

**RESOLUTION NO. 785**

**A RESOLUTION BY THE CITY OF WOODLAND FOR THE PURPOSE OF AMENDING RESOLUTION NO. 779, "GENERAL FEES AND CHARGES", BUT ONLY AS IT RELATES TO SECTION 2. CLERK/TREASURER – FACILITY RENTALS AND SPECIAL EVENTS, B. SPECIAL EVENTS, ON PAGE 5 THEREOF.**

**WHEREAS**, the City Council sets all fees and charges by resolution within its area of control; and

**WHEREAS**, the last review of fees was completed on April 15, 2024; and

**WHEREAS**, the City Staff was given direction from City Council to update the special event fee section to accommodate smaller attended events; and

**NOW THEREFORE BE IT RESOLVED, THE FEES AND CHARGES ARE MODIFIED AS SET FORTH HEREIN' AND**

**Section I. Section 2. B-Special Events is hereby changed as follows:**

**From:** Old Section 2. B. Clerk/Treasurer – facility Rentals and Special Events

1. Application Fees

Late applications \$5.00 per day

Special Event Damage Deposit (refundable) \$ 300.00

Tier 1: Events with up to 150 attendees and NO entry Fee \$100.00

Tier 2: Events with 150 or greater attendees and with no entry fee \$100.00

Tier 3: Events with entry fee (any number of attendees) \$500.00 and 15% Net Proceeds

2. Addition to Base Fees

Beer Garden (by permit only) \$250.00 Fee and 15% Net Proceeds

Street Closure Permit \$100.00 per event

**To:** New Section 2. B. Clerk/Treasurer – facility Rentals and Special Events

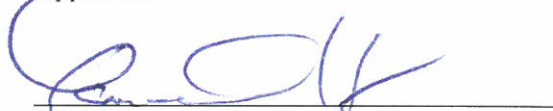
*See Attachment A page 5*

Section II. The rates and charges set forth herein shall become effective upon adoption, unless otherwise noted.

Passed this 3rd day of June, 2024

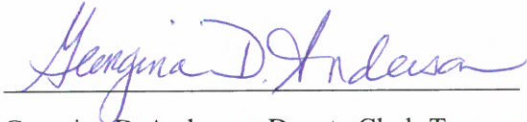
**CITY OF WOODLAND, WASHINGTON**

Approved:



Todd Dinehart, Mayor

Attest:

A handwritten signature in blue ink, reading "Georgina D. Anderson", written over a horizontal line.

Georgina D. Anderson, Deputy Clerk-Treasurer

Approved as to form:

A handwritten signature in blue ink, reading "Frank F. Randolph", written over a horizontal line.

Frank F. Randolph, City Attorney

**B Special Events (Per WMC Chapter 5.06)**

\* Other Special Events out of the ordinary - Fees as set by the Clerk-Treasurer

**1 Base Application Fees**

Includes Lake Special Event permits per WMC 9.20.030

Special Event Damage Deposit (refundable)

\$900.00

Non-refundable application fee for all Special Events

\$75.00

Late applications

\$5.00 Per Day \$30 Flat fee

Applications received less than 60 days prior will be charged late fees.

**2 Permit Fees**

Event Permit Fee	Damage Deposit (Refundable)	Proceed Collection
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**Tier 1 :** Events with up to 50 attendees and NO entry fee

\$50

15% for Profit

If funds are being generated then 15% of proceeds collected is due to the city. Non-profit organizations do not pay 15% of proceeds.

**Tier 2 :** Events with 51 to 150 attendees and NO entry fee

\$100

15% for Profit

If funds are being generated then 15% of proceeds collected is due to the city. Non-profit organizations do not pay 15% of proceeds.

**Tier 3 :** Events with 151 or more attendees and no entry fee

\$150

15% for Profit

If funds are being generated then 15% of proceeds collected is due to the city. Non-profit organizations do not pay 15% of proceeds.

**Tier 4 :** Events with entry fee / registration fee (any number of attendees)

\$500

15% for Profit

For events that charge an entry fee / registration fee, regardless of the number of attendees. For all proceeds collected in entry fees / registration fees and/or proceeds collected from sales of goods or services, 15% of the total amount collected is due to the city. A vendor fee to sell goods or services does not constitute "events with entry fee / registration fee"

**Tier 5 :** Co Hosted City Event

\$50

If the event is co-hosted with the city. Must have pre-approval from the city prior to application submittal. (Examples include: Planters Days, Chamber Trick or Treat in the Street, Winterfest)

**3 Additional Permit Fees**

Public Works and/or Police staff

Cost Recovery

If the City determines that staff must attend, the city will bill the event at a fully loaded rate.

**NOTES:**

Beer Garden (by permit only)

\$250.00 fee and 15% Net

Per WMC 9.26.115; Eligible for 501-3(c) non-profit organizations only

Street Closure Permit

\$100.00 per event

A Permit is required in conjunction with the Special Event Permit (if applicable) \*\*\*A Traffic Plan and certified flaggers card must be submitted and approved for street closure. Applicant is responsible for all barricades and signage as noted in code (per MUTCD):

Including streets closed for a special event like a "block party":

No fee. Expressive activity does not include fairs, festivals, concerts, performances, parades, athletic events, fundraising events or events for entertainment.

