advised that the fees invoiced for the referenced project have exceeded the deposit paid. The outstanding balance due is \$_____. As indicated in the application materials, the project is subject to time and materials billing for County costs associated with processing of the project.

Please find the attached statement providing an accounting of the activities associated with the project charges to date.

The following tasks still need to be completed before the project can be brought to a hearing for consideration:

- (List each task and estimated cost)

Consequently, we estimate that an additional \$_____ would cover the outstanding and projected fees to continue with the processing this project.

We would appreciate receipt of funds at your earliest convenience. Please note that ultimately, prior to any grading and building permit issuance associated with (Case Number), the balance due must be paid in full.

Thank you for your attention to this matter. If you have any questions about this letter, please feel free to contact me at (Staff Phone) or via email at (Staff E-mail).

Sincerely,

(Staff Name)

(Title)

Adopted 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 04-05-16; Resolution 2016-42 (eff 07-01-16)
Revised 05-21-19; Resolution 2019-XX (eff 07-21-19)

PART 85

COUNTY FIRE DEPARTMENT/FIRE MARSHAL

- Sec. 85.010. General; Refund of Fees
- Sec. 85.015. Surcharge
- Sec. 85.020. Fire Permits
- Sec. 85.030 Permit Clearances and Referrals from Other Departments
- Sec 85.040 Appeal

Sec. 85.010. General; Refund of Fees

The fees set forth in this Part shall be paid prior to processing the application for the permit. No such permit or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The County Fire Marshal will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be collected by the Conservation, Development and Planning Department on behalf of the County Fire Marshal unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions.

Sec. 85.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 1.73.3% shall be added to all fees in this Part.

Sec. 85.020. Fire Permits

(a) Fire Sprinkler and Alarm System Installation

- | | |
|---------------------------------------|---|
| 1. Contract Price: \$1 - \$5,000 | \$607.00 |
| 2. Contract Price: \$5,001 - \$20,000 | \$607.00 plus
9.5% of the price
above \$5,000 |
| 3. Contract Price: More Than \$20,000 | \$2,032.00 plus
0.66% of the |

PART III: FEES

	price above \$20,000
(b) Fire Pump Installation	\$1,235.00
(c) Fire Hydrant Installation	
1. Base Fee	\$781.00
2. Fee per hydrant in excess of three hydrants	162.00
(d) Fire Standpipe Installation	\$934.00
(e) Clean Agent Gas System Installation	\$1,235.00
(f) Dry Chemical System Installation	\$888.00
(g) Wet Chemical/Kitchen Hood Installation	\$888.00
(h) Foam System Installation	\$934.00
(i) Paint Spray Booth Installation	\$1,043.00
(j) Vehicle Access Gate Installation	\$217.00
(k) Above Ground Tank or Pipe Installation	\$587.00
(l) Refrigeration System Installation	\$760.00
(m) Fireworks Display	\$1,485.00
(n) Tents, Canopies, Membrane Structures Installation	\$185.00
(o) Review, inspection, or other services not otherwise listed in this section or in excess of standard requirements	\$181.00 per hour
(p) Building Safety and Other Inspections	\$181.00 per hour
(q) Standby Time at Special Events	Actual Cost
(r) Hazardous Materials Incident Response	Actual Cost

Sec. 85.030. Permit Clearances and Referrals from Other Departments

- (a) Plan review of a building permit application by the Fire Marshal
 - 1. Standard plan check per Section 70.025(a)1. 22% of Building Division plan review fee

PART III: FEES

2.	3 rd -party plan check per Section 70.025(a)2.	\$181.00 per hour of staff time plus actual cost of contract plan check
(b)	Inspection of building permit per Section 70.020(b)	22% of Building Division inspection fee
(c)	Use Permit – General	\$639.00
(d)	Use Permit – Major Modification	\$433.00
(e)	Use Permit – Minor Modification	\$330.00
(f)	Use Permit – Very Minor Modification	\$330.00
(g)	Temporary Event	\$151.00
(h)	Development Agreement Application or Modification	\$181.00 per hour
(i)	General Plan or Zoning Amendment	\$181.00 per hour
(j)	Habitat Restoration or Re-Vegetation Plan	\$181.00 per hour
(k)	Certificate of Occupancy or Temporary Certificate of Occupancy	\$181.00 per hour
(l)	Code Enforcement, Permit Compliance Inspection, and Investigation	\$181.00 per hour
(m)	Other permit referrals from the Planning Building and Environmental Services Department not otherwise listed in this section	\$227.00
(n)	Permit referrals from the Public Works Department; fees are collected by the Public Works Department.	\$227.00

Sec. 85.040. Appeal.

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

- | | | |
|-----|---|----------|
| (a) | Fee paid by appellant to file appeal | \$736.00 |
| (b) | These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals. | |

Adopted 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 04-05-16; Resolution 2016-42 (eff 07-01-16)
Revised 05-21-19; Resolution 2019-70 (eff 07-01-19)

PART 85

COUNTY FIRE DEPARTMENT/FIRE MARSHAL

- Sec. 85.010. General; Refund of Fees
- Sec. 85.015. Surcharge
- Sec. 85.020. Fire Permits
- Sec. 85.030 Permit Clearances and Referrals from Other Departments
- Sec 85.040 Appeal

Sec. 85.010. General; Refund of Fees

The fees set forth in this Part shall be paid prior to processing the application for the permit. No such permit or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The County Fire Marshal will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be collected by the Conservation, Development and Planning Department on behalf of the County Fire Marshal unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions.

Sec. 85.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part.

Sec. 85.020. Fire Permits

(a) Fire Sprinkler and Alarm System Installation

- | | |
|---------------------------------------|---|
| 1. Contract Price: \$1 - \$5,000 | \$607.00 |
| 2. Contract Price: \$5,001 - \$20,000 | \$607.00 plus
9.5% of the price
above \$5,000 |
| 3. Contract Price: More Than \$20,000 | \$2,032.00 plus
0.66% of the |

PART III: FEES

	price above \$20,000
(b) Fire Pump Installation	\$1,235.00
(c) Fire Hydrant Installation	
1. Base Fee	\$781.00
2. Fee per hydrant in excess of three hydrants	162.00
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(h) Foam System Installation	\$934.00
(i) Paint Spray Booth Installation	\$1,043.00
(j) Vehicle Access Gate Installation	\$217.00
(k) Above Ground Tank or Pipe Installation	\$587.00
(l) Refrigeration System Installation	\$760.00
(m) Fireworks Display	\$1,485.00
(n) Tents, Canopies, Membrane Structures Installation	\$185.00
(o) Review, inspection, or other services not otherwise listed in this section or in excess of standard requirements	\$181.00 per hour
(p) Building Safety and Other Inspections	\$181.00 per hour
(q) Standby Time at Special Events	Actual Cost
(r) Hazardous Materials Incident Response	Actual Cost

Sec. 85.030. Permit Clearances and Referrals from Other Departments

- (a) Plan review of a building permit application by the Fire Marshal
 - 1. Standard plan check per Section 70.025(a)1. 22% of Building Division plan review fee

PART III: FEES

2.	3 rd -party plan check per Section 70.025(a)2.	\$181.00 per hour of staff time plus actual cost of contract plan check
(b)	Inspection of building permit per Section 70.020(b)	22% of Building Division inspection fee
(c)	Use Permit – General	\$639.00
(d)	Use Permit – Major Modification	\$433.00
(e)	Use Permit – Minor Modification	\$330.00
(f)	Use Permit – Very Minor Modification	\$330.00
(g)	Temporary Event	\$151.00
(h)	Development Agreement Application or Modification	\$181.00 per hour
(i)	General Plan or Zoning Amendment	\$181.00 per hour
(j)	Habitat Restoration or Re-Vegetation Plan	\$181.00 per hour
(k)	Certificate of Occupancy or Temporary Certificate of Occupancy	\$181.00 per hour
(l)	Code Enforcement, Permit Compliance Inspection, and Investigation	\$181.00 per hour
(m)	Other permit referrals from the Planning Building and Environmental Services Department not otherwise listed in this section	\$227.00
(n)	Permit referrals from the Public Works Department; fees are collected by the Public Works Department.	\$227.00

Sec. 85.040. Appeal.

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

- | | | |
|-----|---|----------|
| (a) | Fee paid by appellant to file appeal | \$736.00 |
| (b) | These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals. | |

Adopted 5-23-06
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6/28/10)
Revised 08-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-2013)
Revised 04-05-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 05-21-2019; Resolution 2019-XX (eff 07-21-2019)

PART 95
COUNTY COUNSEL

- Sec. 95.010. General
- Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters.
- Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters.

Sec. 95.010. General

The fees set forth in this Part shall be paid to the Napa County Counsel. The hourly billable rate of reimbursement for Napa County Counsel shall be calculated annually, based on actual department costs. The hourly rate methodology builds indirect costs into County Counsel hourly salary and benefit rates to arrive at fully burdened hourly rates.

For Fiscal Year 2016-2017, the hourly rates have been calculated as follows, hourly rates in future fiscal years will be on file with County Counsel:

Title:	Hourly Rate:
County Counsel	\$281.00
Chief Deputy County Counsel	\$203.00
Deputy County Counsel	\$175.00
County Privacy Officer	\$127.00
Legal Office Manager	\$100.00
Paralegal	\$81.00
Legal Secretary II	\$74.00
Legal Secretary I	\$68.00

PART III: FEES

Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters

County Counsel’s billable rate for Public Conservator, Public Guardian, and Public Administrator matters shall be established annually utilizing the methodology described in Section 95.010. County Counsel Fees’ charged to individuals or estates for these services shall be subject to Court approval.

Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters

- (a) The fee for review of use permits – Hourly Rate
- (b) The fee for review of use permit modifications Hourly Rate
- (c) The fee for review of a new or amended agricultural preserve contract. Hourly Rate
- (d) The fee for attendance at a pre-application conference arranged by the Planning Division (two-hours of meeting time). \$351.00
- (e) The fee for review of all other planning and development applications or permits, code enforcement matters, general plan or zoning map amendments, development agreements, or certificates of compliance. Hourly Rate
- (f) The fee for review of certificates of compliance, lot-line adjustments, or voluntary parcel mergers. Hourly Rate
- (g) Certificates of Legal Non-Conformity Hourly Rate
- (h) Minor/Very Minor Use Permit Modifications Hourly Rate
- (i) CEQA-Environmental Document Review Hourly Rate
- (j) Code Enforcement Issues Hourly Rate
- (k) Appeals Hourly Rate
- (l) A General Plan surcharge of ~~1.73.3~~1.73.3% shall be added to fees (a)-(h) in this section.

