



# Proposed Master Fee Schedule Fiscal Year 2025

Director of Finance: Nicole Gonzales



Effective January 1<sup>st</sup>, 2025

## **Table of Contents**

Introduction .....	3
Proposition 26 Review and Compliance .....	3
All City Departments.....	4
City Clerk.....	6
City Manager .....	8
Development Services Department.....	9
Engineering and Transportation Services .....	24
Finance.....	31
Fire Department .....	33
Information Technology.....	45
Library and Community Services .....	46
Maintenance Services Department.....	50
Police Department .....	53
Utilities & Environmental Services.....	63
Glossary of Terms .....	75

## **Introduction**

The Master Fee Schedule Resolution reports fees for services that are provided to our citizens. Fees that do not recover the full cost of providing the service result in a subsidy which shifts funds away from the critical, high priority needs of job creation, public safety initiatives, utility services, and neighborhood programs.

Before a fee increase was considered the Department responsible for the service demonstrated that the services are being provided as efficiently and effectively as possible. There are a minimal number of fees that were considered for an increase in this year's amendment. For these fees, each respective department demonstrated that services are provided in a best practice manner, and that all reasonable opportunities for savings have been exhausted. As a result of this critical analysis, only fees for new programs or services have been added. Additionally, other fees have been lowered, deleted, or to clarify actual fees charged for services.

## **Proposition 26 Review and Compliance**

In November 2010, California voters approved Proposition 26, which amended Article's XIII A and XIII C of the state constitution regarding the adoption of fees and taxes. Proposition 26 seeks to assure that taxes, which must be approved by the voters, are not disguised as fees, which can be approved by legislative bodies, such as a city council. The proposed Master Fee Schedule (MFS) was reviewed for compliance with Proposition 26, and in the City Attorney's opinion, the MFS is compliant.

## All City Departments

**A. ADMINISTRATIVE CITATIONS** – Authorized by Hayward Municipal Code (HMC) Article 7 – Administrative Citations have fines set pursuant to Government Code (GC) Section 53069 and 36900. Unless otherwise specified by Ordinance, Fee Schedule or Code, the fine amount for any violation of any section of the Municipal Code shall be:

1. First Violation	\$100.00
2. Second Violation	\$200.00
3. Third and Subsequent Violations	\$500.00

**B. ADMINISTRATIVE HEARING FEE** \$761.00

**C. USB FLASH DRIVE** \$20.00 each

**D. DISHONORED OR RETURNED PAYMENT FROM BANK OR CREDIT CARD**

1. If paid within 30 days of notification	\$25.00 + check amount
2. <u>If paid after 30 days of notification, subject to forgiveness of all or a portion of the fee by the Director of Finance.</u>	As authorized by California Civil Code 1719, but not less than \$25.00

**E. GROSS HOUSEHOLD INCOME**

The State of California annually publishes an Official State Income Limits guideline for each county. This document is available through the California Department of Housing and Community Development website at <https://www.hcd.ca.gov/>. Municipal programs offering income-based discounts will use the 'Alameda County – Very Low Income' figures to determine eligibility.

**F. LATE AND DELINQUENT PAYMENTS**

Unless specifically provided otherwise, the manner of payment, delinquency status, and assessment and collection of penalties for delinquent payment of the fees imposed or reflected by this master fee schedule shall be as follows:

<b>DAILY FEE:</b>	Due on its effective date and delinquent at 5:00 PM on due date.
<b>MONTHLY FEE:</b>	Due on the first day of each month for which licenses, permits, fees are sought and delinquent at 5:00 PM on the tenth day of the month.
<b>QUARTERLY FEE:</b>	Due on the first day of the yearly quarter period and delinquent at 5:00 PM on the tenth day of the first month in which the quarterly fee is due.
<b>ANNUAL FEES:</b>	Due on the first day of the established annual period and delinquent at 5:00 PM on the tenth day of the first month in which the annual fee is due.

A late payment fee of \$5.00 per month shall be applied to all accounts paid after the established due date.

The delinquent account(s) shall be assessed an interest charge of one percent (1%) per month of the unpaid delinquent balance and related interest charge. The interest charge shall be applied to all accounts delinquent for any calendar month or portion of such month and shall not be prorated.

If the delinquent payment is paid within 30 days of notification, the interest fee may be subject to forgiveness based on hardship. The Director of Finance shall review and document all interest fees not collected.

**G. PHOTOCOPYING OF FILE MATERIALS**

- |  |  |
|--|--|
| 1. <u>Black and White Copy</u> – 8½ x 11 inches<br>or 8½ x 14 inches | \$0.50 per page for first ten (10) pages of each document<br>\$0.10 each additional page of same document          |
| 2. <u>Black and White Copy</u> – 11 x 17 inches                      | \$1.00 per page for first ten (10) pages of each document<br>\$0.20 per page each additional page of same document |
| 3. <u>Color Copy</u> – 8½ x 11 inches or 8½ x 14 inches              | \$0.75 per page  |
| 4. <u>Color Copy</u> – 11 x 17 inches                                | \$1.50 per page  |

**H. RESEARCH OR ANALYSIS OF RECORDS (involving more than 15 minutes)**

- |                     |                          |
|---------------------|--------------------------|
| 1. \$76.00 per hour | (minimum charge \$20.00) |
|---------------------|--------------------------|

**I. SMOKING ORDINANCE**

- |  |                       |
|--|-----------------------|
| 1. Smokers Violating the Ordinance                                 | \$50.00 per violation |
| 2. Fines for businesses that fail to enforce the smoking ordinance |                       |
| (1) First Offense  | \$1,000.00            |
| (2) Second Offense   | \$1,500.00            |
| (3) Third Offense  | \$2,000.00            |

**J. TOBACCO ORDINANCE**

- |                     |  |
|---------------------|--|
| 1. Offense Fees     |  |
| (1) First Offense   | \$1,500.00 penalty/30 day TRL suspension               |
| (2) Second Offense  | \$3,000.00 penalty/30 day TRL suspension               |
| (3) Third Offense   | \$5,000.00 penalty/30 day TRL suspension or revocation |
| 2. Reinspection Fee | \$117.00 per visit                                     |

## City Clerk

### A. GENERAL SCHEDULE OF CHARGES

1. Certification of Documents	\$15.00 for first page \$8.00 each succeeding page
2. Certificate of Residency	\$15.00 per issuance
3. Photocopying of Public Records	
a. Black and White Copy	\$0.50 per page for the first ten pages
8½ x 11 inches or 8½ x 14 inches	\$0.10 per page for each additional page of the same document
b. Black and White Copy	\$1.00 per page for the first ten pages
11 x 17 inches	\$0.20 per page for each additional page of same document
c. Color Copy – 8½ x 11 inches or 8½ x 14 inches	\$0.75 per page
d. Color Copy – 11 x 17 inches	\$1.50 per page
e. Photocopying of FPPC Forms/Statements of Government Code 81008	\$0.10 per page, plus \$5 retrieval fee for reports & statements 5 or more years old
4. Reproduction of Meetings on USB Flash Drive	\$20.00 per per USB flash drive
a. City Council	
b. Planning Commission	
5. Fee to File “Notice of Intent to Circulate a Petition for Municipal Initiative” (refundable if a sufficient petition is filed within one year) Elections Code 9202 (b)	\$200.00
6. Candidate Statement (Election Year)	
a. Publication cost of the candidate’s statement in Sample Ballot Pamphlet set by Alameda County Registrar of Voters	Cost of printing, handling
7. Notary Service – Government Code 8211	\$15.00 per signature
8. Passport Service	\$130.00 (age 16 and over)
a. Passport Book Fee set by and payable to US Department of State	\$100.00 (under 16) (note: additional \$60.00 for expedited service)
b. Passport Card Fee set by and payable to US Department of State	\$30.00 (age 16 and over) \$15.00 (under 16)
c. Passport Execution Fee set by US Department of State, payable to City of Hayward	\$35.00
d. Express Mail from City of Hayward to US Department of State set by USPS, payable to City of Hayward	\$34.45

- e. Express Mail from US Department of State to Customer set by and payable to US Department of State \$19.53

**City Manager**

**A. ADMINISTRATIVE SERVICES**

- |                               |   |
|-------------------------------|---|
| 1. Annual Bonds Issue Fees    | 1/8 of 1% of bond amount                                  |
| 2. Low Income Mortgage Credit | 2% of first year's credit<br>payable as part of State Fee |



## Development Services Department

### A. Code Enforcement Administration

#### a. Impound and Storage fees

Impound Fee	\$448.00	Includes 3 hours of Code Enforcement staff time
Storage Fee	\$218.00	Flat rate pallet and handling fee

### B. BUILDING PERMIT FEES

#### BUILDING PERMIT FEES CALCULATED BY VALUATION

This includes all new buildings, facilities, additions, tenant improvements and residential remodels.

- Valuation is defined as the fair market value of materials and labor for the work.
- Valuation shall be the higher of the stated valuation or the figure from the current International Code Council valuation table below.
- The current ICC Valuation data table below is adjusted with a regional construction cost modifier for the San Francisco Bay Area of 16%\*. *\* Source: The local modifier is 1.16 times the cost per square foot as published in the Building Standards Journal, April 2002 edition.*
- The valuation for tenant improvements, residential remodels or other projects that do not involve new square footage, shall be a minimum of **60%** of the cost per square foot in the valuation table below.