Expressive Speech Activity (application required)

\$0

Dances

No additional fees are required if the special event includes a dance. Dances which are not held at a city facility are listed in Section #3.

## Section 1. Clerk/Treasurer - Finance

### A Public Records

#### 1 Reproduction of Public Documents

Pages (8.5 x 11" - 11x17") Black/White	\$0.15	Per page
Pages larger than 8.5 x 11" as set by city clerk.	\$0.15	Per page
Pages (8.5 x 11") Color	\$0.15	Per side or page
Pages (8.5 x 14") Color	\$0.15	Per side or page
Pages (11 x 17") Color	\$0.15	Per side or page
Transmitted by mail per telephone or written request.	\$5.00	Minimum fee (up to 20 pages) Additional at the per page price listed above

#### 2 Electronic Records

Scanning paper records, per page 8 ½ x 11 to 11x17	\$.10/page	
Scanning of larger, plotted copies-Color	\$8.00/page	Plus staff time to prepare the record
Scanning of larger, plotted copies-Black/White	\$5.00/page	Plus staff time to prepare the record
Scanning of larger, plotted copies-if prepared by an outside source	Actual cost	Deposit required – TBD based on estimate of actual cost
Electronic files or attachments delivered electronically via email, cloud based data storage service or electronic delivery	\$.05/for every 4 files	for every four (4) electronic files or attachments uploaded to an electronic delivery system
Transmission in electronic format	\$.10 per gigabyte	Transmission in electronic format
Actual costs of storage media, container, envelope,	Actual cost	
Actual costs for video, audio or other media	Actual Cost	Use of an outside vendor to prepare the records/files
Charges can be combined if more than one type of charge applies	Combined charges	
Actual time for the production or file transfer of an electronic records.	Actual staff time	Costs are determined annually by the salary/benefit schedule (cost recovery) *staff time to copy and send the requested public records.

Option to Waive Charges (\$2.00 or Less)

To be determined by Clerk- Treasurer or designee

The City may waive charges associated with fulfilling a request. The decision will be based on various factors, including the volume and format of the responsive documents. The decision to assess fees for fulfilling a public records request shall be made on a consistent and equitable basis, dependent primarily upon the amount of staff time required for copying, scanning, shipping, uploading, and/or transmitting the records associated with fulfilling a request.

**3 Certified copies**

\$1.00 ea.

If the requestor is seeking a certified copy of a City record, an additional charge of \$1.00 per each complete document may be applied to cover the additional expense and time required for certification.

**4 Preparation of GIS Maps/Data \***

\$35.00

Actual staff time per annual salary/benefit schedule (cost recovery)

\* maps that require extensive processing time or require additional ink and plotting supplies will be charged at a higher actual rate.

**5 Plotted Copies\***

Color \$8.00  
 Black and White \$5.00  
 Copies produced by an outside source Actual cost  
 Other sizes Actual cost

\*maps that require extensive processing time or require additional ink and plotting supplies will be charged at a higher actual rate.

**6 Customized Services**

When the request would require the use of IT expertise to prepare data compilations or when such a customized access service is not used by the City for other business purposes.

When responsive documents require a customized service, the City may request a deposit be paid prior to commencing that customized service.

10%

The city must notify the requestor that it will be doing a customized service and the amount of the deposit required.



**8 Public Records Act charges**

Please see RCW 42.56.120 for the full list of charges for copying under the Public Records Act. Further, where state or federal law sets a particular fee for searching records, research, and/or providing a copy of a record, that fee will be charged.

**B Sale of prepared documents**

\*Documents listed below are ready for sale (if requested under Public Disclosure instead of specifically prepared, the rates in Section 1 would apply)

**1 Maps**

City Map – Large (11 x 17)	\$5.00	Printed upon request.
Zoning Map (24 x 36) or (36 x 48)	\$10.00	Printed upon request.
Comprehensive Plan Map (24 x 36) or (36 x 48)	\$10.00	Printed upon request.

**2 Documents**

Zoning Ordinance (WMC 17)	\$40.00	Printed upon request.
Subdivision Ordinance (WMC 16)	\$25.00	Printed upon request.
Comprehensive Plan	\$25.00	Printed upon request.
Park Plan	\$25.00	Printed upon request.
Any other adopted document or plan	Actual cost	Printed upon request.

**C Service Fees:**

<b>1</b> Notary	\$5.00	Per document
<b>2</b> Fax	\$2.00	Per page
<b>3</b> NSF Check/ACH Return/Account Closed/etc.	\$36.00	Per check
<b>4</b> Woodland Municipal Code Book	\$300.00	For entire book, in a plain binder
<b>5</b> Woodland Code Book update subscription	\$50.00	Minimum or actual cost plus staff time
<b>6</b> Agenda subscription	\$20.00	Per year *other than website
<b>7</b> Agenda and Council packet subscription	\$600.00	Per year *other than website
<b>8</b> Recording fees	Actual	Cost recovery based on actual

**D Other Fees**

<b>1</b> Mileage	Per IRS allowance
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**Section 2. Clerk/Treasurer - Facility Rentals and Special Events**

**A Facility Rentals**

**1 Community Center**

**NOTE:** Non-profit organizations with 1 or more groups may be recognized as one (1) entity and only charged for one (1) deposit if issued only one key. If additional keys issued, then separate deposit applies.)