PART III: FEES

Adopted 5-23-06
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6/28/10)
Revised 08-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-2013)
Revised 04-05-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 05-21-2019; Resolution 2019-XX (eff 07-21-2019)

PART 95
COUNTY COUNSEL

- Sec. 95.010. General
- Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters.
- Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters.

Sec. 95.010. General

The fees set forth in this Part shall be paid to the Napa County Counsel. The hourly billable rate of reimbursement for Napa County Counsel shall be calculated annually, based on actual department costs. The hourly rate methodology builds indirect costs into County Counsel hourly salary and benefit rates to arrive at fully burdened hourly rates.

For Fiscal Year 2016-2017, the hourly rates have been calculated as follows, hourly rates in future fiscal years will be on file with County Counsel:

Title:	Hourly Rate:
County Counsel	\$281.00
Chief Deputy County Counsel	\$203.00
Deputy County Counsel	\$175.00
County Privacy Officer	\$127.00
Legal Office Manager	\$100.00
Paralegal	\$81.00
Legal Secretary II	\$74.00
Legal Secretary I	\$68.00

PART III: FEES

Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters

County Counsel’s billable rate for Public Conservator, Public Guardian, and Public Administrator matters shall be established annually utilizing the methodology described in Section 95.010. County Counsel Fees’ charged to individuals or estates for these services shall be subject to Court approval.

Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters

- (a) The fee for review of use permits – Hourly Rate
- (b) The fee for review of use permit modifications Hourly Rate
- (c) The fee for review of a new or amended agricultural preserve contract. Hourly Rate
- (d) The fee for attendance at a pre-application conference arranged by the Planning Division (two-hours of meeting time). \$351.00
- (e) The fee for review of all other planning and development applications or permits, code enforcement matters, general plan or zoning map amendments, development agreements, or certificates of compliance. Hourly Rate
- (f) The fee for review of certificates of compliance, lot-line adjustments, or voluntary parcel mergers. Hourly Rate
- (g) Certificates of Legal Non-Conformity Hourly Rate
- (h) Minor/Very Minor Use Permit Modifications Hourly Rate
- (i) CEQA-Environmental Document Review Hourly Rate
- (j) Code Enforcement Issues Hourly Rate
- (k) Appeals Hourly Rate
- (l) A General Plan surcharge of ~~1.73.3~~1.73.3% shall be added to fees (a)-(h) in this section.

PART III: FEES

Adopted 5-23-06
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6/28/10)
Revised 08-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-2013)
Revised 04-05-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 05-21-2019; Resolution 2019-70 eff 07-01-2019)

PART 95
COUNTY COUNSEL

- Sec. 95.010. General
- Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters.
- Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters.

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PART III: FEES

Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters

County Counsel’s billable rate for Public Conservator, Public Guardian, and Public Administrator matters shall be established annually utilizing the methodology described in Section 95.010. County Counsel Fees’ charged to individuals or estates for these services shall be subject to Court approval.

Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters

- | | |
|---|-------------|
| (a) The fee for review of use permits – | Hourly Rate |
| (b) The fee for review of use permit modifications | Hourly Rate |
| (c) The fee for review of a new or amended agricultural preserve contract. | Hourly Rate |
| (d) The fee for attendance at a pre-application conference arranged by the Planning Division (two-hours of meeting time). | \$351.00 |
| (e) The fee for review of all other planning and development applications or permits, code enforcement matters, general plan or zoning map amendments, development agreements, or certificates of compliance. | Hourly Rate |
| (f) The fee for review of certificates of compliance, lot-line adjustments, or voluntary parcel mergers. | Hourly Rate |
| (g) Certificates of Legal Non-Conformity | Hourly Rate |
| (h) Minor/Very Minor Use Permit Modifications | Hourly Rate |
| (i) CEQA-Environmental Document Review | Hourly Rate |
| (j) Code Enforcement Issues | Hourly Rate |
| (k) Appeals | Hourly Rate |
| (l) A General Plan surcharge of 3.3% shall be added to fees (a)-(h) in this section. | |

Adopted 4-8-07; Resolution 07-27
Revised 8-7-07; Resolution 07-100
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-2018)
Revised 05-21-19; Resolution 2019-XX (eff 7-21-2019)

PART 110

**PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENVIRONMENTAL
HEALTH DIVISION**

- Sec. 110.010. Imposition of Fees**
- Sec. 110.015. Refund of Fees**
- Sec. 110.020. Delinquency Penalty**
- Sec. 110.025. Appeal**
- Sec. 110.026. Standard Hourly Rate**
- Sec. 110.030. Food Facility Fees**
- Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections**
- Sec. 110.045. Surcharge**
- Sec. 110.050. Water Well Permit Fees**
- Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits**
- Sec. 110.065. Geothermal Heat Exchange Well Permits**
- Sec. 110.070. Sewage Disposal Permit Fees**
- Sec. 110.080. Septic Tank, etc., Cleaning License Fee**
- Sec. 110.090. Fees for Occupancy Permits for Vessels**
- Sec. 110.100. Swimming Pool Fees**
- Sec. 110.110. Local Public Water System Fees**
- Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees
- Sec. 110.130. Underground Storage Tanks; Fees
- Sec. 110.135. Above-Ground Storage Tank Facility Fees
- Sec. 110.140. Solid Waste Fees
- Sec. 110.150. Hazardous Materials Business Plans Fees
- Sec. 110.160. Reserved.
- Sec. 110.170. Extremely Hazardous Material
- Sec. 110.200. Hazardous Waste Generators
- Sec. 110.205. Reserved.
- Sec. 110.210. Groundwater Permits
- Sec. 110.220. Other Departments' Fees
- Sec. 110.230. Stormwater Fees

Sec. 110.010. Imposition of Fees

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Department of Planning, Building and Environmental Services = unless otherwise indicated.

Sec. 110.015. Refund of Fees

- (a) Fees for construction may be refunded upon request of the applicant, within 1 year of the permit issuance, if none of the construction has occurred and the permit has expired. The Department shall retain a processing fee of 25% of the total fee.
- (b) For annual permits, a 50% refund of the permit fee will be given if the facility has permanently closed and a written request for a refund is received in the Department within 90 days of the effective date of the permit.

Sec. 110.020. Delinquency Penalty

- (a) Any fee not paid by the delinquency date shall be increased by twenty-five percent (25%). This penalty also includes failure to file for an initial operating permit, such as failing to file a new or replacement hazardous materials business plan, underground storage tank operating permit, or other similar submittal upon commencing operations or within 30 days following a change of ownership. The Department may also use other mechanisms, such as Administrative Enforcement Orders where warranted due to repeated violations or lateness beyond 60 days.
- (b) Any persons who shall commence any work for which a permit to construct is required by the Napa County Code or other applicable code, without first having obtained a permit or plan approval therefore, if subsequently permitted to obtain a permit or plan approval, shall pay double the permit fee, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the Administrative Authority that such work was urgently necessary and that it was not practical to obtain a permit before commencement of the work. In all cases, a permit must be obtained as soon as it is possible to do so, and if there be an unreasonable delay as determined by the Director or other Administrative Authority in obtaining such permit, a double fee as herein provided shall be charged.

**Current Fee Fee Effective
 July 21, 2019**

Sec. 110.025. Appeal

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$1000.00 \$1,000.00

- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.

- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division’s fee policy will be charged to the project applicant. Standard hourly rate

Sec. 110.026. Standard Hourly Rate

Any request for services that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded. \$125.00 \$125.00

Sec. 110.030. Food Facility Fees

- (a) The following fees are established to process applications for licenses relating to food facilities:
 - 1. Annual operating fees for Food Facilities with on-site food preparation of potentially hazardous food (Includes catering activities where all food preparation is conducted at the permitted facility, by the permitted business. Does not include the activities listed below in 2 through 6):
 - (A) Low risk: \$301.00 \$301.00

 - (B) Medium risk: \$691.00 \$691.00

 - (C) High risk: \$1,176.00 \$1,176.00

 - (D) Registration fee for caterer with out of county commissary \$129.00 \$129.00

 - (E) Registration Fee for Class A Cottage Food Operation \$118.00 \$118.00

PART III: FEES

(F) Permit fee for Class B Cottage Food Operation	\$197.00	\$197.00
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The Director or his designee shall determine the risk of an establishment based on the type of foods and services provided relative to the potential food borne illness risk to the public.

2. Temporary Food Facilities:

(A) Farmer's Market Organizer Application and Permit	\$226.00	\$226.00
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(B) Single High Risk Event	\$171.00	\$171.00
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(C) Single Low Risk Event	\$111.00	\$111.00
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(D) Annual Temporary Event Permit	\$406.00	\$406.00
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(E) Temporary Event Organizer: 2-20 Vendors	\$413.00	\$413.00
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(F) Temporary Event Organizer: >20 Vendors	\$669.00	\$669.00
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3. Food Impound Release Fee	\$105.00	\$105.00
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4. Mobile Food Preparation Units, Mobile Food Facilities, and Stationary Mobile Food Preparation Units

(A) Low risk:	\$108.00	\$108.00
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(B) High risk:	\$487.00	\$487.00
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5. Restricted Food Service Transient Occupancy Establishments (Bed and Breakfasts):

(A) without water system:	\$177.00	\$177.00
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(B) with water system:	\$236.00	\$236.00
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6. Re-inspection when requested by a facility operator for the purpose conducting an additional routine inspection.	\$358.00	\$358.00
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7. Re-inspection fee to be imposed when a facility requires a third consecutive routine inspection due to two consecutive prior inspections that scored >20 points (a C or worse)	\$358.00	\$358.00
9. Follow up inspection fee to be imposed when a facility failed to correct a violation at the first follow up inspection and a second follow up inspection is required.	\$177.00	\$177.00

(b) Notwithstanding subparagraph (a), the Director of Planning, Building and Environmental Services is authorized to enter into agreements with Fairs, Farmers Markets, and the promoters of special events for the limited purpose of charging a single food facility inspection fee covering the inspection of all food facility operators at that event providing that the cost of same will be less than the cost of the sum total of all of the individual inspection fees that would otherwise be required to be paid.

Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections

(a) The fees for new or major remodel plan review of food facilities and approval of same including associated construction inspections are:

1. Low risk (includes two inspections):	\$429.00	\$429.00
2. Medium risk (includes two inspections):	\$901.00	\$901.00
3. High risk: (includes three inspections)	\$1,270.00	\$1,270.00
4. Additional construction inspections beyond that listed above	\$177.00	\$177.00

(b) Minor remodel

	\$577.00	\$577.00
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(c) Resubmittal of previously approved plans for new or major remodels

	\$341.00	\$341.00
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Sec. 110.045. Surcharge

A general plan surcharge of 3.3% shall be added to all fees in Sections 110.050, 110.060, 110.065 and 110.070 except for 110.070 (n)(2) and 110.070 (o-q).

