



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**  
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## MEMORANDUM

DATE: AUGUST 7, 2018

TO: BOARD OF SUPERVISORS

FROM: PLANNING AND BUILDING SERVICES

RE: DEPARTMENT FEE UPDATE

Since the adoption of a new Planning Division Fee schedule in 2017, staff has had the opportunity to work with the revised types and subtypes and found several revision are warranted. Also, the Building Division Fee Schedule has not been reviewed and updated since 2006 and due to recent salary increases for Building Inspectors and Planners; fees based on the hourly weighted rate of employees should be increased to cover costs. At this time, the department is not completing a comprehensive Building fee update; however those fees based on hourly figures or mileage rates are proposed to increase. Details regarding the changes are below, as well as proposed minimum fees included in Attachments A-C. Attachment D references current weighted rates of PBS staff, which will be updated by the Auditor as needed, and Attachment E are the approved fee sheets, which were reviewed and signed by the Auditor.

### Building Division

#### Increased Building Division fees based on salary increases:

- Building Division fees have not been reviewed since 2006 and with the recent salary increase to the department, weighted rates have drastically increased. PBS proposes to increase the hourly fee for inspections, plan reviews, etc. to the current weighted rate of Building Inspector II. **(Attachment A, 2.0)**
- Minimum Permit Fee- Current fee \$83.00; Proposed fee \$164.00. To cover costs to the County, PBS recommends that the minimum permit fee be increased, as the permit fee includes the average length of inspection, administrative time for the inspector, average miles driven to each inspection and administrative staff time to accept the application and issue the permit. A revised rate sheet is attached. **(Attachment A, 3.0)**
- Special Inspections- Also, the Special Inspection Fees have not been updated with current salaries or mileage charges since 2006, as such, PBS proposed to increase the rate to the current hourly weighted rate of an inspector, and update mileage to the current County rate. **(Attachment A, 1.0)**
- Insulation Inspection- Not previously part of the fee schedule; recent code changes require an official inspection. **(Attachment B, Page 5, Line 171)**
- Education Fees, AB717- A 4% fee was adopted in 2010, under AB717, to collect funds for continuing education and training of the Building Division. PBS would like to increase this fee from 4% to 6% to allow for further training of Building Inspection staff. **(Attachment B, Page 5, Line 157)**
- General Plan Maintenance Fee (related to Building permits)- Increase the fee from 0.45% to 0.65% to fund the reserve account for the required General Plan Update process. **(Attachment B, Page 5, Line 168)**

Additional Building fees to cover existing costs in the department:

- Stormwater BMP Inspection- Current weighted rate of Building Inspector II, 1 hour minimum. PBS staff is already performing this function and has completed inspections without the addition of the fee. **(Attachment B, Page 5, Line 170)**
- Plancheck in MS4/LID requirements- Current weighted rate of Senior Building Inspector (\$105.32/hour), 2 hour minimum, proposed fee \$210.64. **(Attachment B, Page 5, Line 164)**
- CASp Review (AB 1379)- Certified access specialist program: funding.- \$4 flat fee on each commercial/business plan check. (After January 1, 2018, in any city, county, or city and county that does not issue a business license or an equivalent instrument or permit related to a CASp review, an additional fee of \$4 may be applied to each permit. Existing law requires that the city, county, or city and county retain 70% of the fees collected under the above-described provision, to be used to, among other things, fund increased CASp services in that jurisdiction for the public, thereby making an appropriation. Existing law requires that the remaining 30% of the fees be transmitted on a quarterly basis to the Division of the State Architect for deposit in the Disability Access and Education Revolving Fund, a continuously appropriated fund.) **(Attachment B, Page 5, Line 172)**

Consolidation of fees in Building Division to streamline the permit process:

- Changing the planning review of building permits from a 5-tiered fee table to an Average Hourly Fee based on application type- 1 hour for residential applications, 2 hours for commercial applications (Planner II weighted rate). **(Attachment B, Page 5, Line 166)**
- Create a standardized "Records Management" fee for document retention related to Building Permits. Current weighted rate of a Staff Assistant III. Minimum fee for residential application-1 hour, minimum fee for commercial application- 3 hours. **(Attachment B, Page 5, Line 165)**

**Planning Division**

- SMARA Inspections- Previously performed under contract with LACO; now performed by PBS staff. These fees are based on the weighted rate and cover the cost of time for each inspection, the report preparation, as well as submission of the reports to the State of California Office of Mine Reclamation. **(Attachment C, Page 2, Line 58)**
- Subdivision Vesting of Tentative Map, Revised Maps or Exception to County Code Requests- inadvertently removed during the previous consolidation of fees; proposed at current weighted rate of Planner II. **(Attachment C, Page 1, Lines 7-9)**
- Ag Preserve Rescind/Re-Enter application- also removed, but should be a stand-alone type, separate from a establishing a new Ag Preserve; proposed at weighted rate of Planner II. **(Attachment C, Page 1, Line 39)**

Reduced Planning Fees:

- 15% reduction to Coastal Development Permit (CDP) Base Fees for SFRs- To promote housing and further reduce barriers, PBS is proposing to reduce the department review fee by 15% for an application that provides housing. **(Attachment C, Page 2, Line 75)**
- Coastal Planning Fees revisited to address inconsistencies- The following fee types have been standardized in relation to their inland counterparts. **(Attachment C, Page 1, Lines 18-28)**
  - CDP Admin/Standard
  - CDP Renewals
  - MHRB, 3 levels of permits proposed

- Use Permits Renewal/Modification- Also standardized, compared to the initial issuance of a Use Permit.  
**(Attachment C, Page 1, Lines 31-35)**

Attachments:

1. Attachment A- Building Special Inspection Schedule and Minimum Permit Fee
2. Attachment B- PBS Building Division Proposed Fee Schedule
3. Attachment C- PBS Planning Division Proposed Fee Schedule
4. Attachment D- Current Weighted Rates of PBS Staff
5. Attachment E- BOS Exhibits, Coastal Types, Division of Land and Zoning projects