Regular Users - Non profit groups over 15	\$100.00	Per month for 16 hours, \$10.00 per additional hour (Church, etc.)
Regular User - Non Profit (in city; groups 15 or less)	\$50.00	Per month for 16 hours, \$10.00 per additional hour (TOPS club, etc. with included City Community service project)
Regular Users - All others (For profit)	\$150.00	Per use for 4 hours, \$20.00 per additional hour (commercial/for profit, etc.)
One Time users - Residents (in city)	\$125.00	Per one-time use. Must have City of Woodland Utility Account/Lives inside city limits
One time users - Non resident	\$150.00	Per one-time use
One Time Users - Non profit	\$100.00	Per one-time use
Key/Cleaning/Damage deposit/Call out	\$200.00	If city employee is called in to open building, or if damage occurs, or the key not returned, the deposit is nonrefundable (as determined by the Clerk-Treasurer Dept.)
<b>2 Horseshoe Lake - Large Shelter</b>		
A day for resident	\$125.00	* Shelter with Fireplace Must have City of Woodland Utility Account/Lives inside city limits
A day per non resident	\$150.00	Per one-time use
Recognized non-profit organizations	\$100.00	Per one-time use
Key/Cleaning/Damage deposit/Call out	\$200.00	If city employee is called in to open building, or if damage occurs, or the key not returned, the deposit is nonrefundable (as determined by the Clerk-Treasurer Dept.)

All groups are limited to Horseshoe Lake Shelter use of no more than 2 consecutive days from June 1<sup>st</sup> to September 30<sup>th</sup> annually, unless otherwise approved by the city

- 3 Gazebo (Bldg. B) and Covered pad (Bldg. C)**
- 4 Council Chambers – Police Station**
- 5 Community Meeting Room – Police Station**
- 6 Conference Room – City Hall**

Day or portion thereof	\$50.00
Day or portion thereof	\$100.00
Day or portion thereof	\$50.00
Day or portion thereof	\$50.00



**B Special Events (Per WMC Chapter 5.06)**

*\*Other Special Events out of the ordinary – fees as set by the Clerk-Treasurer*

**1 Application Fees**

Includes Lake Special Event permits per WMC 9.20.030

Non-refundable application fee for all Special Events

\$75.00

Non-refundable processing fee for ALL Special Events except fee waiver permits

Late applications

\$30

Applications received less than 60 days prior will be charged late fees

**2 Permit Fee**

Event Permit Fee	Damage Deposit (Refundable)	Proceed Collection
Tier 1 : Events with up to 50 attendees and NO entry fee	\$100	15% for Profit
Tier 2: Events with 51 to 150 attendees and NO entry fee	\$200	15% for Profit
Tier 3: Events with 151 or more attendees and no entry fee	\$200	15% for Profit
Tier 4 : Events with entry fee / registration Fee (any number of attendees)	\$300	15% for Profit
Tier 5 : Co Hosted City Event	\$100	

If funds are being generated then 15% of proceeds collected is due to the city. Non-profit organizations do not pay 15% of proceeds.

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If the event is co-hosted with the city. Must have pre-approval from the city prior to application submittal. (Examples include: Planters Days, Chamber Trick or Treat in the Street, Winterfest)

**3 Additional Permit Fees**

Public Works and/or Police staff

Cost Recovery

**4 Notes**

Beer Garden (by permit only)

Per WMC 9.26.115; Eligible for 501-3(c) non-profit organizations only

Expressive Speech Activity (application required)

\$0

No fee. Expressive activity does not include fairs, festivals, concerts, performances, parades, athletic events, fundraising events or events for entertainment.

Dances

No additional fees are required if the special event includes a dance. Dances which are not held at a city facility are listed in Section #3.

**Section 3. Clerk/Treasurer - Licenses / Miscellaneous Permits (See WMC 5.04.100)**

**A Business Licenses**

<b>1</b>	Business Registration Fee – In City	\$80.00	For Each Calendar Year
<b>2</b>	Business Registration Fee – Out of City	\$130.00	For Each Calendar Year. Business with no offices or facilities within city
<b>3</b>	Non-Profits	\$0	Churches, etc.
<b>4</b>	Peddlers and Solicitors License		(See WMC 5.16.060)
	Within City	\$40.00	Plus investigation fee
	Outside City	\$55.00	Plus investigation fee
	Investigation fee for Cowlitz/Clark Counties	\$40.00	
	Investigation fee for all others	\$55.00	
<b>5</b>	One day or event Transient merchant or workmen License (per WMC 5.04.140)	\$50.00	Per day or per event