Sec. 110.050. Water Well Permit Fees

All water well permits are issued for two years and shall become invalid after two years from the date of issuance if work has not been completed. The fees for water well permits are as follows:

PART III: FEES

(a) Water Well-Class IA or IB Permit: [Includes a groundwater determination]	\$529.00	\$529.00
(b) Water Well-Class II Permit: [Includes a groundwater determination and fees for environmental review; fees for review by Public Works may also be due.]	\$685.00	\$685.00
(c) Well Reconstruction or Deepening: [Includes a groundwater determination]	\$424.00	\$424.00
(d) Well Destruction: (No fee if done in conjunction with a Class I or II permit)	\$424.00	\$424.00
(e) Well Permit Extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$100.00	\$100.00
(f) For each dwelling unit connected to an approved individual water supply system, for which a storage tank is required, to meet the requirements of Section 13.04.070 of the Napa County Code of Ordinances, to be paid prior to the issuance of a building permit hereunder.	\$232.00	\$232.00
(g) Re-inspection when the contractor requests an inspection and fails to call to cancel when not ready for the scheduled inspection.	\$223.00	\$223.00

Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits

All groundwater monitoring well and exploratory hole (boring) applicants shall pay the following permit fees. All permits are issued for one (1) year and shall become invalid after one (1) year from the date of issuance if work has not been completed. Once a permit has been issued, the number of wells or exploratory hole (borings) cannot be increased without applying for and paying the fee for a new initial site permit.

(a) Well Construction and Reconstruction Permits:	\$323.00	\$323.00
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PART III: FEES

(b) Well Destruction:	\$100.00	\$100.00
(c) Exploratory Hole (Boring) Permits:	\$256.00	\$256.00
(d) Well Permit Extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$100.00	\$100.00

Sec. 110.065. Geothermal Heat Exchange Well Permits

(a) Well Construction and Reconstruction Permits:		
1. Initial Site Permit (includes first 5 wells):	\$682.00	\$682.00
2. Additional wells on the same permit and to be constructed at the same time and related to the same site (each well):	\$134.00	\$134.00
(b) Well Destruction (per well):	\$100.00	\$100.00
(c) Well Permit Extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$100.00	\$100.00

Sec. 110.070. Sewage Disposal Permit and Plan Review Fees

(a) Percolation Tests or Site Evaluations: Field Visit and Review of work produced by a qualified professional. (The fee covers report review and one site visit. Each additional site visit will require a new fee. Exception: For percolation tests, the presoak inspection and percolation test inspection shall be considered one site visit.)	\$348.00	\$348.00
(b) Plan Check: Conventional Sewage Disposal System Installation/New /Addition/Alteration [Fees for environmental review may also be due.]	\$426.00	\$426.00

PART III: FEES

(c) Permit: Conventional Sewage Disposal System Installation/New/Addition/Alteration Permit	\$621.00	\$621.00
(d) Plan Check: Alternative Sewage Disposal System or >1500gpd conventional [Fees for environmental review may also be due.]	\$939.00	\$939.00
(e) Plan Check: Resubmittal of Alternative Sewage Disposal System	\$293.00	\$293.00
(f) Permit: Alternative Sewage Disposal System Residential Installation	\$1,507.00	\$1,507.00
(g) Permit: Alternative Sewage Disposal System Non-Residential Installation	\$1,985.00	\$1,985.00
(h) Plan Check: Pretreatment Unit or Engineered System Layout: [Fees for environmental review may also be due.]	\$359.00	\$359.00
(i) Permit: Pretreatment Unit Installation	\$448.00	\$448.00
(j) Permit: Sewer line and/or septic tank installation only: (Normally included in installation permit.)	\$370.00	\$370.00
(k) Permit: Conventional Repair Consultation and Installation	\$1,030.00	\$1,030.00
(l) Groundwater Elevation Determination	\$381.00	\$381.00
(m) Sewage Disposal Permit Extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$100.00	\$100.00
(n) Holding Tank Fees:		
1. Plan Check:	\$426.00	\$426.00
2. Annual Operating Permit:	\$250.00	\$250.00

(o) Annual Operating Permits		
1. Pond:	\$518.00	\$518.00
2. Alternative Subsurface Systems operated with a service provider:	\$284.00	\$284.00
3. Alternative Subsurface Systems operated without a service provider:	\$747.00	\$747.00
4. Subsurface Disposal greater than 1500 gpd:	\$528.00	\$528.00
(p) Re-inspection when the contractor requests an inspection and fails to call to cancel when not ready for the scheduled inspection.	\$173.00	\$173.00
(q) Each re-inspection of annually permitted system when operator fails to return to compliance after one follow-up inspection.	\$173.00	\$173.00

Sec. 110.080. Septic Tank, etc., Cleaning License Fee

Filing an application pursuant to Section 5.20.060 of the Napa County Code of Ordinances for a license to carry on the business of cleaning septic tanks, chemical toilets, cesspools or sewage pits, and disposing of the contents thereof (per vehicle to be licensed for such purpose)	\$238.00	\$238.00
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Sec. 110.090. Fees for Occupancy Permits for Vessels

(a) Fees for filing an application for occupancy permit and annual permit for vessels pursuant to Section 12.24.050 of the Napa County Code of Ordinances, shall be as follows:		
1. Application Fee:	\$144.00	\$144.00
2. Annual Occupancy Permit:	\$96.00	\$96.00
(b) Fees for filing an application for marina operation pursuant to Section 12.20.050 of the Napa County Code of Ordinances shall be as follows:		

PART III: FEES

1. Marina Permit Application Fee:	\$286.00	\$286.00
2. Annual Renewal Base Fee:	\$ 96.00	\$96.00
3. Annual Renewal Fee per Houseboat Berth	\$4.16	\$4.16

Sec. 110.100. Swimming Pool Fees

Fees for filing an application to operate a swimming pool pursuant to Section 15.48.030 of the Napa County Code of Ordinances, and for a plan check pursuant to Section 15.44.050 of said code, shall be as follows:

(a) Annual Permit to Operate Pools:	\$340.00	\$340.00
(b) Plan Check: New construction or major remodel (includes 3 hours for plan check and 3 construction inspections)	\$1,128.00	\$1,128.00
(c) Minor Plan Check: Existing Pool (includes 1 construction inspection)	\$411.00	\$411.00
(d) Additional construction inspections beyond that listed above	\$213.00	\$213.00
(e) Plan Check: Resubmittal	\$127.00	\$127.00
(f) Reinspection after first follow up inspection due to non-compliance with required corrections.	\$96.00	\$96.00

Sec. 110.110. Local Public Water System Fees

(a) Application for an annual operating permit for a local public water system pursuant to section 13.08.020 of the Napa County Code of Ordinances, shall be as follows:

1. Small community water system:	\$1,935.00	\$1,935.00
2. Transient Non-community water system:	\$1,095.00	\$1,095.00
3. State small water system:	\$928.00	\$928.00
4. Non-transient/Non-community system:	\$1,347.00	\$1,347.00
5. California Retail Food Code system:	\$928.00	\$928.00

(b) The fees for water system **plan checks** and construction inspections are as listed below:

1. New and Major revisions for Small Community and Non-transient/Non-community water systems (includes 2 construction inspections):	\$1,455.00	\$1,455.00
2. New and Major revisions Transient Non-community, State small, and California Retail Food Code water systems: (includes 1 construction inspection)	\$1,203.00	\$1,203.00
3. Minor revisions (includes 1 construction inspection):	\$868.00	\$868.00
4. Additional construction inspections beyond that listed above	\$125.00	\$125.00

Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees

The fee for collection and analysis of a water sample for a determination of bacterial quality (per sample):	\$252.00	\$252.00
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Sec. 110.130. Underground Storage Tanks; Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for an annual permit to operate an underground storage tank or to renew, or amend such a permit or to construct, remove or abandon tanks shall pay the following fees:

1. Annual Operating Permit (Per Tank):	\$464.00	\$464.00
2. Failure to Notify on Change of Ownership:	Double Annual Operating Permit Fee	
3. Installation of Tank or Piping		
(A) New Plan Check: (Includes one tank)	\$830.00	\$830.00
New Plan Check (Each Additional Tank)	\$110.00	\$110.00

PART III: FEES

(B) Inspection Fee*:	\$125.00 per hour	\$125.00 per hour
4. Major or Minor Repair <u>Permit</u>		
(A) Plan review and permit (per site):	\$318.00	\$318.00
(B) Minor Inspection Fee:	\$439.00	\$439.00
(C) Major Inspection Fee**:	\$122.00 per hour	\$125.00 per hour
5. Closure/Abandonment of Tank		
(A) Plan review	\$318.00	\$318.00
(B) Inspection**	\$125.00 per hour	\$125.00 per hour
6. Consultation Fee to assist permittee in achieving compliance:	\$125.00 per hour	\$125.00 per hour

* Inspection Fees – three hour minimum fee per tank must be paid for each inspection request. If more than three hours per tank is used for an inspection, the permittee will be billed for the additional amount at the hourly rate.

** Inspection Fees – three hour minimum fee must be paid for each inspection request. If more than three hours are used for an inspection, the permittee will be billed for the additional amount at the hourly rate.

Sec. 110.135. Above-Ground Storage Tank Facility Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for a permit to operate an above-ground storage tank facility or to renew such a permit shall pay the following fees: ~~(effective 1/1/10):~~

(a) Annual Operating Permit:

1. 1,320 to 10,000 gallons (cumulative):	\$135.00	\$135.00
2. 10,001 to 100,000 gallons (cumulative):	\$171.00	\$171.00
3. Permit Exempt >1320 gallons (agriculture): <u>APSA Conditionally Exempt (>6,000 gallons, agriculture)</u>		\$61.00

(b) Failure to Notify on Change of Ownership: Double Annual Operating Permit Fee

Sec. 110.140. Solid Waste Fees

Application to amend the County Integrated Waste Management Plan, if such proposal is independent of regular review of the Plan by the County shall be charged at the Standard Hourly Rate with a ten-hour minimum deposit.

Minimum deposit:	\$1,250.00	\$1,250.00
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Sec. 110.150. Hazardous Materials Business Plans Fees

Any business, agency or institution which at any time stores the Threshold Planning Quantity amounts (55 gallons of liquid, 500 pounds of solids, 200 cubic feet of compressed gases) of any class of hazardous material shall be subject to this section.

