



**CITY OF KIRKLAND**  
**Department of Finance & Administration**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3101  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Director of Finance and Administration  
Kyle Butler, Budget Analyst

**Date:** October 21, 2014

**Subject:** DEVELOPMENT FEE UPDATE – FEE ORDINANCE

### **RECOMMENDATION:**

City Council adopts the attached ordinance amending development fees.

### **BACKGROUND DISCUSSION:**

On October 7, 2014, the City Council reviewed the preliminary fee recommendations of the development fee update, the third in a series of presentations regarding the history of previous development fee studies at the City and preliminary cost of service findings (August 6, 2014 and September 2, 2014, respectively). This memo summarizes the development fee recommendations resulting from the update process in order to bring cost recoveries more in line with Council cost recovery targets.

Using 2013 actual results as a baseline, the update found that building and public works engineering services were recovering above target levels, but were below full cost recovery, while fire prevention and planning revenues fell short of their target recovery levels. Details of the adjustments are shown in Attachment A, but highlights of the proposed fee adjustments include:

#### **Fire Prevention**

- Broad changes to Fire Prevention fees structure, shifting from hourly rates and variable rates to fixed fees based on the permit type and project size. Also changing fee collection timing to match with Building fees with plan review fees due at application and inspection fees due at permit issuance.
- Two changes have been made since the October 7 meeting, the fireworks permit was reduced to \$100 due to a statutory limit and the smoke control systems base plan review fee was changed from \$3,525 to \$700 plus 3<sup>rd</sup> party review fees. These advanced smoke control systems for large multi-story buildings are rare in Kirkland and require specialized review from 3<sup>rd</sup> party consultants with the appropriate expertise; costs will be passed through to the applicant.
- If the proposed fees had been in place in 2013, it is estimated to that they would have resulted in projected new revenues of \$210,913.

## Planning

- Reestablish a fee for Zoning Verification Letters of \$205 to pay for staff time spent processing these requests (see supplemental information provided later in the memo).
- Eliminate the refund provision for pre-submittal meetings, which was only requested seven times in 2013. In addition, staff proposes an exemption to pre-submittal fees for one-house single family projects, which will be implemented administratively.
- Increase the Environmental review base fee from \$567 to \$927.
- If the proposed fee adjustments had been in place in 2013, it is estimated that they would have generated an additional \$11,323 in revenues.

## Building

- Implement annual electrical permits for institutional customers.
- Increase the demolition fee from \$26 to \$250 to more accurately reflect the cost.
- Housekeeping changes to municipal code to clarify existing code.
- If the proposed fees had been in place in 2013, it is estimated that they would have generated an estimated \$42,516 in new revenue.

## Other Changes

- Public Works Engineering is recommending a housekeeping change removing language in KMC 5.74 regarding civil penalties for tree removal that duplicate those that currently appear in KMC 1.12.100 (see Attachment B).
- Adjust the My Building Permit (MBP) surcharge from 1.3% to 3.5% on all applicable fees to provide greater technology services to the development community.
- Update the code for all development fees to reflect the 2013 administrative fee adjustment based on the Consumer Price Index (CPI) and to adjust listed hourly rates to \$120 an hour based on the Building Services target rate (the function with the most effort that is billed hourly).

## Questions from Council

The City Council had some questions during the October 7<sup>th</sup> presentation that staff has researched:

- Does Public Works charge a fee for vacated Right-of-Way (ROW) permits?
  - Yes, the City charges for five hours of labor for "nonuser ROW relinquishments". This fee is currently \$385 based on the rate of \$77 per hour, and it will increase with the hourly rate adjustment from this ordinance to \$120 per hour for a total of \$600).
- Would it be possible to scale pre-submittal fees based on the size of projects?
  - Yes, this is possible but development staff recommends keeping a flat rate for pre-submittal conferences because of the benefit they offer to both the development community and City staff. The planning staff is proposing the elimination the pre-submittal fee for single family construction of one-house developments.

- What types of projects would the proposed Zoning Verification Letter fee impact?
  - Developers occasionally need Zoning Verification Letters to secure financing for projects. In 2013, there were 13 letters requested and all were for commercial projects, with the majority of the requests coming from out-of-state firms, as summarized in the following table.

Zoning Verification Letters	
Project Types	
Retail/office	9
Multifamily Apartments	4
Single Family	0
Total	13
Requesting Originization	
Out-of-State	11
In State	2
Total	13

- What are examples of Zoning Verification Letters?
  - Examples of zoning verification letter requests and responses are included as Attachment C.
- How much revenue could be generated by Fire Prevention fees if Kirkland raised fees to the median rate of neighboring cities?
  - Fees could legally be raised up to the full cost of service for Fire Prevention (\$388,201), which is 407% of 2013 fees and would generate \$293k in new revenues. The proposed fee changes bring cost recovery to target levels (321% of 2013 fees) for a total of \$211k of net new revenues. Staff estimates show that the median cost of fire prevention fees for neighboring cities is 353% of 2013 fees and fees set at that rate would generate \$242k in new revenues. Staff recommends current fee proposal as an interim step before pursuing any larger fee changes (see table below for details).

Fire Prevention Fees		
	Percent of 2013 Fees	Net New Revenues
Proposed Target Cost Recovery	321%	\$ 210,913
Full Cost Recovery	407%	\$ 292,713
Eastside Median Cost	353%	\$ 241,856

## Summary

An ordinance amending Building, Fire Prevention, Planning, and Public Works development fees has been prepared and is attached for Council adoption at the meeting on November 3, 2014. Staff recommends that the new fees become effective on January 1, 2015.

Attachments

- A – Summary of Recommended Fees
  - B – KMC 1.12.100
  - C – Zoning Verification Letters
- Development Fee Update Ordinance

Cc: Eric Shields, Planning and Community Development Director  
Nancy Cox, Development Review Manager  
Kathy Brown, Public Works Director  
Rob Jammerman, Development Engineering Manager  
Kevin Nalder, Fire and Building Director  
Dave Walker, Fire Marshal  
Tom Phillips, Building Official  
Tom Mikesell, Financial Planning Manager

Development Fee Update List										
Function:	Fire Prevention									
Proposed fee change details										
Fee Name	Variable fee info (eg valuation or # of sprinkler heads)	New or Existing Fee?	Proposed Fee	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected new revenues with new fees	Net New Revenues
Building Plan Review / Fire	Valuation based fee =< \$100,000	Existing	\$ 140	\$ 81	KMC 21.74	Account for all costs associated with plan review of projects of similar size including remodels and ADUs. Move to a valuation system for predictable pricing for customer.	260	\$ 30,643	\$ 36,400	\$ 79,607
	\$100,000-499,999	existing	\$ 560	\$ 316		Account for all plan review costs associated with projects including SFR and commercial TI projects	75		\$ 42,000	
	\$500,000-2,500,000	existing	\$ 710	\$ 395		Account for all plan review costs associated with larger homes and mid size commercial structures	25		\$ 17,750	
	>2,500,000	existing	\$ 1,410	\$ 790		Account for all plan review costs associated with larger commercial structures	10		\$ 14,100	
Fire protection Sprinkler Fees Commercial	Size of system 1-25 heads	existing	\$140 for plan review + \$210 for inspection	\$ 250	KMC 21.74	Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Category accounts for some non-reviewable permits	55	\$ 62,879	\$ 19,250	\$ 121,801
	26-100 heads	existing	\$140 for plan review +\$280 for inspection	\$ 380		Address increased costs of inspecting larger systems.	30		\$ 12,600	
	101-1000	existing	\$420 for plan review +\$420 for inspection	\$ 900		Address increased costs of inspecting larger systems.	10		\$ 8,400	
	>1000 heads	existing	\$1,700 for plan review +\$1,700 for inspection	\$ 900		Addresses very large commercial systems with interdependent controls, zones and systems including fire pumps and auxiliary water sources.	1		\$ 3,400	
Fire Protection Sprinkler fees Residential 13D	Size of System 1-50 heads	existing within current permits	\$140 for plan review +\$210 for inspection	\$ 180	KMC 21.74	Address full cost of reviewing and inspecting small single family systems	20	\$ 62,879	\$ 7,000	\$ 121,801
	51-100 heads	existing	\$140 for plan review +\$280 for inspection	\$ 240		Address full cost of reviewing and inspecting larger single family systems	3		\$ 1,260	
	101-1000	existing	\$420 for plan review +\$420 for inspection	\$ 240		Addresses the very rare, large residences that have commercial characteristics	1		\$ 840	
Underground Supply Main	Fixed	existing	\$520 for plan review +\$280 for inspection	\$ 330	KMC 21.74	Larger buildings have independent supply lines installed separate from the sprinkler plans and require review and inspection. This fee is encapsulated in existing fees based on small systems. This addresses large modern building practices.	5	\$ 62,879	\$ 4,000	\$ 121,801
Building Radio Coverage	Fixed	existing	\$370 for plan review +\$560 for inspection	\$ 158		Fixed pricing for in building radio coverage reflecting costs for review and inspection	3		\$ 2,790	
Fixed Fire Suppression (Hoods)	Fixed	existing	\$220 for plan review +\$280 for inspection	\$ 200		Fixed pricing for fixed system suppression systems including booths or hoods.	20		\$ 10,000	
Smoke Control Systems	Fixed plus 3rd party review fees as necessary	existing	\$700 for plan review +\$700 for inspection +3rd party review fees	\$ 158		Base fees for plan reviews and inspections performed by City staff and pass through of costs for services contracted out when expertise is not available in house. Projects are very large and time intensive for review of interdependent systems.	2	\$ 62,879	\$ 2,800	\$ 121,801
Fire Alarm/Detection	Based on valuation of system and fee schedule-<\$25,000	existing	\$226 for plan review +\$140 for inspection	\$ 330	KMC 21.74	Separate costs of plan review and inspection. Collect plan review fees up front at application to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	110		\$ 30,800	
	\$25,000-50,000	existing	\$280 for plan review +\$280 for inspection	\$ 560		Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	40		\$ 22,400	
	\$50,000-\$100,000	existing	\$280 for plan review +\$560 for inspection	\$ 560		Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	36	\$ 30,240		