**B Miscellaneous Permits \*\*\* One permit entitles holder to operate at one location.**

<b>1</b>	Amusement Permit Fee (WMC 5.08.020)	\$50.00	Semi-Annually – per machine / device
<b>2</b>	Fireworks Permits		Now under Fire Protection Section 9
	Fireworks inspection fee (WMC 14.32.080)		Now see inspections under Fire Protection Section 9 (with CCFR Contract)
<b>3</b>	Dance Permits:		Contact the Clerk-Treasurer
	Public / Commercial Dance Permit Fee (WMC 5.12.030)	\$120.00	Annual (licensed by State to sell alcohol) with no entrance charge
	Non School Juvenile Dance	\$20.00	Per quarter
	Public Dance - With a charge or gratuity	\$75.00	Per dance (no alcohol)
	Private Dance - No charge or gratuity	No Charge	WMC 5.12.030
	School Dance - Sponsored by Woodland School system and held at school premises	No Charge	WMC 5.12
<b>4</b>	Vendor Permit	\$100.00	Vendors on public parks property (as approved by the Public Works Director)

**Section 4. Administration - Animal Control (See WMC 7.04.040)**

**A Dog License – Annual (Collected by Cowlitz County Humane Society or local veterinarian)**

For any spayed or neutered dog, provided application is made by January 1st	\$20.00
For any spayed or neutered dog if application is after January 1st	\$40.00
For any dog NOT spayed or neutered if application is made by January 1st	\$50.00
For any dog NOT spayed or neutered if application is made after January 1st	\$60.00
Senior Citizen / Low Income Rate if applied for by January 1st. After that the rate is the same as #2 and #4.	\$5.00

Application for Senior Citizen / Low Income must be applied for through the Clerk-Treasurer's Office.

**Section 5. Public Works Department**

**A Water / Sewer Utility**

**1 Utility Service – WMC 13.04.180**

Residential Utility Deposit

Commercial Utility Deposit

Late Fees for Past Due Utility Bill (WMC 13.04.220)

\$225.00 Deposit is required to start receiving utility services  
 Based upon 1 year average of the building. Deposit is required to start receiving utility services  
 TBD  
 \$20 or 10% whichever is  
 Late fees will apply to all accounts that are past due.

**2 Water**

Water disconnect and reconnection, due to non-payment of utility bill or Non-Compliance of cross connection testing  
 Water Turn On (Scheduled at customer request)

Water Turn Off (Scheduled at customer request)  
 If leak, due to emergency, then no charge (courtesy) if during regular business hours 7am to 5pm weekdays, not including holidays, other call-out rates apply for other than business hours

Residential meter test deposit

\$100.00 plus applicable late charge  
 \$50.00 Scheduled 24 hours in advance  
 \$50.00 Scheduled at customer request  
 \$0 or Customer must complete leak form and provide receipt per policy. Minimum two hour call-out.  
 \$200.00 for after hours

\$75.00 If meter is found to be more than 3% inaccurate in favor of the City, the deposit is refunded. If found to be accurate up to 3% the deposit would be put towards the public works costs (salary/benefits). See WMC 13.04.230 for details

**3 Sewer**

Sewer connection dye test

**4 Hydrant / Construction Meters**

Connect / disconnect – WMC 13.04.045

Water consumption

Daily rental fee

Damage deposit

Plus additional Deposit, if backflow device is provided

\$75.00 Per test connection  
 \$100.00 Non-refundable  
 \$10.00 1 month basic fee for 2" meter + overage (600 cu. ft.) (see water rates)  
 \$250.00 Standard Deposit Fee  
 \$250.00 Extra deposit for backflow device

Unauthorized water use \$500.00 Minimum plus (see water rates) /100 cubic feet of usage

**5 Cross Connection Penalty Fees for Non-Compliance - Ordinance No. 1556**(All fees will be added to customer utility bill)

3rd Notice \$250.00  
 4th Notice \$250.00  
 5th Notice (Water Shut off ) \$100 or \$100 plus actual cost\* \*If the water can't be shut off water due to State emergency orders, then the City will have the device tested and the customer will be responsible for covering the actual cost of testing the device and paying the \$100 fee.

**B Permits**

1 Right of way \$75.00 Per permit  
 Plus additional, if pavement disturbed \$150.00  
 Permit extension fee \$100.00 One time extension for up to 60 days extension.  
 2 Banner application fee (non-refundable) for banner location off Exit 21 intersection \$25.00 Per banner application for processing fee  
 3 Banner application fee (non-refundable) for banner locations in main downtown corridor \$50.00 \$25.00 to DWR and \$25.00 for processing

**C Other Fees**

1 Processing of latecomer agreements - application fee \$300.00 Each water/sewer or street (Engineering and survey work, if any, to be provided by applicant)  
 2 Street signs \$350.00 Per sign. If outside review is required, actual cost plus 10%  
 3 Cost recovery Variable If outside review is required, actual cost plus 10%  
 4 See WMC 16.04.050 - Inspection fees Actual Cost

