



## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Michael Olson, Director of Finance and Administration  
Sri Krishnan, Deputy Director of Finance and Administration  
George Dugdale, Financial Planning Manager  
Daniel Brown, Budget Analyst

**Date:** October 19, 2022

**Subject:** Development Services Fund

The purpose of this memo is to provide an overview of the development services fee update and the 2023-2024 preliminary budget.

### Background

Development Services are the City operations to review, inspect, and permit development projects of all sizes and uses ranging from additions to single family houses to new office buildings, usually broken down into four major activities:

- Building Activities – Reviews permit applications for all types of construction to ensure code compliance with structural, architectural, fire safety, energy, and accessibility requirements. Later in the process, staff also performs visual inspection of commercial and residential construction for work that is under current City-issued building, plumbing, mechanical and electrical permits.
- Planning Activities – Helps guide development in a way that is consistent with the Comprehensive Plan, Zoning Code, Subdivision Ordinance, State Environmental Protection Act (SEPA), and Shoreline Master Program. Also performs permit and development review and provides public information about development policies and regulations.
- Fire Prevention Activities – Focuses on land and structural improvements that affect safety and resiliency of the community related to fire and emergency risks (Building Review); staff reviews design, permitting and inspection of installations, covering fire alarm and fire suppression features within structures (System Permits); regulates permits for operational activities (e.g., fireworks, explosives, hot work, storage of hazardous materials in compliance with state law and the International Fire Code (IFC)).
- Development Engineering Activities – Handles the review, permitting, and inspection of work to the City's water, sewer, storm drainage, and roadway infrastructures. Staff also ensures the existing infrastructures, and the environment are protected during construction.

The City undertakes a development fee study every 3 to 4 years, usually in conjunction with a budget development process. The 2022 development fee study was conducted to evaluate full cost recovery for development services fees, which would free General Fund (GF) revenue to be programmed for other Council-directed purposes. As part of the update, staff recommended the City establish a separate

Development Services Fund (DSF). As development services has grown over the past 10 years, managing the finances within the City's General Fund has become more challenging.

At the [April 19<sup>th</sup> Council meeting](#), staff brought proposed fee increases to move towards full cost recovery and discussed related policy issues where staff recommended fees should remain below full cost recovery. The results presented reflect the "test" year of 2020 which was the basis for the analysis. The actual fees that will be put in place effective January 1, 2023, will be based on increases to the 2022 fees that are currently in effect and will reflect the proposed 2023-2024 budgeted expenditures and development activity.

As the next steps in the fee update, Ordinance O-4808 was adopted to amend the KMC to remove the fee schedules from the code and replace the tables with policy language referring to annual fee tables that will be published on the City's website.

This memo describes the outcome of the fee study, final proposed fee, 2023-2024 budget, and the starting financial position of the newly created Development Services Fund.

### **Organizational Structure/Reporting**

After a detailed assessment of the development services departments and their operations, staff has determined the best organizational structure for the DSF. Because these services are driven by development demand and economic conditions, they are volatile and vulnerable to the impact of regional and national economic fluctuations. Conversely, economic shocks could slow and stop developer projects, quickly drying up revenues and requiring the City to reduce staffing.

The **Planning & Building** department provides the core of all development services. There is a small portion of the operation that is non-development, however, the structure of staff labor hours prevents an accurate separation of activity between two funds. For example, a staff member may be allocated between three areas of Planning & Building making it difficult to quantify hours spent on development or non-development activity. Furthermore, reallocating positions between funds to prevent inappropriate use of development revenue could substantially decrease service levels. As a result, **100%** of the departments' expenditures and revenues were moved from the General Fund into the Development Services Fund. An interfund transfer from the General Fund has been programmed into the biennial budget to prevent development services revenue from funding non-development activity.

The **Public Works – Engineering** division within the Public Works department provides the permitting and inspection of work to the City's water, sewer, storm drainage, and roadway infrastructures. The entirety of these services is budgeted within this division, thus **100%** of the expenditures and revenues have been moved from the GF to the DSF. Additionally, Public Works Engineering previously received a subsidy from the Surface Water utility for work completed by the development group that benefited Surface Water and wasn't covered by fees. As the revenue target is now 100% of costs this transfer is no longer necessary.

The **Fire Prevention** division within the Fire department focuses on permitting and inspection related to fire and emergency risks. Fire Prevention staff also supports the work of other functions of the Fire Department. Due to the work shared between Fire Prevention and Operations, the expenditures for this division will remain within the General Fund, however, Fire Prevention revenues will move into the DSF and be transferred back into the General Fund. This mechanism allows for clear record keeping while ensuring these revenues are utilized for the purposes intended.

The Development Services Fund is classified as a Management Fund to specifically account for development activity. In conformity with General Accepted Accounting Principles (GAAP), the financial results of the DSF will be consolidated and reported within the General Fund in the Annual Comprehensive Financial Report (ACFR).