Development Fee Update List										
Function:	Fire Prevention									
Proposed fee change details										
Fee Name	Variable fee info (eg valuation or # of sprinkler heads)	New or Existing Fee?	Proposed Fee	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected new revenues with new fees	Net New Revenues
	>\$100,000	existing	\$560 for plan review + \$1700 for inspection	\$ 660		Separate costs of plan review and inspection. Collect plan review fees up front to reflect KMC 21.74 and inspection fees at issuance. Variability in system size reflected in per device calculation	10		\$ 22,600	
Transmitter only replacement (NO review)	Fixed fee	existing	\$210 for inspection	\$ 110			30		\$ 6,300	
Update development service fees table 13 to reflect current fee schedules.	Housekeeping					In addition to fee schedule clearly identify requirement to obtain permits for all categories of required permits in IFC and in operating policy.				\$ -
IFC Operational Permit (see Schedule below)	Fixed Fee	existing	Fixed Fees, all collected at submission. See below.			Move to only two categories. Reviewable and non-reviewable. Collecting plan review fees at application and inspection fees at issuance.	32	\$ 1,967	\$ 11,472	\$ 9,505
IFC permits (permits not requiring review)					KMC 21.74		The line above accounts for all fees listed below			
Amusement Buildings	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to operate a special amusement building.				
Carnivals, Fairs, Exhibits and Trade shows	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct any of these activities. Other conditions requiring permit may also be required in addition to this basic permit. Events qualifying under the City's <u>Special Event permitting</u> will be reviewed and permitted under that category.				
Open Flame or Gas Fired Equipment within a Mall	Fixed Fee	new^	\$ 140	\$81 an hour		The display of liquid or gas fired equipment or the use of open flame or flame producing equipment within a mall requires an operational permit.				
Cutting and Welding	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct cutting or welding operations within the jurisdiction. Permits are not site specific and valid for up to 3 years.				
Fumigation and Insecticidal fogging	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to operate a business of fumigation or fogging or for the storage of toxic or flammable fumigant.				
Hot Work	Fixed Fee	new^	\$ 140	\$81 an hour		Any hot work not associated with a building permit. Including: public demonstrations, portable hot work equipment used within a structure, welding booths, application of roof coverings and hot work conducted in urban interface fire areas. In the case of welding associated permits only one permit is required. (Hot work or welding)				
Open Flames	Fixed Fee	new^	\$ 140	\$81 an hour		A permit is required to use an open flame within a structure classified as an assembly or dining occupancy or in any occupancy requiring a liquor license.				
Spraying or Dipping	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct spraying or dipping operations utilizing flammable or combustible liquids or combustible powders. Additional permits may be required for hazardous materials that exceed allowable amounts. Permits are site specific and are valid for up to 3 years.				
Essential oils and extractions	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required for oil and essence extraction operations utilizing flammable or combustible liquids or gases. Additional permits may be required for hazardous materials that exceed allowable amounts. Permits are site specific and are valid for up to 3 years.				
Temporary membrane structures and tents	Fixed Fee	new^	\$ 140	\$81 an hour		A permit is required to operate an air supported membrane structure or tent in excess of 400 square feet. Or a cluster of tents in excess of 700 square feet. Or a single tent over 700 square feet that does not have sides. Exception: tents used for recreational camping. Tents used as temporary housing shall be reviewed and permitted under that category.				
Carbon Dioxide	Fixed Fee	new^	\$ 140	\$81 an hour		An operational permit is required to conduct operations that have the potential to create low or high oxygen environments within structures. Including, but not limited to; CO2 enhancement, O2 enhancement, use of materials that may off-gas displacing oxygen and specialty fire suppression systems. Permits are site specific and valid for up to 3 years.				
Sparklers	No fee	new^	\$ -	\$ -		The use of sparklers at specific events qualifying for expressive displays require a permit. There is no fee associated with this permit.				
IFC permits (permits requiring review)					KMC 21.74					
Hazardous materials	Fixed Fee	new^	\$140 for plan review +\$140 for inspection	\$81 an hour		A permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of amounts listed in table 105.6.20 A permit is also required to store, handle or use hazardous production materials at a production facility.				

Development Fee Update List										
Function:		Fire Prevention								
Proposed fee change details										
Fee Name	Variable fee info (eg valuation or # of sprinkler heads)	New or Existing Fee?	Proposed Fee	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected new revenues with new fees	Net New Revenues
Aerosol Products	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Manufacture, storage or handling of an aggregate amount in excess of 500 lbs. of level 2 or level 3 aerosol products requires a permit.				
Combustible dust and fibers	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Operations producing combustible fibers in excess of 100 cubic feet or operations producing combustible dust require a permit				
Compressed Gases	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		The use, storage or handling of compressed gases in excess of the amounts listed in table 105.6.8 requires a permit. These amounts vary depending on toxicity and reactivity, contact the Fire Prevention Bureau to verify listed amounts for specific types of gases.				
Cryogenic fluids	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		The use, storage or handling of cryogenic fluids in excess of the amounts listed in table 105.6.10 requires a permit. These amounts vary depending on toxicity and reactivity, contact the Fire Prevention Bureau to verify listed amounts for specific types of cryogenic fluids.				
LP Gas	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		An operational permit is required for the storage and use of LP gas in excess of 100 gallons aggregate. Permits are site specific and valid for up to 5 years.				
Magnesium	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		An operational permit is required to melt, cast, heat treat or grind more than 10 lbs. of magnesium.				
Flammable/reactive metals	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		a permit is required to store or handle more than 50 lbs. aggregate of flammable metals including but not limited to magnesium and lithium. Permits are site specific and valid for up to 3 years.				
Battery systems	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		A permit is required to store or use battery systems having a liquid capacity in excess of 50 gallons. Permits are site specific and valid for up to 3 years.				
Explosives	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		A permit is required for the manufacture, storage, handling, sale, or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic effects identified within the IFC. For legal exceptions contact the Fire Prevention bureau. Fireworks specific permits will be processed under that category.				
Temporary Housing	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Temporary residential housing in structures (including tents) that are not designed for permanent habitation require a permit. Permits are valid for up to 90 days. Fees may be waived if housing is considered emergency housing.				
Fireworks	Fixed Fee	new <sup>A</sup>	\$100 for plan review	\$81 an hour		Consumer fireworks are illegal to sell, purchase, use or possess within the City of Kirkland. Shows by a WA licensed pyrotechnician require a permit. The storage, loading, handling or production of fireworks also requires a permit. This permit is \$100.00 and is valid for the event permitted.				
Special Events	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		Events qualifying for the City's <u>Special Events Permit and Planning</u> will have all permitted conditions collected under one permit issued by the department for the duration of that single event.				
Underground storage tank removal	Fixed Fee	new <sup>A</sup>	\$140 for plan review +\$140 for inspection	\$81 an hour		The removal or alteration of underground storage tanks requires a permit. Permits must be issued prior to final removal of any remaining stored product. Exception; residential tanks on single family residential lots are exempt.				
Permits may also be required for activities deemed hazardous by the Fire Marshal but not listed here	Hourly Charge		\$120 an hour	\$81 an hour						
									Total Net new revenue:	\$ 210,913

<sup>A</sup> new to our fee schedule, these existed before as an hourly charge, but were not specified in the fee schedule

Development Fee Update List									
Function	Planning								
Proposed fee change details									
Fee Name	New or Existing Fee?	Proposed Fee*	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected revenues with new fees	Net New Revenues
Zoning Verification Letter	New	\$205			These are discreet requests from developers and consultants for technical zoning information for specific properties. Bellevue charges \$310, Redmond doesn't charge.	13	0	\$ 2,665	\$ 2,665
Delete refund for pre-submittal meetings	Existing		\$518 + MBP surcharge	5.74.070	Time consuming step for staff (checks have to be issued for the refunds). These are code required meetings for 90% of development permits. Bellevue and Redmond have no fee for pre-application meetings but have predevelopment processes with fees, so comparison is difficult.	169 meetings (12 single family)	\$82,356	\$ 85,974	\$ 3,618
Environmental review base fee	Existing	\$ 927	\$ 567		Environmental reviews have consistently recovered less than 1/5th of their cost over the last decade, this increase would improve that recovery without dramatically increasing costs to customers	14	7938	\$ 12,978	\$ 5,040
								Total Net New Revenue:	\$ 11,323

Development Fee Update List										
Function:		Building Services								
Proposed fee change details										
Fee Name	New or Existing Fee?	Proposed Fee*	Existing Fee (if applicable)	Reference in KMC (if applicable)	Justification for fee update	Number of units in 2013	Revenues in 2013	Projected revenues with new fees	Net New	
Stop Work Order	Existing	add a \$200 minimum	Double the permit fee	21.74.025(i)	Fees for work without permits are addressed in 2 sections, KMC 21.06.405 and KMC 21.74.025(i). To avoid confusion KMC 21.06.405 should be eliminated. To help recover the cost of administering a stop work order, KMC 21.74.025(i) should be amended to make the minimum investigation fee.	100	15800	\$ 20,000	\$	4,200
Demolition Permit	Existing	\$250	\$26		Our current fee is \$26, we would like to increase to more accurately reflect the cost to the City. We may have been feeing this incorrectly. According to 21.74.030, this should be a valuation based, which would allow us to recover our costs.	168	\$ 4,368	\$ 42,000	\$	37,632
Adult Family Home	New	\$100 or the current	Charge 1 hour	N/A	This is a service the City provides to DSHS. We do not have a fee for this inspection, so we have traditionally charged one hour of inspection time. It should be a separate item in the City's fee schedule.	10	\$ 790	\$ 1,214	\$	424
"Basic" permit registration	New	Based on valuation using the permit fee schedule	Based on valuation using the permit fee schedule		A Basic permit is one in which the building is repeating the construction of a specific house plan. We do not currently have a specific fee for the first review (or registration) of a basic plan.	0	\$ -	No new revenue since these houses would have had to pay anyway. This is an administrative change.		
Plan Review for a "Basic" Building Permit	New	\$500	\$474, based on 6 hrs. @ \$79		We have been allowing a reduced plan review fee for a Basic permits (see item #3 above) because the review time is about half of a typical house. We started doing this with a few large subdivisions, and since we didn't have a specific fee, we have been estimating the amount of hours spent by staff to do the review and used the hourly rate.	10	\$ 4,740	\$ 5,000	\$	260
Annual electrical permit	New	\$2,400	Varies		We would like to create a new electrical permit, patterned on Labor and Industries' "Annual Permit". It would only be available to large institutions such as hospitals and school districts that employ licensed electricians. The scope of the work done under this permit would be limited to small work that is less than 100 amps. Instead of getting a separate electrical permit for each small installation, the permit holder would request a monthly inspection and all work done during that month would be inspected. The cost of the permit would be based on the number of licensed electricians employed.	72 single permits (24 per year per institution)	\$ 7,200	\$ 7,200	\$	-
Additional plan review fee	New	Hourly	Hourly		Additional plan review fee if review items aren't corrected the first time. A footnote should be added to the fee schedule clarifying that uncorrected items will be reviewed at the hourly rate.			No net change		
Expedited SFR Plan Review	New	\$1,700	\$1,700		Customers occasionally request that we expedite the review of their new single family home. We have been doing this for a few years by charging an additional flat \$1,700 based on the estimated hours to review a typical house at our overtime hourly rate. We would like to see this fee added to our fee schedule.	62	\$ 105,400	\$ 105,400	\$	-
Limit refunds to 180 days	Housekeeping	N/A	N/A	21.06.415 and 21.74.025(C)	Refunds are mentioned in 2 different KMC sections. 21.06.415 clarifies the refund must be requested within 180 days. 21.74.025 should be updated to state the same.					\$ -
Update the determination of valuation language in the KMC	Housekeeping				How to determine the valuation of work is located in KMC 21.06.400 and KMC 21.74.030(c)(2) and both sections only refer to building permits. We need to add the valuation determination of other permits. Also, it should be clarified that the building official may exempt unusually expensive equipment from the valuation of work. A good example is photovoltaic roof panels, where typically only one inspection is needed but the electrical permit fee is unusually high because of the cost of the photovoltaic panels.					\$ -
Update the Development Services fee schedules in KMC	Housekeeping				Many of the fee schedules were adjusted administratively to the CPI in 2013. The KMC was not updated to reflect this change, causing confusion when the public searches the KMC for our fees					\$ -
State Surcharge	Housekeeping: Clean up Table 2, regarding the State surcharge.				KMC 21.74.030 Table 2 should be clarified to indicate that the Multi-family fee is a State surcharge fee. The 2 fees should be combined and the reference to satellite dishes and spas should be eliminated.					\$ -
									Total Net New Revenue:	\$ 42,516

### **1.12.100 Special provisions relating to enforcement of tree regulations.**

(a) General Requirements. This section applies to all trees in the city, including private property trees, public property trees and street trees. Enforcement shall be conducted in accordance with procedures set forth in this chapter. Special enforcement provisions related to tree conservation are set forth in this section.