**Section 6. Community Development Department - Planning**

**A Pre-Application**

Pre-Application	\$900.00	
CCFR Review	\$95.00	

**B Long Range Planning**

Comprehensive Plan Text Amendment	\$2,000.00	plus cost recovery <sup>1</sup>
Comprehensive Plan Map Amendment	\$2,000.00	plus cost recovery <sup>1</sup>
Zoning Text Amendment	\$2,500.00	plus cost recovery <sup>1</sup>
Zoning Map Amendment	\$2,500.00	plus cost recovery <sup>1</sup>
Notice of Intention to Annex	\$250.00	
Petition for Annexation	\$3,000.00	plus cost recovery <sup>1</sup>

**C Land Division**

**1 Preliminary Plats**

Subdivision Plat	\$5,000.00	Plus \$90 per lot plus cost recovery <sup>1</sup>
Subdivision Short Plats	\$2,500.00	Plus cost recovery <sup>1</sup>
Planned Unit Residential Development (PURD)	\$5,000.00	Plus \$75 per lot, plus site plan fee plus cost recovery <sup>1</sup>
Binding Site Plan (BSP) (WMC 16.19.030c)	\$5,000.00	Plus \$75 per lot, plus site plan fee plus cost recovery <sup>1</sup>

**2 Final Plat**

Subdivision	\$1,200.00	Plus \$75 per lot plus cost recovery <sup>1</sup>
Final Plat (PURD)	\$1,200.00	Plus \$75 per lot plus cost recovery <sup>1</sup>
Final Plat (BSP)	\$1,200.00	Plus \$75 per lot plus cost recovery <sup>1</sup>

**3 Additional Land Division Processes**

Boundary Line Adjustment	\$400.00	Plus \$75 per lot plus cost recovery <sup>1</sup>
Plat Vacation	\$250.00	Plus hearing examiner's costs
Plat Time Extension	\$300.00	

**D Environmental**

SEPA Checklist Processing	\$750.00	
SEPA Environmental Impact Statement Processing	\$500.00	plus cost recovery <sup>1</sup>
Shorelines Exemption Review	\$200.00	
Critical Areas Permit	\$600.00	Plus cost recovery <sup>1</sup>
Floodplain Review (new-development)	\$500.00	
Floodplain Review (with previous elevation certificate)	\$150.00	
Shoreline Substantial Development Permit (SDP)	\$1,800.00	Plus cost recovery <sup>1</sup> including hearing examiner's costs
<b>Shoreline Conditional Use</b>		
with SDP	\$800.00	Plus SDP fee plus cost recovery <sup>1</sup> and hearing examiner's costs
without SDP	\$1,800.00	Plus cost recovery <sup>1</sup> and hearing examiner's costs
<b>Shoreline Variance</b>		
with SDP	\$400.00	Plus SDP fee plus cost recovery <sup>1</sup> and hearing examiner costs
without SDP	\$600.00	Plus cost recovery <sup>1</sup> and hearing examiner's costs
<b>Shoreline Major Variances (Type 3)</b>	\$2,150.00	Per application plus cost recovery <sup>1</sup>

<sup>1</sup>Consultant review costs, printing, mailing, delivery and recording costs

Wetland delineation review  
Cost recovery<sup>1</sup>

**E Land Use**

Site Plan Base Fee	\$2,750.00	up to 25,000 sq ft plus cost recovery <sup>1</sup>
Site Plan Square Footage Fee over 25,000 sq ft	\$25.00	Per 1,000 sq ft above 25,000 sq ft; maximum \$10,000 (with base fee included) plus cost recovery <sup>1</sup>
Conditional Use Permit Variance (Type 1)	\$3,575.00	Plus cost recovery <sup>1</sup> and hearing examiner's costs
Variance (Type 2)	\$860.00	Plus cost recovery <sup>1</sup>
	\$2,500.00	Plus cost recovery <sup>1</sup>



Administrative Temporary Use	\$100.00	Per application plus cost recovery <sup>1</sup>
Administrative Conditional Use	\$1,000.00	Per application plus cost recovery <sup>1</sup>
<b>F Hearings</b>		
Appeal of actions/decisions preceded by a hearing	\$700.00	Plus hearing examiner's costs
Appeal of actions/decisions not preceded by a hearing	\$700.00	Plus hearing examiner's costs if ruling is unfavorable
<b>G Other</b>		
All other applications (includes SUD)	\$500.00	Per application plus cost recovery <sup>1</sup>
Development Agreement	\$750.00 <sup>1</sup>	Plus cost recovery <sup>1</sup>
Code Interpretation (written)	100 deposit plus Cost recovery <sup>1</sup>	Deposit plus actual time for staff salary/benefits
Report or data preparation	Cost recovery <sup>1</sup>	Including staff time
Zoning Confirmation letter	\$100 deposit plus Cost recovery <sup>1</sup>	Deposit plus actual time for staff salary/benefits
Peer review (Scientific or technical)	Cost recovery <sup>1</sup>	Cost recovery <sup>1</sup>
Impact Fee Deferral	\$230.00	

**H Enforcement Penalty**

For work started without permits or for which a code enforcement action was initiated or warranted, fees shall be doubled. Such penalties apply to all permit types in sections 6 and 7.