International Building Code Group Building Division staff will help determine the valuation for occupancies or construction types not listed in this table. The values below are based on the <b>August 2022 ICC Building Valuation Data</b> with the Building Standards Journal 16% local cost modifier included.	Construction Type and Minimum Cost Per Square Foot							
	IA	IB	IIA	IIB	IIIA	IIIB	VA	VB
<b>A-1</b> Assembly, theaters, with stage	396.56	383.19	374.18	359.99	338.67	328.20	314.05	304.05
<b>A-1</b> Assembly, theaters, without stage	362.89	349.54	340.53	326.33	305.02	294.55	280.40	270.40
<b>A-2</b> Assembly, nightclubs	319.10	309.64	300.83	290.63	272.55	264.78	247.92	239.08
<b>A-2</b> Assembly, restaurants, bars, banquet halls	317.94	308.48	298.51	289.47	270.23	263.62	245.42	238.55
<b>A-3</b> Assembly, churches	368.22	354.87	345.84	331.66	310.87	300.39	286.24	276.24
<b>A-3</b> Assembly, general, community halls, libraries, museums	314.13	300.78	290.60	277.56	255.42	246.11	230.79	221.97
<b>A-4</b> Assembly, arenas	361.73	348.38	338.21	325.17	302.70	293.39	278.08	269.24
<b>B</b> Business	308.13	296.84	285.88	273.82	249.41	239.62	220.11	210.17
<b>E</b> Educational	327.92	316.70	308.37	295.08	275.43	261.52	240.73	233.23
<b>F-1</b> Factory and industrial, moderate hazard	187.57	178.88	167.85	162.33	144.68	137.47	119.94	112.32
<b>F-2</b> Factory and industrial, low hazard	186.41	177.72	167.85	161.17	144.68	136.31	119.94	111.16
<b>H-1</b> high Hazard, explosives	174.99	166.30	156.41	149.73	133.60	125.23	108.88	N.P.
<b>H-2 H-3 H-4</b> High Hazard	174.99	166.30	156.41	149.73	133.60	125.23	108.88	100.08
<b>H-5</b> HPM	308.13	296.84	285.88	273.82	249.41	240.07	220.11	210.17
<b>I-1</b> Institutional, supervised environment	312.17	301.46	292.49	280.69	258.12	250.99	231.40	224.45
<b>I-2</b> Institutional, hospitals	513.16	501.86	490.90	478.84	453.11	N.P.	423.82	N.P.
<b>I-2</b> Institutional, nursing homes	356.96	345.66	334.71	322.63	300.01	N.P.	270.72	N.P.
<b>I-3</b> Institutional restrained	349.72	338.42	327.46	315.39	293.07	282.14	263.78	251.51
<b>I-4</b> Institutional, day care facilities	312.17	301.46	292.49	280.69	258.12	250.99	231.40	224.45
<b>M</b> Mercantile	238.06	228.59	218.63	209.58	191.20	184.59	166.39	159.53

<b>R-1</b> Residential, hotels	315.46	304.76	295.78	283.97	261.03	253.90	234.31	227.36
<b>R-2</b> Residential, multiple family	264.06	253.36	244.39	232.58	211.14	204.02	184.43	177.48
<b>R-3</b> residential, one- and two-family <sup>d</sup>	245.92	239.26	233.09	227.35	220.72	212.73	204.76	192.65
<b>R-4</b> Residential, care/assisted living facilities	312.17	301.46	292.49	280.69	258.12	250.99	231.40	224.45
<b>S-1</b> Storage, moderate hazard	173.83	165.14	154.09	148.57	131.28	124.07	106.56	98.92
<b>S-2</b> Storage, low hazard	172.67	163.98	154.09	147.41	131.28	122.91	106.56	97.76
<b>U</b> Utility, miscellaneous	133.96	126.38	119.06	113.83	102.65	94.99	80.92	77.12

**BUILDING PERMIT FEES CALCULATED BY VALUATION**

**This includes all new buildings, facilities, additions, tenant improvements and residential remodels**

*\*All sub-permits (plumbing, mechanical and electrical) are included in the plan check and inspection fees for valuation based projects.*

- Once the valuation for the project is established, use the table below to determine the Building Inspection Fee. Several other fees are based on the Building Inspection Fee and this is outlined on the next page.

<b>TOTAL VALUATION (Materials and Labor)</b>	<b>BUILDING INSPECTION FEE</b>
\$1 to \$500	\$33.66
\$501 to \$2000	\$33.66 for the first \$500 plus \$4.38 for each additional \$100 or fraction thereof, to and including \$2000
\$2,001 to \$25,000	\$99.30 for the first \$2000 plus \$20.06 for each additional \$1000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$560.48 for the first \$25,000 plus \$14.47 for each additional \$1000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$922.33 for the first \$50,000 plus \$10.03 for each additional \$1000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1423.76 for the first \$100,000 plus \$8.02 for each additional \$1000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4632.79 for the first \$500,000 plus \$6.81 for each additional \$1000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$8038.50 for the first \$1,000,000 plus \$4.52 for each additional \$1000 or fraction thereof

**FLAT RATE PERMIT FEES**

These items will also have administrative fees added to the permit. In some cases, hourly plan review fees will also be required.

<u>Miscellaneous Permit Fees – Not Calculated by Valuation</u>	<b>Unit</b>	<b>Fee</b>
<b>1. Standard Hourly Rate</b> (or fraction thereof) for plan check, inspections or other administrative services	hourly	\$190
b. Overtime Rate for Plan Check or Inspection Services	hourly	\$286
<b>2. Revision</b> (permit issuance fee and hourly plan check will also be charged)	hourly	\$190
<b>3. Permit Issuance Fee</b> (applies to all permits)	each	\$190
<b>4. Miscellaneous Items</b> (for items that do not have a set fee)	each	\$190
<b>5. Plot Plan Review</b>		
a. Planning Division Plot Plan Review	each plot	\$587
b. Building Division Plot Plan Review and processing	each plot	\$381
<b>6. Address Assignment</b>		
a. New Address (including apartments, units, suites, meters, etc)	each	\$286
b. Accessory Dwelling Unit Address	each	\$95
		<b><u>Inspection Fee</u></b>
<b>7. Demolition</b>		
a. Complete Building Demolition (Commercial/Residential) *hourly plan check fees may apply depending on scope		\$381
b. Minor Residential Demo (removal of patio covers, accessory structure or similar exterior elements. Removal of interior walls requires a residential remodel permit. *hourly plan check fees may apply depending on scope		\$95
<b>8. Equipment Installation</b>	first piece	\$381
a. Additional Equipment at Same Site	each	\$190
b. Equipment Pad	each	\$286
<b>9. Voluntary Residential Seismic Retrofit</b> Using “Plan Set A” Only applies to single family homes with a crawlspace less than or equal to 4 feet high	each	\$190 flat rate – no admin fees
<b>10. Damaged Building Survey</b> Fire, flood, vehicle, or similar damage		\$763
<b>11. Patio Covers</b>		
a. Patio Cover (requires drawings and hourly plan check)	each	\$294

b. Enclosed Patio (requires drawings and hourly plan check)	each	\$588
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**12. Photovoltaic Systems**

a. Residential (for systems that are not flush mounted, hourly plan check fees apply)	each system	Up to 15kW \$450, \$15 per kW above 15kW
b. Commercial, up to 50 kilowatts (hourly plan check fees apply)	each system	\$1,000
c. Commercial, each additional kilowatt 51kw-250kw (hourly plan check fees apply)	each kw	\$7
d. Commercial, each additional kilowatt over 250kw (hourly plan check fees apply)	each kw	\$5

**13. Residential Package Permits**

a. Tub/Shower Enclosure (includes trades)		\$190
b. Remodel – Complete Bathroom (includes trades)		\$286
c. Remodel – Kitchen (includes trades)		\$572

**14. Storage Racks**

a. Up to 100 linear feet	first 100 lf	\$572
b. Each additional 100 linear feet	each 100 lf	\$190

**15. Deferred Submittal (may require additional hourly plan review fees)**

\$190

**FLAT RATE PERMIT FEES**

These items will also have administrative fees added to the permit. In some cases, hourly plan review fees will also be required.

**Plumbing Mechanical & Electrical Fees – Not Calculated by Valuation**      **Unit**      **Inspection Fee**

**16. Plumbing Permits – Residential (single-family and duplexes)**

a. Water Heater	each	\$95
b. Fixtures – covers 2 Inspections for any type or number of fixtures	2 site visits	\$190
c. Water Service Repair / Replacement	each	\$95
d. Water Pipe (Repair or Replacement)	each	\$190
e. Sewer on private property or Cleanout Installation	each	\$190
f. Sewer Ejector System	each	\$190
g. Solar Water Heating System - <i>Hourly plan check fees may apply for systems that are not flush mounted or have other structural issues.</i>	each	\$190
h. Residential Gas Piping		\$190
i. Residential Gas Test or Meter Reset	each	\$190

**17. Plumbing Permits – Commercial + Multi-Family**

a. Water Heater (Repair or Replacement)	each	\$190
b. Water Service (Repair or Replacement)	each	\$190
c. Sewer Ejector System	each	\$190
d. Industrial / Commercial Process Piping System	Each 100 linear feet or fraction thereof	\$190 /100 feet

e. Gas Piping	Each 100 linear feet or fraction thereof	\$190
f. Gas Test / Meter Reset	/100 feet each	\$190
g. Sewer on private property or Cleanout Installation	each	\$190
h. Grease Trap	each	\$190
i. Grease Interceptor	each	\$190
j. Vacuum Breaker, Backflow Preventer or Pressure Regulator	each	\$190
<b>18. Mechanical Permits – Residential (single-family and duplexes)</b>		
a. Heating and/or Cooling Equipment (including ducts)	each	\$190
b. Wall Furnace	each	\$190
c. Kitchen Hood and Bathroom Vents	each	\$95
<b>19. Mechanical Permits – Commercial + Multi-Family</b>		
<i>*For units over 400 pounds or for replacements that are not in the same location, hourly plan review fees apply.</i>		
a. *HVAC unit (includes all associated sub-permits)	each	\$286
b. *Air Handler Unit	each	\$190
c. Vent System	each	\$190
d. Exhaust Hood Replacement (additional hourly plan check may apply)	each	\$190
<b>20. Electrical Permits – Residential (single-family and duplexes)</b>		
a. General Electrical Permit - Residential (rough and final)	each	\$286
b. Residential E.V. charger	each	\$95
c. Service Upgrade -- Residential	each	\$95
d. Meter Reset	each	\$95
e. Temporary Power Installation	each	\$190
f. Minor Residential Electrical Permit (final only- no rough)	each	\$190

**FLAT RATE PERMIT FEES**

These items will also have administrative fees added to the permit. In some cases, hourly plan review fees will also be required.