(a) Plan Check Fee: \$464.00 \$464.00

New, major changes or revisions of current plans on file which includes but is not limited to the following types of changes:

- A change of ownership of a business shall require the submittal of a new plan and initial submittal fee.
- Large changes in inventory amounts such that the calculated fees based on the rate table in section 1 above would change the unit category to a higher amount.
- Addition of acutely hazardous material not previously stored at the site in Threshold Planning Amounts.
- Changes in storage location, containment areas, existing detection and alarm systems.
- Major changes in the site plan including new construction, major remodeling or reorganization of the facilities.
- General major revisions in the inventory, emergency response and procedures.

PART III: FEES

Where reinspection for compliance or subsequent review of business plans which were not complete or correct upon the previous submittal is required, the following fee shall apply:

Facilities will be billed at the Standard Hourly Rate-Development and Planning Projects with a 1 hour minimum and to the nearest half hour after the first hour.

- (b) Exceptions to this Section’s fees:
- 1. A service station or other underground motor vehicle fuel facility which has a valid County Underground Storage Tank Permit pursuant to Section 110.130 with an underground storage tank capacity of not more than 40,000 gallons and inventory other than motor vehicle fuels or ~~waste-used~~ oil of not more than 20,000 units. \$135.00 \$135.00

 - 2. Businesses which have no threshold amounts of hazardous material other than a fixed outdoor liquid propane or butane tank (LPG) shall pay an annual registration and inspection fee. The minimum capacity shall be 5.5 gallons and the maximum capacity of such tanks shall not be more than 1,000 gallons ~~to qualify for this one-time registration fee.~~ A business plan, with facility identification, site map and emergency response plan, and inventory must be submitted. ~~This may include the registration of outdoor LPG tank with the required business plan, with facility identification and emergency response plan and inventory.~~ \$74.00 \$74.00

 - 3. Remote, un-staffed facilities, which meet the requirements of California Health and Safety Code Chapter 6.95, Section ~~25507.2 25503.5 (c) (6)(D)~~, shall pay a one time registration and inspection fee with the required notification and inventory. \$208.00 \$208.00

 - 4. In all of the above categories of this section, if a change of inventory results in the site becoming subject to annual fees and changes to the existing business plan, an update shall be provided with appropriate fee as indicated in Section 110.150(a) and (c)(1) within 30 days of the change.
- (c) Annual Fee: To calculate the annual fee for a facility, add the maximum total units of hazardous materials stored at the site (i.e., gallons, pounds and cubic feet), including hazardous waste using the formula below. Hazardous materials packaged for consumer sale should not be included. Each gallon of liquid hazardous material shall equal 20 units;

each pound of solid hazardous material shall equal 2 units and each cubic foot of compressed gas shall equal 5 units. For those businesses which must file annual updates, the following fees shall apply:

1. Maximum Amount of Material Stored: 1,000 to 20,000	\$318.00	\$318.00
2. Maximum Amount of Material Stored: over 20,000	\$354.00	\$354.00
3. Facilities with only Above Ground Fuel Tanks (gasoline, diesel, propane)	\$318.00	\$318.00
(d) Failure to Notify on Change of Ownership:	Double Annual Operating Permit	Fee

Sec. 110.160. Reserved.

Sec. 110.170. Extremely Hazardous Material

- (a) Review, consultation and inspections for a Risk Management Plan (RMP) shall be at the standard hourly rate with a ten (10) hour minimum. Time will be billed to the nearest half hour after the first hour. Payment of a ten (10) hour minimum payment shall accompany the submittal. Excess fees will be refunded.
- (b) Annual fee for facilities that are required to have an RMP
- | | | |
|--|----------|----------|
| | \$354.00 | \$354.00 |
|--|----------|----------|

Sec. 110.200. Hazardous Waste Generators

Businesses which generate hazardous waste shall be subject to the following fees:

(a) Generates less than 27 gallons per calendar month	\$171.00	\$171.00
(b) Generates 27 gallons or more per calendar month	\$208.00	\$208.00
(c) Conditionally Exempt Hazardous Waste Treatment:	\$171.00	\$171.00
(d) Conditionally Authorized Hazardous Waste Treatment:	\$171.00	\$171.00
(e) Permit By Rule Hazardous Waste Treatment:	\$244.00	\$244.00
(f) Plan Check for above facilities:	\$171.00	\$171.00

PART III: FEES

(g) Large Quantity Generators who generate more than 1000 kg of hazardous waste in a calendar month.	\$244.00	\$244.00
(h) Extremely Hazardous Small or Large Quantity Generator	\$146.00	\$146.00
(i) Hazardous Waste Satellite Accumulation or Remote Consolidation	\$61.00	\$61.00

Sec. 110.205. Reserved.

Sec. 110.210. Groundwater Permits

The following fees are established pursuant to implementation of Napa County Code Chapter 13.15, Groundwater Conservation:

Groundwater Permits*: [Fees for review by the Engineering & Conservation Division and Public Works Department are also due.]	\$1,200.00	\$1,200.00
Annual Agricultural Exemption recording pursuant to Section 13.15.040:	\$79.00	\$79.00
Ministerial Groundwater Permits and Minor Modification to existing Groundwater Permits*	\$197.00	\$197.00
Application to cancel groundwater permit	\$75.00	\$75.00
Meter Reading for Non-Compliance with Permit	\$112.00	\$112.00

*A General Plan surcharge of 3.3% shall be added.

Sec. 110.220. Other Departments' Fees

(a) When other divisions or departments refer permit applications to the Environmental Health Division, the following fees are charged for plan reviews. These fees shall be collected and remitted by the respective departments referring the application, on behalf of the Environmental Health Division:		
1. Building Referrals:		
(a) Ground-Mounted Solar Energy System Installation	\$70.00	\$70.00
(b) Building Referral: Same Day (OTC)	\$47.00	\$47.00
(c) Building Referral: Quick Permit	\$94.00	\$94.00

PART III: FEES

(d) Building Referral: Residential-New	\$154.00	\$154.00
(e) Building Referral: Residential-Alteration	\$196.00	\$196.00
(f) Building Referral: Commercial-New	\$271.00	\$271.00
(g) Building Referral: Commercial-Alteration	\$327.00	\$327.00
(h) Building Referral: Permit Alteration or Revision-Residential	\$47.00	\$47.00
(i) Building Referral: Permit Alteration or Revision-Commercial	\$70.00	\$70.00
2. Planning Referrals and Requests:		
(a) Minor Administrative	\$47.00	\$47.00
(b) Administrative	\$94.00	\$94.00
(c) ZA	\$159.00	\$159.00
(d) PC/BOS	\$263.00	\$263.00
(e) Attendance at Pre-Application Meeting or Pre-Application Site Visit arranged by another division or department	\$197.00	\$197.00
3. Engineering Referral: Site Development Application	\$224.00	\$224.00
4. County Public Works Referrals:	\$226.00	\$226.00
5. City Planning Permit Referrals	\$108.00	\$108.00
(b) In addition to the above fee for Planning, if a Noise Study is required an additional fee shall be collected.	\$125.00 per hour	\$125.00 per hour
(c) A General Plan surcharge of 3.3% shall be added to the fees in this section.		

Sec. 110.230. Stormwater Fees

The following annual fees are established for services relating to implementation of the stormwater inspection program as required pursuant to local city or county ordinances, where the services involved are provided by County personnel:

(a) All food facilities (except restricted food service facility) as defined by the California Retail Food Code:	\$75.00	\$75.00
(b) All those businesses that at any time store Threshold Planning Quantity amounts of any class of hazardous material and/or have on file	\$75.00	\$75.00

with the Environmental Health Division a Hazardous Materials Business Plan, and/or generate any amount of hazardous waste:

- | | | |
|---|---------|---------|
| (c) All those businesses that meet the requirement in (b) above and are required to obtain an Industrial Permit and/or have a Stormwater Pollution Prevention Plan on file. | \$75.00 | \$75.00 |
|---|---------|---------|

Adopted 4-8-07; Resolution 07-27
Revised 8-7-07; Resolution 07-100
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-2018)
Revised 05-21-19; Resolution 2019-70 (eff 7-21-2019)

PART 110

**PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENVIRONMENTAL
HEALTH DIVISION**

- Sec. 110.010. Imposition of Fees**
- Sec. 110.015. Refund of Fees**
- Sec. 110.020. Delinquency Penalty**
- Sec. 110.025. Appeal**
- Sec. 110.026. Standard Hourly Rate**
- Sec. 110.030. Food Facility Fees**
- Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections**
- Sec. 110.045. Surcharge**
- Sec. 110.050. Water Well Permit Fees**
- Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits**
- Sec. 110.065. Geothermal Heat Exchange Well Permits**
- Sec. 110.070. Sewage Disposal Permit Fees**
- Sec. 110.080. Septic Tank, etc., Cleaning License Fee**
- Sec. 110.090. Fees for Occupancy Permits for Vessels**
- Sec. 110.100. Swimming Pool Fees**
- Sec. 110.110. Local Public Water System Fees**
- Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees
- Sec. 110.130. Underground Storage Tanks; Fees
- Sec. 110.135. Above-Ground Storage Tank Facility Fees
- Sec. 110.140. Solid Waste Fees
- Sec. 110.150. Hazardous Materials Business Plans Fees
- Sec. 110.160. Reserved.
- Sec. 110.170. Extremely Hazardous Material
- Sec. 110.200. Hazardous Waste Generators
- Sec. 110.205. Reserved.
- Sec. 110.210. Groundwater Permits
- Sec. 110.220. Other Departments' Fees
- Sec. 110.230. Stormwater Fees

Sec. 110.010. Imposition of Fees

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Department of Planning, Building and Environmental Services = unless otherwise indicated.

Sec. 110.015. Refund of Fees

- (a) Fees for construction may be refunded upon request of the applicant, within 1 year of the permit issuance, if none of the construction has occurred and the permit has expired. The Department shall retain a processing fee of 25% of the total fee.
- (b) For annual permits, a 50% refund of the permit fee will be given if the facility has permanently closed and a written request for a refund is received in the Department within 90 days of the effective date of the permit.