## Section 7. Community Development Department - Building

### A Building Permit Fee

The City of Woodland uses the International Code Council's valuation data to base permit fees. The City is currently utilizing the August 2021 data provided by ICC. While this data is updated twice yearly by ICC in February and in August, the City will adopt a new valuation table annually in September of each year, after the August ICC data is issued.

#### 1 Residential

Total Valuation	Fee
\$1.00 to \$500.00	\$37.00
\$501.00 to \$2,000.00	\$37.00 for the first \$500.00 plus \$5.00 for additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$112.00 for the first \$2,000.00 plus \$15.50 for additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$537.50 for the first \$25,000.00 plus \$13.00 for additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$862.50 for the first \$50,000.00 plus \$10.50 for additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,387.50 for the first \$100,000.00 plus \$8.10 for additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,627.50 for the first \$500,000.00 plus \$7.00 for additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$8,127.50 for the first \$1,000,000.00 plus \$5.50 for additional \$1,000.00, or fraction thereof

#### 2 Commercial/Industrial

Total Valuation	Fee
\$1.00 to \$500.00	\$40.50
\$500.01 to \$1,000.00	\$47.00 plus 3.5% of the value.
\$1,000.01 to \$5,000.00	\$82.00 plus 3.05% of the value.
\$5,000.01 to \$50,000.00	\$234.00 plus 1.8% of the value.
\$50,000.01 to \$250,000.00	\$1,127.00 plus 1.05% of the value.
\$250,000.01 to \$1,000,000.00	\$3,752.00 plus .85% of the value.
\$1,000,000.01 and up	\$12,152.00 plus .47% of the value.

**3 Plan Review Fee.**

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee paid at the time of permit submittal. If an applicant submits all at the same time, plans for identical buildings for one or two-family dwellings under the International Residential Code, the plan review fee shall be fifty percent (50%) of the plan review fee for the first one submitted. These fees are in addition to the fees in Section 1.

**4 Other Inspections and Fees:**

Inspections outside of normal business hours (minimum charge - two hours)	actual cost per hour <sup>1</sup>
Re-inspection fees	actual cost per hour <sup>1</sup>
Inspections for which no fee is specifically indicated (minimum charge - one-half hour)	actual cost per hour <sup>1</sup>
Additional plan review for changes, additions, or revisions (minimum charge - one-half hour)	actual cost per hour <sup>1</sup>
For use of outside consultants for plan checking and inspections, or both	Actual Costs <sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs or contract rate as applicable.

**B Plumbing Permit Fees (Residential)**

**1 Base Fees**

New Residential Construction up to 3,000 square feet	\$300.00
New Residential Construction over 3,000 square feet	\$400.00
Residential-Existing structure	\$35.00

**2 Plan Review Fee**

**New Construction**

**Existing Structures**

Included in building plan review fee of complete submittal package  
Based on building permit fee valuation. To be paid at time of permit submittal.  
65% of valuation fee

**3 Unit Fee Schedule in addition to base fee above.**  
**Fixture/Unit**

For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection)	\$10.00
For each building sewer and each trailer park sewer	\$19.00
Rainwater systems – per drain (inside building)	\$10.00
For each water heater and/or vent	\$10.00
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$25.00
For each installation, alteration or repair of water piping and/or water treating equipment, each	\$10.00
For each repair or alteration of drainage or vent piping, each fixture	\$10.00
For each lawn sprinkler system on any one meter including backflow protection devices therefore	\$10.00

**4 For atmospheric-type vacuum breakers not included above**

1 to 5	\$10.00
Over 5, each	\$2.00

**5 For each backflow protective device other than atmospheric type vacuum breakers**

2 inch (51mm) diameter and smaller	\$15.00
Over 2 inch (51mm) diameter	\$25.00
For initial installation and testing for a reclaimed water system	\$39.00
For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$39.00
For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$65.00
For each additional medical gas inlet(s)/outlet(s)	\$7.00

**C Plumbing Permit Fees (Commercial)**

<b>1 Base Fee</b>		
New Commercial/Industrial Construction	\$500.00	
Commercial/Industrial stand alone permit (existing construction)	\$50.00	
<b>2 Plan Review Fee</b>		
<b>New Construction</b>		Included in building plan review fee of complete submittal package
<b>Existing Structures</b>	65% of valuation fee	Based on building permit fee valuation. To be paid at time of permit submittal.
<b>3 Unit Fee Schedule in addition to base fee above.</b>		
<b>Fixture/Unit</b>		
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection)	\$20.00	
For each building sewer and each trailer park sewer	\$19.00	
Rainwater systems – per drain (inside building)	\$20.00	
For each water heater and/or vent	\$20.00	
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$25.00	
For each installation, alteration or repair of water piping and/or water treating equipment, each	\$20.00	
For each repair or alteration of drainage or vent piping, each fixture	\$20.00	
For each lawn sprinkler system on any one meter including backflow protection devices therefore	\$20.00	
<b>4 For atmospheric-type vacuum breakers not included above</b>		
1 to 5	\$20.00	
Over 5, each	\$2.00	