## 2023-2024 Fee Schedule

The updated fee schedule presents the results of the fee study which was based on the “test” year of 2020 as the basis for the analysis. Each type of development review activity varies in scope, fee calculation basis, and population of applicants (e.g., corporate developer, individual homeowner, public utility, etc.). Staff in each development program identified recommended adjustments toward full cost recovery. The final increases to each fee type were applied to the 2022 current fee schedule then adjusted for inflation and overhead to determine the 2023-2024 fee schedules.

The following is an overview of the methodology applied to derive the final fee schedule:

- **Kirkland 2022 Fees:** According to KMC 5.74.040(d), fees may be administratively increased or decreased by an adjustment effective January 1st of each year as needed to maintain the cost recovery objectives established by the city council. The 2020 fees were adjusted in 2021 and again in 2022 by the Seattle Consumer Price Index for Wage Earners and Clerical Workers to arrive at the Kirkland 2022 Fees.
- **Kirkland Updated Fees:** 2022 Fees were adjusted by the recommended fee increase as determined by the 2022 fee study.
- **Inflation Adjustor:** Based upon inflation rates published in the Spring of 2022, the updated fees were adjusted by an inflation factor to determine the base 2023 & 2024 fees.
- **Overhead:** The overhead adjustor was determined as the percentage of overhead cost to total revenues in 2020. This method was selected to recover overhead within the new fee schedule to support the achievement of full cost recovery.

Planning Fee	Kirkland 2022 Fees	Rec. Fee Increase %	Kirkland Updated Fees (w/o Inflation & OH)	Inflation Adjuster 2023	2023 Kirkland Updated Fees (w/o OH)	Inflation Adjuster 2024	2024 Kirkland Updated Fees (w/o OH)	OH Adjuster %	FINAL 2023 Kirkland Fee Schedule	FINAL 2024 Kirkland Fee Schedule
<b>Process IIA Review</b>										
Other IIA Base Fee	10,657.00	35%	14,386.95	6.3%	15,293.33	3.5%	21,368.60	6.4%	16,272.00	22,736.00
Fee per new residential unit	605.00	35%	816.75	6.3%	868.21	3.5%	1,213.10	6.4%	924.00	1,291.00
Fee per sq. ft. new non-residential GFA	0.60	35%	0.81	6.3%	0.86	3.5%	1.20	6.4%	0.92	1.00
Preliminary Subdivision Fixed Fee	28,018.00	Fee Restructure	28,018.00	6.3%	29,783.13	3.5%	30,825.54	6.4%	31,689.00	32,798.00
Final Subdivision Fixed Fee	5,060.00	40%	7,084.00	6.3%	7,530.29	3.5%	10,911.39	6.4%	8,012.00	11,610.00
Subdivision Alteration	28,018.00	Fee Restructure	28,018.00	6.3%	29,783.13	3.5%	30,825.54	6.4%	31,689.00	32,798.00

Using the Final Subdivision Fixed Fee as an example, development services staff recommended a 40% increase from the prior (2022) fee level. This was then increased by 6.3% and 3.5% based on inflation assumptions at the time the fees were set. Finally, an overhead adjustment of 6.4% was applied to the base updated fees to derive the final 2023 and 2024 fee schedule.

The tables presenting the final fee schedule for each development services area (Building, Planning, Engineering, Fire Prevention) can be found in the appendix.

## 2023-2024 Preliminary Budget

The Development Services Fund 2023-2024 Proposed Budget is composed of the core functionality of development services whilst maintaining functional support from the General Fund for indirect and overhead activity.

**Resources Forward/Starting Fund Balance** – This amount includes previously accumulated development reserves minus an interfund loan for the Houghton Village acquisition. Reserves are addressed in the policy section below.

**Revenue** – The revenue activity attributed to the DSF is derived from the applicable development services permits and other fees from Building, Planning, Public Works Engineering, and Fire Prevention. Based on historical permit activity, the development services managers predicted permit activity fee for the upcoming biennium and forecasted the revenue budget using the new fee schedules.

**Expenditures** – The expenditures for the DSF are the operating costs of Building, Planning and Public Works Engineering. The Fire Prevention expenditures will remain within the General Fund. Costs include a transfer to Fund 522 for an IT Analyst position which supports the operations of Planning & Building.

**General Fund Transfer** – The General Fund transfer is the net outflow to the Development Services Fund for planned interfund activity. This amount for 2023-24 includes the following:

- Transfer from the General Fund for non-development activity such as long-range planning, as well the portion of other activities such as code enforcement not covered by development revenues.
- Transfer to the General Fund from the DSF for Fire Prevention revenue, cost-of-service for central services such as Finance/HR and City Manager's Office, as well as some direct costs such as the Development Services Budget Analyst position.