Sec. 110.020. Delinquency Penalty

- (a) Any fee not paid by the delinquency date shall be increased by twenty-five percent (25%). This penalty also includes failure to file for an initial operating permit, such as failing to file a new or replacement hazardous materials business plan, underground storage tank operating permit, or other similar submittal upon commencing operations or within 30 days following a change of ownership. The Department may also use other mechanisms, such as Administrative Enforcement Orders where warranted due to repeated violations or lateness beyond 60 days.
- (b) Any persons who shall commence any work for which a permit to construct is required by the Napa County Code or other applicable code, without first having obtained a permit or plan approval therefore, if subsequently permitted to obtain a permit or plan approval, shall pay double the permit fee, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the Administrative Authority that such work was urgently necessary and that it was not practical to obtain a permit before commencement of the work. In all cases, a permit must be obtained as soon as it is possible to do so, and if there be an unreasonable delay as determined by the Director or other Administrative Authority in obtaining such permit, a double fee as herein provided shall be charged.

Sec. 110.025. Appeal

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$1,000.00

- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.

- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 110.026. Standard Hourly Rate

Any request for services that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded. \$125.00

Sec. 110.030. Food Facility Fees

- (a) The following fees are established to process applications for licenses relating to food facilities:
 - 1. Annual operating fees for Food Facilities with on-site food preparation of potentially hazardous food (Includes catering activities where all food preparation is conducted at the permitted facility, by the permitted business. Does not include the activities listed below in 2 through 6):
 - (A) Low risk: \$301.00

 - (B) Medium risk: \$691.00

 - (C) High risk: \$1,176.00

 - (D) Registration fee for caterer with out of county commissary \$129.00

 - (E) Registration Fee for Class A Cottage Food Operation \$118.00

PART III: FEES

(F) Permit fee for Class B Cottage Food Operation	\$197.00
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The Director or his designee shall determine the risk of an establishment based on the type of foods and services provided relative to the potential food borne illness risk to the public.

2. Temporary Food Facilities:

(A) Farmer's Market Organizer Application and Permit	\$226.00
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(B) Single High Risk Event	\$171.00
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(C) Single Low Risk Event	\$111.00
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(D) Annual Temporary Event Permit	\$406.00
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(E) Temporary Event Organizer: 2-20 Vendors	\$413.00
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(F) Temporary Event Organizer: >20 Vendors	\$669.00
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3. Food Impound Release Fee	\$105.00
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4. Mobile Food Preparation Units, Mobile Food Facilities, and Stationary Mobile Food Preparation Units

(A) Low risk:	\$108.00
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(B) High risk:	\$487.00
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5. Restricted Food Service Transient Occupancy Establishments (Bed and Breakfasts):

(A) without water system:	\$177.00
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(B) with water system:	\$236.00
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6. Re-inspection when requested by a facility operator for the purpose conducting an additional routine inspection.	\$358.00
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| 7. Re-inspection fee to be imposed when a facility requires a third consecutive routine inspection due to two consecutive prior inspections that scored >20 points (a C or worse) | \$358.00 |
| 9. Follow up inspection fee to be imposed when a facility failed to correct a violation at the first follow up inspection and a second follow up inspection is required. | \$177.00 |
- (b) Notwithstanding subparagraph (a), the Director of Planning, Building and Environmental Services is authorized to enter into agreements with Fairs, Farmers Markets, and the promoters of special events for the limited purpose of charging a single food facility inspection fee covering the inspection of all food facility operators at that event providing that the cost of same will be less than the cost of the sum total of all of the individual inspection fees that would otherwise be required to be paid.

Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections

- (a) The fees for new or major remodel plan review of food facilities and approval of same including associated construction inspections are:
- | | |
|---|------------|
| 1. Low risk (includes two inspections): | \$429.00 |
| 2. Medium risk (includes two inspections): | \$901.00 |
| 3. High risk: (includes three inspections) | \$1,270.00 |
| 4. Additional construction inspections beyond that listed above | \$177.00 |
- (b) Minor remodel \$577.00
- (c) Resubmittal of previously approved plans for new or major remodels \$341.00

Sec. 110.045. Surcharge

A general plan surcharge of 3.3% shall be added to all fees in Sections 110.050, 110.060, 110.065 and 110.070 except for 110.070 (n)(2) and 110.070 (o-q).

Sec. 110.050. Water Well Permit Fees

All water well permits are issued for two years and shall become invalid after two years from the date of issuance if work has not been completed. The fees for water well permits are as follows:

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| (a) Water Well-Class IA or IB Permit:
[Includes a groundwater determination] | \$529.00 |
| (b) Water Well-Class II Permit:
[Includes a groundwater determination and fees for
environmental review; fees for review by Public
Works may also be due.] | \$685.00 |
| (c) Well Reconstruction or Deepening:
[Includes a groundwater determination] | \$424.00 |
| (d) Well Destruction:
(No fee if done in conjunction with a Class I or II
permit) | \$424.00 |
| (e) Well Permit Extension. Must be applied for within
30 days of expiration and will be valid for a period
of one year. Additional extensions will be
considered if permit conditions and requirements
meet the code in effect at the time. | \$100.00 |
| (f) For each dwelling unit connected to an approved
individual water supply system, for which a
storage tank is required, to meet the requirements
of Section 13.04.070 of the Napa County Code of
Ordinances, to be paid prior to the issuance of a
building permit hereunder. | \$232.00 |
| (g) Re-inspection when the contractor requests an
inspection and fails to call to cancel when not
ready for the scheduled inspection. | \$223.00 |

Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits

All groundwater monitoring well and exploratory hole (boring) applicants shall pay the following permit fees. All permits are issued for one (1) year and shall become invalid after one (1) year from the date of issuance if work has not been completed. Once a permit has been issued, the number of wells or exploratory hole (borings) cannot be increased without applying for and paying the fee for a new initial site permit.

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|---|----------|
| (a) Well Construction and Reconstruction Permits: | \$323.00 |
|---|----------|

- (b) Well Destruction: \$100.00
- (c) Exploratory Hole (Boring) Permits: \$256.00
- (d) Well Permit Extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time. \$100.00

Sec. 110.065. Geothermal Heat Exchange Well Permits

- (a) Well Construction and Reconstruction Permits:
 - 1. Initial Site Permit (includes first 5 wells): \$682.00
 - 2. Additional wells on the same permit and to be constructed at the same time and related to the same site (each well): \$134.00
- (b) Well Destruction (per well): \$100.00
- (c) Well Permit Extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time. \$100.00

Sec. 110.070. Sewage Disposal Permit and Plan Review Fees

- (a) Percolation Tests or Site Evaluations: Field Visit and Review of work produced by a qualified professional. (The fee covers report review and one site visit. Each additional site visit will require a new fee. Exception: For percolation tests, the presoak inspection and percolation test inspection shall be considered one site visit.) \$348.00
- (b) Plan Check: Conventional Sewage Disposal System Installation/New /Addition/Alteration [Fees for environmental review may also be due.] \$426.00

PART III: FEES

(c) Permit: Conventional Sewage Disposal System Installation/New/Addition/Alteration Permit	\$621.00
(d) Plan Check: Alternative Sewage Disposal System or >1500gpd conventional [Fees for environmental review may also be due.]	\$939.00
(e) Plan Check: Resubmittal of Alternative Sewage Disposal System	\$293.00
(f) Permit: Alternative Sewage Disposal System Residential Installation	\$1,507.00
(g) Permit: Alternative Sewage Disposal System Non-Residential Installation	\$1,985.00
(h) Plan Check: Pretreatment Unit or Engineered System Layout: [Fees for environmental review may also be due.]	\$359.00
(i) Permit: Pretreatment Unit Installation	\$448.00
(j) Permit: Sewer line and/or septic tank installation only: (Normally included in installation permit.)	\$370.00
(k) Permit: Conventional Repair Consultation and Installation	\$1,030.00
(l) Groundwater Elevation Determination	\$381.00
(m) Sewage Disposal Permit Extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$100.00
(n) Holding Tank Fees:	
1. Plan Check:	\$426.00
2. Annual Operating Permit:	\$250.00

(o) Annual Operating Permits	
1. Pond:	\$518.00
2. Alternative Subsurface Systems operated with a service provider:	\$284.00
3. Alternative Subsurface Systems operated without a service provider:	\$747.00
4. Subsurface Disposal greater than 1500 gpd:	\$528.00
(p) Re-inspection when the contractor requests an inspection and fails to call to cancel when not ready for the scheduled inspection.	\$173.00
(q) Each re-inspection of annually permitted system when operator fails to return to compliance after one follow-up inspection.	\$173.00

Sec. 110.080. Septic Tank, etc., Cleaning License Fee

Filing an application pursuant to Section 5.20.060 of the Napa County Code of Ordinances for a license to carry on the business of cleaning septic tanks, chemical toilets, cesspools or sewage pits, and disposing of the contents thereof (per vehicle to be licensed for such purpose)	\$238.00
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Sec. 110.090. Fees for Occupancy Permits for Vessels

(a) Fees for filing an application for occupancy permit and annual permit for vessels pursuant to Section 12.24.050 of the Napa County Code of Ordinances, shall be as follows:	
1. Application Fee:	\$144.00
2. Annual Occupancy Permit:	\$96.00
(b) Fees for filing an application for marina operation pursuant to Section 12.20.050 of the Napa County Code of Ordinances shall be as follows:	

PART III: FEES

1. Marina Permit Application Fee:	\$286.00
2. Annual Renewal Base Fee:	\$96.00
3. Annual Renewal Fee per Houseboat Berth	\$4.16

Sec. 110.100. Swimming Pool Fees

Fees for filing an application to operate a swimming pool pursuant to Section 15.48.030 of the Napa County Code of Ordinances, and for a plan check pursuant to Section 15.44.050 of said code, shall be as follows:

(a) Annual Permit to Operate Pools:	\$340.00
(b) Plan Check: New construction or major remodel (includes 3 hours for plan check and 3 construction inspections)	\$1,128.00
(c) Minor Plan Check: Existing Pool (includes 1 construction inspection)	\$411.00
(d) Additional construction inspections beyond that listed above	\$213.00
(e) Plan Check: Resubmittal	\$127.00
(f) Reinspection after first follow up inspection due to non-compliance with required corrections.	\$96.00

Sec. 110.110. Local Public Water System Fees

(a) Application for an annual operating permit for a local public water system pursuant to section 13.08.020 of the Napa County Code of Ordinances, shall be as follows:

1. Small community water system:	\$1,935.00
2. Transient Non-community water system:	\$1,095.00
3. State small water system:	\$928.00
4. Non-transient/Non-community system:	\$1,347.00
5. California Retail Food Code system:	\$928.00

- (b) The fees for water system **plan checks** and construction inspections are as listed below:
 - 1. New and Major revisions for Small Community and Non-transient/Non-community water systems (includes 2 construction inspections): \$1,455.00
 - 2. New and Major revisions Transient Non-community, State small, and California Retail Food Code water systems: (includes 1 construction inspection) \$1,203.00
 - 3. Minor revisions (includes 1 construction inspection): \$868.00
 - 4. Additional construction inspections beyond that listed above \$125.00

Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees

The fee for collection and analysis of a water sample for a determination of bacterial quality (per sample): \$252.00

Sec. 110.130. Underground Storage Tanks; Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for an annual permit to operate an underground storage tank or to renew, or amend such a permit or to construct, remove or abandon tanks shall pay the following fees:

- 1. Annual Operating Permit (Per Tank): \$464.00
- 2. Failure to Notify on Change of Ownership: Double Annual Operating Permit Fee
- 3. Installation of Tank or Piping
 - (A) New Plan Check: (Includes one tank) \$830.00
 - New Plan Check (Each Additional Tank) \$110.00

PART III: FEES

(B) Inspection Fee*:	\$125.00 per hour
4. Repair Permit	
(A) Plan review and permit (per site):	\$318.00
(B) Inspection Fee:	\$439.00
5. Closure/Abandonment of Tank	
(A) Plan review	\$318.00
(B) Inspection**	\$125.00 per hour
6. Consultation Fee to assist permittee in achieving compliance:	\$125.00 per hour

* Inspection Fees – three hour minimum fee per tank must be paid for each inspection request. If more than three hours per tank is used for an inspection, the permittee will be billed for the additional amount at the hourly rate.