<b>21. Electrical Permits – Commercial + Multi-Family</b>		<b><u>Inspection</u></b>
		<b><u>Fee</u></b>
a. General Electrical Permit – Commercial + Multi-Family (rough and final)	each	\$572
b. Commercial E.V. charger (may require additional hourly plan review)	each	\$381
c. Commercial Service Upgrade	each	\$190
d. Commercial Meter Reset	each	\$95
e. Minor Commercial Electrical Permit (final only- no rough)	each	\$286
f. Signs (illuminated exterior signage)	each	\$190

**Additional Services and Violations – Not Calculated by Valuation**

**22. Special Review Services** **Unit**

a. Expedited Hourly Plan Review	hour	\$286
b. Expedited Plan Review	each	200% of Plan Review
c. Phased Approval Permits	each	\$763
d. Temporary Certificate of Occupancy	each	\$1,527
e. Alternate Materials and Methods Review	each	\$763

**23. Copies, Re-Print + Change of Contractor**

a. Printing Scanned / Archived Drawings		\$10 per sheet
b. Job Card / Permit Re-Print	each	\$95
c. Change of Contractor	each	\$190

**24. Special Inspector Qualification Review**

a. Initial Review for Approved Inspector List	each	\$763
b. Renewal Review (after 3 years)	each	\$381

**25. Violation Fees**

a. Investigation Fee for work done without Permits <b>(in addition to the regular permit fees)</b>	Each project	205% of the Building Permit Fee
b. Filing of Notice of Substandard or Hazardous Structure	hourly	\$190 per hour
c. Removal of Notice of Substandard or Hazardous Structure	hourly	\$190 per hour
d. Placards for Condemnation	hourly	\$190 per hour
e. Notice and Order	hourly	\$190 per hour
f. Stop Work Order / Red Tag	hourly	\$190 per hour

**C. PLANNING**

<b>1. Conceptual Development Review Meeting<sup>1</sup></b>	No charge for 1 <sup>st</sup> meeting	Subsequent meetings** billed at \$392 per hour
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\*\*Subsequent meetings related to same project/project site

<b>2. SB330 Preliminary Application</b>	\$	1000 Time & Material; Initial Deposit <sup>2</sup>
<b>3. Code Assistance Meeting<sup>1</sup></b>	No Charge	
<b>4. Review of Business License</b>	\$	98 Per License
<b>5. Annexation Proceedings</b> Costs shall also include, but not be limited to, current annexation filing fees established by the Board of Equalization in manner provided by	\$	15,000 Time & Material; Initial

the State Government Code Section 54902.5.		Deposit <sup>2</sup>
<b>6. LAFCO Utility Service Agreement</b> (Preparation and processing of documents in connection with utility service to property outside of the City limits)	\$	5,000 Time & Material; Initial Deposit <sup>2</sup>
<b>7. Environmental/Technical Analysis (Contract) Consultant</b>	\$	5,000 Time & Material; Initial Deposit <sup>2</sup>
<b>8. General Plan Amendment<sup>1</sup></b>	\$	12,000 Time & Material; Initial Deposit <sup>2</sup>
<b>9. Text Change to Zoning Ordinance<sup>1</sup></b>	\$	12,000 Time & Material; Initial Deposit <sup>2</sup>
<b>10. Rezoning and Pre-zoning (including new or major modification to a Planned Development)<sup>1</sup></b>	\$	12,000 Time & Material; Initial Deposit <sup>2</sup>
<b>11. Rezoning (Planned Development Precise Plan or Preliminary Plan Minor Modification)</b>	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>12. Conditional Use Permit<sup>1</sup></b>	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>13. Administrative Use Permit<sup>1</sup></b>		
a. Livestock	\$	500 Per Application
b. Food Vendors	\$	700 Per Application
c. Processed Administratively	\$	2,000 Time & Material; Initial Deposit <sup>2</sup>
d. Involving Public Hearing	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>14. Site Plan Review<sup>1</sup></b>		
a. Processed Administratively	\$	4,000 Time & Material; Initial Deposit <sup>2</sup>
b. Involving Public Hearing	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>15. Variance/Warrants - Processed Administratively</b>	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>

<b>16. Variance/Warrants &amp; Exceptions – Involving Public Hearing</b>	\$	2,000 Time & Material; Initial Deposit <sup>2</sup>
<b>17. Modification of Approved Development Plan – Processed Administratively -</b>	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>18. Modification of Approved Development Plan – Involving Public Hearing -</b>	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>19. Extension of Approved Development Plan/Applications</b>	\$	1,000 Time & Material; Initial Deposit <sup>2</sup>
<b>20. Designation of Historical or Architectural Significance<sup>1</sup></b>	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>21. Development Agreement</b>		
a. Review of application, negotiation of agreements, processing through Planning Commission and City Council		12,000 Time & Material; Initial Deposit <sup>2</sup>
b. Amendment Processing		6,000 Time & Material; Initial Deposit <sup>2</sup>
c. Annual Review		1,000 Time & Material; Initial Deposit <sup>2</sup>
<b>22. Written Verification of Zoning Designation or Similar Request</b>	\$	587 Per Application
<b>23. Research</b>	\$	195 per hour after first 15 minutes
<b>24. Zoning Conformance Permit</b>		
a. Tier One: Apiaries, Unattended Collection Boxes	\$	293 Per Application
b. Tier Two: Household Pets (when required)	\$	98 Per Application
c. Tier Three: Accessory Dwelling Unit	\$	392 Per Unit
d. Tier Four: Outdoor dining	\$	587
<b>25. Sign Permits</b>		
a. Sign Permit (one business)	\$	392
b. Sign Permit (each additional business – same application)	\$	392
c. Temporary Sign Permit (Banners, Flags, Streamers, Pennants, Buntin, Searchlights, Inflatable Signs, Human Signs) *Temporary sign deposits to be refunded upon removal of signage	\$	100 Fee plus 200 Deposit*
d. Portable/A-Frame Signs	\$	50 Encroachment Permit
e. Mural Art	\$	50



Note: Revocable Encroachment Permit also applies to Human signs in the public right of way, see Engineering and Transportation section for applicable fee(s).

<b>26. Sign Program</b>	\$	1000 Time & Material; Initial Deposit
<b>27. Appeal Fee for Applicant</b>	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>28. Appeal Fee Other Than Applicant</b>	\$	490
<b>29. Tentative Tract or Tentative Parcel Map</b>		
a. Processed Administratively	\$	4,000 Time & Material; Initial Deposit <sup>2</sup>
b. Involving Public Hearing	\$	6,000 Time & Material; Initial Deposit <sup>2</sup>
<b>30. Landscape Lighting Assessment District Benefit Zone Annexation &amp; Formation</b>	\$	15,000 Time & Material; Initial Deposit <sup>2</sup> ; plus Consultant Fees
<b>31. Lot Line Adjustment</b>	\$	4,000 Time & Material; Initial Deposit <sup>2</sup>
<b>32. Certificate of Merger or Certificate of Compliance</b>	\$	4,000 Time & Material; Initial Deposit <sup>2</sup>
<b>33. Security Gate Application</b>	\$	2,000 Time & Material; Initial Deposit
<b>34. Street Event Permit</b>	\$	2,944
The Development Services Director or designee may reduce or waive this fee for certain events. <i>(See Fee Reduction, Waiver, and Sponsorship for Special Events Policy)</i>		
<b>35. Tree Preservation</b>		
a. Annual Pruning Certification	\$	817
b. Tree Removal/pruning*	\$	490
*A Minor Encroachment Permit may also be required – See Engineering Services Section		
c. Investigation and Violation Fee for work done without Permits (in addition to the regular permit fees)	\$	200% of Tree Permit Fee
<b>36. Mobile-home Park Closure/Change of Use</b>	\$	9,814

**37. Inspections – Planning and Landscape**

- a. Code Enforcement Compliance Inspection Fee \$ 162
- b. Landscape Inspection and/or Re-inspection Fee \$ 196 Per Hour

**38. Policy Planning Fee**

16% of Building Permit Fee

**39. Park Impact Fee**

Residential

- a. ADU that is 750+ s.f. \$ 3,823
- b. Studio/0-bedroom Unit \$ 3,823
- c. 1 Bedroom Unit \$ 5,985
- d. 2 Bedroom Unit \$ 10,796
- e. 3 Bedroom Unit \$ 18,855
- f. 4+ Bedroom Unit \$ 26,227
- (Industrial Development (Industrial us in IL, IP, or IG zoning district)
- g. Gross Floor Area \$ 0.96 per s.f.

Notes:

- 1. "Bedroom", "dwelling unit", "gross floor area", as defined by HMC Sec. 10-1.3500.
- 2. Projects receiving all discretionary approvals by the effective date of this Resolution shall be subject to the parkland dedication and in-lieu fee requirements in effect immediately prior to the effective date of Resolution 19-245.

**40. Affordable Housing In-Lieu Fees**

- 1. Residential Development Projects Ten Units or More
  - a. High-Density Condominiums (35 units per acre or more) \$19.39/Square Foot of Habitable Space\*
  - Lower Density Ownership Housing (Less than 35 units per acre) \$26.05/Square Foot of Habitable Space\*
- b. All other Dwelling Unit Types \$23.51/Square Foot of Habitable Space\*

\*Notes:

Affordable housing in-lieu fees shall be paid either prior to issuance of a building permit or prior to approval of a final inspection or issuance of an occupancy permit. Fees paid at occupancy shall be increased by 10 percent (10%).

"Habitable Space" means floor area within a dwelling unit designed, used, or intended to be used exclusively for living and sleeping purposes and exclusive of vent shafts, eaves, overhangs, atriums, covered entries and courts and any portion of a structure above ground used for parking, parking aisles, loading areas, or accessory uses.

- 2. Residential Development Projects – Two to Nine Units  
Projects of two to nine units shall pay the following percentage of the fee calculated pursuant to Section 40.1 above:

Number of Units in the Project	Percentage of Calculated Fee
2	50%
3	67%

4	75%
5	80%
6	83%
7	86%
8	88%
9	89%

3. Fractional Units

If an applicant provides on-site Affordable Units under Chapter 10, Article 17 of the Hayward Municipal Code and elects to pay affordable housing in-lieu fees for a fractional unit, the fractional in-lieu fee payment shall be calculated as follows:

Fractional Unit / Total Affordable Unit Requirement x Per Square Foot Fee x Total Habitable Square Footage in the Project

4. Applications for Residential Development Projects of Two or More Units Deemed Complete as of December 20, 2017

- a. Projects receiving all discretionary approvals by February 1, 2018: Affordable housing impact fees in effect on December 20, 2017.
- b. Projects not receiving all discretionary approvals by February 1, 2018, provided that all discretionary approvals and building permit(s) are obtained within two (2) years of December 20, 2017: 50% of the affordable housing in-lieu fee calculated under either Section 3.1 or Section 3.2 of RES 17-167, as applicable depending on the size of the project.