### **Development Services Reserve Policy**

Carrying reserves for Development Services work is common practice among local Government. For Kirkland, reserves were a valuable tool in responding to the workload downturn related to the last recession and in managing the workload fluctuations associated with development. The reserve was drawn down during the Great Recession to allow a more gradual, planned reduction in resources and has been used to fund one-time resources to deal with surges in development activity to ensure that the City can maintain or enhance its level of service to customers. The reserves have grown in recent years given the strong level of development activity and the growth in resources related to development services.

With the implementation of the DSF, this provided an opportunity to alter the structure of the reserves allowing more flexibility for usage and simplified reporting. The proposed development services reserve is comprised of three components:

- The **Staffing Stability** component recognizes that permit revenues can fluctuate significantly during declines in development activity, but there is a need to provide services on demand, necessitating retention of skills/staff until cost containment measures can be assessed. The objective is to maintain a minimum of one year of full staffing. 80% of this target goal will be achieved this biennium and will gradually build to 100% over the next budget cycles.
- The **Liability Carryforward** component accounts for fees which are collected in one year, but work will not occur until subsequent year(s). This amount is calculated and separated into an amount for each division (i.e., Public Works, Planning, Building, and Fire Prevention).
- The **Technology** component is to fund development-related technology replacements and upgrades. Uses of these funds have included continued refinements to Energov (the City's permitting system), providing GIS access related to development questions to the public, technology upgrades at the development service counter, digitization of building records, and future permitting software upgrades. This also includes the Space Innovation component to fund space needs to accommodate growing development services staffing needs and enhance staff's ability to provide excellent development services to the community while keeping staff and customers safe during the pandemic.

<b>Development Services Fund Financial Forecast</b>	<b>2023 - 2024</b>	
	<b>Budget</b>	
<b>Beginning Fund Balance</b>		
Resources Forward		16,386,180
<b>Total Beginning Fund Balance</b>	<b>\$</b>	<b>16,386,180</b>
<b>Revenues</b>		
Building Permits		7,612,577
Other Permits		7,927,699
Engineering Development Revenue		3,448,529
Plan Check Fees		4,148,969
MBP Surcharge		1,058,750
Interest		417,500
General Fund Transfer		5,792,278
Other Revenues		6,531,473
<b>Total Revenue</b>	<b>\$</b>	<b>36,937,775</b>
<b>Expenditures</b>		
Salaries		(18,724,201)
Benefits		(7,285,551)
Personnel (Salaries and Benefits)	<b>\$</b>	<b>(26,009,752)</b>
Supplies		(106,334)
Services		(9,683,962)
Capital		-
Supplies and Services	<b>\$</b>	<b>(9,790,296)</b>
Intergovernmental		(1,392,767)
Transfers to Other Funds		(47,000)
<b>Total Expenditures</b>	<b>\$</b>	<b>(37,239,815)</b>
<b>Ending Fund Balance</b>	<b>\$</b>	<b>16,084,140</b>
<b>Reserves</b>		
Staffing Stability		2,651,047
Liability Reserve		4,500,000
Technology Reserve		5,534,767
COLA Reserve		2,116,861
Subtotal		14,802,675
<b>Unreserved Fund Balance</b>		
599014 - Working Capital	<b>\$</b>	<b>1,281,465</b>
<b>Total Reserves + Working Capital</b>	<b>\$</b>	<b>16,084,140</b>

## Service Package Request

During the 2023-24 budget development process, the DSF operating departments submitted several service packages to the City Manager for review. The table below reflects the approved requests. 23PB06-07 & 23PW01 will be funded with General Fund revenue, as they are related to General Fund functions, and the remaining packages will be funded with development revenue.