(b) Authority. It shall be the duty of the applicable department director to administer the provisions of this section.

(c) Fines for Tree Removal.

(1) Each unlawfully removed or damaged tree shall constitute a separate violation.

(2) Any person who aids or abets in the violation shall be considered to have committed a violation for purposes of fines.

(3) Fines shall be assessed in accordance with Table 1.12.100. Fines are due according to the corrective action described in the notice of tree fines and restoration due. The applicable department director may elect not to seek fines if he or she determines that the circumstances do not warrant imposition of fines in addition to restoration.

**Table 1.12.100**

<b>Types of Violations</b>	<b>Allowable Fines per Violation</b>
1. Removal of tree(s) approved to be removed, but prior to final tree plan approval or issuance of a city tree removal permit	\$100.00 per tree
2. Removal or damage of tree(s) that are or would be shown to be retained on an approved tree plan or any other violation of approved tree protection plan	\$1,000 per tree
3. Removal of tree(s) without applying for or obtaining a required city permit	\$1,000 per tree

(d) Tree Restoration.

(1) Violators of Kirkland Zoning Code Chapter 95 or of a permit issued thereunder shall be responsible for restoring unlawfully damaged areas in conformance with a restoration plan approved by the applicable department director. The restoration plan shall provide for repair of any environmental and property damage and restoration of the site. The goal of the restoration plan shall be a site condition that, to the greatest extent practical, equals the site condition that would have existed in the absence of the violation. In cases where the violator intentionally or knowingly violated this chapter or has committed previous violations of this chapter, restoration costs may be based on the city-appraised tree value of the subject trees in which the violation occurred, utilizing the industry standard trunk formula method in the current edition of the "Guide for Plant Appraisal." If diameter of removed tree is unknown, determination of the diameter size shall be made by the applicable department director by comparing size of stump and species to similar trees in similar growing conditions. The amount of costs above the approved restoration plan will be paid into the city forestry account.

(2) Restoration Plan Standards. The restoration plan shall be in accordance to the following standards:

(A) The number of trees required to be planted is equal to the number of tree credits of illegally removed trees according to Kirkland Zoning Code Table 95.33.1.

(B) The minimum size for a tree planted for restoration is twelve-foot-tall conifer and three-inch caliper deciduous or broadleaf evergreen tree. The city may approve smaller restoration tree sizes at a higher restoration ratio, provided the site has capacity for the additional trees and the results of restoration at a higher restoration ratio are as good or better than at the normal ratio. The smallest allowable alternatives to the normal restoration requirements shall be two eight-foot conifers for one twelve-foot conifer or two two-inch caliper deciduous for one three-inch caliper deciduous tree.

(C) In the event the violators cannot restore the unlawfully removed or damaged trees, the violators shall make payment to the city forestry account. Unless otherwise determined to base the restoration costs on appraised value, the amount paid will be the city's unit cost for a restoration tree multiplied by the number of outstanding tree credits. The city's unit cost is based on the current market cost of purchase, installation and three-year maintenance for a minimum-sized tree for restoration.

(D) The restoration plan shall include a maintenance plan and an agreement or security to ensure survival and maintenance of restoration trees for a three-year period unless the violation was on a site with an approved tree plan, in which case the maintenance period is five years.

(e) Failure to Restore or Pay Fines. The city may issue a notice of civil violation to the person(s) who fails to restore or pay fines according to the procedures set forth in this chapter. (Ord. 4451 § 7, 2014; Ord. 4280 § 1 (part), 2011)



## The Planning & Zoning Resource Corporation

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100 NE 5th Street · Oklahoma City, Oklahoma 73104

Telephone (405) 840-4344 · Fax (405) 840-2608

Toll Free (800) 344-2944 · Toll Free Fax Available on Request

Please fax to my direct fax number 405-563-7885

To: Jeremy McMahan  
Fax: 425 587 3232  
Email: [planninginfo@kirklandwa.gov](mailto:planninginfo@kirklandwa.gov)  
Date: 07/07/2014  
Subject: Zoning Verification Letter and Additional Documents  
Ref. Number: 75476-135  
RE: Supermarket 1142, 12519 Northeast 85th Street, Kirkland, Washington  
  
Add'l Info: Parcel Number 1233100540

Attached is our request for property information on the above-mentioned property. Please copy it onto your letterhead, provide the requested information, sign and return to me via either my direct fax, shown above, or via email to [Karen.Foreman@pZR.com](mailto:Karen.Foreman@pZR.com).

It is my understanding that there will Not be fees associated with this request. Please be advised that the total fees are not to exceed \$0.00 without my approval. If you should expect the fees to exceed this amount, please notify me as soon as possible. Furthermore, any additional costs associated with this request must be approved, in writing, prior to their incurrence.

Thank you in advance for your time and consideration on the above matter. If there are any questions you are unable to answer please let me know who I should contact. If you have any questions or concerns, do not hesitate to contact me at the toll free number 800-344-2944, extension 3431. You may also reach me by email at: [Karen.Foreman@pZR.com](mailto:Karen.Foreman@pZR.com).

Sincerely,  
Karen Foreman

(PLEASE COPY ONTO YOUR LETTERHEAD)

**The Planning & Zoning Resource Corporation**  
100 NE 5th Street  
Oklahoma City, OK 73104

07/07/2014

ATTN: Karen Foreman

Ref. No. 75476-135

RE: Supermarket 1142, 12519 Northeast 85th Street, Kirkland, Washington

Add'l Info. Parcel Number 1233100540

**The current zoning classification for the subject property is:** \_\_\_\_\_

**Adjacent property zoning designations:**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**Is the subject property part of a Planned Unit Development?**

\_\_\_\_\_ Yes, part of a PUD (See comment)

\_\_\_\_\_ No, not part of a PUD

Comment: \_\_\_\_\_

**Is the subject property part of an Overlay District?**

\_\_\_\_\_ Yes, within an Overlay District

\_\_\_\_\_ No, not within an Overlay District

Comment: \_\_\_\_\_

**The subject property is currently regulated by:**

\_\_\_\_\_ Section \_\_\_\_\_ of the Zoning Ordinance

\_\_\_\_\_ Planned Unit Development Ordinance No. \_\_\_\_\_ (copy attached)

\_\_\_\_\_ Site Plan Approval Case No. \_\_\_\_\_ (copy of plan and case attached)

Comment: \_\_\_\_\_

**According to the zoning ordinances and regulations for this district, the use of the subject property is a:**

- Permitted Use by Right
- Permitted Use by Special/Specific Use Permit
- Copy Attached
- Copy Not Available (see comment)
- Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments)
- Non-Permitted Use

Comment: \_\_\_\_\_

**The subject structure(s) was developed:**

- In accordance with Current Zoning Code Requirements and is
- Legal Conforming
- Non-Conforming (see comments)
- In accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is Legal Non-Conforming to current zoning requirements
- Prior to the adoption of the Zoning Code and is
- Grandfathered/Legal Non-conforming to current zoning requirements.
- In accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment: \_\_\_\_\_

**Information regarding variances, special permits/exceptions, ordinances or conditions:**

- There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property.
- The following apply to the subject property (see comments):
- Variance - Documentation attached or is otherwise, no longer available (see comment)
- Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
- Ordinance Documentation attached or is otherwise, no longer available (see comment)
- Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment: \_\_\_\_\_

**Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:**

- May be rebuilt in the current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable.
- May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section \_\_\_\_\_ of the current zoning code/ordinance for details.

Comment: \_\_\_\_\_

**To the best of your knowledge, do your records show any unresolved zoning code violations?**

Yes, there are open violations on file in our records. (See attached list and/or copies/cases)

No, there are no open violations on file in our records.

\*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made.

Please call the undersigned at \_\_\_\_\_, extension \_\_\_\_\_ if you have questions or concerns.

Sincerely:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_



July 28, 2014

Karen Foreman  
Karen.foreman@pzr.com  
The Planning and Zoning Resource Corporation

Subject: Zoning Verification Letter Request  
12519 NE 85<sup>th</sup> Street, Kirkland, WA 98033  
Parcel: #1233100540

Ms. Foreman,

I am an Assistant Planner with the City of Kirkland, Washington Department of Planning and Community Development and pursuant to information available to the City of Kirkland hereby certify as to the following:

1. The property located at 12519 NE 85<sup>th</sup> Street, Kirkland, WA 98033, parcel number 1233100540 (The Property), is located in the City Limits of Kirkland.
2. The property is currently located in the Rose Hill Business District 5A (RH 5A) use zone, which is a commercial zone. The City of Kirkland Zoning Code currently in effect allows for retail establishment uses in the RH 5A zone. A complete copy of the current zoning regulations, including all allowed uses and amendments, can be found online at: <http://www.codepublishing.com/wa/kirkland/>. The RH 5A Use Zone contains use regulations pertaining to the Property's setbacks, lot coverage, height, etc., defining the developable building envelope.
3. The use of the property is permitted within the RH 5A zone. You can access the Use Zone Chart for the RH 5A zone (KZC 53.54) that shows the maximum allowable density and parking requirements online here: <http://www.codepublishing.com/wa/kirkland/?pdfs/53-54.pdf>
4. The Property is within the Rose Hill Business District Design District.
5. The parcels to the north, south and west of the Property are within the same RH 5A zone. The parcels to the east of the Property are within the RH 5A and RM 1.8 zones.



6. There are no active applications (e.g. zoning, subdivision, special use permit, conditional use permit, variance, site plan approval, etc.) currently pending with respect to the Property.
7. There are no records in the City files of unsatisfied zoning, subdivision, building, fire, or other ordinance violations.
8. According to available information, the current use conforms to current zoning use regulations. If non-conforming, the improvements may be restored to the current use and dimensions in the event the building were to be damaged if the damage does not exceed 50 percent of the assessed or appraised value of that improvement, whichever is greater. Any damages exceeding 50 percent of the assessed or appraised property value, then the development could be rebuilt but must conform to current Zoning Code standards (KZC 162.30).
9. Please contact the City of Kirkland Building Department for certificate of occupancy information at 425-587-3600.
10. This information was researched by the person signing this letter on behalf of the City, on request, as a public service. To the best of my knowledge, the above information is believed to be accurate; however, the City assumes no liability for error or omissions. All information was obtained from public records which may be inspected during regular business hours.

Please contact me with any additional questions at (425) 587-3259.

Sincerely,

A handwritten signature in blue ink that reads "Allison Zike".

Allison Zike  
Department of Planning and Community Development

July 09, 2014

Site 31505

Jeremy McMahan

**RE:  
Watermark Apartments  
530 Second Avenue  
1248700115**

Jeremy McMahan

Please find this to be a formal request for zoning verification on the above stated property. We are researching these matters for a zoning compliance report. Please incorporate the answers to the following questions in a letter on letterhead.

- What is the current zone of the property?
- Are there any overlay districts?
- Is this property a permitted use in this district?
- Did the property receive site plan approval, and if so, can you provide a copy?
- What are the abutting zoning districts?
- Are there any outstanding building or zoning violations on file?
- Were any variances or special permits issued?
- Was a certificate of occupancy issued and if so, may we obtain a copy of it?