**41. Mills Act Program**

a. Mills Act Program	\$2,000	Time & Material; Initial Deposit
b. Mills Act Annual Compliance Inspection	\$387	

**D. CODE ENFORCEMENT - COMMUNITY PRESERVATION PROGRAM**

**1. Request for Postponement of Inspection**

a. First Request	\$423.00	
b. Second Request for	\$423.00	+\$400 penalty
c. Third Request	\$423.00	+\$800 penalty
d. "No Show" for Inspection Appointment	\$667	+\$1,600 penalty

**2. Violation of Community Preservation, Sign, Vehicle, Weed Abatement, Building, Public Nuisance, Zoning Ordinances, and HMC Code violations**

a. First Violation		
(1) Initial inspection	\$773.00	
(2) Code Enforcement – Reinspection Fee	\$696.00	
(3) Penalty for initial violation		+\$400 penalty
(4) Penalty for second violation		+\$800 penalty
(5) Third failed and Subsequent violation penalty for repeat violations within 1 year inspection shows violation still exists		+\$1,600 penalty
b. Subsequent violation(s)		
(1) Initial inspection and notices	\$743	+\$800 penalty
(2) Each subsequent inspection violation still exists	\$626	+\$1,600 penalty

<b>3. Hearing Fee: Administrative, Special Assessment, Administrative Citation, and Lien Hearings)</b>	\$1276	per hearing
<b>4. Egregious Violation(s) Penalties</b>		
On-going health and safety violations, public nuisances and illegal uses, including but not limited to: garage conversion, room additions, accessory structures, construction without permits, home occupation, use permits or site plan review, unpermitted uses related to environmental hazards.		
a. Tier 1 for first verified violation(s)	\$1,500	
b. Tier 2 for second verified violation(s)	\$3,000	
c. Tier 3 for third and subsequent verified violation(s)	\$5,000	
<b>5. Tobacco Retailer License, Initial or Renewal Fee</b>	\$400	annual fee
a. First Offense	\$1,500	penalty/30-day TRL suspension
b. Second Offense	\$3,000	penalty/30-day TRL suspension
c. Third Offense	\$5,000	penalty/30-day TRL suspension
<b>Code Enforcement-Reinspection Fee</b>	\$696	
<b>6. Cannabis Licensing Program, License Renewal, Inspection, Penalties Fees</b>		
a. Preliminary Determination of Eligibility/Screening Application	\$2,500	
b. Initial Commercial Cannabis Business Permit Application	\$15,000	
*Covers cost of consultant review of business and operating plan, initial site inspections to verify compliance by applicable City staff, administrative costs, and program management, including HPD decoy operations.		
c. Annual Cannabis Permit Renewal Fee, Per License Type		
*Covers cost of follow-up site inspections to verify compliance and related administrative costs.		
Delivery	\$5,000	
Distribution	\$5,000	
Cultivation	\$8,000	
Manufacturing	\$8,000	
Retail Dispensaries (Storefront)	\$10,000	
Microbusiness (includes all activities)	\$20,000	
Testing Labs	\$3,000	
d. Temporary Cannabis Permit Activity	\$2,500	deposit/hourly
e. Modification to Existing Commercial Cannabis Permit	\$2,000	deposit/hourly
*Does Not Include Revisions to Planning Entitlements		
f. Employee Work Permit Application Fee		
1) Initial Application Fee	\$299	
(Including, but not limited to, Fingerprints, Live Scan, and Badge)		
2) Renewal Fee w/o Live Scan	\$160	
g. Inspection Fees		
1) Initial Inspection	\$0	
2) Code Enforcement-Reinspection	\$696	
h. Penalties for Non-Cultivation Related Violations		
1) First Violation	\$5000	
2) Second Violation	\$10,000	
3) Third Violation	\$15,000	
4) Selling Cannabis Product to a Minor	\$2,500	/incident

i. Penalties for Cultivation Violations		
1) First violation	\$1,000	per plant
2) Second violation within 2 years	\$2,500	per plant
3) Third violation within 2 years	\$5,000	per plant
<b>7. Grading or Encroachment Permit</b>		
a. Code Enforcement Investigation fees, for permit not obtained	\$2,000	
<b>8. Building Violation Fees</b>		
a. Investigation Fee for work done without Permits (in addition to the regular permit fees)	\$2,000.00	Fee
b. Filing of Notice of Substandard or Hazardous Structure	\$280	per hour
c. Removal of Notice Substandard or Hazardous Structure	\$280	per hour
d. Placards for Condemnation	\$280	per hour
e. Notice and Order	\$280	per hour
<b>9. Vacant Property Monitoring</b>		
Annual Vacant Property Registration and Monitoring Fee	\$2,607	(minimum of one inspection per year)
Program Fees:		
Initial Inspection, no violation found	\$988	(if a violation is found)
Code Enforcement-Re-Inspection Fee	\$696	
Initial Inspection, violation found,	\$1,500	penalty
2 <sup>nd</sup> Re-inspection, violation found	\$3,000	penalty
3 <sup>rd</sup> and subsequent re-inspection, violations found	\$5,000	penalty
<b>E. CODE ENFORCEMENT – RENTAL HOUSING &amp; HOTEL INSPECTION PROGRAM</b>		
<b>1. Annual Fee for rental housing, hotel or motel</b>		
a. Single-family, duplex, triplex, or fourplex	\$125	
b. Five or more units	\$35	per unit
<b>2. First request for postponement of initial inspection or progress check</b>	No charge	
<b>3. Inspection, report, and enforcement actions pursuant to HMC, Ch. 9, Art. 5, rental unit parce</b>		
a. Initial inspection, no violations found	\$988	(Included in annual fee)
b. Code Enforcement-Re-Inspection Fee (per unit)	\$696	
c. Code Enforcement-Multi-family Re-Inspection Fee (per unit)	\$175	
d. First Progress Check, violations not corrected	\$400	penalty
e. Second Progress Check	\$800	penalty
f. Third and Subsequent Progress Checks	\$1600	penalty
<b>4. Initial Inspection or Progress Check, No Access or Re-schedule</b>		
a. First Site Visit	\$423 + \$400	penalty
b. Second Site Visit	\$423 + \$800	penalty
c. Third and Subsequent Site Visit	\$423 + \$1,600	penalty
<b>5. Rent Control Deregulation Inspection pursuant to Ordinance No. 83-023 as amended.</b>		
a. Initial inspection/survey and one re-inspection	\$938	
b. Additional re-inspections	\$696	per inspection
<b>6. Lien/Special Assessment (per parcel): Unpaid Annual Program Fees</b>	\$806.00	

<b>7. Lien/Special Assessment (per parcel): Code Violations</b>	\$1,858.00
<b>8. Hearing Fee: Administrative, Special Assessment, Administrative Citation, and Lien Hearings</b>	\$1,276.00
<b>9. Abatement Costs (per parcel)</b>	\$1,447.00
<b>10. Hourly Code Enforcement Inspection Fee (Applicable to all Code case Types above initial 2 hours with continuing violations)</b>	\$474.28
<b>11. Police Standby Safety Fee</b>	\$309.00
<b>12. Legal Consultation</b>	\$480.00

**F. HOUSING**

**1. RENT STABILIZATION ADMINISTRATION**

a. Annual Fee per Rental Unit	\$32.00
b. Annual Fee per Covered Rental Unit	\$66.00
c. Annual Fee per Mobile-home Space	\$5.00

The fees set forth herein shall be payable immediately and shall be delinquent if not received by the Housing Division on or before 5 p.m., August 31, 2023.

**2. TENANT RELOCATION ASSISTANCE ORDINANCE HEARINGS**

a. Hearing Fee: Administrative, Special Assessment, Administrative Citation, and Lien Hearings	\$1500 per hearing
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**3. LOAN SERVICING**

General

a. Title Report	Actual Costs	Per Report
b. Property Appraisal Report	Actual Costs	Per Report
c. Recording Fee	Actual Costs or \$50.00 minimum	Per Document
d. Document Preparation Fee	\$100.00	Per Document

Homeownership Loan Programs

a. Subordination Fees (does not apply to CDBG and HOME)	\$600.00	Per Transaction
b. Late Payment Fee	The greater of 6% Monthly Loan or \$5.00 minimum	Payment after 15 days

Below Market Rate Program Fees

a. Subordination Fees	\$600.00	Per Transaction
b. Resale Fee	0.5%	Purchase Price
c. Exercise City Option to Purchase	3%	Maximum Restricted Resale Price

Affordable Rental Housing

a. Loan Modification Fee	Actual Costs	Time and Materials <sup>1</sup>
b. Subordination Fee	Actual Costs	Time and Materials <sup>1</sup>
c. Monitoring Fee	\$50.00	Per Unit
d. Resale Fee	Actual Costs	Time and Materials <sup>1</sup>
e. Legal Fee	Actual Costs	Per Transaction

<sup>1</sup>Costs may include but are not limited to: hourly rate for staff time, recording fees, title reports, appraisals, and public noticing costs. Hourly rate may vary by department, but the hourly rate for Housing staff is \$122.00.

## **Engineering and Transportation Services**

### **A. AIRPORT SERVICES**

#### **1. Monthly and Daily Fees for Aircraft Parking and Storage.**

##### **Aircraft Hangar Waiting List Application Refundable Deposit of \$150.00**

	<u>Monthly Charges</u>
a. Hangar Space	
(1) Small T-Hangars	\$319.00
(2) Standard T-Hangars	\$494.00
(3) Large T-Hangars	\$614.00
(4) Small Executive Hangar	\$1,065.00
(5) Standard Executive Hangars	\$1,475.00
(6) Large Executive Hangars	\$1,609.00
b. Hangar Storage Rooms	
(1) Small	\$79.00
(2) Medium	\$110.00
(3) Large	\$213.00
(4) Extra Large	\$271.00
c. Office Spaces	\$706.00
d. Tie Downs (Aircraft Gross Weight/Wing Span)	
(1) Single Engine 3,500 lb. and Single Engine Helicopters	\$65.00
(2) Twin Engine 12,500 lb. less than 50 ft and Twin Engine Helicopters	\$75.00
(3) 12,501 - 25,000 lb. more than 50 ft	\$108.00
(4) 25,001 - 75,000 lb.	\$161.00
(5) Excess of 75,000 lbs.	\$216.00
e. Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span) First Four (4) Hours Free	
	<u>Daily Charge</u>
(1) Single Engine 3,500 lb. less than 40 ft	\$6.00
(2) Twin Engine 12,500 lb. less than 50 ft and all Helicopters	\$8.00
(3) 12,501 - 25,000 lb. more than 50 ft	\$12.00
(4) 25,001 - 75,000 lb.	\$23.00
(5) Excess of 75,000 lbs.	\$29.00
(6) Lighter-than air Airships	\$20.00
f. Effective July 1, 1997, a late charge of \$15.00 or 5% of the monthly rent per month, whichever is greater, shall be assessed if rent is not paid within ten (10) days of its due date (does not apply to daily rent).	



- g. Effective July 1, 1997, if the service of a member firm of the California Association of Photocopies and Process Servers must be utilized, a \$50 fee shall be charged to the individual or business necessitating said process service.
- h. The City shall charge a fee equal to the sum of the following: Five cents for each gallon of petroleum products delivered during the previous calendar month from the Leased Premises, or an amount equal to 3 percent of the gross receipts (including fuel and gasoline taxes for which Lessee sold fuel products during the previous calendar month on or from the Airport, whichever amount is greater.
- i. All month-to-month Airport leases shall include a security deposit equal to one month's rent.

**2. Permits**

	<u>Annual</u>
a. Airport Annual Business Permit	\$126.00
b. Taxiway Access Permit	\$786.00

**3. Airport Land Values**

Airport Land Value is on file in the Airport Administration Office and available for review.