Development Services Fund		FTE	Temp	Ongoing	One-time	Total
<b>Planning &amp; Building</b>						
<b>Renewals of One Time</b>						
23PB01	Convert Vacant Journey Plans Examiners	-		38,969		38,969
23PB02	Convert Permit Tech to Senior Permit Tech	-		7,553		7,553
<b>New</b>						
23PB04	3rd Party Specialty Structural & Plan Review Services	-			100,000	100,000
23PB05	ArcGIS Urban Implementation (10 Licenses)			15,000	50,000	65,000
23PB06	ARCH Contributions (23-24)				830,000	830,000
23PB07	Overtime for Inspectors & Plans Examiners				175,262	175,262
23PB09	Planning Intern		1.00		32,318	32,318
23PB10	3rd Party Specialty Environmental/Land Use Review Services				20,000	20,000
23PB12	Online tool to Estimate Development Services Permit Fees				5,000	5,000
23PB14	Planning Supervisor	1.00		332,282	5,076	337,358
<b>Subtotal Planning &amp; Building</b>		<b>1.00</b>	<b>1.00</b>	<b>393,804</b>	<b>1,217,656</b>	<b>1,611,460</b>
<b>Public Works Engineering</b>						
<b>Renewal of One time</b>						
<b>New</b>						
23PW01	Telecommunications Franchise and Right-of-Way Analyst	0.34		94,438	340	94,778
23DS01	Development Engineer	1.00		329,281	5,776	335,057
23DS02	Inspection Supervisor	1.00		331,144	56,032	387,176
23DS03	Sr. Construction Inspector (2 FTE)	2.00		645,166	-	645,166
23DS04	Temporary Construction Inspector (Training Opportunity)		1.00	-	297,467	297,467
<b>Subtotal Public Works Engineering</b>		<b>4.34</b>	<b>1.00</b>	<b>1,400,029</b>	<b>359,615</b>	<b>1,759,644</b>
<b>Subtotal Development Services Fund</b>		<b>5.34</b>	<b>2.00</b>	<b>1,793,833</b>	<b>1,577,271</b>	<b>3,371,104</b>

## **Managing Development Services Going Forward**

Staff will be closely monitoring the performance of the DSF to proactively identify trends in preparation of any corrective action. Due to the lingering effects of the Russian-Ukraine crisis, COVID-19 pandemic, historic inflation levels, and the emergence of deglobalized markets, the impact on construction is difficult to predict. If revenues continue to perform above expectation, Finance will recommend expanding staffing levels and increasing staffing reserves. If revenues underperform, staff will assess the usage of reserves and the related fiscal policies. There will be a review during the Mid-Bi ahead of the 2025-2026 budget, before a full review during 2025.

### **Summary**

Development Services fees have been increased to reach full cost recovery, in the majority of fees, effectively reducing the General Fund burden and eliminating the Utilities subsidy. The implementation of the Development Services Fund will support the City of Kirkland administration with decision making to benefit the long-term fiscal health of the City. Staff will continue to monitor how external market forces impact the demand for development.

## Appendix

### Building Fee Schedule

Building Fee	Kirkland 2022 Fees		FINAL 2023 Kirkland Fee Schedule		FINAL 2024 Kirkland Fee Schedule	
<b>Building Permit Fees</b>						
Plan Review Fee (% of building permit fee)	65%		65%		65%	
Building Permit Fees (based on valuation)	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
\$0.00 to \$2,001.00	-	-	-	-	-	-
\$2,001.00 to \$25,000.00	89.73	18.16	101.00	21.00	105.00	21.00
\$25,001.00 to \$50,000.00	507.41	13.07	574.00	15.00	594.00	15.00
\$50,001.00 to \$100,000.00	834.16	9.07	943.00	10.00	976.00	11.00
\$100,001.00 to \$1,000,000.00	1,287.66	7.26	1,456.00	8.00	1,507.00	8.00
\$1,000,001.00 to \$5,000,000.00	7,821.66	5.00	8,847.00	6.00	9,156.00	6.00
\$5,000,001.00 to \$50,000,000.00	27,821.66	4.50	31,467.00	5.00	32,569.00	5.00
\$50,000,000.01 and up	230,321.66	4.00	260,501.00	5.00	269,619.00	5.00
<b>Demolition Permit Fees</b>						
Plan Review Fee (% of building permit fee)	65%		65%		65%	
Demolition Permit Fees (based on valuation)	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
\$0.00 to \$2,001.00	-	-	-	-	-	-
\$2,001.00 to \$25,000.00	89.73	18.16	101.00	21.00	105.00	21.00
\$25,001.00 to \$50,000.00	507.41	13.07	574.00	15.00	594.00	15.00
\$50,001.00 to \$100,000.00	834.16	9.07	943.00	10.00	976.00	11.00
\$100,001.00 to \$1,000,000.00	1,287.66	7.26	1,456.00	8.00	1,507.00	8.00
\$1,000,001.00 to \$5,000,000.00	7,821.66	5.00	8,847.00	6.00	9,156.00	6.00
\$5,000,001.00 to \$50,000,000.00	27,821.66	4.50	31,467.00	5.00	32,569.00	5.00
\$50,000,000.01 and up	230,321.66	4.00	260,501.00	5.00	269,619.00	5.00
<b>Sign Permit Fees</b>						
Marquee or building-mounted sign (per sign)	178.00		242.00		250.00	
Freestanding or pole-mounted sign (per sign)	238.00		323.00		334.00	
<b>Land Surface Modification</b>						
<b>LSM</b>						
Grading Plan Review Fee (based on volume)	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
1,000 cubic yards or less	96.50		109.00	-	113.00	-
1,000 to 10,000 cubic yards	193.00		218.00	-	226.00	-
10,001 to 100,000 cubic yards	193.00	29.93	218.00	34.00	226.00	35.00
100,001 to 200,000 cubic yards	462.37	16.20	523.00	18.00	541.00	19.00
200,001 or more	624.37	8.85	706.00	10.00	731.00	10.00
Grading Inspection Fees (based on volume)	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
50 cubic yards or less	48.25	-	55.00	-	56.00	-
51 to 100 cubic yards	96.50	-	109.00	-	113.00	-
101 to 1,000 cubic yards	96.50	21.38	109.00	24.00	113.00	25.00
1,001 to 10,000 cubic yards	288.92	17.71	327.00	20.00	338.00	21.00
10,001 to 100,000 cubic yards	448.31	80.62	507.00	91.00	525.00	94.00
100,001 cubic yards or more	1,173.89	44.61	1,328.00	50.00	1,374.00	52.00
<b>Plumbing Permit Fees</b>						
<b>For One &amp; Two-Family Dwellings</b>						
New Construction (% building permit fee)	8%		8%		8%	
For remodels/additions						
Each new or moved plumbing fixture	24.00		27.00		28.00	
For re-piping domestic waterlines (existing structure) per dwelling unit	24.00		27.00		28.00	
<i>Minimum Plumbing Permit Fee</i>	49.00		55.00		57.00	
<i>Maximum Plumbing Permit Fee</i>	294.00		333.00		344.00	
<b>For Multi-Family, Mixed-Use, &amp; Non-Residential (based on valuation)</b>						
Plan Review Fee (% of plumbing permit fee)	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
\$1.00 to \$1,000	65%		1.00	-	1.00	-
\$1,001 to \$100,000	48.87	-	55.00	-	57.00	-
\$100,001 and up	48.87	8.21	55.00	9.00	57.00	10.00
\$100,001 and up	861.61	7.26	975.00	8.00	1,009.00	8.00