**If you can not Fax or E-mail  
Please return the letter to:**

Zoning Info, Inc.  
3555 N.W. 58th Street  
Suite 505  
Oklahoma City, OK 73112  
Phone: 405-525-2998  
Fax: 405-528-4878

Thank you,

Tarah Jones Briscoe  
Research Specialist  
Extension: 112  
tbriscoe@zoning-info.com

**Our clients deadline for this information is 07/19/2014.**



August 4, 2014

Zoning Information, Inc.  
Attn: Tarah Briscoe  
3555 NW 58<sup>th</sup> Street  
Suite 505  
Oklahoma City, OK 73112

Subject: Zoning Verification Letter Request  
530 2<sup>nd</sup> Avenue, Kirkland, WA  
Parcel # 1248700115

Ms. Briscoe,

I am an Assistant Planner with the City of Kirkland, Washington Department of Planning and Community Development and pursuant to information available to the City of Kirkland hereby certify as to the following:

1. The property located at 530 2<sup>nd</sup> Avenue, Kirkland, WA 98033, parcel number 1248700115 (The Property), is located in the City Limits of Kirkland and is subject to all applicable codes and laws.
2. The property is currently located in the Central Business District 5 (CBD 5) use zone, which is a commercial zone. In the CBD 5 Use Zone, a multifamily residential use is permitted. A complete copy of the current zoning regulations, including all allowed uses and amendments, can be found online: <http://www.codepublishing.com/wa/kirkland/>. The CBD 5 Use Zone Chart contains use regulations pertaining to the Property's setbacks, lot coverage, height, etc., defining the developable building envelope.
3. The property is located within the Design Review Overlay and is subject to design review pursuant to the CBD 5 standards, the design regulations located in chapter 92 of the Zoning Code, and subject to the design review process listed in chapter 142 KZC.
4. The property was developed in 1997 under Kirkland development standards.
5. The property is bordered by the following zoning: CBD 5A (Commercial) to the north, CBD 5 (Commercial) to the south and west, and Planned Area 5B (Office) to the east.
6. There are no current or active violations on record for this property.
7. According to available information, the current use conforms to current zoning use regulations. If non-conforming, the improvements may be restored to the current use and

dimensions in the event the building were to be damaged if the damage does not exceed 50 percent of the assessed or appraised value of that improvement, which ever is greater. Any damages exceeding 50 percent of the assessed or appraised property value, then the development could be rebuilt but must conform to current Zoning Code standards (KZC 162.30).

8. Please contact the City of Kirkland Building Department for certificate of occupancy information at 425-587-3600 or for copies of construction plans.

Please contact me with any additional questions at (425) 587-3246.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C. Geitz', with a stylized flourish extending to the right.

Christian Geitz  
Department of Planning and Community Development

ORDINANCE O-4463

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO DEVELOPMENT FEES AND AMENDING KIRKLAND MUNICIPAL CODE CHAPTERS 5.74, 19.36, 21.06 AND 21.74.

The City Council of the City of Kirkland do ordain as follows:

Section 1. Section 5.74.040 of the Kirkland Municipal Code ("KMC") is amended to read as follows:

**5.74.040 Fees charged by the public works department.**

(a) The schedule below establishes permit and administrative fees charged by the public works department.

<b><u>Fee Type</u></b>	<b><u>Fee Amount</u></b>
<b>Water – Meter installation</b> (Each fee includes a \$50 administration charge) 3/4" meter 1" meter 1-1/2" meter 2" meter Greater than 2"	<del>\$156129.00</del> <del>\$184159.00</del> <del>\$199225.00</del> <del>\$383294.00</del> Time and materials
<b>Water – Billing</b> Customer-requested service shutoff during business hours Customer-requested service shutoff during nonbusiness hours Water service shutoff or turn-on for unpaid user bill before 3:00 p.m. on business days Water service shutoff or turn-on for unpaid user bill after 3:00 p.m. on business days Service calls if broken water line was caused by owner/occupant Special water meter reading Alternate billing Cut lock fee Shutoff tag Water restrictions penalty	\$30.00 \$80.00 \$40.00 \$90.00 \$20.00 \$40.00 \$10.00 \$60.00 \$20.00 Up to \$50.00/day
<b>Sewer - permits</b> New or replacement side sewer inspection Side sewer repair (< 10 feet) inspection Side sewer cap inspection Septic system abandonment inspection Side Sewer Stub fee (for City-installed stub)	<del>\$436425.00</del> <del>\$6058.00</del> <del>\$6058.00</del> <del>\$6058.00</del> <del>\$10911062.00</del> min. or as documented

<p><b>Sewer – Discharge regulation</b>  Penalty for late discharge report (late after 30 days)</p> <p>Penalty—Discharge compliance, incomplete actions</p> <p>Penalty—Nonmaintenance of FOG systems</p> <p>Penalty—Inaccurate or incomplete report</p>	<p>\$25.00/day for first 20 days, then \$100.00/day, for a maximum of \$1,000.00 total.</p> <p>\$100.00/day for 60 days max.</p> <p>\$500.00 + city maintenance costs. Second year: \$1,000.00 + city maintenance costs \$100.00 for first offense</p>
<p><b>Sewer – Billing</b>  Sewer service call (customer problem)</p>	<p>\$20.00</p>
<p><b>Right of Way</b>  Permit to work in ROW – Standard</p> <p>Permit to work in ROW – Basic</p> <p>Street cut fee 1-50 sq ft.</p> <p>Street cut fee 51-100 sq ft.</p> <p>Street cut fee 101 sq ft or larger</p> <p>Street cut administration fee</p>	<p><del>\$382372.00</del></p> <p><del>\$109106.00</del></p> <p><del>\$205200.00</del></p> <p><del>\$411400.00</del></p> <p><del>\$411 + \$411 \$400 + \$400</del> for each additional 100 sq ft</p> <p><del>\$2625.00</del></p>
<p><b>Storm Drainage (Surface Water)</b>  Surface Water Drainage Plan check fees (see PW Pre-Approved Plans and Policies for description of review types):</p> <p>A) Small – Type I Review</p> <p>B) Small – Type II Review</p> <p>C) Targeted Review</p> <p>D) Full Review</p> <p>E) Roof/ Driveway Drain Connection Inspection</p> <p>F) Surface Water Adjustment Process (see PW Pre-approved Plans and Policies for full description)</p>	<p><del>\$385375.00</del></p> <p><del>\$929905.00</del></p> <p><del>\$1,6231,580.00</del></p> <p><del>\$3,2453,160.00</del></p> <p><del>\$654637.00</del></p> <p><del>\$154150</del> for up to 2 hours of process, and <del>\$12075.00</del>/hour thereafter</p>
<p><b>Miscellaneous Review and Inspection Fees</b></p> <p>When the Public Works Department provides engineering review or inspections services, and a fee for such service is not published, the applicant shall pay the following rate for such services:</p> <p>Impact fee – Independent Fee Review</p>	<p><del>\$12075.00</del> per hour</p>

Right-of-way non-user relinquishment review fee	<del>\$205 200.00</del> , plus <del>\$120 75.00</del> per hour of review  <del>\$600 375.00</del> for up to 5 hours process, and <del>\$120 75.00</del> /hour thereafter
<b>City trees</b> Civil penalties for violations, per day	<del>1<sup>st</sup> violation — \$200</del> <del>2<sup>nd</sup> violation — \$400</del> <del>3<sup>rd</sup> violation — \$600</del>

(b) Whenever any construction work, public improvement or other activity is required or permitted to be performed upon any public right-of-way, or within or upon any property which, upon completion of said work or activity, is to be conveyed or dedicated as public right-of-way or public easement, the city shall not accept for maintenance or otherwise such work, improvement, facility or activity until there has been paid to the city by the person required or permitted to perform such work or activity an amount equal to ten percent of the estimated cost of construction of such work, improvement, facility or activity as and for reimbursement to the city for its cost of review and inspection of such work, improvement, facility or activity. In addition, prior to the release of any permit for construction of storm drainage collection and conveyance on private property, the permit applicant shall pay a fee equal to ten percent of the estimated cost of construction of such work, improvement, facility or activity as and for reimbursement to the city for its cost of review and inspection of such work, improvement, facility or activity. Estimated cost of construction shall be determined by the director of the department of public works. Whenever such a review and inspection fee is required, the public works department is authorized to collect up to one-half of the fee at permit application with the remainder being due at permit issuance.

(c) This section shall not apply to:

(1) Work performed under public works construction contracts let by the city pursuant to Chapter 3.85; or

(2) So much of such work performed under a developer’s extension agreement (Chapter 35.91 RCW facilities agreement) as is determined by the director of public works to be for the benefit of the Kirkland water or Kirkland sewer system rather than for the benefit of the property being concurrently subdivided, developed or improved by the signors to the developer extension agreement.

(d) The director is authorized to interpret the provisions of this chapter and may issue rules for its administration. This includes, but is

not limited to, correcting errors and omissions and adjusting fees to match the scope of the project. The fees established here will be reviewed annually, and, effective January 1st of each year, may be administratively increased or decreased by an adjustment, rounded to the nearest dollar, to reflect the current published annual change in the Seattle Consumer Price Index for Wage Earners and Clerical Workers as needed in order to maintain the cost recovery objectives established by the city council.

(e) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a ~~one and three tenths~~ three and five tenths percent surcharge collected to pay for the City's MyBuildingPermit.com membership fees and other to help offset the cost of the enhancements and maintenance of the MyBuildingpermit.com and permit tracking software.

Exception: the MyBuildingPermit.com surcharge does not apply to the following:

- (1) Water meter installation.
- (2) Water billing.
- (3) Sewer discharge and penalties.
- (4) Sewer billing.
- (5) Street cut fees.
- (6) City trees or civil penalties.

Section 2. Section 5.74.070 of the KMC is repealed. A new KMC Section 5.74.070 is adopted to read as follows:

**5.74.070 Fees charged by planning department.**

(a) The schedule below establishes fees charged by the Planning & Community Development department. The entire fee must be paid before the review or processing begins, except as otherwise specified.