**4. Gate Access Cards**

a. Initial Issue for Airport Tenants	Free
b. Initial Issue for non-direct Airport Tenants	\$43.00
c. Replacement	\$43.00

**5. Hangar Padlock Keys**

a. Duplicate Key	\$12.00
b. Re-Key Padlocks	\$35.00

**6. Chocks and Chains Replacement**

\$63.00

**7. Landing Fee**

Commercial aircraft operations (shall include landings of all non-based general aviation aircraft that conduct air taxi, charter, or cargo operations under FAR Part 121 or Part 135) based on maximum certificated gross landing weight:

	<u>Per Landing</u>	<u>Daily</u>	<u>Monthly</u>
0 - 3,500 pounds	\$2	\$5	\$13
3,501 - 6,250 pounds	\$4	\$10	\$26
6,251 - 12,500 pounds	\$8	\$20	\$52
12,501 - 25,000 pounds	\$16	\$40	\$104
25,001 - 50,000 pounds	\$32	\$80	\$208
50,001 pounds and above	\$64	\$160	\$416

**8. Hangar Exchange**

Administration Fee for Exchange between Tenants (each Tenant)	\$89.00
Administration Fee for Exchange into Vacant Hangar	\$89.00

**9. Tie-Down Exchange**

Administration Fee to Exchange tie-down spaces	\$52.00
<b>10. Vacated Hangar Cleanup</b>	
Cleanup and disposal of items, minimum charge of 2 hours (per person)	\$174.00
Additional hours, hourly rate	\$87.00
<b>11. Ramp Sweeping Services, hourly rate</b>	\$238.00
<b>12. Maintenance Staff Service Charge per hour</b>	\$87.00 plus materials
<b>13. Airport Administration Building Meeting Room</b>	
Non-profit Aviation organization charging no fee to the public	No charge
For-profit Aviation organization charging a fee to the public	\$200.00/day
<b>14. Airport Project Administration Fee</b>	\$5,000.00
a. Commercial Operator/Fixed Base Operator Waste Oil Fee	\$1.00/per qt
<b>B. ENGINEERING SERVICES</b>	
<b>1. Publication</b>	
a. Standard Detail	\$20.00
b. "No Parking" Signs	\$29.00
c. Copy and print full size prints (24x36) first 10 pages (fee is per page)	\$10.00
d. Copy and print full size prints (24x36) first 11+ pages (fee is per page)	\$8.00
<b>2. Survey</b>	
a. Curb and gutter staking, up to 100 linear ft.	\$870.00
b. Curb and gutter skating; after 100 linear feet – each additional 50 linear feet	\$420.00
c. Grade calculations and cut sheets per location	\$420.00
d. Form checking: up to 100 linear feet	\$840.00
e. Form checking: after 100 linear feet – each additional 50 linear feet	\$210.00
<b>3. Sidewalk Rehabilitation Program</b>	
a. Single Family Residential lots	\$529.00
b. Multi-family with 1 or 2 damaged locations	\$529.00
c. Additional locations	\$529.00
	\$3,027.00
<b>4. Major Street Improvement Plan Review</b>	(Deposit – T&M)
	\$327 plus Public Works
<b>5. Encroachment Permit Application – Minor Work</b>	inspection fee

a. Concrete	
(1) Curb, gutter, and/or sidewalk (including driveway) First 100 linear feet	\$496.00
(2) Each additional 100 linear feet or fraction thereof	\$386.00
(3) Driveway, handicapped ramp, curb return	\$360.00
(4) Planter strip fill (each property)	\$180.00
b. Drainage	
(1) Drainage system and appurtenance, first 100 linear feet	\$676.00
(2) Each additional 100 linear feet or fraction thereof	\$531.00
(3) Drainage tie-in to existing structures	\$531.00
(4) Non-standard structures (other than above	\$676.00
(5) Manholes, vaults, area drains, storm water inlets other standard structures	\$676.00
(6) Storm Water Interceptors	\$677.00
c. Street Work & Miscellaneous	
(1) Street trenches or bores up to 100 linear feet	\$531.25
(2) Each additional 100 linear feet or fraction thereof	\$386.25
(3) Street cuts, other, up to 100 square feet	\$531.25
(4) Each additional 100 sq. feet or fraction thereof	\$386.25
(5) Temporary placement of Debris Box or Storage Container within public right-of-way. (cost per month)	\$337.50
(6) Street micro trench up to 500 linear feet	\$4,251.00
(7) Street bores or any trenchless work up to 500 linear feet	\$4,251.00
(8) Sidewalk area obstruction fee, first week only	\$724.00
a. Sidewalk area obstruction fee, each additional week or fraction thereof	\$144.00
(9) Compaction tests – each test as required per hour	\$135.00
(10) Temporary lane closure only (no construction), first week only	\$315.00
a. Temporary lane closure only (no construction), each additional week or fraction thereof	\$144.00
d. Monitoring well inspection and plan review	
(1) First well	
a. Inspection	\$496.00
b. Plan review	\$630.00

(2) Each additional well within the same general location	
a. Inspection	\$224.00
e. Utility Services – New or Repaired	
(1) Each new or replaced utility pole location, guy wire, etc.	\$386.00
(2) Each utility service connection in sidewalk or street (gas electric, telephone, etc.)	\$531.00
f. Sanitary Sewers	
(1) Sanitary Sewer Laterals	
a. From main in street or easement to building up to 100 linear feet	\$676.00
b. Each additional 100 linear feet or fraction thereof	\$386.00
c. Add for monitoring structure if required	\$676.00
d. From existing stub at right-of-way to building up to 100 linear feet	\$531.00
e. Each additional 100 linear feet or fraction thereof	\$386.00
f. Each building sewer repair or replacement	
(i) In public right-of-way, complete	\$676.00
(ii) In private property (no street evacuation)	\$531.00
(2) Sanitary Sewer Building Court Mains	
a. Each building court main when plan, profile, and cut sheet are required, initial	\$676.00
b. Each additional 100 feet or fraction thereof	\$386.00
c. Each building court main when plan only is required for Initial 100 feet or less	\$603.00
d. Each additional 100 feet or fraction thereof	\$386.00
g. Additional Inspections	\$338.00
For any public works encroachment permit on which an unreasonable number of inspections are required, an additional fee per inspection will be charged for each inspection over and above the number deemed reasonable by the City Engineer.	
h. Permit Amendment Fee (extensions for expired permit, additional permits not originally obtained, etc.)	\$157.00 (per occurrence)
i. Traffic Control Plan Review	\$150.00 (per submittal)
(a) For additional sheets over 6 pages	\$75.00 (per sheet)
<b>6. Encroachment Permit Application – Major Work (road closures, traffic control, more than 500 linear feet of work, etc.)</b>	<b>\$4,000.00 (Deposit – T&amp;M)</b>

## 7. Development Plan Review

a. Parcel Map Application	\$5,000.00 (Deposit – T&M)
b. Final Map Application	\$15,000.00 (Deposit – T&M)
c. Grading Permit Application	\$4,000.00 (Deposit – T&M)
d. Geological Investigation and Report Peer Review	\$4,000.00 (Deposit – T&M)
e. Construction Inspection	3% of Imp. Cost (Deposit – T&M)

## 8. Penalties

Failure to comply with this notice will result in further enforcement action by the Code Enforcement Division including, but not limited to; additional permit, inspection and penalty fees, and/or other available legal remedies.

a. Public Works penalty for work in public right-of-way or grading without a permit	\$2,000.00
b. Code violation illegal project, penalty fee may be applied daily	\$125.00
c. Code Enforcement Investigation fees for permit not yet obtained	\$2,000.00

## 9. Dig-Once Policy

a. Engineering Plan Review	\$2,500.00 (Deposit – T&M)
b. Moratorium Override Request Fee	\$5,000.00 (Deposit – T&M)

## 10. Section 7-4 Wireless Communication Facilities

a. Wireless Communication Facilities in the Public Right of Way (WCF PROW)	
(1) WCF PROW Permit Application Fee	\$2,000.00 (Deposit – T&M)
(2) Renewal Fee	100% of Application Fee
(3) Appeal Fee	\$400.00
(4) Application Pre-Submittal Review Fee	No charge
b. Small Cell Master License Agreement (MLA)	
(1) MLA Processing	\$4,000.00 (Deposit – T&M)
(2) Pole License Administrative Fee	\$2,500.00 (Deposit – T&M)
(3) Annual Lease Charge for Use of City Poles	\$278.10

## 11. Traffic Impact Fee

- a. Residential
  - (1) Single-Family Resident/Unit \$3,942/unit
  - (2) Townhome/Unit \$3,942/unit
  - (3) Multi-Family/Unit \$0/unit
- b. Non-Residential
  - (1) Retail/KSF \$0/KSF
  - (2) Office/KSF \$0/KFS
  - (3) General Industrial/KSF \$3,679 /KSF
  - (4) Distribution or e-commerce/KSF \$6,531 /KSF
- c. Appeal Fee \$454
- d. Annual Adjustment

The traffic impact fees listed above shall be automatically adjusted on the first of the fiscal year based on the preceding calendar year average California Cost Index (CCI) for the San Francisco Bay Area as produced by the Engineering News Record (ENR).