Building Fee	Kirkland 2022 Fees		FINAL 2023 Kirkland Fee Schedule		FINAL 2024 Kirkland Fee Schedule	
<b>Mechanical Permit Fees</b>						
<b>For One &amp; Two-Family Dwellings</b>						
New Construction (% building permit fee)	8%		8%		8%	
In-Kind Replacements						
Each gas water heater or furnace with regular inspections	80.00		109.00		112.00	
Each gas water heater or furnace with virtual inspections	32.00		43.00		45.00	
For remodels/additions						
Each new or moved appliance	49.00		67.00	-	69.00	-
Maximum Fee	249.00		338.00	-	350.00	-
New duct system	49.00		67.00	-	69.00	-
Gas pipping only	49.00		67.00	-	69.00	-
Thermostat wiring	24.50		33.00	-	34.00	-
<b>For Multi-Family, Mixed-Use, &amp; Non-Residential (based on valuation)</b>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
Plan Review Fee (% of mechanical permit fee)	25%					
\$1.00 to \$1,000	58.38	-	79.00	-	82.00	-
\$1,001 to \$100,000	58.38	20.52	79.00	28.00	82.00	29.00
\$100,001 and up	2,087.88	18.16	2,834.00	25.00	2,933.00	26.00
<b>Electrical Permit Fee</b>						
<b>For One &amp; Two-Family Dwellings</b>						
New Construction (% building permit fee)	9.5%		9.5%		9.5%	
Plan Review (% electrical permit fee)	20%		33%		33%	
<b>Electrical Permit Fee (based on valuation)</b>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
up to \$250.00	54.98	-	75.00	-	77.00	-
\$251.00 to \$2000.00	54.98	9.14	75.00	12.00	77.00	13.00
\$2,001.00.00 to \$25,000.00	219.50	20.17	298.00	27.00	308.00	28.00
\$25,001.00 to \$50,000.00	683.41	18.20	928.00	25.00	960.00	26.00
\$50,001.00 to \$100,000.00	1,138.41	12.33	1,545.00	17.00	1,599.00	17.00
\$100,001.00 to \$500,000.00	1,754.91	10.63	2,382.00	14.00	2,465.00	15.00
<b>For Limited/Low Voltage Electrical for Security, T-Stat, Telephone, and Computer Wiring (based on valuation)</b>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>	<i>Base</i>	<i>Additional</i>
up to \$2,000	54.98	-	75.00	-	77.00	-
\$2,001 to \$25,000	219.50	20.17	298.00	27.00	308.00	28.00
\$25,001 to \$50,000	683.41	18.20	928.00	25.00	960.00	26.00
\$50,001 to \$100,000	1,138.41	12.33	1,545.00	17.00	1,599.00	17.00
\$100,001 and up	1,754.91	10.63	2,382.00	14.00	2,465.00	15.00
<b>Temporary Power for Construction Sites:</b>						
1 to 200 amp	80.00		109.00		112.00	
201 to 400 amp	133.00		181.00		187.00	
Maximum Fee	249.00		338.00		350.00	
401 or more:						
up to \$250.00	54.98	-	75.00	-	77.00	-
\$251.00 to \$2000.00	54.98	9.14	75.00	12.00	77.00	13.00
\$2,001.00.00 to \$25,000.00	219.50	20.17	298.00	27.00	308.00	28.00
\$25,001.00 to \$50,000.00	683.41	18.20	928.00	25.00	960.00	26.00
\$50,001.00 to \$100,000.00	1,138.41	12.33	1,545.00	17.00	1,599.00	17.00
\$100,001.00 to \$500,000.00	1,754.91	10.63	2,382.00	14.00	2,465.00	15.00
<b>Temporary Power for Carnivals:</b>						
For one concession	98.00		133.00		138.00	
For each additional concession	24.56		33.00		35.00	
Maximum Fee	294.00		399.00		413.00	
<b>Swimming Pools, Hot Tubs, Spas, and Saunas</b>	98.00		133.00		138.00	
<b>Portable Classrooms and Mobile Home Service</b>	98.00		133.00		138.00	
<b>Sign Installations (per circuit)</b>	80.00		109.00		112.00	
<b>Roof Mounted Solar Photovoltaic Systems</b>	356.00		483.00		500.00	
<b>Miscellaneous Inspection &amp; Other Fees</b>						
Based on hourly rate	134.00		152.00		157.00	
Inspections or plan review outside of normal business hours (minimum 1 ½ hour)	1.5 x hour rate		1.5 x hour rate		1.5 x hour rate	
Plan review resulting from changes, additions, or revisions to plans (minimum ½ hour)	hourly rate		hourly rate		hourly rate	
Additional plan review required when requested correction items are not made (minimum ½ hour)	hourly rate		hourly rate		hourly rate	
Re-inspection fee (minimum 1 hour):	hourly rate		hourly rate		hourly rate	
Inspections for which no fee is specifically indicated	hourly rate		hourly rate		hourly rate	
Use of outside consultants for plan review and/or inspections	cost/admin/OH		cost/admin/OH		cost/admin/OH	
Investigational fee for Stop Work placed on work being done without a permit	223.00		252.00		261.00	