<b>FEE TYPE</b>	<b>FEE AMOUNT</b>
<b>Preliminary Project Review</b>	
Pre-submittal Meeting, Integrated Development Plan, and/or Pre-design Conference No fee for second pre-submittal meeting if for Integrated Development Plan.	\$518.00

<b>Planning Official Decisions</b>	
Accessory Dwelling Unit (not required if reviewed concurrently with a building permit)	\$425.00
Administrative Design Review	
If application involves new gross floor area (new buildings or additions to existing buildings)	\$2,127.00
No new gross floor area	No fee
Design Review Approval Extension	\$425.00
Design Review Approval Modification	\$1,077.00
Forest Management Plan	\$308.00
Historic Residence Alteration	\$850.00
Integrated Development Plan Modification per KZC 95.30(6)(b)(1)	\$539.00
Integrated Development Plan Modification per KZC 95.30(6)(b)(2)	\$850.00
Master Sign Plan Approval Modification	\$850.00
Multiple Private or ROW Tree Removal Permit	\$205.00
Noise Variance	\$539.00
Off-Site Directional Sign Approval Modification	\$539.00
Parking Modification (additional public works fees may be required per Section 5.74.040)	\$539.00
Personal Wireless Service Facility Planning Official Decision	\$8,578.00
Personal Wireless Service Facility Subsequent or Minor Modification	\$850.00
Rooftop Appurtenance Modification	\$850.00
Sensitive Area Planning Official Decision	\$2,127.00
Shoreline Area – Alternative Options for Tree Replacement or for Vegetation Compliance in Setback	\$205.00
Shoreline Substantial Development Exemption	\$205.00
Temporary Use Permit	\$218.00

Zoning Verification Letter	\$205.00
<b>Planning Director Decisions</b>	
Additional Affordable Housing Incentive—Density Bonus	\$1,077.00
Binding Site Plan	\$2,141.00
Lot Line Alteration	\$1,077.00
Master Sign Plan	\$3,006.00
Multifamily Housing Property Tax Exemption Conditional Certificate	\$1,077.00
Multifamily Housing Property Tax Exemption Conditional Certificate Extension	\$539.00
Multifamily Housing Property Tax Exemption Contract Amendment	\$539.00
Off-Site Directional Sign	\$1,077.00
Process I Approval Modification	\$850.00
Process IIA, IIB or III Approval Modification	\$1,077.00
Short Plat or Subdivision Approval Modification	\$850.00
Variance Exception	\$1,077.00
<b>Process I Review</b>	
Historic Residence Designation	\$1,091.00
Home Occupation	\$1,091.00
Homeless Encampment Temporary Use with Modifications	\$218.00
Innovative Short Subdivision	
Base Fee	\$6,947.00
Fee per lot	\$992.00
Other Process I	
Base Fee	\$4,253.00
Fee per new residential unit	\$496.00
Fee per sq. ft. new non-residential GFA	\$0.30

Short Subdivision	
Base Fee	\$3,273.00
Fee per lot	\$992.00
Substantial Development Permit	
Piers and Docks Associated with Multifamily Development and Marinas and Moorage Facilities Associated with Commercial Uses (new or enlargement of greater than 50% of the existing deck area)	\$10,718.00
Other Shoreline Improvements, including boatlifts and boat platforms	\$4,594.00
Personal Wireless Service Facility Process I Review	\$10,718.00
<b>Process IIA Review</b>	
Innovative Preliminary Subdivision	
Base Fee	\$11,086.00
Fee per lot	\$1,077.00
Other IIA	
Base Fee	\$7,500.00
Fee per new residential unit	\$425.00
Fee per sq. ft. new nonresidential GFA	\$0.42
Personal Wireless Service Facility Process IIA Review	\$20,756.00
Preliminary Subdivision	
Base Fee	\$8,946.00
Fee per lot	\$1,077.00
Subdivision Alteration	\$9,187.00
<b>Process IIB Review</b>	
Historic Landmark Overlay or Equestrian Overlay	\$1,077.00
Other IIB	
Base Fee	\$11,569.00

Fee per new residential unit (including short subdivisions reviewed through Process IIB per Section 22.28.030)	\$425.00
Fee per sq. ft. new nonresidential GFA	\$0.42
Personal Wireless Service Facility Process IIB Review	\$29,943.00
Subdivision Vacation	\$9,187.00
<b>Hearing Examiner Review</b>	
Integrated Development Plan - Modification after Tree Removal per KZC 95.30(6)(b)(3)	\$1,077.00
<b>Design Board Review</b>	
Design Board Concept Review	\$1,466.00
Design Board Design Response Review	
Base Fee	\$4,489.00
Fee per new unit	\$206.00
Fee per sq. ft. new GFA	\$0.21
<b>State Environmental Policy Act (SEPA)</b>	
Review of Environmental Checklist	
Base Fee	\$927.00
Applications involving sensitive areas (streams and/or wetlands only)	\$567.00
Estimated Number of PM Peak Trips	
Less than 20 trips	\$927.00
21—50 trips	\$1,854.00
51—200 trips	\$3,707.00
Greater than 200 trips	\$7,416.00
Preparation of Environmental Impact Statement (EIS)	
* The cost of preparing an EIS is the sole responsibility of the applicant. Kirkland Ordinance No. 2473, as amended, establishes the procedures that the city will use to charge for preparation and distribution of a draft and final EIS. The applicant is required to deposit with the city an amount not	

less than \$5,000 to provide for the city's cost of review and processing an EIS. If the anticipated cost exceeds \$5,000, the city may require the applicant to deposit enough money to cover the anticipated cost.

### Miscellaneous

Appeals and Challenges	
Appeals	\$213.00
Challenges	\$213.00
Note: No Fee for code enforcement hearings	
Concurrency Application—Estimated Number of PM Peak Trips	
Less than 20 trips	\$545.00
21—50 trips	\$763.00
51—200 trips	\$1,527.00
Greater than 200 trips	\$1,963.00
Final Subdivision	
Base Fee	\$2,127.00
Fee per lot	\$213.00
Short Subdivision Recording Review	
	\$980.00
Sidewalk Cafe Permits	
Base Fee	\$672.00
Fee per sq. ft. of cafe area	\$0.75
Street Vacation	
Base Fee	\$8,578.00
Fee per sq. ft. of street	\$0.42
Miscellaneous Review and Inspection Fees	
When the Planning and Community Development department provides planning review or inspection services, and a fee for such service is not published,	\$120.00 per hour

the applicant shall pay the following rate for such services.	
---	--

<b>Comprehensive Plan and Zoning Text Amendment Requests</b>	
Request for property-specific map change	
Initial request	\$328.00
If request is authorized by city council for review	\$328.00
Request for city-wide or neighborhood-wide policy change	No fee

<b>General Notes:</b>	
<p>1. Fee Reduction for Applications Processed Together: When two or more applications are processed together, the full amount will be charged for the application with the highest fee. The fee for the other application(s) will be calculated at 50% of the listed amount.</p> <p>2. Projects with greater than 50 dwelling units or 50,000 sq. ft. nonresidential GFA: The per unit and per sq. ft. fee for all units above 50 and all GFA above 50,000 sq. ft. shall be reduced by one-half.</p> <p>3. Note for Sensitive Areas permits: a. In cases where technical expertise is required, the Planning Official may require the applicant to fund such studies. b. Voluntary wetland restoration and voluntary stream rehabilitation projects are not subject to fees.</p> <p>4. Construction of affordable housing units pursuant to Chapter <a href="#">112</a> KZC: The fee per new unit and fee per square foot new GFA shall be waived for the bonus or additional units or floor area being developed.</p> <p>5. Note for Historic Residence permits: An additional fee shall be required for consulting services in connection with designation and alteration of historic residences.</p>	

(b) The director of finance and administration is authorized to interpret the provisions of this chapter and may issue rules for its administration. This includes, but is not limited to, correcting errors and omissions and

adjusting fees to match the scope of the project. The fees established here will be reviewed annually, and, effective January 1st of each year, may be administratively increased or decreased, by an adjustment to reflect the current published annual change in the Seattle Consumer Price Index for Wage Earners and Clerical Workers as needed in order to maintain the cost recovery objectives established by the City Council.

(c) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a three and five-tenths percent surcharge collected to pay for the City's MyBuildingPermit.com membership fees and to help offset the cost of the enhancements and maintenance of the MyBuildingpermit.com and permit tracking software.

Exception: The MyBuildingPermit.com surcharge does not apply to the fees for comprehensive plan and zoning text amendment requests.

Section 3. Section 19.36.050 of the KMC is amended to read as follows:

**19.36.050 Civil penalties for violations.**

(a) The director of public works or his or her designee shall be responsible for enforcing the provisions of this chapter with respect to street trees. The director of parks and community services or his or her designee shall be responsible for enforcing the provisions of this chapter with respect to city parks and other city property.

(b) When taking enforcement action under this chapter, the city's primary goal, if feasible, shall be full restoration of the area where the violation occurred. Each tree removed, pruned, trimmed, modified, altered or damaged in violation of this chapter shall constitute a separate violation for the purpose of assessing penalties under this chapter Code. Violations shall be deemed to be continuing in nature until the area where the violations occurred is fully restored to the condition it was in prior to the violations; provided, that the city, in its discretion, may suspend the accrual of daily penalties if the property owner is actively and diligently implementing a city-approved restoration plan. The costs of restoration shall not be more than the appraised value of the significant trees removed, according to the most recent edition of the Guide for Plant Appraisal.

(c) In addition to the costs of restoration, the amount of the tree fines and monetary penalty per day for a violation of this Chapter is set forth in ~~Section 5.74.040~~ Chapter 1.12. of this Code.

(d) Payment of a monetary penalty under this chapter does not relieve a person of the duty to correct the violation as ordered by the applicable department director.

Section 4. Sections 21.06.400 and 21.06.405 of the KMC are repealed.

Section 5. Section 21.06.420 of the KMC is amended to read as follows:

**21.06.420 General.**

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this chapter or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this chapter or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

The building official is authorized to establish a self-certification program whereby certain installations, by approved contractors, will only be subject to spot inspections.

Section 6. Section 21.06.495 of the KMC is amended to read as follows:

**21.06.495 Electrical inspections.**

(a) The installation, alteration or extension of any electrical system, fixtures or components for which a permit is required by this chapter shall be subject to inspection by the building official and such electrical systems, fixtures and components shall remain accessible and exposed for inspection purposes until approved by the building official. It shall be the duty of the permit applicant to cause the electrical systems to remain accessible and exposed for inspection purposes. The city shall not be liable for expense entailed in the removal or replacement of material required to permit inspection. When the installation of an electrical system is complete, an additional and final inspection shall be made. Electrical systems and equipment regulated by the National Electrical Code shall not be connected to the energy source until authorized by the building official.

(b) The building official may require special inspection of equipment or wiring methods where the installation requires special training, equipment, expertise, or knowledge. Where such special inspection is required, it shall be performed by an independent third party acceptable to the building official. The special inspection person/agency shall be designated and approved prior to beginning the installation of wiring or equipment. A written report from the designated special inspection agency indicating that the installation conforms to the appropriate codes and standards shall be received by the building official prior to that installation being approved. All costs for such testing and reporting shall be the responsibility of the permit holder.

(c) Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the National Electrical Code or of other ordinances of the city. Inspections presuming to give authority to violate or cancel the provisions of the National Electrical Code or other ordinances of the city shall not be valid.

(d) The building official, upon notification, shall make the inspections set forth in this section:

(1) Underground. Underground inspection shall be made after trenches or ditches are excavated and bedded, piping and conductors are installed, and before backfill is put in place. Where excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the raceway, cable or conductors, or where corrosive action will occur, protection shall be provided in the form of granular or selected material, approved running boards, sleeves or other means.

(2) Rough-In. Rough-in inspection shall be made after the roof, framing, fireblocking and bracing are in place and all wiring and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes. All required equipment grounding conductors installed in concealed cable or flexible conduit systems must be completely installed and made up at the time of the rough-in cover inspection.

(3) Other Inspections. In addition to the inspections specified above, the code official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws, which are enforced by the department of electrical inspection.

(4) Final Inspection. The final inspection shall be made after all work required by the permit is completed.

(e) Annual Electrical Permit. Upon approval of the building official, an annual electrical permit may be purchased by a building owner or licensed electrical contractor. This type of permit is available for educational, commercial, industrial, and public locations employing a full-time electrical maintenance staff or having a yearly maintenance contract with a licensed electrical contractor. The permit holder is responsible for correcting all installation deficiencies. The permit holder must make available, to the electrical inspector, all records of all electrical work performed.

This type of electrical permit may be used for retrofit, replacement, maintenance, repair, upgrade, and alterations to electrical systems. This type of permit does not include electrical work for new floor area, new services, feeders and circuits of 100 amperes or greater or when a plan review is required. 12 inspections are allowed in a twelve month period and each inspection is limited to two hours. Additional time and inspections will be charged at the applicable hourly rate.