## **Finance**

### **A. OPERATING PERMITS**

#### **1. Bingo Permit (Reference HMC 4-3)**

a. Initial or renewal Fee \$61.00

#### **2. Card Club Permit (Reference HMC 4-3)**

a. Application Fee \$106.00

b. Annual Table Fee \$16,511.00 per table

#### **3. Closeout Sale Permit (Reference HMC 6-4)**

a. Initial Fee \$40.00

b. Renewal \$40.00

#### **4. Cabarets and Dance Licenses and Permits (Reference HMC 6-2)**

a. Annual License (payable quarterly in advance) \$619.00 per year

b. Single Event Permit \$412.00

#### **5. Preferential Parking Permit (Reference Hayward Traffic Regulations Section 3.95 and Hayward Traffic Code 6.36)**

a. Initial Fee and Biennial Renewal Fee (for first residential or visitor permit) \$50.00

b. Each additional residential permit \$25.00

c. Each additional visitor permit \$25.00

d. Permit Replacement fee \$25.00

#### **6. Peep Show Permit (Reference HMC 6-9)**

a. Peep Show Device Time & Material

b. Investigation Fee Time & Material

#### **7. Tobacco Retailer License (Reference HMC 10-1.2780)**

a. Initial or renewal Fee \$773.00

### **B. MISCELLANEOUS FEES**

1. Monthly Listing of New Hayward Based Businesses	\$17.00 per month
2. Business Verification/Ownership Research	\$29.00 per business
3. Parking Tax Offset Fee	\$2.50
4. Online Credit/Debit Card Payment Transaction Fee	\$3.95 per transaction
5. Business License Application Fee	\$27.00 per application
6. Business License Technology Fee	\$10.00 per business
7. Chargeback/Returned Payment Fee	\$25 for first/\$35.00 after per Chargeback
8. Credit Card Convenience Fee	Not to exceed 4% for transactions over \$300.00



**Fire Department**

**A. FIRE PREVENTION**

Standard Hourly Rate	per hour	\$262.00
OVERTIME (AFTERHOUR INSPECTION 2 hour minimum)	per hour	\$394.00
Expedited Plan Review (2 hour minimum)	per hour	\$394.00

**New Fire Sprinkler Systems PLUS Hydraulic Calculation Fee\* (See Below)**

1-29 Heads	per floor or system	\$1,839.00
30-100 Heads	per floor or system	\$2,233.00
101-200 Heads	per floor or system	\$2,496.00
201-350 Heads	per floor or system	\$2,891.00
351+ Heads	per floor or system	\$3,548.00

**Fire Sprinkler —Tenant Improvements (PLUS Hydraulic Calculation Fee\*, if applicable)**

		\$788.00
LESS THAN 30 HEADS W/ NO HYDRO - Minor plan check required-only one inspection		
LESS THAN 30 HEADS WITH HYDRO - Minor plan check required-only one inspection		\$1,051.00
Minor plan check required-only one inspection		
30-100 Heads	per floor or system	\$1,971.00
101-200 Heads	per floor or system	\$2,496.00
201-350 Heads	per floor or system	\$2,891.00
351+ Heads	per floor or system	\$3,548.00

**Tract Review – Fire Sprinkler Master Plan Check PLUS Hydraulic Calculation Fee\*** See above

Duplicate TRACT Plan Check 13D SYSTEM (SFD/TOWNHOUSE)	per floor or system	\$1,051.00
Duplicate TRACT Plan Check 13 SYSTEM (BUILDING) - 200 Heads and Below	per floor or system	\$1,314.00
Duplicate TRACT Plan Check 13 SYSTEM (BUILDING) - 201 – 350 Heads	per floor or system	\$1,576.00
Duplicate TRACT Plan Check 13 SYSTEM (BUILDING) - 351+ Heads	per floor or system	\$1,839.00

**Additional Fire Sprinkler Review Items**

Hydraulic Calculation*	per remote area	\$1,051.00
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Antifreeze System	per system	\$1,971.00
Dry Pipe Valve	per valve	\$2,102.00
Deluge/Pre Action	per valve	\$2,496.00
Pressure Reducing Station	per valve	\$2,891.00
Fire Pump	per pump	\$3,416.00

**Water Storage Tank**

Gravity	per tank	\$1,971.00
Pressure	per tank	\$1,971.00

**Fire Standpipe System**

Class I, II, III & Article 81	per standpipe	\$2,365.00
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**Fire Alarm System -New**

0-15 Devices*	per system	\$1,314.00
16-50 Devices	per system	\$1,839.00
51-100 Devices	per system	\$2,365.00
101-500 Devices	per system	\$2,891.00
Each additional 25 devices up to 1,000	per system	\$1,314.00
1001+	per system	\$5,256.00
Each additional 100 devices	per system	\$2,628.00

\*Devices=All Initiating and indicating appliances, including Dampers

Existing system under 8 devices		\$788.00
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**Additional Fire Alarm Review Items**

Hi/Lo Alarms	each	\$1,445.00
Low Air/Temp Alarms	each	\$1,445.00
Graphic Annunciator Review	each	\$1,445.00

**Hazardous Activities or Uses**

Installation Permits	each	
Clean Agent Gas Systems	each	\$1,445.00
Dry Chemical Systems	each	\$1,445.00
Wet Chemical/Kitchen Hood	each	\$1,445.00
Foam Systems	each	\$1,445.00
Paint Spray Booth	each	\$1,445.00
Vehicle Access Gate	each	\$657.00

Monitoring	each	\$788.00
Aboveground—Flammable/Combustible Liquid Tank and/or Pipe	per site	\$1,314.00
Underground—Flammable/Combustible Liquid Tank and/or Pipe	per site	\$1,314.00
Fuel Dispensing System Complete	per site	\$1,445.00
High Piled/Rack/Shelf Storage	each	\$1,708.00
Smoke Control CFC	each	\$1,708.00
Medical Gas Alarms	per system	\$1,445.00
Refrigerant System	each	\$1,314.00
Refrigerant Monitoring System	each	\$1,445.00

### **AMMR Review**

Activity Permits (Single Event/One-Time)	each	\$788.00
Open Flames and Candles	per permit	\$1,051.00
Carnivals and Fairs	per permit	\$1,314.00
Seasonal Lots (Christmas Tree/Pumpkin Lot)	per permit	\$262.00
Special Events (Haunted House/Camps)	per permit	\$262.00
Explosives	per permit	\$1,314.00
Fireworks; Displays	per permit	\$1,314.00
Hot-Works Operations	per permit	\$1,051.00
LP-Gas	per permit	\$1,314.00
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	per permit	\$1,314.00
(1) Covered Mall Buildings	per permit	\$1,314.00
(2) Open Burning	per permit	\$1,314.00
Pyrotechnical Special Effects Material	per permit	\$1,314.00
Temporary Membrane Structures, Tents and Canopies (105.5.49)		
(1) Small Tent Structure (750 Sq. Ft. or less)	per permit	\$657.00
(2) Large Tent Structure (751 Sq. Ft. or above)	per permit	\$758.00
(3) Fire Safety Inspections	per application	\$1,051.00
(4) Non-Compliance Inspections	per inspection	\$1,051.00
(5) Outside Agency	per inspection	\$1,051.00

## Facility Inspections

Annual State-Mandated Pre-Inspections (6 or less Occupants)	per facility	\$262.82
Annual State-Mandated Pre-Inspections (7 or more Occupants)	per facility	\$394.23

## Apartments

Small Apartments (3-15 units)	per facility	\$262.82
Medium Apartments (16-100) units More	per facility	\$1,051.00
Large Apartments ( >100 units)	per facility	\$1,314.00
24 Hour Community Care Facilities		
7 to 49	per facility	\$525.64
50 or more	per facility	\$1,051.00
Day Care Centers		
Residential 9-14	per facility	\$262.00
Commercial 15+	per facility	\$525.00
High Rise Building	per facility	\$1,576.00
Homes for the Mentally Impaired (7 or more Occupants)	per facility	\$1,051.00
Hospital and Jail	per facility	\$2,365.00
Hotels/Motels	per facility	\$1,051.00
School	per facility	\$1,182.00

## Reports

Life Safety Report	per report	\$0.50/page for first ten (10) pages of each document \$0.10 each additional page of same document
Life Safety Report Photographs	per photograph set	Direct cost of Duplication
Subpoenaed Reports	per report	\$0.50/page for first ten (10) pages of each document \$0.10 each additional page of same document

**Other Fire Fees**

Underground Fire Service Plan Check	each	\$2,365.00
Emergency Underground Repair	each	\$788.00
Hydrant Flow Test (existing Hydrants)	each	\$919.00
Fire Plans Examiner Miscellaneous	each	\$394.00
Re-Inspection Fee	per hour	\$459.00
False Alarm Response*	per billed incident	\$1,182.00
Fire Hydrants	per hydrant	\$262.00
Re-roofing Permits /Siding/Windows (Applicable only in Wildland/Urban Interface)	per application	\$131.00
Fire Permit Extension Fee	per 6-month extension	\$131.00
Cannabis Facilities	per year	\$1,051.00
Pre-Application/General Plan Review/Code Assistance	per meeting	\$1,314.00
Planning/Engineering Referrals (HWD)	per application	\$1,051.00
Business License Reviews	each	\$919.00
Fairview Planning Referrals	each	\$394.00
Fairview New Construction	per application	\$1,182.00

**Annual Permits**

Additive Manufacturing (3D Printing) (105.5.1)	per year	\$1,051.00
Aerosol Products (105.5.2))	per year	\$1,314.00
Amusement Buildings (105.5.3)	per year	\$1,051.00
Aviation Facilities (105.5.4)	per year	\$1,051.00
Carnivals and Fairs (105.5.5)	per year	\$1,051.00
Cellulose Nitrate Film (105.5.6)	per year	\$1,051.00
Combustible Dust-Producing Operations (105.5.7)	per year	\$1,051.00
Combustible Fibers (105.5.8)	per year	\$1,051.00
Compressed Gases (105.5.9)	per year	\$1,051.00
Covered Mall Buildings (105.5.10)	per year	\$2,891.00
Cryogenic Fluids (105.5.11)	per year	\$1,051.00
Cutting and Welding (105.5.12)	per year	\$1,051.00
Dry Cleaning Plants (105.5.13)	per year	\$1,051.00
Energy Storage Systems (105.5.14)	per year	\$1,051.00
Exhibits and Trade Shows (105.5.15)	per year	\$1,051.00

Explosives (105.5.16)	per year	\$1,051.00
Fire Hydrants and Valves (105.5.17)	per year	\$1,051.00
Flammable and Combustible Liquids (105.5.18)	per year	\$1,051.00
Floor Finishing (105.5.19)	per year	\$1,051.00
Fruit and Crop Ripening (105.5.20)	per year	\$1,051.00
Fumigation or Thermal Insecticide Fogging (105.5.21)	per year	\$1,051.00
Hazardous Materials (105.5.22)	per year	\$1,051.00
HPM facilities (105.5.23)	per year	\$1,314.00
High-Piled Storage < 12000 SF (105.5.24)	per year	\$1,051.00
High-Piled Storage > 12000 SF (105.5.24)	per year	\$1,314.00
Hot-Works Operations (105.5.25)	per year	\$1,051.00
Industrial Ovens (105.5.26)	per year	\$1,051.00
Lumber Yards and Woodworking Plants (105.5.27)	per year	\$1,051.00
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings (105.5.28)	per year	\$1,051.00
LP-Gas (105.5.29)	per year	\$1,051.00
Magnesium (105.5.30)	per year	\$1,051.00
Miscellaneous Combustible Storage (105.5.31)	per year	\$1,051.00
Mobile Fueling of Hydrogen-Fueled Vehicles (105.5.32)	per year	\$1,051.00
Motor fuel-dispensing facilities (105.5.33)	per year	\$1,051.00
Open Burning (105.5.34)	per year	\$1,051.00
Open Flames and Torches (105.5.35)	per year	\$1,051.00
Open Flames and Candles (105.5.36)	per year	\$1,051.00
Organic Coatings (105.5.37)	per year	\$1,051.00
Outdoor assembly event (105.5.38)	per year	\$1,051.00
Places of Assembly < 300 (105.5.39)	per year	\$1,051.00
Places of Assembly > 300 (1055.39)	per year	\$1,314.00
Plant extraction systems (105.5.40)	per year	\$1,051.00
Private Fire Hydrants (105.5.41)	per year	\$1,051.00
Pyrotechnical Special Effects Material (105.5.42)	per year	\$1,051.00
Pyroxylin Plastics (105.5.43)	per year	\$1,051.00
Refrigeration Equipment (105.5.44)	per year	\$1,051.00
Repair Garages and Motor Fuel-Dispensing Facilities (105.5.45)	per year	\$1,051.00