** Inspection Fees – three hour minimum fee must be paid for each inspection request. If more than three hours are used for an inspection, the permittee will be billed for the additional amount at the hourly rate.

Sec. 110.135. Above-Ground Storage Tank Facility Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for a permit to operate an above-ground storage tank facility or to renew such a permit shall pay the following fees:

- (a) Annual Operating Permit:
1. 1,320 to 10,000 gallons (cumulative): \$135.00
 2. 10,001 to 100,000 gallons (cumulative): \$171.00
 3. APSA Conditionally Exempt (>6,000 gallons, agriculture) \$61.00
- (b) Failure to Notify on Change of Ownership: Double Annual Operating Permit Fee

Sec. 110.140. Solid Waste Fees

Application to amend the County Integrated Waste Management Plan, if such proposal is independent of regular review of the Plan by the County shall be charged at the Standard Hourly Rate with a ten-hour minimum deposit.

Minimum deposit: \$1,250.00

Sec. 110.150. Hazardous Materials Business Plans Fees

Any business, agency or institution which at any time stores the Threshold Planning Quantity amounts (55 gallons of liquid, 500 pounds of solids, 200 cubic feet of compressed gases) of any class of hazardous material shall be subject to this section.

- (a) Plan Check Fee: \$464.00
- New, major changes or revisions of current plans on file which includes but is not limited to the following types of changes:
- A change of ownership of a business shall require the submittal of a new plan and initial submittal fee.
 - Large changes in inventory amounts such that the calculated fees based on the rate table in section 1 above would change the unit category to a higher amount.
 - Addition of acutely hazardous material not previously stored at the site in Threshold Planning Amounts.
 - Changes in storage location, containment areas, existing detection and alarm systems.
 - Major changes in the site plan including new construction, major remodeling or reorganization of the facilities.
 - General major revisions in the inventory, emergency response and procedures.

Where reinspection for compliance or subsequent review of business plans which were not complete or correct upon the previous submittal is required, the following fee shall apply: \$125.00

Facilities will be billed at the Standard Hourly Rate-Development and Planning Projects with a 1 hour minimum and to the nearest half hour after the first hour.

- (b) Exceptions to this Section's fees:
1. A service station or other underground motor vehicle fuel facility which has a valid County Underground Storage Tank Permit pursuant to Section 110.130 with an underground storage tank capacity of not more than 40,000 gallons and inventory other than motor vehicle fuels or used oil of not more than 20,000 units. \$135.00
 2. Businesses which have no threshold amounts of hazardous material other than a fixed outdoor liquid propane or butane tank (LPG) shall pay an annual registration and inspection fee. The minimum capacity shall be 5.5 gallons and the maximum capacity of such tanks shall not be more than 1,000 gallons. A business plan, with facility identification, site map and emergency response plan, and inventory must be submitted. \$74.00
 3. Remote, un-staffed facilities, which meet the requirements of California Health and Safety Code Chapter 6.95, Section 25507.2 shall pay a one time registration and inspection fee with the required notification and inventory. \$208.00
 4. In all of the above categories of this section, if a change of inventory results in the site becoming subject to annual fees and changes to the existing business plan, an update shall be provided with appropriate fee as indicated in Section 110.150(a) and (c)(1) within 30 days of the change.
- (c) Annual Fee: To calculate the annual fee for a facility, add the maximum total units of hazardous materials stored at the site (i.e., gallons, pounds and cubic feet), including hazardous waste using the formula below. Hazardous materials packaged for consumer sale should not be included. Each gallon of liquid hazardous material shall equal 20 units; each pound of solid hazardous material shall equal 2 units and each cubic foot of compressed gas shall equal 5 units. For those businesses which must file annual updates, the following fees shall apply:

PART III: FEES

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|---|------------------------------------|
| 1. Maximum Amount of Material Stored: 1,000 to 20,000 | \$318.00 |
| 2. Maximum Amount of Material Stored: over 20,000 | \$354.00 |
| 3. Facilities with only Above Ground Fuel Tanks (gasoline, diesel, propane) | \$318.00 |
| (d) Failure to Notify on Change of Ownership: | Double Annual Operating Permit Fee |

Sec. 110.160. Reserved.

Sec. 110.170. Extremely Hazardous Material

- (a) Review, consultation and inspections for a Risk Management Plan (RMP) shall be at the standard hourly rate with a ten (10) hour minimum. Time will be billed to the nearest half hour after the first hour. Payment of a ten (10) hour minimum payment shall accompany the submittal. Excess fees will be refunded.
- (b) Annual fee for facilities that are required to have an RMP \$354.00

Sec. 110.200. Hazardous Waste Generators

Businesses which generate hazardous waste shall be subject to the following fees:

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|--|----------|
| (a) Generates less than 27 gallons per calendar month | \$171.00 |
| (b) Generates 27 gallons or more per calendar month | \$208.00 |
| (c) Conditionally Exempt Hazardous Waste Treatment: | \$171.00 |
| (d) Conditionally Authorized Hazardous Waste Treatment: | \$171.00 |
| (e) Permit By Rule Hazardous Waste Treatment: | \$244.00 |
| (f) Plan Check for above facilities: | \$171.00 |
| (g) Large Quantity Generators who generate more than 1000 kg of hazardous waste in a calendar month. | \$244.00 |

- | | |
|--|----------|
| (h) Extremely Hazardous Small or Large Quantity Generator | \$146.00 |
| (i) Hazardous Waste Satellite Accumulation or Remote Consolidation | \$61.00 |

Sec. 110.205. Reserved.

Sec. 110.210. Groundwater Permits

The following fees are established pursuant to implementation of Napa County Code Chapter 13.15, Groundwater Conservation:

Groundwater Permits*: [Fees for review by the Engineering & Conservation Division and Public Works Department are also due.]	\$1,200.00
Annual Agricultural Exemption recording pursuant to Section 13.15.040:	\$79.00
Ministerial Groundwater Permits and Minor Modification to existing Groundwater Permits*	\$197.00
Application to cancel groundwater permit	\$75.00
Meter Reading for Non-Compliance with Permit	\$112.00

*A General Plan surcharge of 3.3% shall be added.

Sec. 110.220. Other Departments' Fees

- (a) When other divisions or departments refer permit applications to the Environmental Health Division, the following fees are charged for plan reviews. These fees shall be collected and remitted by the respective departments referring the application, on behalf of the Environmental Health Division:
1. Building Referrals:
 - (a) Ground-Mounted Solar Energy System Installation \$70.00
 - (b) Building Referral: Same Day (OTC) \$47.00
 - (c) Building Referral: Quick Permit \$94.00
 - (d) Building Referral: Residential-New \$154.00
 - (e) Building Referral: Residential-Alteration \$196.00
 - (f) Building Referral: Commercial-New \$271.00
 - (g) Building Referral: Commercial-Alteration \$327.00
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PART III: FEES

(h) Building Referral: Permit Alteration or Revision-Residential	\$47.00
(i) Building Referral: Permit Alteration or Revision-Commercial	\$70.00
2. Planning Referrals and Requests:	
(a) Minor Administrative	\$47.00
(b) Administrative	\$94.00
(c) ZA	\$159.00
(d) PC/BOS	\$263.00
(e) Attendance at Pre-Application Meeting or Pre-Application Site Visit arranged by another division or department	\$197.00
3. Engineering Referral: Site Development Application	\$224.00
4. County Public Works Referrals:	\$226.00
5. City Planning Permit Referrals	\$108.00
(b) In addition to the above fee for Planning, if a Noise Study is required an additional fee shall be collected.	\$125.00 per hour
(c) A General Plan surcharge of 3.3% shall be added to the fees in this section.	

Sec. 110.230. Stormwater Fees

The following annual fees are established for services relating to implementation of the stormwater inspection program as required pursuant to local city or county ordinances, where the services involved are provided by County personnel:

(a) All food facilities (except restricted food service facility) as defined by the California Retail Food Code:	\$75.00
(b) All those businesses that at any time store Threshold Planning Quantity amounts of any class of hazardous material and/or have on file with the Environmental Health Division a Hazardous Materials Business Plan, and/or generate any amount of hazardous waste:	\$75.00

PART III: FEES

- (c) All those businesses that meet the requirement in (b) above and are required to obtain an Industrial Permit and/or have a Stormwater Pollution Prevention Plan on file. \$75.00

Revised 6-21-05
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 5-21-19; Resolution 2019-XX (eff 7-1-19)

PART 115

PUBLIC WORKS - DIVISION OF ANIMAL SHELTER

- Sec. 115.010. Imposition of Fees
- Sec. 115.015 Standard Hourly Rate
- Sec. 115.020. License Fees
- Sec. 115.030. Adoption Fees
- Sec. 115.035. Veterinary/Service Fees.
- Sec. 115.040. Fees for Reclaiming Impounded Animals
- Sec. 115.060. Owner Surrender ~~and Owner Requested Euthanasia/Disposal~~
- Sec. 115.065. Owner Requested Euthanasia and Disposal
- Sec. 115.080. Fees for Animal Rescue and Fence Repair
- Sec. 115.085 Fees for Fence Checks for Animal Service Agencies
- Sec. 115.090. Fees for Rental of Small Animal Traps
- Sec. 115.100. Fees for Hauling Large Animals to the Shelter
- Sec. 115.110. Fees for Quarantine of Animals
- Sec. 115.120. Kennel Fees
- Sec. 115.130. Pet Shop Inspections

Sec. 115.010. Imposition of Fees

The fees set forth in this Part shall be paid at the time of service or filing of application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. All such fees shall be paid to the Division of Animal Shelter unless otherwise indicated.