## Planning Fee Schedule

Planning Fee	Kirkland 2022 Fees	FINAL 2023 Kirkland Fee Schedule	FINAL 2024 Kirkland Fee Schedule
<b>Process IIA Review</b>			
Other IIA Base Fee	10,657.00	16,272.00	22,736.00
Fee per new residential unit	605.00	924.00	1,291.00
Fee per sq. ft. new non-residential GFA	0.60	0.92	1.00
Preliminary Subdivision Fixed Fee	28,018.00	31,689.00	32,798.00
Final Subdivision Fixed Fee	5,060.00	8,012.00	11,610.00
Subdivision Alteration	28,018.00	31,689.00	32,798.00
<b>Process IIB Review</b>			
Subdivision Vacation	28,018.00	31,689.00	32,798.00
<b>Process I Review</b>			
Other Process I Base Fee	5,108.00	7,453.00	9,951.00
Fee per new residential unit	594.00	867.00	1,157.00
Fee per sq. ft. new non-residential GFA	0.36	0.53	0.70
Short Subdivision Fixed Fee (Short Plat)	7,030.00	10,655.00	14,777.00
Substantial Development Permit - Piers and Docks Associated with Multifamily Developments and Marinas and Moorage	12,752.00	20,625.00	30,526.00
Substantial Development Permit - Other Shoreline Improvements	5,519.00	8,926.00	13,211.00
Short Subdivision Recording Review	1,281.00	1,826.00	2,381.00
<b>State Environmental Policy Act (SEPA)</b>			
Review of Environmental Checklist Base Fee	1,102.00	1,633.00	2,214.00
Applications involving sensitive areas (streams and/or	675.00	1,000.00	1,356.00
Estimated Number of PM Peak Trips Less than 20 trips	1,102.00	1,633.00	2,214.00
21-50 trips	2,205.00	3,267.00	4,430.00
51-200 trips	4,410.00	6,534.00	8,859.00
Greater than 200 trips	8,823.00	13,073.00	17,725.00
<b>Design Board Review</b>			
Design Board Concept Review	1,948.00	3,701.00	6,436.00
<b>Planning Official Decisions</b>			
Administrative Design Review			
Base Fee	2,530.00	4,063.00	4,206.00
Design Review Approval Extension	506.00	658.00	681.00
Design Review Approval Modification	1,281.00	1,666.00	1,724.00
Master Sign Plan Approval Modification	1,010.00	1,668.00	1,726.00
Multiple Private or ROW Tree Removal Permit	243.00	596.00	1,339.00
Parking Modification (additional Public Works fees may be required per KMC 5.74.040)	642.00	1,038.00	1,537.00
Personal Wireless Service Facility Planning Official Decision	10,203.00	13,963.00	17,487.00
Personal Wireless Service Facility Subsequent or Minor Modification	1,010.00	1,382.00	1,731.00
Rooftop Appurtenance Modification	1,010.00	1,679.00	2,555.00
Critical Area Determination	617.00	907.00	1,221.00
Shoreline Area - Alternative Options for Tree Replacement or Vegetation Compliance in Setback	243.00	624.00	1,466.00
Shoreline Substantial Development Exemption	243.00	624.00	1,466.00
Zoning Verification Letter	243.00	478.00	861.00
Sidewalk Café Permits Fixed Fee	800.00	977.00	1,011.00
Fee per sq. ft. of cafe area	0.89	1.00	1.00
<b>Planning Director Decisions</b>			
Binding Site Plan	2,547.00	4,148.00	6,183.00
Lot Line Alteration	1,281.00	1,826.00	2,381.00
Master Sign Plan	3,576.00	5,460.00	7,629.00
Process I Approval Modification	1,010.00	1,394.00	1,760.00
Process IIA, IIB or III Approval Modification	1,281.00	2,130.00	2,204.00
Short Plat or Subdivision Approval Modification	1,010.00	1,394.00	1,760.00
Integrated Development Plan Modification per KZC 95.30.6.b.3	1,281.00	2,130.00	2,204.00
Variance Exception	1,281.00	2,130.00	2,204.00
<b>Preliminary Project Review/Presubmittal Conferences</b>			
Pre-submittal Meeting, Integrated Development Plan, and/or Pre-design Conference No fee for second pre-submittal meeting if for Integrated Development Plan.	617.00	-	-
Tier 1	N/A	-	-
Tier 2	N/A	1,131.00	1,171.00
Tier 3	N/A	2,601.00	2,692.00
<b>Miscellaneous</b>			
Street Vacation Fixed Fee	10,203.00	13,502.00	16,350.00
Appeals and Challenges	253.00	601.00	622.00