**5 For each backflow protective device other than atmospheric type vacuum breakers**

2 inch (51mm) diameter and smaller	\$15.00
Over 2 inch (51mm) diameter	\$25.00
For initial installation and testing for a reclaimed water system	\$39.00
For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$39.00
For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$65.00
For each additional medical gas inlet(s)/outlet(s)	\$7.00

**6 Other Plumbing Inspections and Fees-**

Inspections outside of normal business hours	\$66.00
Re-inspection fee	\$66.00
Inspections for which no fee is specifically indicated	\$66.00
Additional plan review required by changes, additions or revisions to approved plans (minimum charge - one half hour)	actual cost

**D Mechanical Permit Fees**

**1 Residential Base Fee**

New Residential Construction up to 3,000 square feet	\$200.00
New Residential Construction over 3,000 square feet	\$300.00
Residential existing structure	\$35.00

**2 Commercial/Industrial Base Fee**

New Commercial/Industrial Construction	\$500.00
Commercial/Industrial existing structure	\$50.00

**3 Plan Review Fee**

**New Construction**

Included in building plan review fee of complete submittal package

**Existing Structures**

65% of valuation fee  
Based on building permit fee valuation. To be paid at time of permit submittal.

<b>4 Supplemental Issuance Fee</b>	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalled	\$20.00
<b>Unit Fee Schedule in addition to base fee above.</b>		
<b>5 Furnaces</b>	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW)	\$20.00
	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3kW)	\$30.00
	For the installation or relocation of each floor furnace, including vent	\$25.00
<b>6 Heaters</b>	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$25.00
<b>7 Appliance Vents</b>	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$20.00
<b>8 Repairs or Additions</b>	For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$25.00
<b>9 Boilers, Compressors and Absorption Systems</b>	For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$20.00



For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$40.00	
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$55.00	
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$75.00	
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$125.00	
<b>10 Air Handlers</b>		
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s), including ducts attached thereto	\$20.00	This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code
<b>11 Evaporative Coolers</b>	\$30.00	
For each evaporative cooler other than portable type	\$15.00	
<b>12 Ventilation and Exhaust</b>		
For each ventilation fan connected to a single duct	\$9.00	
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$13.60	
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$15.00	

<b>13 Incinerators</b>		
For the installation or relocation of each domestic-type incinerator		\$100.00
For the installation or relocation of each commercial or industrial-type incinerator		\$25.00
<b>14 Gas Piping System</b>		
For each gas piping system or 1 to 5 outlets		\$35.00
For each additional gas piping system outlet, per outlet		\$5.00
<b>15 Dust Collection System</b>		
For each dust collection system, including fans and ducts		\$85.00
<b>16 Solid Fuel Burning Appliance (woodstove)</b>		
<b>17 Miscellaneous</b>		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table		\$70.00
		\$15.00

**D Other Mechanical Inspections and Fees\***

Inspections outside of normal business hours, per hour (minimum charge - two hours)	actual cost
Re-inspection fee assessed under provisions of Section 116.6, per inspection	actual cost
Inspections for which no fee is specifically indicated, per hour (minimum charge – one-half hour)	actual cost
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour)	actual cost

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**E Grading Fees**

**1 Table J-1 Grading Plan Review Fees**

Plan review and grading fees shall be based on the total cut and fill volume of material moved (Cut plus Fill)

50 cubic yards (38.2m <sup>3</sup> ) or less	\$50.00
51 to 100 cubic yards (40 m <sup>3</sup> to 76.5 m <sup>3</sup> )	\$75.00
101 to 500 cubic yards (77.2 m <sup>3</sup> to 382.3 m <sup>3</sup> )	\$100.00
501 to 1,000 cubic yards (383 m <sup>3</sup> to 764.6 m <sup>3</sup> )	\$50.00 for the first 100 cubic yards (382.3 m <sup>3</sup> ), plus \$50.00 for each additional 100 cubic yards (382.3 m <sup>3</sup> ) or fraction thereof.
1,001 to 10,000 cubic yards (764.7 m <sup>3</sup> to 7645.5 m <sup>3</sup> )	\$300.00 for the first 1,000 cubic yards (764.7 m <sup>3</sup> ), plus \$20.00 for each additional 1,000 cubic yards (764.7 m <sup>3</sup> ) or fraction thereof.
10,001 to 100,000 cubic yards (7646.3 m <sup>3</sup> to 76 455 m <sup>3</sup> )	\$480.00 for the first 10,000 cubic yards (7645.5 m <sup>3</sup> ), plus \$20.00 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.
100,001 cubic yards or more (76456 m <sup>3</sup> or more)	\$1,830.00 for the first 100,000 cubic yards (76,455 m <sup>3</sup> ), plus \$40.00 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.