Rooftop Heliports (105.5.46)	per year	\$1,051.00
Spraying or Dipping (105.5.47)	per year	\$1,051.00
Storage of Scrap Tires and Tire Byproducts (105.5.48)	per year	\$1,051.00
Technology Fee	per year	6% of annual permit fee
Tire-Rebuilding Plants (105.5.50)	per year	\$1,051.00
Waste Handling (105.5.51)	per year	\$1,051.00
Wood Products (105.5.52)	per year	\$1,051.00
Lithium Batteries (105.5.53)	per year	\$1,051.00
Additional Permits (105.5.54)	per year	\$1,051.00
Essential City Facilities	per year	\$1,051.00

**Miscellaneous Fees - Building Permits**

Minor Tenant Improvement	per permit	\$788.00
Revision-minor changes to (E) permit	per permit	\$394.00
Cellular Sites		
Existing Site	per permit	\$788.00
New Site	per square footage	VARIABLE - SEE CHART
Equipment Installations	per permit	\$788.00
HVAC/air units		
If over 2,000 cfm	per permit	\$262.00

**B. HAZARDOUS MATERIALS OFFICE**

Annual Certified Unified Program Agency (CUPA) Program Permit and Registration Fees

1. Hazardous Materials Storage Permit

Annual permit per facility for storage and/or handling of hazardous materials as defined in Hayward Municipal Code, Chapter 3, Article 8.

1A Storage of one (1) or more types	\$241.00 per year
Solid - up to 500 pounds	
Liquid - up to 55 gallons	
Gaseous - up to 2,000 cubic feet at STP	
2A Storage of one (1) or more types	\$255.00 per year
Solid - over 500 & up to 5,000 pounds	
Liquid - over 55 & up to 550 gallons	

	Gaseous - over 200 & up to 2,000 cubic feet at STP	
3A	Storage of one (1) to five (5) types Solid - over 5,000 & up to 25,000 pounds Liquid - over 550 & up to 2,750 gallons Gaseous - over 2,000 & up to 10,000 cubic feet at STP	\$269.00 per year
3B	Storage of six (6) or more types Solid - over 5,000 & up to 25,000 pounds Liquid - over 550 & up to 2,750 gallons Gaseous - over 2,000 & up to 10,000 cubic feet at STP	\$298.00 per year
4A	Storage of one (1) to five (5) types Solid - over 25,000 & up to 50,000 pounds Liquid - over 2,750 & up to 5,000 gallons Gaseous - over 10,000 & up to 20,000 cubic feet at STP	\$312.00 per year
4B	Storage of six (6) or more types Solid - over 25,000 & up to 50,000 pounds Liquid - over 2,750 & up to 5,000 gallons Gaseous - over 10,000 & up to 20,000 cubic feet at STP	\$326.00 per year
5A	Storage of one (1) to five (5) types Solid - over 50,000 pounds Liquid - over 5,000 gallons Gaseous - over 20,000 cubic feet at STP	\$369.00 per year
5B	Storage of six (6) to ten (10) types Solid - over 50,000 pounds Liquid - over 5,000 gallons Gaseous - over 20,000 cubic feet at STP	\$411.00 per year
5C	Storage of eleven (11) or more types Solid - over 50,000 pounds Liquid - over 5,000 gallons Gaseous - over 20,000 cubic feet at STP	\$426.00 per year

## 2. Hazardous Waste Generator Program

- |    |  |                   |
|----|--|-------------------|
| a. | Conditionally Exempt Small Quantity Generator (CESQG) – Up to an including 100 kilograms per month (approximately up to and including 27 gallons or 220 pounds per month) or less than or equal to 1 kilogram of acutely hazardous waste per month | \$184.00 per year |
| b. | Small Quantity Generator (SQG) – Over 100 kilograms up to and including 1000 kilograms per month (approximately over 27 gallons up to and including 270 gallons or over 220 pounds up to and including 2,220 pounds per month)                     | \$340.00 per year |
| c. | Large Quantity Generator (LQG) – Greater than 1000 kilograms per month (approximately over 270 gallons or 2,220 pounds per month) or greater than 1 kilogram of acutely hazardous waste per month  | \$454.00 per year |

## 3. Hazardous Waste Treatment (Tiered Permit) Program

- |    |                                      |                                |
|----|--------------------------------------|--------------------------------|
| a. | Permit by Rule (Fixed Units)         | \$454.00 per facility per year |
| b. | Permit by Rule (Transportable units) | \$454.00 per facility per year |



c. Conditional Authorization	\$255.00 per facility per year
d. Conditional Exemption, Specified Waste	\$227.00 per facility per year
e. Conditional Exemption, Small Quantity Treatment	\$227.00 per facility per year
f. Conditional Exemption, Commercial Laundry	\$227.00 per facility per year
g. Conditional Exemption, Limited	\$227.00 per facility per year
4. Hazardous Materials Business Plan (HMBP)	\$255.00 per facility per year
5. Underground Storage Tank (UST) Program	\$1,278.00 for 1st UST per year \$553.00 per add'l UST per year
6. Aboveground Petroleum Storage Act Program (APSA) - Spill Prevention Control and Countermeasure Plan (SPCC)	\$397.00 per facility per year
7. California Accidental Release Prevention (CalARP) Program	
a. Small CalARP facility	\$2,642.00 per facility per year
b. Large CalARP facility	\$2,727.00 per facility per year
8. Annual State Surcharges*	
a. CUPA Program Oversight	Current State Fee*
b. Underground Storage Tanks (UST) Program	Current State Fee*
c. CalARP Program	Current State Fee*
d. California Electronic Reporting System (CERS)	Current State Fee*
e. Above-ground Petroleum Storage Act (APSA)	Current State Fee*

\*These fees are established through a regular fee adoption process by the State of California and are required to be collected at the current State of California rate by the Hayward Fire Department's Certified Unified Program Agency (CUPA). The fees are then required to be remitted by the City of Hayward Fire Department to the State of California on a quarterly basis. The fees are set by the State of California per Title 27 California Code of Regulations Section 15240.

9. Technology Fee	6% of annual permit fee
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**New Construction Permits and Fees**

1. New Construction	
a. Large, Tenant Improvement – New Facility	\$4,090.00
b. Medium, Tenant Improvement – New Facility	\$2,684.00
c. Small, Tenant Improvement – New Facility	\$1,363.00
d. Extra Small, Tenant Improvement – New Facility	\$681.00
2. New Facility – No Construction	
a. Medium to Large	\$2,045.00
b. Small	\$1,022.00
3. Underground Storage Tank	
a. System Installation – VPH* up to 3 tanks	\$4,303.00
System Installation – VPH* each tank over 3 tanks	\$1,434.00
b. Piping Installation	\$1,491.00
c. Piping Installation – VPH*	\$1,832.00
d. UDC/Sump Installation	\$1,491.00
e. UDC/Sump Installation – VPH*	\$1,832.00
f. System Removal up to 3 tanks	\$1,874.00
System Removal each tank over 3 tanks	\$624.00
g. Piping Removal	\$1,193.00
h. UDC/Sump Removal	\$1,193.00
i. EVR Phase I Installation or Upgrade	\$681.00
j. EVR Phase II Installation or Upgrade	\$1,235.00
k. Monitoring System Installation or Upgrade	\$1,107.00
l. System Tank/Piping Repair	\$1,906.00
m. System Tank/Piping Repair – VPH*	\$2,301.00
n. System Miscellaneous Component Repair - Major	\$1,960.00
o. System Miscellaneous Component Repair – Major– VPH*	\$2,301.00
p. System Miscellaneous Component Repair - Minor (Including Monitoring System (“Cold Starts”))	\$809.00
q. System Miscellaneous Component Repair – Minor– VPH* (Including Monitoring System (“Cold Starts”))	\$1,150.00
r. Spill Bucket/Overfill Protection Replacement	\$1,363.00
s. Temporary Closure	\$1,534.00

\*VPH - Vacuum, Pressure, and Hydrostatic Continuously Monitored Systems

4. Aboveground Storage Tanks	
a. System Installation	\$1,278.00
b. System Removal	\$1,107.00
c. System Repair or Modification	\$980.00
5. California Accidental Release Prevention (CalARP) Program	
a. Large - Risk Management Plan Review	\$7,329.00
b. Small - Risk Management Plan Review	\$4,602.00
c. Other costs incurred, including but not limited to third- party review, laboratory work, public notice, communication and correspondence	\$170.00 per hour or cost
6. Meetings	
a. Code Assistance Meeting	\$426.00
b. Pre-Application Meeting	\$340.00
7. Request for Alternate Means of Protection (AMP)	
a. Review	\$681.00

**Miscellaneous Fees**

1. Operational Permits	
Mobile Fueling Operation	
a. Initial Permit and Verification Inspection	\$681.00 per site
b. Annual Permit Fee	\$170.00 per year
2. Facility Closure	
a. 3A and above – full facility closure	\$1,874.00
b. 3A and above – partial facility closure	\$1,065.00
c. Below 3A – full facility closure	\$639.00
d. Below 3A – partial facility closure	\$426.00
3. Contamination	
a. Staff oversight	\$170.00 per hour
4. Site Clearance	
a. New construction/use – large	\$426.00
b. New construction/use – small	\$255.00
c. Property transfer – large	\$426.00

d. Property transfer – small	\$255.00
5. Other Inspections and Compliance Verification	
a. Re-inspection (CUPA and non-CUPA)	\$170.00 per hour
b. Re-inspection beyond allowed by permit	\$340.00 per insp.
c. After-hours inspection	\$255.00 per hour
d. Miscellaneous Inspections and Activities	\$170.00 per hour
e. Compliance verification	\$85.00 per notice
6. Plan Review/Checking Fees - General	
a. Planning Review Fee	\$170.00 per hour
b. Plan Checking Fee	\$170.00 per insp.
c. Expedited Plan Checking Fee (two hours minimum)	\$255.00 per hour
7. California Environmental Reporting System	
a. Assistance Fee	\$170.00 per hour
b. Assistance Fee (after hours)	\$255.00 per hour
c. Non-Compliance Fee	\$511.00