Section 7. Section 21.74.025 of the KMC is amended to read as follows:

**21.74.025 General provisions for all permits, approvals and development services fees.**

(a) Fee Calculation. The fees for applications for development services established or referenced in this ordinance will be calculated using the fee schedule in effect at the time the review, inspection, or

service is performed and/or due. Each application stands alone and is considered individually for the purpose of calculating fees.

(b) City Projects. The fire and building department will collect all appropriate fees for utility-funded, capital investment program, and special purpose fund projects except as authorized by the director.

(c) Refunds. Any fee established in this chapter which was erroneously paid or collected will be refunded if requested a timely request is received. Table 1 is used to calculate refunds for applications or issued permits or approvals which are withdrawn, canceled, or expired. All refunds must be requested within 180 days of payment.

**Table 1—Calculating Refunds**

Stage in Review Process—Application Submitted		
Type of Fee	Review Started	
Flat review fee or review fee based on valuation, fixtures, devices, size, lots	Nonrefundable	
Stage in Construction Process—Permit Issued		
Type of Fee	No Work Started	Work Started
State Building Code	Nonrefundable	Nonrefundable
Flat inspection fee or inspection fee based on valuation, fixtures, devices, size	20% nonrefundable, 80% refundable	Nonrefundable

(1) Refunds for fees collected and not specifically mentioned herein will be refunded at the direction and discretion of the director or specific ordinance.

(2) Before any refund is released to the applicant the following will be deducted from the refund amount: all fees or charges owed on the subject application or permit; all fees or charges owed on any associated application or permit; any fees or charges that have been assigned to a collection agency plus the fee added on by the collection agency.

(d) Definition of Single-Family. For purposes of this chapter, "single-family" means a building containing not more than two dwelling units each having only one kitchen and each designed for occupancy exclusively by one family. ~~In-unit work, in a residential building over two units, will be considered a single-family application when the scope of work is limited to one unit.~~

(e) Reinspection Fee. In instances where reinspection fees have been assessed, no additional inspection of the work is performed until the required fees are paid.

(f) Outside Consultants. For the use of outside consultants for plan checking and inspections, or both: Actual costs, which include administrative and overhead costs.

(g) Add-On Fees. Fees due after issuance as a result of a field inspection that identified a scope of work different from the work permitted are due and payable within five working days of notification.

(h) Multi-Building Projects. Separate building, mechanical, electrical, plumbing, and fire protection permits are required for each building in a multi-building complex.

(i) Work Without a Permit or Approval. It is unlawful to proceed with any work or any portion of any construction, installation, alteration, repair, or use when the required fee has not been paid and the permit or approval issued. When work for which a permit or approval is required by the Kirkland Municipal Code, regulation, or standard is started or proceeded with prior to obtaining that permit or approval, a penalty may be levied in an amount up to double the fee required for the work unlawfully conducted, ~~as determined by the director~~ with a minimum fee of \$200. This provision does not apply to emergency work when it is proved to the satisfaction of the appropriate director that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all such cases, a permit must be obtained as soon as it is practical to do so; and if there is an unreasonable delay in obtaining the permit, a double fee (as provided in this chapter) will be charged. The payment of this double fee does not relieve any person from fully complying with the requirements of the Kirkland Municipal Code in the execution of the work or from any other penalties prescribed by law. Such person may also be required to reimburse the city for all expenses related to any enforcement proceedings as determined by the director.

(j) Consultants. The applicant bears the cost of retaining consultants when the city determines it is necessary to obtain required technical expertise.

(k) Recording Fees. The applicant bears the cost of fees associated with the recording of documents with King County.

(l) Additional Review. Review time required on a project prior to, or in lieu of, an application, is charged at the appropriate hourly rate, as determined by the director.

(m) Definition of Development Service Fee-Based Activity. The fees established herein apply to any activity performed by development services staff required to reach a final decision on an application and to reach the final approval of the work authorized by an issued permit, commonly called "review" and "inspection." This includes, but is not limited to, review of plans and specifications, site visits, public involvement and public hearings, preconstruction meetings, inspections, reinspections, and occupancy requirements.

Section 8. Section 21.74.030 of the KMC is amended to read as follows:

**21.74.030 General provisions for construction permit fees.**

(a) Scope. These general provisions apply to all permits issued by the fire and building department.

(b) Miscellaneous Inspections and Other Fees. Table 2 is used to calculate fees for miscellaneous inspections and additional plan review.

**Table 2—Miscellaneous Inspections and Other Fees based on an Hourly rate of \$120 per hour**

Type	Per Hour	Minimum Fee	Due
Inspection or plan review outside normal hours (in addition to the normal inspection and plan review fee)	<del>\$118.50</del> Hourly rate x 1.5	≥ 1.5 hours	Within 5 days of notification
Plan review resulting from changes to approved plans (in addition to the normal fees associated with a change in scope of work)	<del>\$79.00</del> Hourly rate	.5 hour	At revision issuance
<u>Additional plan review required when requested correction items are not made</u>	\$ Hourly rate	.5 hour	<u>Prior to issuance</u>
<u>Expedited single family plan review (in addition to regular plan review fee)</u>		<u>\$1,700</u>	<u>At intake</u>
Energy/Indoor Air Quality Code		<del>\$75.00</del> <u>\$77.00</u> + \$0.01/square foot	At permit issuance
Washington State Building Code Council surcharge: <del>building, spa and satellite dish permits</del>		\$4.50 for first dwelling unit ± <u>\$2.00</u> each additional unit	
Multifamily permits		\$4.50 for first	

**Table 2—Miscellaneous Inspections and Other Fees  
based on an Hourly rate of \$120 per hour**

Type	Per Hour	Minimum Fee	Due
Permit renewals		dwelling-unit + \$2.00 each additional unit  1/2 the original permit fee	
Reinspection fee (in addition to the normal inspection fee)	\$79.00 <u>Hourly rate</u>	1 hour	Within 5 days of notification
Landlord/tenant inspections conducted pursuant to RCW 59.18.115		\$15.00	At application submittal
<u>Adult Family Home inspection (WABO checklist)</u>		<u>\$100</u>	<u>Prior to the inspection</u>

(c) Building Permits.

(1) Scope. The fees and provisions established here apply to the installation, relocation, addition, demolition, or repair of construction work that requires a permit.

(2) ~~Determination of Value or Valuation. The determination of the value or valuation under any of the provisions of this chapter, unless otherwise noted, will be made on the basis of building valuation data published by a nationally recognized code organization or other valuation criteria approved by the appropriate director. The valuation to be used in computing the plan review and permit fees will be the total value of all construction work, including labor and materials, for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, or any other permanent work or permanent equipment. The "gross area" used in conjunction with the building valuations means the total areas of all floors measured from the exterior face, outside dimensions, or exterior column line of a building including basements, cellars, and balconies, but not including unexcavated areas. Where walls and columns are omitted in the construction of a building, such as an open shed or marquee, the~~

exterior wall of the open side or sides will be considered the edge of the roof. When the value is unknown, it will be determined by the appropriate director.

(32) Building Permit Fee Schedule. Table 3 is used to calculate the building inspection permit fee once the determination of value has been made. The inspection permit fee is due at issuance.

**Table 3—Building Permit Inspection Fees Based on Valuation**

Total Valuation	Fee
\$1.00 to \$500.00	<del>\$23.50</del> <u>25.62</u>
\$501.00 to \$2,000	<del>\$23.50</del> <u>\$25.62</u> for the first \$500.00 plus <del>\$3.05</del> <u>\$3.32</u> for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	<del>\$69.25</del> <u>\$75.42</u> for the first \$2,000 plus <del>\$14.00</del> <u>\$15.26</u> for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	<del>\$391.75</del> <u>\$426.40</u> for the first 25,000 plus <del>\$10.10</del> <u>\$10.99</u> for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	<del>\$643.75</del> <u>\$701.15</u> for the first \$50,000 plus <del>\$7.00</del> <u>\$7.63</u> for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	<del>\$993.75</del> <u>\$1,082.65</u> for the first \$100,000 plus <del>\$5.60</del> <u>\$6.10</u> for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 and up	<del>\$3,233.75</del> <u>\$3,522.65</u> for the first \$500,000 plus <del>\$4.75</del> <u>\$5.18</u> for each additional \$1,000 or fraction thereof

(4) Plan Review Fees. When the plans and/or specifications describing the proposed construction are reviewed by the building official, the fee will be sixty-five percent of the building inspection permit fee as shown on Table 3. A plan review deposit is due at submittal, and any excess of the deposit over the plan review fee owed will be credited to the issuance fees. If the deposit is insufficient to cover the plan review fee, the applicant will pay the amount of the insufficiency at the time of

issuance. When a 'basic' plan review is allowed by the building official, the review fee to register a 'basic' plan shall be one hundred percent of the building permit fee as shown on Table 3. The plan review fee required when applying for a building permit using a previously registered 'basic' plan shall be \$500.

(5) State Building Code Fee. The state building code fee is collected at issuance for the state on all building, spa, satellite dish, antenna, and demolition permits at the rate of four dollars and fifty cents each. The fee for multifamily building permits is four dollars and fifty cents for the first unit and two dollars for each additional unit. The fee is due at issuance.

(6) Single-Family Combination New Construction Permits. The fee for the mechanical and plumbing permits of a single-family, new construction permit are each eight percent of the building inspection fee. The fee for the electrical permit is nine and one-half percent of the inspection fee. These fees are due at issuance and are in addition to the building inspection fee.

(7) Fees for Sign Permits. Table 4 is used to calculate fees for sign permits. The plan review fee is due at submittal and the inspection fee is due at issuance.

**Table 4—Sign Permits**

Type of Sign	Fee*
Marquee or building-mounted sign (each sign)	<del>\$145.00</del> <u>\$149.00</u>
Freestanding or pole-mounted sign (each sign)	<del>\$195.00</del> <u>\$200.00</u>

\*Includes plan review

(8) Fees for Moving Buildings. Table 5 is used to calculate fees for moving buildings. The fee is due at issuance.

**Table 5—Moving Buildings**

Application Filing Fee		
Move Type	Fee	
Class I & II	\$100.00	
Class III & IV	\$75.00	
Inspection Fee—Class I or II only		
Distance from City Hall		
Up to 10 miles	\$130.00	
Over 10 miles	\$130.00 plus \$1.00/mile	
Right-of-Way Inspection Fee		

Dimensional Combinations	Normal Business Hours	After Hours
1	\$55.20	\$81.05
2	\$110.40	\$162.05
3 or more	\$55.20/hour	\$81.05/hour

(d) Electrical Permits.

(1) Scope. The fees established here apply to the installation, relocation, addition, or repair of electrical work that requires a permit.

(2) Electrical Permit Fee Schedule. Table 6 is used to calculate inspection fees for the installation, replacement, relocation, or repair of each electrical service, system, circuit, appliance and other electrical work once the determination of value has been made. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work.