Sec. 115.015. Standard Hourly Rate

Any request for services that are not described in this Part shall be charged at the standard hourly rate with a half-hour minimum for each separate work event. Time will be billed to the nearest half-hour after the first hour. ~~Payment of two (2) hour minimum payment shall accompany the request submittal. Excess fees will be refunded.~~

	<u>Current Fee</u>	<u>Proposed Fee Effective 7-1-19</u>
(a) Standard hourly rate	\$95.00	\$95.00

Revised 6-21-05
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 5-7-19; Resolution 2019-70 (eff 7-1-19)

PART 115

PUBLIC WORKS - DIVISION OF ANIMAL SHELTER

- Sec. 115.010. Imposition of Fees
- Sec. 115.015 Standard Hourly Rate
- Sec. 115.020. License Fees
- Sec. 115.030. Adoption Fees
- Sec. 115.035. Veterinary/Service Fees.
- Sec. 115.040. Fees for Reclaiming Impounded Animals
- Sec. 115.060. Owner Surrender
- Sec. 115.065. Owner Requested Euthanasia and Disposal
- Sec. 115.080. Fees for Animal Rescue and Fence Repair
- Sec. 115.085 Fees for Fence Checks for Animal Service Agencies
- Sec. 115.090. Fees for Rental of Small Animal Traps
- Sec. 115.100. Fees for Hauling Large Animals to the Shelter
- Sec. 115.110. Fees for Quarantine of Animals
- Sec. 115.120. Kennel Fees
- Sec. 115.130. Pet Shop Inspections

Sec. 115.010. Imposition of Fees

The fees set forth in this Part shall be paid at the time of service or filing of application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. All such fees shall be paid to the Division of Animal Shelter unless otherwise indicated.

Sec. 115.015. Standard Hourly Rate

Any request for services that are not described in this Part shall be charged at the standard hourly rate with a half-hour minimum for each separate work event. Time will be billed to the nearest half-hour after the first hour.

- (a) Standard hourly rate \$95.00

Sec. 115.020. License Fees

(a) The following dog license fees are established as required by Chapter 6.04 of the Napa County Code of Ordinances:

Dogs - Altered	
1 year license	\$20.00
2 year license	\$35.00
3 year license	\$50.00
Dogs - Not Altered	
1 year license	\$55.00
2 year license	\$91.50
3 year license	\$137.50

- (b) Fee for late renewal \$25.00
- (c) Replacement or transfer \$6.50
- (d) Voluntary one-year cat license \$20.00
- (e) License fees may be collected by cities and veterinarians (or other organizations as approved by the Department of Public Works) within the county and forwarded with the application to the Department of Public Works.

Sec. 115.030. Adoption Fees

(a) Adoption fees for dogs and cats include all medical costs, vaccinations, and a microchip. License fees shall be collected at the time of adoption as otherwise provided in this Part.

Dog	
Senior (6+ years)	\$65.00
Adult (5+ months)	\$150.00
Puppy (0-5 months)	\$195.00
Cat	
Senior (6+ years)	\$60.00
Adult (5+ months)	\$90.00
Kitten (0-5 months)	\$130.00
Feral/Barn	\$45.00
Discount applied for senior persons age 65 or older adopting dog or cat of any age	½ Regular Fees

PART III: FEES

(b) Rabbit	\$40.00
(c) Small animal such as guinea pig, parakeet, cockatiel, rodent, domesticated bird or fowl	\$10.00
(d) In addition to the following adoption fees, all medical costs incurred for the animal shall also be collected.	
Livestock	
Small	\$50.00
Large	\$100.00
Exotic animal	\$75.00

Sec. 115.035. Veterinary Service Fees

(a) Rabies vaccine	\$6.00
(b) Microchip	
Dog (any age)	\$20.00
Cat (any age)	\$15.00
Rabbit	\$10.00

Sec. 115.040. Fees For Reclaiming Impounded Animals

The following fees apply for each impounded animal of any age and spay/neuter status, and includes all state imposed fees. All fees shall be collected at the time of redemption.

(a) Dog	
1 st offense	\$65.00
2 nd offense	\$95.00
3 rd offense	\$125.00
Subsequent offenses	\$175.00
Daily board	\$25.00
(b) Cat	
1 st offense	\$20.00
2 nd offense	\$45.00
3 rd offense	\$80.00
Subsequent offenses	\$115.00
Daily board	\$20.00

PART III: FEES

- (c) Small animal
 - All offenses \$20.00
 - Daily board \$10.00
- (d) Horse, foal, pony, mule, cow, calf, sheep, goat, pig, mule, or animal of like size
 - All offenses \$100.00
 - Daily board \$25.00
- (e) Additional charges equal to the amount of actual expenses incurred by the County for the care of any animal, such as medical, transportation, or newspaper publication costs, shall be collected at the time of redemption.
- (f) Afterhours surcharge \$149.00
- (g) All dogs must be microchipped and have a valid license at the rates provided in this Part at the time of redemption.

Sec. 115.060. Owner Surrender

The following fees apply for each animal surrendered by owner.

- (a) Dog of any age, sex, or spay/neuter status
 - With veterinarian records \$50.00
 - Without veterinarian records \$70.00
- (b) Cat of any age, sex, or spay/neuter status
 - With veterinarian records \$40.00
 - Without veterinarian records \$60.00
- (c) Small animal
 - With veterinarian records \$27.50
 - Without veterinarian records \$40.00
- (d) Livestock \$110.00
- (e) Non-Napa County resident surcharge \$50.00

Sec. 115.065. Owner Requested Euthanasia and Disposal

The following fees apply for owner requested euthanasia for animals of any age, sex, or spay/neuter status.

PART III: FEES

(a) Dog		
Service		\$60.00
Service and disposal		\$100.00
(b) Cat		
Service		\$50.00
Service and disposal		\$75.00
(c) Small animal		
Service only		\$25.00
Service and disposal		\$65.00
(d) Surcharge for Animal Control Officer transport to shelter		\$38.00

Sec. 115.080. Fees For Animal Rescue and Fence Repair

The following fees apply for each animal rescue and fence repair service performed by an Animal Services Officer and shall be charged to the nearest half-hour.

(a) Hourly rate for each Animal Services Officer	\$95.00
(b) Overtime rate for each Animal Services Officer	\$142.50

Sec. 115.085. Fees for Fence Checks for Animal Service Agencies

The following fees apply for fence inspection requests. An animal services representative shall affirm the adequacy of fencing for animal services agencies.

(a) Fence inspection	\$24.00
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Sec. 115.090. Fees For Rental of Small Animal Traps

(a) 72-hour small animal trap rental	\$6.00
(b) Refundable security deposit	\$50.00

Sec. 115.100. Fees for Hauling Large Animals to the Shelter

The fee for hauling large animals to the Shelter with a private drayman shall be equal to actual cost charged to the County by the hauling vendor.

Sec. 115.110. Fees for Quarantine of Animals

The following fees for the quarantine of an animal shall be in addition to standard impound fees, pursuant to Title 6, Chapter 6.04 of the Napa County Code of Ordinances:

- (a) Daily quarantine fee \$30.00
- (b) Administration fee \$60.00

Sec. 115.120. Kennel Fees

Fees for filing an application for a kennel permit required by Title 6, Chapter 6.08 of the Napa County Code of Ordinances, and for a plan check thereunder shall be charged at the standard hourly rate with ½ hour minimum for each separate work event. Time will be billed to the nearest half hour.

- (a) Hourly rate \$95.00
- (b) Annual operating permit submitted between July 1 and September 1 of each year \$190.00
- (c) Late fee for annual operating permit submitted after September 1 and before July 1 of each year \$237.50

Sec. 115.130. Pet Shop Inspections

Any business that sells live animals shall pay an annual inspection fee pursuant to Penal Code Section 597(i).

- (a) Inspection fee \$190.00

Revised: 7-2-06; Resolution 06-86
Revised: 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised: 2-05-13; Resolution 2013-13 (eff 04-08-13)
Revised: 4-05-16; Resolution 2016-42 (eff 07-01-16)
Revised: 7-13-18; Resolution 2018-102 (eff 10-01-18)
Revised: 5-21-19; Resolution 2019-xx (eff 07-21-19)

PART 140

PUBLIC WORKS

- Sec. 140.010. General
- Sec. 140.015. Surcharge
- Sec. 140.020. Public Right of Way Encroachment
- Sec. 140.025. Transportation
- Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure
- Sec. 140.052. Right of Way/Easement Abandonment
- Sec. 140.053. Parking Permits
- Sec. 140.070. Land Related Permits
- Sec. 140.080. Record of Survey Checking
- Sec. 140.081. Corner Records
- Sec. 140.110. Certificates of Compliance
- Sec. 140.115. Miscellaneous Services
- Sec. 140.116. Appeal
- Sec. 140.120. Temporary Event Permits
- Sec. 140.121. Review of Other Department Permits and Referrals

Sec. 140.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. Public Works will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Public Works Department unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Planning and Conservation – Policy Manual Part 80
Napa County Division of Environmental Services– Policy Manual Part 110

Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 140.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part, except Sections 140.020(d), 140.053, 140.070(f), 140.081, and 140.110(c).

Sec. 140.020. Public Right of Way Encroachment

	Current Fee	Proposed Fee Effective 7/21/2019
(a) Single Driveway		
(1) Public Works Permit Administration and Review	\$76.00	\$76.00
(2) Public Works Roads Review and Inspection	\$375.00	\$375.00
(b) Larger Road Improvement and Trenching ¹	\$153.00 per hour	\$153.00 per hour
(c) Utilities (Single Location)		
(1) Public Works Permit Administration and Review	\$76.00	\$76.00
(2) Public Works Roads Review and Inspection	\$375.00	\$375.00
(d) Utilities (Multiple Permit Account)	\$5,000.00	\$5,000.00
(e) The multiple permit account for utilities is available for utility providers that may have multiple encroachment permits within the County. A deposit is made and the department will charge against the deposit on a per occurrence rate equal to the flat fee rate of a single location utility encroachment permit.		
(f) If the purpose of the encroachment permit is to repair sidewalks in the county right-of-way no fee will be charged. Any such repair of sidewalks may include removal of tree(s) that are located within the county right-of-way and adjacent to the sidewalk being repaired.		