Public Works Engineering

Engineering Activity	Kirkland 2022 Fees	FINAL 2023 Kirkland Fee Schedule	FINAL 2024 Kirkland Fee Schedule
<b>Engineering Development</b>			
Review & Inspection (% of valuation)	10.0%	11.50%	11.50%
Rev & Insp - Private Storm (% of valuation)	10.0%	11.50%	11.50%
*Improvement Evaluation Package (% of valuation)	10.0%	TBD	TBD
<b>Surface Water Review</b>			
Basic Review	458.00	518.00	536.00
Simplified Review	1,531.00	1,732.00	1,792.00
Targeted Review	1,931.00	2,184.00	2,260.00
Full Review	3,862.00	4,368.00	4,521.00
Roof/Driveway Drain Connection Inspection	778.00	880.00	911.00
Surface Water Adjustment Process			
First two hours	184.00	208.00	215.00
Two hours or more	142.00	161.00	166.00
<b>Land Surface Modification</b>			
Review & Inspection (% of valuation)	10.0%	11.5%	11.5%
Rev & Insp - Private Storm (% of valuation)	10.0%	11.5%	11.5%
<b>Surface Water Review</b>			
Basic Review	458.00	518.00	536.00
Simplified Review	1,531.00	1,732.00	1,792.00
Targeted Review	1,931.00	2,184.00	2,260.00
Full Review	3,862.00	4,368.00	4,521.00
Roof/Driveway Drain Connection Inspection	778.00	880.00	911.00
Surface Water Adjustment Process			
First two hours	184.00	208.00	215.00
Two hours or more	142.00	161.00	166.00
<b>Side Sewer Permits</b>			
Side Sewer Repair/Cap/Abd	71.00	152.00	158.00
Side Sewer New	520.00	662.00	685.00
<b>Street &amp; Curb Permits</b>			
Basic ROW	130.00	169.00	175.00
Standard ROW	455.00	661.00	684.00
Street Cut Admin	39.00	77.00	80.00

Fire Prevention

Fire Plan Review		Kirkland 2022 Fees		FINAL 2023 Kirkland Fee Schedule		FINAL 2024 Kirkland Fee Schedule	
		Amount	Additional Unit	Amount	Additional Unit	Amount	Additional Unit
Valuation							
-	0.99	-	0.00	-	-	-	-
1.00	50,000.00	55.52	0.00	63.00	-	65.00	-
50,001.00	349,999.00	166.55	0.00	188.00	-	195.00	-
350,000.00	1,499,999.00	832.75	0.00	942.00	-	975.00	-
1,500,000.00	20,000,000.00	4,193.41	0.00	4,743.00	-	4,909.00	-
20,000,001.00	-	4,193.41	5.32	4,743.00	6.00	4,909.00	6.00