**Table 6 Section I—Electrical Inspection Fees Based on Valuation**

Total Valuation	Fee
Up to \$250.00	<del>\$45.00</del> <u>\$46.22</u>
\$251.00 to \$2,000	<del>\$45.00</del> <u>\$46.22</u> for the first \$250.00 plus <del>\$7.48</del> <u>\$7.68</u> per \$100.00 or fraction thereof
\$2,001 to \$25,000	<del>\$176.00</del> <u>\$184.46</u> for the first \$2,000 plus <del>\$16.50</del> <u>\$16.95</u> per \$1,000 or fraction thereof
\$25,001 to \$50,000	<del>\$555.50</del> <u>\$574.31</u> for the first \$25,000 plus <del>\$14.90</del> <u>\$15.30</u> per \$1,000 or fraction thereof
\$50,001 to \$100,000	<del>\$928.00</del> <u>\$956.81</u> for the first \$50,000 plus <del>\$10.10</del> <u>\$10.37</u> per \$1,000 or fraction thereof
\$100,001 or above	<del>\$1,433</del> <u>\$1,475.31</u> for the first \$100,000 plus <del>\$8.70</del> <u>\$8.93</u> per \$1,000 or fraction thereof

**Table 6 Section II—Low Voltage Electrical Inspection Fees for Security, Telephone and Computer Wiring**

Total Valuation	Fee
Up to \$2,000	<del>\$45.00</del> <u>\$46.22</u>
\$2,001 to \$25,000	<del>\$176.00</del> <u>\$184.46</u> for the first \$2,000 plus <del>\$16.50</del> <u>\$16.96</u> per \$1,000 or fraction thereof x 25%

\$25,001 to \$50,000	<del>\$555.50</del> <u>\$574.31</u> for the first \$25,000 plus <del>\$14.90</del> <u>\$15.30</u> per \$1,000 or fraction thereof x 25%
\$50,001 to \$100,000	<del>\$928.00</del> <u>\$956.81</u> for the first \$50,000 plus <del>\$10.10</del> per <u>\$10.37</u> \$1,000 or fraction thereof x 25%
\$100,001 or above	<del>\$1,433</del> <u>\$1,474.31</u> for the first \$100,000 plus <del>\$8.70</del> <u>\$8.93</u> per \$1,000 or fraction thereof x 25%

(3) Electrical Plan Review Fee. When submittal documents are required by Section 21.70.090, a plan review fee shall be collected at submittal of the electrical permit. Said plan review fee shall be twenty percent of the electrical permit fee. The plan review fees specified in this subsection are separate fees from the permit fees shown in Table 6. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate of seventy-nine dollars per hour.

(4) Miscellaneous Electrical Inspection Fees. Table 7 is used to calculate permit fees for miscellaneous electrical permits. The fees are due at issuance.

**Table 7—Miscellaneous Electrical Inspection Fees**

Type	Fee
Carnivals—including art and street fairs, haunted houses, amusement rides, and other temporary events	Base fee — <del>\$79.00</del> <u>81.00</u> Per concession — <del>\$20.00</del> <u>20.50</u> Maximum fee — <del>\$250.00</del> <u>256.00</u>
Signs—new circuit installation (for electrical connection. A separate sign permit is required)	<del>\$65.00</del> <u>\$67.00</u>
Portable Classrooms and Mobile Home Service	<del>\$79.00</del> <u>\$81.00</u>
<u>Annual permit per KMC 21.06.495 (e)</u>	<u>\$2,400</u>
Swimming Pools, Hot Tubs, Spas, and Saunas (for electrical connection. A separate building and/or plumbing permit is also required)	<del>\$79.00</del> <u>\$81.00</u>
Temporary Power	<del>\$65.00</del> <u>67.00</u> 1—200 amperes <del>\$110.00</del> 201—400 amperes <u>113.00</u> Table 6 over 400 amperes

(e) Mechanical Permits.

(1) Scope. The fees established here apply to the installation, relocation, addition, or repair of mechanical work that requires a permit.

(2) Wiring. The fees established in this subsection do not include the electrical wiring, which requires a separate permit.

(3) New One- and Two-Family Dwelling Inspection Fee Schedule. Table 8 is used to calculate the fees for miscellaneous single-family mechanical permits. The fees are due at issuance.

**Table 8—Mechanical Inspection Fees—One- and Two-Family Dwellings**

<b>Mechanical Fees For New Single-Family and Duplexes:</b>	
8% of the building permit fee	
<b>Mechanical Fees for Remodels/Additions*</b>	
<ul style="list-style-type: none"> <li>• Each New Appliance <del>\$40.00</del> <u>\$41.00</u> (Maximum Fee <del>\$240.00</del> <u>\$246.00</u>)**</li> <li>• New Duct System <del>\$40.00</del> <u>\$41.00</u></li> <li>• Gas Piping Only <del>\$40.00</del> <u>\$41.00</u></li> <li>• Thermostat Wiring <del>\$20.00</del> <u>\$20.50</u>***</li> </ul>	
<b>Other Fees:</b>	
Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed	<b>\$79.00 per hour</b> (minimum charge 1/2 hour)
Reinspection fees assessed under provisions of Section 21.74.030(b)	<b>\$79.00</b> (per inspection)
Inspection for which no fee is specifically indicated	<b>\$79.00 per hour</b> (minimum charge 1/2 hour)
Inspections outside of	<b>\$118.50 per hour</b>

normal business hours	(minimum charge two hours)
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- \*No fee for source-specific exhaust fans
- \*\*Gas piping included
- \*\*\*Must be a licensed electrical contractor

(4) Commercial and Multifamily Inspection Fee Schedule. Table 9 is used to calculate inspection fees for the installation, replacement, relocation, or repair of each commercial heating, ventilation, air-conditioning, or freezing unit or system, and other mechanical equipment once the determination of value has been made. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work. The inspection fee is due at issuance.

**Table 9—Mechanical Permit Fees Based on Valuation**

Total Valuation	Fee
Up to \$1,000	<del>\$45.00</del> <u>\$49.07</u>
\$1,001 to \$100,000	<del>\$45.00</del> <u>\$49.07</u> for the first \$1,000 plus <del>\$16.00</del> <u>\$17.25</u> for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001 and above	<del>\$1,612</del> <u>\$1,756.82</u> for the first \$100,000 plus <del>\$14.00</del> <u>\$15.26</u> for each additional \$1,000 or fraction thereof

(5) Plan Review Fee. When plans and/or specifications describing the mechanical installation are reviewed by the building official, the fee is twenty-five percent of the fee calculated for the mechanical permit based on such plans and/or specifications. The plan review fee is due at submittal and is in addition to the permit fee.

(f) Plumbing Permits.

(1) Scope. The fees established here apply to the installation, relocation, addition, or repair of plumbing work that requires a permit.

(2) Fixtures. For the purposes of this chapter, "fixture" means and includes any appliance which connects to water, drain, or vent.

(3) Fee Schedule. Table 10 Section I is used to calculate the fees for one- and two-family dwelling plumbing permits. Table 10 Section II is used to calculate the fees for nonresidential, mixed-use and multifamily plumbing permits. Valuation is determined based on the prevailing fair market value of the materials, labor, and equipment needed to complete the work. The inspection fee is due at issuance.

**Table 10 Section I—Plumbing Permit Fees—One- and Two-Family Dwellings**

<b>Plumbing Fees For New One- and Two-Family Dwellings:</b>	
8% of the building permit fee	
<b>Plumbing Fees for Alterations/Additions:</b>	
• Each new or moved plumbing fixture: <del>\$20.00</del> <u>\$20.50</u>	
• For re-piping domestic water lines within existing structures: <del>\$20.00</del> <u>\$20.50</u> per dwelling unit	
• Minimum permit fee <del>\$40.00</del> <u>\$41.00</u> , maximum permit fee <del>\$240.00</del> <u>\$246.00</u>	
<b>Other Fees:</b>	
Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed	<b>\$79.00 per hour</b> (minimum charge 1/2 hour)
Reinspection fees assessed under provisions of Section <a href="#">21.74.030(b)</a>	<b>\$79.00</b> (per inspection)
Inspection for which no fee is specifically indicated	<b>\$79.00 per hour</b> (minimum charge 1/2 hour)
Inspections outside of normal business hours	<b>\$118.50 per hour</b> (minimum charge two hours)

**Table 10 Section II —Plumbing Permit Fees – Nonresidential, Mixed-Use and Multifamily**

<b>Total Valuation</b>	<b>Fee</b>
Up to \$1,000	<del>\$40.00</del> <u>\$41.08</u>
\$1,001 to \$100,000	<del>\$40.00</del> <u>\$41.08</u> for the first \$1,000 plus <del>\$6.72</del> <u>\$6.90</u> for each additional \$1,000 or fraction thereof to and including \$100,000

**Table 10 Section II —Plumbing Permit Fees –  
Nonresidential, Mixed-Use and Multifamily**

Total Valuation	Fee
\$100,001 and above	<del>\$705.28</del> <u>\$748.18</u> for the first \$100,000 plus <del>\$5.94</del> <u>\$6.10</u> for each additional \$1,000 or fraction thereof

(4) Plan Review Fee. When plans and/or specifications describing the plumbing installation are reviewed by the building official, the fee is sixty-five percent of the fee calculated for the plumbing permit based on such plans and/or specifications. The plan review fee is due at submittal and is in addition to the permit fee.

(g) Land Surface Modification Permit Fees.

(1) Scope.

(2) Plan Review Fee. Table 11 is used to calculate the plan review fee on land surface modification permits. The plan review fee is due at submittal.

**Table 11—Grading Plan Review Fee**

	Fee
1,000 cubic yards or less	<del>\$79.00</del> <u>\$81.00</u>
1,001 to 10,000 cubic yards	<del>\$158.00</del> <u>\$162.00</u>
10,001 to 100,000 yards	<del>\$158.00</del> <u>\$162.00</u> for the first 10,000 cubic yards, plus <del>\$24.50</del> <u>\$25.16</u> for each additional 10,000 cubic yards or fraction thereof
100,001 to 200,000 cubic yards	<del>\$269.75</del> <u>\$388.44</u> for the first 100,000 cubic yards, plus <del>\$13.25</del> <u>\$13.61</u> for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards or more	<del>\$402.25</del> <u>\$525.54</u> for the first 200,000 cubic yards, plus <del>\$7.25</del> <u>\$7.45</u> for each additional 10,000 cubic yards or fraction thereof

(3) Grading Inspection Fee Schedule. Table 12 is used to calculate fees for clearing and grading inspections. The grading inspection fee is due at issuance of the permit.

**Table 12—Grading Inspection Fees**

	<b>Fee</b>
50 cubic yards or less	<del>\$39.50</del> <u>\$40.50</u>
51 to 100 cubic yards	<del>\$79.00</del> <u>\$81.00</u>
101 to 1,000 cubic yards	<del>\$79.00</del> <u>\$81.00</u> for the first 100 cubic yards, plus <del>\$17.50</del> <u>\$17.97</u> for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	<del>\$194.50</del> <u>\$242.73</u> for the first 1,000 cubic yards, plus <del>\$14.50</del> <u>\$14.89</u> for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	<del>\$325.00</del> <u>\$376.74</u> for the first 10,000 cubic yards, plus <del>\$66.00</del> <u>\$67.76</u> for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	<del>\$919.00</del> <u>\$986.76</u> for the first 100,000 cubic yards, plus <del>\$36.50</del> <u>\$37.50</u> for each additional 10,000 cubic yards or fraction thereof

(h) Fire Prevention Fees.

(1) Scope. The fees established here apply to development services by the fire prevention office of the fire department.

(2) Review Fee Schedule. Table 13 is used to calculate the fees for the bureau of fire prevention review and inspection of applications and operational conditions.

**Table 13—Fire Prevention Review and Inspection Fees**

Type	Hourly Rate	Minimum	Due At	
<del>Flammable or combustible liquid tank</del>	<del>\$79.00</del>	<del>2 hours</del>		<del>Issuance</del>
<del>Temporary membrane structures</del>	<del>\$79.00</del>	<del>1 hour</del>		<del>Issuance</del>
<del>Recreational fires</del>	<del>\$79.00</del>	<del>1 hour</del>		<del>Issuance</del>
<del>Plan review<sup>A</sup></del>	<del>\$79.00</del>	<del>1/2 hour</del>		<del>Issuance</del>

<sup>A</sup>~~This fee is charged when the scope of work requires fire review.~~

(3) Fire Protection Sprinkler Systems. Table 14 is used to calculate permit fees for water and chemical nozzle systems. The permit fee is due at issuance.