Sec. 140.025. Transportation

(a) Single Trip Permit	\$16.00	\$16.00
(b) Annual Permit	\$90.00	\$90.00

Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure

¹ This application requires an initial deposit of ~~\$2500~~\$3,000.00 and is then billed on a time and materials basis against said deposit.

PART III: FEES

(a)	Application Processing	\$153.00 per hour	\$153.00 per hour
(b)	Road Preparation	\$729.00	\$729.00
(c)	Cleaning Deposit	\$500.00	\$500.00

Sec. 140.052. Right of Way/Easement Abandonment

	Application to Abandon County Right of Way of other Public Easement ²	\$153.00 per hour	\$153.00 per hour
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Sec. 140.053. Parking Permits

	Parking Permit Fee	\$22.00	\$22.00
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Sec. 140.070. Land Related Permits

(a)	Lot line adjustments	\$1,666.00	\$1,666.00
(b)	Voluntary parcel merger	\$511.00	\$511.00
(c)	Final subdivision map filing	\$4,848.00	\$4,848.00
(d)	Final parcel map filing	\$4,848.00	\$4,848.00
(e)	Amended final map filing	\$233.00	\$233.00
(f)	Certificate of correction filing	\$16.00 plus \$3.00 each additional page	\$16.00 plus \$3.00 each additional page

Sec. 140.080. Record of Survey Checking

(a)	Record of Survey review	\$737.00	\$737.00
(b)	Lot Line Adjustment and Record of Survey (Bundled)	\$1,847.00	\$1,847.00

Sec. 140.081. Corner Records

	Corner Record processing ³	\$10.00 plus \$3.00 each additional page	\$10.00 plus \$3.00 each additional page
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² This application requires an initial deposit of \$~~253,000~~.00 and is then billed on a time and materials basis against said deposit.

³ Business and Professions Code Section 8773.2(e) requires that this fee not exceed the amount required for the recording of a deed. (See Sec 90.012.5(a) of the Napa County Policy Manual Section 90A and GC Section 27631(a).)

Sec. 140.110. Certificates of Compliance

(a)	Expedited Certificate of Compliance	\$315.00	\$315.00
(b)	Unconditional/Conditional-Certificate of Compliance ⁴	\$153.00 per hour	\$153.00 per hour
(c)	Fee for notice and publication costs (amended and conditional certificates)	\$137.00	\$137.00
(d)	Notice of Satisfaction of Conditions	\$275.00	\$275.00

Sec. 140.115. Miscellaneous Services

(a)	Pre Application Fee Conference (Includes one hour of meeting time and one hour of preparation/follow-up)	\$122.00	<u>\$306.00</u>
(b)	<u>Attendance at a Pre-Application Site Visit</u>		<u>\$153.00 per hour</u>
(b c)	Historic Records Search	\$141.00	\$141.00
(e d)	LAFCO Geographic Description Review	\$245.00	\$245.00
(e e)	Consultation, Analysis & Research, and Other Activities Not Covered Elsewhere in This Fee Schedule	\$153.00 per hour	\$153.00 per hour
(f)	<u>Bid Protest Fee</u>		<u>\$875.00</u>

Sec. 140.116. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

(a)	Fee paid by appellant to file appeal	\$736.00	<u>\$1,000.00</u>
(b)	These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.		
(c)	<u>For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant.</u>		<u>Standard Hourly Rate</u>

⁴ This application requires an initial deposit of \$2,53,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.120. Temporary Event Permits

Review of Temporary Event Permit	\$41.00	\$41.00
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Sec. 140.121. Review of Other Department Permits and Referrals

(a) Grading Permit	\$153.00 per hour	\$153.00 per hour
(b) Planning Permit Referral: Minor Administrative	\$153.00 per hour	<u>\$77.00</u>
(c) <u>Planning Referral: Site Plan – Standard Approval</u>		<u>\$306.00</u>
(d) <u>Planning Referral: Very Minor Modification</u>		<u>\$198.90</u>
(e) <u>Planning Referral: ZA</u>		<u>\$459.00</u>
(f) <u>Planning Referral: PC/BOS</u>		<u>\$153 per hour</u>
(g) <u>Building Permit – Quick Permit</u>		<u>\$26.00</u>
(h) <u>Building Permit – New Residential</u>		<u>\$93.00</u>
(i) <u>Building Permit – Residential – Alteration/Revision</u>		<u>\$93.00</u>
(j) <u>Building Permit – Commercial – New</u>		<u>\$119.00</u>
(k) <u>Building Permit – Commercial – Alteration/Revision</u>		<u>\$119.00</u>
(l) <u>Building Permit – Solar Install – Ground Mounted</u>		<u>\$26.00</u>
(m) <u>Groundwater Permits</u>		<u>\$153.00</u>
(n) <u>Review of all other applications referred from any other Division or Department</u>		<u>\$153.00 per hour</u>

Revised: 7-2-06; Resolution 06-86
Revised: 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised: 2-05-13; Resolution 2013-13 (eff 04-08-13)
Revised: 4-05-16; Resolution 2016-42 (eff 07-01-16)
Revised: 7-13-18; Resolution 2018-102 (eff 10-01-18)
Revised: 5-21-19; Resolution 2019-70 (eff 07-21-19)

PART 140

PUBLIC WORKS

- Sec. 140.010. General
- Sec. 140.015. Surcharge
- Sec. 140.020. Public Right of Way Encroachment
- Sec. 140.025. Transportation
- Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure
- Sec. 140.052. Right of Way/Easement Abandonment
- Sec. 140.053. Parking Permits
- Sec. 140.070. Land Related Permits
- Sec. 140.080. Record of Survey Checking
- Sec. 140.081. Corner Records
- Sec. 140.110. Certificates of Compliance
- Sec. 140.115. Miscellaneous Services
- Sec. 140.116. Appeal
- Sec. 140.120. Temporary Event Permits
- Sec. 140.121. Review of Other Department Permits and Referrals

Sec. 140.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. Public Works will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Public Works Department unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Planning and Conservation – Policy Manual Part 80
Napa County Division of Environmental Services– Policy Manual Part 110

Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 140.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.3% shall be added to all fees in this Part, except Sections 140.020(d), 140.053, 140.070(f), 140.081, and 140.110(c).

Sec. 140.020. Public Right of Way Encroachment

- (a) Single Driveways
 - (1) Public Works Permit Administration and Review \$76.00
 - (2) Public Works Roads Review and Inspection \$375.00
- (b) Larger Road Improvement and Trenching¹ \$153.00 per hour
- (c) Utilities (Single Location)
 - (1) Public Works Permit Administration and Review \$76.00
 - (2) Public Works Roads Review and Inspection \$375.00
- (d) Utilities (Multiple Permit Account) \$5,000.00
- (e) The multiple permit account for utilities is available for utility providers that may have multiple encroachment permits within the County. A deposit is made and the department will charge against the deposit on a per occurrence rate equal to the flat fee rate of a single location utility encroachment permit.
- (f) If the purpose of the encroachment permit is to repair sidewalks in the county right-of-way no fee will be charged. Any such repair of sidewalks may include removal of tree(s) that are located within the county right-of-way and adjacent to the sidewalk being repaired.

Sec. 140.025. Transportation

- (a) Single Trip Permit \$16.00
- (b) Annual Permit \$90.00

Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure

- (a) Application Processing \$153.00 per hour

¹ This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

PART III: FEES

- (b) Road Preparation \$729.00
- (c) Cleaning Deposit \$500.00

Sec. 140.052. Right of Way/Easement Abandonment

Application to Abandon County Right of Way of other Public Easement² \$153.00 per hour

Sec. 140.053. Parking Permits

Parking Permit Fee \$22.00

Sec. 140.070. Land Related Permits

- (a) Lot line adjustments \$1,666.00
- (b) Voluntary parcel merger \$511.00
- (c) Final subdivision map filing \$4,848.00
- (d) Final parcel map filing \$4,848.00
- (e) Amended final map filing \$233.00
- (f) Certificate of correction filing \$16.00 plus \$3.00 each additional page

Sec. 140.080. Record of Survey Checking

- (a) Record of Survey review \$737.00
- (b) Lot Line Adjustment and Record of Survey (Bundled) \$1,847.00

Sec. 140.081. Corner Records

Corner Record processing³ \$10.00

Sec. 140.110. Certificates of Compliance

- (a) Expedited Certificate of Compliance \$315.00

² This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

³ Business and Professions Code Section 8773.2(e) requires that this fee not exceed the amount required for the recording of a deed. (See Sec 90.012.5(a) of the Napa County Policy Manual Section 90A and GC Section 27631(a).)

PART III: FEES

- (b) Unconditional/Conditional-Certificate of Compliance⁴ \$153.00 per hour
- (c) Fee for notice and publication costs (amended and conditional certificates) \$137.00
- (d) Notice of Satisfaction of Conditions \$275.00

Sec. 140.115. Miscellaneous Services

- (a) Pre Application Conference (Includes one hour of meeting time and one hour of preparation/follow-up) \$306.00
- (b) Attendance at a Pre-Application Site Visit \$153.00 per hour
- (c) Historic Records Search \$141.00
- (d) LAFCO Geographic Description Review \$245.00
- (e) Consultation, Analysis & Research, and Other Activities Not Covered Elsewhere in This Fee Schedule \$153.00 per hour
- (f) Bid Protest Fee \$875.00

Sec. 140.116. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$1,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.
- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard Hourly Rate

⁴ This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.120. Temporary Event Permits

Review of Temporary Event Permit \$41.00

Sec. 140.121. Review of Other Department Permits and Referrals

- (a) Grading Permit \$153.00 per hour
- (b) Planning Referral: Minor Administrative \$77.00
- (c) Planning Referral: Site Plan – Standard Approval \$306.00
- (d) Planning Referral: Very Minor Modification \$198.90
- (e) Planning Referral: ZA \$459.00
- (f) Planning Referral: PC/BOS \$153 per hour
- (g) Building Permit – Quick Permit \$26.00
- (h) Building Permit – New Residential \$93.00
- (i) Building Permit – Residential – Alteration/Revision \$93.00
- (j) Building Permit – Commercial – New \$119.00
- (k) Building Permit – Commercial – Alteration/Revision \$119.00
- (l) Building Permit – Solar Install – Ground Mounted \$26.00
- (m) Groundwater Permits \$153.00
- (n) Review of all other applications referred from any other Division or Department \$153.00 per hour