Other Fire System Features Schedule		Kirkland 2022 Fees		FINAL 2023 Kirkland Fee Schedule		FINAL 2024 Kirkland Fee Schedule	
		Fees Due at Application	Fees Due at Issuance	Fees Due at Application	Fees Due at Issuance	Fees Due at Application	Fees Due at Issuance
System Type							
Underground Supply		621.00	334.00	1,349.00	725.00	1,396.00	751.00
Underground Supply (Alteration)		156.68	391.70	177.00	443.00	183.00	459.00
Building Radio Coverage		440.00	665.00	751.00	1,136.00	778.00	1,175.00
Building Radio Coverage (Alteration)		313.36	313.36	354.00	354.00	367.00	367.00
Fixed Fire Suppression (hoods)		260.00	334.00	371.00	476.00	383.00	493.00
Fixed Fire Suppression (Alteration)		156.68	156.68	177.00	177.00	183.00	183.00
Smoke Control System		833.00	833.00	1,696.00	1,696.00	1,755.00	1,755.00
Smoke Control System (Alteration)		548.38	470.04	620.00	532.00	642.00	550.00

Fire Alarm Schedule				Kirkland 2022 Fees				FINAL 2023 Kirkland Fee Schedule				FINAL 2024 Kirkland Fee Schedule			
				Fees Due at Application		Fees Due at Issuance		Fees Due at Application		Fees Due at Issuance		Fees Due at Application		Fees Due at Issuance	
System Type	New or Alteration	Min Devices	Max Devices	Base Review	Per Device Review	Base Insp.	Per Device Insp.	Base Review	Per Device Review	Base Insp.	Per Head Insp.	Base Review	Per Device Review	Base Insp.	Per Head Insp.
Transmitter	N/A			35.43	0.00	318.87	0.00	61.00	-	361.00	-	63.00	-	373.00	-
FACP	N/A			212.57	0.00	194.86	0.00	421.00	-	386.00	-	435.00	-	399.00	-
Alarm	New and Alteration	1	3	212.57	0.00	194.86	0.00	313.00	-	287.00	-	323.00	-	297.00	-
Alarm	New and Alteration	4	25	256.87	0.00	261.30	0.00	439.00	-	446.00	-	454.00	-	462.00	-
Alarm	New and Alteration	26	100	323.29	0.00	394.13	0.00	640.00	-	780.00	-	662.00	-	807.00	-
Alarm	New and Alteration	101	500	389.73	1.32	549.17	1.76	771.00	2.61	1,087.00	3.48	798.00	2.70	1,125.00	3.61
Alarm	New and Alteration	500		916.98	1.20	1,255.00	1.61	1,815.00	2.38	2,484.00	3.19	1,879.00	2.46	2,571.00	3.30

Sprinkler Fee Schedule				Kirkland 2022 Fees				FINAL 2023 Kirkland Fee Schedule				FINAL 2024 Kirkland Fee Schedule			
				Fees Due at Application		Fees Due at Issuance		Fees Due at Application		Fees Due at Issuance		Fees Due at Application		Fees Due at Issuance	
System Type	New or Alteration	Min Heads	Max Heads	Base Review	Per Head Review	Base Insp.	Per Head Insp.	Base Review	Per Head Review	Base Insp.	Per Head Insp.	Base Review	Per Head Review	Base Insp.	Per Head Insp.
Standpipe	N/A			203.72	0.00	372.02	0.00	348.00	-	635.00	-	360.00	-	658.00	-
Pump	N/A			381.00	0.00	736.32	0.00	651.00	-	1,258.00	-	673.00	-	1,302.00	-
13D	New	1	25	203.72	0.00	460.58	0.00	253.00	-	625.00	-	262.00	-	647.00	-
13D	New	26		292.30	0.00	549.17	0.00	331.00	-	708.00	-	342.00	-	733.00	-
13D	Alteration			115.14	0.00	370.02	0.00	197.00	-	419.00	-	204.00	-	433.00	-
13/13R	New and Alteration	1	25	203.72	0.00	-	0.00	267.00	-	-	-	277.00	-	-	-
13/13R	New and Alteration	26	50	292.30	0.00	370.02	0.00	499.00	-	632.00	-	517.00	-	654.00	-
13/13R	New and Alteration	51	100	380.87	3.54	460.58	5.30	650.00	6.05	787.00	9.05	673.00	6.26	814.00	9.37
13/13R	New and Alteration	101	1,000	557.86	0.88	726.32	1.38	1,073.00	1.69	1,397.00	2.65	1,110.00	1.75	1,445.00	2.75
13/13R	New and Alteration	1001	1,000,000	1,351.92	0.81	1,969.51	1.33	2,599.00	1.56	3,787.00	2.56	2,690.00	1.61	3,919.00	2.65