**Table 14 Section I—New Fire Protection Sprinkler Systems**

Size	Fee
1 to 100 heads	\$330.00
101 to 200 heads	\$410.00
201 to 300 heads	\$500.00
301 or more heads	\$500.00 for the first 300 and \$50.00 per 100 devices or fraction thereof

**Table 14 Section II—NFPA 13D Systems (SFR)**

1 to 40 heads	\$180.00
41 or more heads	\$240.00

**Table 14 Section III—Risers or Supplies**

Per riser <sup>1</sup>	\$25.00
Per supply (post/wall indicator valve, double detector check valve, connection) <sup>2</sup>	\$25.00

<sup>1</sup> One “supply” shall consist of a post or wall indicator valve, a double detector check valve assembly, and a fire department connection (one each).

<sup>2</sup> One “riser” shall consist of an interior zone supply with all accompanying trim with flow switch or pressure switch. It may be either a stand-alone vertical riser, one vertical riser of a manifold system, or where zones are controlled at floors, one floor control valve and all accompanying trim and flow switch.

**Table 14 Section IV—Tenant Improvement or Modification of Fire Sprinkler Systems**

1 to 5 heads	\$110.00
6 to 10 heads	\$150.00

11 to 20 heads	\$200.00
21 to 40 heads	\$260.00
41 to 100 heads	\$330.00
101 to 200 heads	\$410.00
201 to 300 heads	\$500.00
301 or more heads	\$500.00 for the first 300 plus \$50.00 per 100 devices or fraction thereof

**Table 14 Section V—New Fire Suppression System Other than Sprinklers (e.g., Hood and Duct, FM200, etc.)**

1 to 20 heads	\$160.00
21 to 40 heads	\$200.00
41 or more heads	\$200.00 for the first 40 plus \$40.00 per each 40 additional devices or portion thereof

**Table 14 Section VI—Tenant Improvement or System Modification to Fire Suppression System Other than Sprinklers (e.g., Hood and Duct, FM200, etc.)**

1 to 5 heads	\$100.00
6 to 10 heads	\$120.00
11 to 20 heads	\$160.00
21 or more heads	\$160.00 for the first 20 plus \$40.00 per each 20 additional devices or portion thereof

(4) Fire Alarm Systems. Table 15 is used to calculate permit fees for fire alarm systems. The permit fee is due at issuance.

**Table 15 Section I—New Fire Alarm or Detection System Devices**

1 to 100 devices	\$330.00
101 to 200 devices	\$410.00
201 or more devices	\$410.00 for the first 200 devices plus \$50.00 per 100 devices or fraction thereof

**Table 15 Section II—Tenant Improvement of Fire Alarm or Detection System Devices**

1 to 5 devices	\$110.00
6 to 10 devices	\$150.00
11 to 20 devices	\$200.00
21 to 40 devices	\$260.00
41 to 100 devices	\$330.00
101 to 200 devices	\$410.00
201 or more devices	\$410.00 for the first 200 devices plus \$50.00 per 100 devices or fraction thereof

**Table 15 Section III—New Fire Alarm Monitoring System—In Addition to Fees in Sections I or II**

FACP	\$150.00
Transmitter	\$150.00
FACP and Transmitter	\$200.00

**Table 15 Section IV—Replace Fire Alarm Monitoring System and/or Components—In Addition to Fees in Section II**

FACP	\$110.00
Transmitter	\$110.00
FACP and Transmitter	\$120.00

**Table 13—Fire Prevention Review and Inspection Fees**

		<u>Plan Review Fee* Due at application</u>	<u>Inspection Fee* Due at Issuance</u>
<b><u>Fire Department Building Plan Review</u></b>			
<u>Valuation as calculated by the building department</u>	<u>=&lt; \$100,000</u>	<u>\$140.00</u>	<u>N/A</u>
	<u>\$100,000-499,999</u>	<u>\$560.00</u>	<u>N/A</u>
	<u>\$500,000-2,500,000</u>	<u>\$710.00</u>	<u>N/A</u>
	<u>&gt;\$2,500,000</u>	<u>\$1,410.00</u>	<u>N/A</u>
<b><u>Fire protection Sprinkler Fees Commercial</u></b>			
<u>Size of system</u>	<u>1-25 heads</u>	<u>\$140.00</u>	<u>\$210.00</u>
	<u>26-100 heads</u>	<u>\$140.00</u>	<u>\$280.00</u>
	<u>101-1000 heads</u>	<u>\$420.00</u>	<u>\$420.00</u>
	<u>&gt;1000 heads</u>	<u>\$1,700.00</u>	<u>\$1,700.00</u>
<b><u>Fire Protection Sprinkler fees Residential 13D</u></b>			
<u>Size of System</u>	<u>1-50 heads</u>	<u>\$140.00</u>	<u>\$210.00</u>
	<u>51-100 heads</u>	<u>\$140.00</u>	<u>\$280.00</u>
	<u>101-1000 heads</u>	<u>\$420.00</u>	<u>\$420.00</u>
<b><u>Other fire system features.</u></b>			

<u>Underground Supply Main</u>		<u>\$520.00</u>	<u>\$280.00</u>
<u>Building Radio Coverage</u>		<u>\$370.00</u>	<u>\$560.00</u>
<u>Fixed Fire Suppression (Hoods)</u>		<u>\$220.00</u>	<u>\$280.00</u>
<u>Smoke Control Systems</u>	<u>Base fee; plus 3<sup>rd</sup> party</u>	<u>\$700.00</u>	<u>\$700.00</u>
<b><u>Fire Alarm/Detection</u></b>			
<u>Based on valuation of system</u>	<u>&lt;\$25,000</u>	<u>\$226.00</u>	<u>\$140.00</u>
	<u>\$25,000-50,000</u>	<u>\$280.00</u>	<u>\$280.00</u>
	<u>\$50,000-\$100,000</u>	<u>\$280.00</u>	<u>\$560.00</u>
	<u>&gt;\$100,000</u>	<u>\$560.00</u>	<u>\$1,700.00</u>
<u>Transmitter only replacement (NO review)</u>			<u>\$210.00</u>
<b><u>IFC permits (permits not requiring review)</u></b>			
<u>Amusement Buildings</u>			<u>\$140.00</u>
<u>Carnivals, Fairs, Exhibits and Trade shows</u>			<u>\$140.00</u>

<u>Open Flame or Gas Fired Equipment within a Mall</u>			<u>\$140.00</u>
<u>Cutting and Welding</u>			<u>\$140.00</u>
<u>Fumigation and Insecticidal fogging</u>			<u>\$140.00</u>
<u>Hot Work</u>			<u>\$140.00</u>
<u>Open Flames</u>			<u>\$140.00</u>
<u>Spraying or Dipping</u>			<u>\$140.00</u>
<u>Essential oils and extractions</u>			<u>\$140.00</u>
<u>Temporary membrane structures and tents</u>			<u>\$140.00</u>
<u>Carbon Dioxide</u>			<u>\$140.00</u>
<u>Sparklers</u>		<u>No fee</u>	<u>No fee</u>
<b><u>IFC permits (permits requiring review)</u></b>			
<u>Hazardous materials</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Aerosol Products</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Combustible dust and fibers</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Compressed Gases</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Cryogenic fluids</u>		<u>\$140.00</u>	<u>\$140.00</u>

<u>LP Gas</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Magnesium</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Flammable/reactive metals</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Battery systems</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Explosives</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Temporary Housing</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Fireworks</u>		<u>\$100.00</u>	<u>N/A</u>
<u>Special Events</u>		<u>\$140.00</u>	<u>\$140.00</u>
<u>Underground storage tank removal</u>		<u>\$140.00</u>	<u>\$140.00</u>

1. Permits may also be required as identified in the International Fire Code or when deemed hazardous by the Fire Marshal.

2. Additional fees for review or inspection are charged at \$120.00 an hour.

3. There is a 2 hour minimum charge for inspections outside of normal business hours.

4. Work requiring a 3rd party will be billed at actual cost.

(i) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a ~~one and three-tenths~~ three and five-tenths surcharge collected to pay for the city's MyBuildingPermit.com membership fees and other to help offset the cost of the enhancements and maintenance of the MyBuildingpermit.com and permit tracking software.

Exception: the MyBuildingPermit.com surcharge does not apply to the following:

- 1) The State Building Code Council surcharge
- 2) Landlord tenant complaint fees
- 3) ~~Table 13 Fire Prevention Review and Inspection Fees~~

(j) Determination of Value or Valuation. The applicant for a permit shall provide an estimated permit value at time of application. The value or valuation for any permit under any of the provisions of this chapter shall be that provided by the applicant or as determined by the building official, whichever is higher. When applicable, the valuation determinations by the building official will be made on the basis of the building valuation data table published by the International Code Council. The floor area referenced in the ICC valuation data table shall be the "gross floor area" which means the total areas of all floors—measured from the exterior face of the walls including basements, cellars, and balconies, but not including unexcavated areas. Where walls are omitted in the construction of a building, such as a carport or porch, the edge of the roof will be considered the exterior wall of the open side.

For building permits the valuation will include the total value of all construction work, including labor and materials, for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, or any other permanent work or permanent equipment. The building official may exempt unusually expensive equipment from the valuation of work.

The valuation for a building permit issued to complete the work of an expired permit shall be based upon the value of all work not completed under the previous permit, with a minimum valuation of four thousand dollars for each required remaining inspection.

Section 9. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 10. This ordinance shall be in force and effect on January 1, 2015, after its passage by the Kirkland City Council and publication pursuant to Section 1.08.017, Kirkland Municipal Code in the summary form attached to the original of this ordinance and by this reference approved by the City Council.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

PUBLICATION SUMMARY  
OF ORDINANCE O-4463

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO DEVELOPMENT FEES AND AMENDING KIRKLAND MUNICIPAL CODE CHAPTERS 5.74, 19.36, 21.06 AND 21.74.

SECTION 1. Amends Section 5.74.040 of the Kirkland Municipal Code ("KMC") relating to Public Works Department permit and administration fees.

SECTION 2. Repeals and readopts a new Section 5.74.070 of the KMC relating to Planning Department permit and administration fees.

SECTION 3. Amends Section 19.36.050 of the KMC to clarify that penalties and fines regarding street trees are set forth in Chapter 1.12 of the KMC.

SECTION 4. Repeals Sections 21.06.400 and 21.06.405 of the KMC relating to building permit valuations and commencing work prior to obtaining required permits.

SECTION 5. Amends Section 21.06.420 of the KMC relating to building official inspections and authorizes a self-certification program for certain types of inspections.

SECTION 6. Amends Section 21.06.490 of the KMC relating to electrical permits and authorizes annual electrical permits.

SECTION 7. Amends Section 21.74.025 of the KMC relating to general provisions for all permits, approvals and development services fees.

SECTION 8. Amends Section 21.74.030 of the KMC relating to construction permit fees.

SECTION 9. Provides a severability clause for the ordinance.

SECTION 10. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as January 1, 2015.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I certify that the foregoing is a summary of Ordinance  
                     approved by the Kirkland City Council for summary  
publication.

\_\_\_\_\_  
City Clerk