**Other Fees:**

Initial plan review and any additional plan reviews for changes, additions, or revisions

actual cost per hour  
 minimum charge - one-half hour. Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**2 Table J-2 Grading Permit Fees<sup>1</sup>**

50 cubic yards (38.2m <sup>3</sup> ) or less	\$50.00	No plan review fee.
51 to 100 cubic yards (40 m <sup>3</sup> to 76.5 m <sup>3</sup> )	\$75.00	Plus plan review fee if needed.
101 to 500 cubic yards (77.2 m <sup>3</sup> to 382.3 m <sup>3</sup> )	\$100.00	Plus plan review fee if needed.
501 to 1,000 cubic yards (383 m <sup>3</sup> to 764.6 m <sup>3</sup> )	\$100.00	for the first 500 cubic yards (383 m <sup>3</sup> ), plus \$50.00 for each additional 100 cubic yards (76.5 m <sup>3</sup> ) or fraction thereof.
1,001 to 10,000 cubic yards (765.3 m <sup>3</sup> to 7645.5 m <sup>3</sup> )	\$300.00	for the first 1,000 cubic yards (764.6 m <sup>3</sup> ), plus \$20.00 for each additional 1,000 cubic yards (764.6 m <sup>3</sup> ) or fraction thereof.
10,001 to 100,000 cubic yards (7646.3 m <sup>3</sup> to 76 455 m <sup>3</sup> )	\$480.00	for the first 10,000 cubic yards (7645.5 m <sup>3</sup> ), plus \$20.00 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.
100,001 cubic yards (76 456 m <sup>3</sup> ) or more	\$1,830.00	for the first 100,000 cubic yards (76 455 m <sup>3</sup> ), plus \$40.00 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.

**3 Other Inspections and Fees:**

Inspections outside of normal business hours (minimum charge - two hours)	actual cost per hour <sup>2</sup>
Re-inspection fees	actual cost per hour <sup>2</sup>
Inspections for which no fee is specifically indicated (minimum charge - one-half hour)	actual cost per hour <sup>2</sup>

<sup>1</sup>The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

<sup>2</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved

**F Sign Permit Fees\***

Window	\$75.00	Per sign
Wall	\$100.00	Per sign
Roof or projecting signs	\$125.00	Per sign
Free standing signs	\$145.00	Per sign
Monument signs	\$75.00	Per sign

**G Other Miscellaneous Building Permits**

<b>1</b> Flood Plain Review with existing elevation certificate new elevation certificate	\$100.00 \$500.00	
<b>2</b> Fence (3' or higher)	\$68.50	
<b>3</b> Building Demolition (Residential)	\$100.00	
Building Demolition (Industrial/Commercial)	\$200.00	
<b>4</b> Residential Re-roof	\$68.50	
<b>5</b> Commercial Re-roof	\$200.00	
<b>6</b> Commercial Coach Placement	\$250.00	
<b>7</b> Manufactured Home Installation (base fee)	\$700.00	
a. Plan Review without garage	\$50.00	
b. Plan Review with garage	\$150.00	
<b>8</b> Reactivation of expired permit		Fees/Cost of original permit

**H Enforcement Penalty**

For work started without permits or for which a code enforcement action was initiated or warranted, fees shall be doubled. Such penalties apply to all permit types in sections 6 and 7.

**I Washington State Building Code Surcharge**

For projects permitted under the IBC or IEBC  
For projects permitted under IRC:  
\$25.00 Or as adopted by the State of Washington.  
\$6.50 for each permit Or as adopted by the State of Washington.  
PLUS \$2.00 per additional unit after the first.

## Section 8. Police Department

<b>1 Fingerprints</b> Additional Cards	\$25.00 \$10.00	Per full set (up to 2) per card
<b>2 Service of Civil Legal Papers (Cash Only)</b> Single document (local)	\$40.00 \$10.00	Within the Woodland City Limits Minimum if mailed/delivered up to 20 pages additional pages \$.15 each
<b>3 Police Reports</b>	\$10.00	For discovery
At Public Disclosure rate per page copy if requested in person. Does not include telephone written requests requiring mailing.		
<b>4 Police Officers hired for Special Events / Security</b>	\$0.15	Per page (if picked up in person) Charge is based on actual overtime rate plus benefits
<b>5 False Alarm penalties</b>	\$100.00 \$150.00	3rd occurrence See WMC 14.34.090 for complete details 4th occurrence; See WMC 14.34.090 for complete details
<b>6 Golf Cart Registration (WMC 10.30.050)</b>	\$40.00	Applicant must be the registered owner. Registration required for each individual driver. Registration no longer valid if ownership is transferred.
<b>7 Body Camera - Redaction Charges</b> Body camera (video redaction)	\$ .70 per minute (processing time only)	When the request requires body camera video, the video will require review for the redaction of exempt information. City policy is currently set at 10 minutes of processing time for each 1 minute of video. All videos will be rounded up to the next full minute.
Body camera video (deposit required)	50%	A deposit in the amount of 50% of the estimated body cameral redaction charge is required prior to the assumption of redaction activity. At no time will the deposit be less than the minimum charge set by resolution.

Body camera video (minimum charge)

Minimum charges At not time will the city charge less than 10 minutes of redaction time. This accounts for a minimum of 1 minute of redacted video, plus the 10 minutes of associated processing time.



**Section 9. Fire Protection - Clark-Cowlitz Fire & Rescue**

See the Interlocal Agreement for Fire protection Services with Clark-Cowlitz Fire Rescue.