**C. Fire Station 6 Regional Training Center Rental Fees**

a. Classroom – EMS (Capacity #)	\$350 per day
b. Classroom - Fire2 (Capacity 24)	\$350 per day
c. Classroom – Fire Simulator (Capacity #)	\$650 per day
d. HazMat Simulator	\$480 per day
e. Pump Pit	\$250 per day
f. Class A Victorian	\$480 per day
g. Outdoor Classroom	\$350 per day
h. BART Rescue Prop	\$500 per day
i. Fire Tower (Full Building)	\$1,500 per day
j. Full Facility Rental	\$1,800 per day
k. Transportation Training Prop	\$500 per day
l. Vehicle Extrication	\$480 per day

## **Information Technology**

### **Video Technician**

Video services, including editing and duplication, provided forevents	per hour	\$150.00
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<b>GIS Map Printing</b>	per hour	\$188.00
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## **Library and Community Services**

### **A. GENERAL SCHEDULE OF CHARGES:**

1. Item Replacement Fees
  - a. Print material, videotapes and sound recordings Original cost of item plus processing fee
  - b. DVD's Original cost of item plus processing fee
  - c. Reference materials (return within 7 days) Original cost of item plus processing fee
  - d. Processing Fee \$6.00
  - e. Board Games up to \$54.99 each
  
2. Printing/Copying Fees (per page)
  - a. Printing (B&W) \$0.15
  - b. Printing (Color) \$0.30
  - c. Copying (B&W) \$0.15
  - d. Copying (Color) \$0.30
  
3. Replacement of lost library cards (1 free per year) \$2.00
  
4. Replacement lost/damaged bar code or RFID tag \$1.00
  
5. Agenda & Minutes Library Commission \$30.00 per year
  
6. Mailing of library materials Cost of mailing

### **B. ADMINISTRATIVE SERVICES**

1. Community Services Commission Agenda \$15.00 per year
  
2. Community Services Commission Minutes \$15.00 per year

### **C. MAKERSPACE MATERIALS FEES (21<sup>ST</sup> CENTURY LIBRARY)**

1. Carvey Materials

a. Birch material	\$3.15 each
b. 2-color ABS	\$3.15 each
c. HDPE	\$2.50 each
d. Linoleum	\$3.00 each
2. Laser Cutter Materials	
a. Birch material	\$3.75 each
b. Clear acrylic	\$3.75 each
3. Cricut & Scan N Cut Materials	
a. Iron-on vinyl	\$1.25 per sq. ft.
b. Perm adhesive vinyl	\$1.25 each
c. 12" x 12" Cardstock	\$0.65 each
d. Transfer tape	\$0.65 each
e. Craft Paper	\$0.50 each
4. Wide-format Printer Paper (per page)	
a. 11" x 17" matte	\$0.85
b. 11" x 17" photo	\$1.35
c. 13" x 19" matte	\$1.75
d. 13" x 19" photo	\$3.50
e. 4" x 6" ink only	\$0.05
f. 5" x 7" ink only	\$0.07
g. 8.5" x 11" ink only	\$0.20
h. 11" x 17" ink only	\$0.35
i. 13" x 19" ink only	\$0.50
5. 3D Printing	
a. Filament	\$0.05 per gram
6. Sublimation	

a. 8.5" by 11" Paper + Printed ink or marker	\$1.25 each
b. Mug blank	\$3.00 each
c. Mouse Pad blank	\$1.50 each
d. Hat blank	\$3.00 each
e. Puzzle blank	\$1.50 each
f. Bag-small	\$1.00 each
g. Bag-large	\$1.50 each
7. Xyron (Create-a-Sticker)	
a. Sticker paper	\$0.10 per linear inch
b. Magnet	\$0.30 per linear inch
8. Sewing	
a. 12" x 12" Fabric	\$0.75 each
b. 18" x 22" Fat Quarter	\$2.50 each
c. Fusible Interfacing	\$1.00 per linear foot
9. Button Maker	
a. 1.25" button kit	\$0.10 each
b. 2.25" button kit	\$0.20 each
10. Embroidery	
a. Thread	\$0.10 per 1000 stitches
b. Stabilizer	\$0.25 per sheet
11. Miscellaneous	
a. Shrinky Dink	\$0.50 per sheet
b. Perler Project	\$0.50 per project board
c. Laminate Pouch	\$0.25 each

#### **D. Tech Lending Library Fees**



- a. Processing Fee \$20.00
- b. Wifi Connected Chrome Book up to \$500
- c. Wifi Connected Tablet up to \$250
- d. Hot Spot up to \$400
- e. Peripherals up to \$25 each

**Maintenance Services Department**

**A. CITY HALL RENTALS**

**USER GROUPS**

Users are classified into the following groups for determining scheduling priority and the applicable fees and charges.

- a. Individuals living in Hayward
- b. Individuals living outside of Hayward
- c. Non-profits [501(c) 3,4, or 6] and other public or private civic, cultural, educational, or charitable groups
- d. Businesses and other commercial groups

**RENTAL RATES:**

<b>FEE RATES BY USER GROUP **ALL RATES HOURLY**</b>						
			<b>Individual</b>	<b>Organization</b>		
<b>City Hall Facilities</b>	<b>Seating</b>	<b>Deposit</b>	<b>A. Hayward Resident</b>	<b>B. Non-Hayward Resident</b>	<b>C. Non-Profit</b>	<b>D. Commercial</b>
City Hall – Rotunda (4 hr. min)	160	\$300*	\$121 (\$920 daily max)	\$152	\$131 (\$920 daily max)	\$183
City Hall – Council Chambers (4 hr. min)	166	\$300*	\$68 (\$546 daily max)	\$99	\$78 (\$546 daily max)	\$131
City Hall – Pre-function Area 2 <sup>nd</sup> floor (4 hr. min)	100	\$300*	\$57 (\$462 daily max)	\$89	\$68 (\$462 daily max)	\$121
City Hall – Plaza (4 hr. min)	-	\$500*	\$73 (\$588 daily max)	\$105	\$84 (\$588 daily max)	\$137

\*Non-refundable processing fee of \$75 (up to \$225 / \$425 refundable)

**OTHER CITY HALL FEES**

Note: All equipment fees are for one setup and per day

<b>Facility Fee</b>	<b>Rate (All User Groups)</b>
<b>Room Setup Fee</b>	\$158
<b>Security Admin Fee</b>	\$60.00
<b>Janitorial Admin Fee</b>	\$60.00
<b>Insurance Admin Fee</b>	\$90.00

**B. LIBRARY MEETING ROOM RENTALS**

**USER GROUPS**

Users are classified into the following groups for determining scheduling priority and the applicable fees and charges.

- a. Individuals living in Hayward
- b. Individuals living outside of Hayward
- c. Non-profits [501(c) 3,4, or 6] and other public or private civic, cultural, educational, or charitable groups
- d. Businesses and other commercial groups
- e. City of Hayward and other government agencies (federal/state/city/local)

**RENTAL RATES**

	<b>FEE RATES BY USER GROUP **ALL RATES HOURLY**</b>				
	<b>Individual</b>		<b>Organization</b>		<b>Government</b>
<b>Library Meeting Room and Event Spaces</b>	<b>A. Hayward Resident</b>	<b>B. Non-Hayward Resident</b>	<b>C. Non-Profit</b>	<b>D. Commercial</b>	<b>E. Government Agency</b>
Fremont Bank Foundation Room A (Half)	\$60.00	\$80.00	\$50.00	\$150.00	\$0.00
Fremont Bank Foundation Room B (Half)	\$60.00	\$80.00	\$50.00	\$150.00	\$0.00
Fremont Bank Foundation Room (Full)	\$100.00	\$140.00	\$75.00	\$250.00	\$0.00
Meeting Room C	\$30.00	\$40.00	\$25.00*	\$50.00	\$0.00
Prep Area**	\$50.00	\$50.00	\$50.00	\$100.00	\$0.00
Weekes Library Legacy Room***	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*Two (2) meetings each month in Meeting Room C will be free if the following criteria are met:

- i. Meeting sponsored by a Group C user that is based in Hayward and serves primarily Hayward residents
- ii. Meeting is open to the public

\*\*Prep Area is a room next to Fremont Bank Foundation Room A with refrigerator, oven, and sink

\*\*\*All events held in the Legacy Room are required to be open to the public

**OTHER LIBRARY MEETING ROOM FEES**

<b>Meeting Room Fee</b>	<b>Rate (All User Groups)</b>
Room Setup Fee (If Requested)	\$50.00-\$100.00
Janitorial Service Fee (When Needed)	\$57.00 per event, plus janitorial hourly service fee
Attendant On Duty (When Needed)	\$75.00 per hour

Notes:

All meeting room applications must be submitted via the online scheduling system **at least 30 days in advance**. Paper applications will not be accepted.

Minimum rental is two (2) hours. Hourly rates are not pro-rated for parts of an hour. Partial-hour reservations will be rounded up to the nearest hour.

Any setup and tear-down time required must be included in the time requested and will be billed at the same rental rate.

Payments must be made at least 14 days prior to the event. Events are not considered approved until payment is received in full.

Other service fees (when needed) may also be applicable. These may be assessed prior-to or immediately following the reservation.

**C. STREET MAINTENANCE**

1. <u>Cart Retrieval Fee</u>	\$113.75		
2. <u>Sign Fabricated &amp; Installed by City Crew</u>	\$695.00		
3. <u>Illegal Dumping on Public Right-of-Way</u>	<b>Fee</b>		<b>Penalty</b>
a. First Violation			
Initial Inspection and noticing	No Charge		No Penalty
Reinspection shows violation eliminated	No Charge		No Penalty
Reinspection shows violation still exists, City abates	\$1,476.25		\$400.00
b. Subsequent Violation within 12 Months ( <i>same property owner</i> )			
Initial Inspection and noticing	\$1,476.25		\$800.00
Reinspection shows violation eliminated	No Charge		No Penalty
Reinspection shows violation still exists, City abates	\$1,476.25		\$1,600.00
Lien/Special Assessment Per Parcel	\$1,858.00		
Hearing Fee: Administrative, Special Assessment, Administrative Citation, and Lien Hearings	\$1,276.00		
4. <u>Special Events Per Hour</u>	\$143.75		

## **Police Department**

### **ANIMAL CONTROL**

#### **(Ref. Hayward Municipal Code, Chapter 4, Article 4)**

For those fees designated to RTO (Refer To Office), the Animal Services Manager shall determine a reasonable fee or charge, basing that determination on the nature of the service; time spent; consistency with fees and charges specified for other services; actual costs incurred, including overhead and other indirect cost; and any other relevant factors.

#### 1. Impounding Charges

##### a. For each dog and cat

(1) 1st impoundment	\$50.00 penalty
(2) 2nd impoundment within one year	\$75.00 penalty
(3) 3rd impoundment within one year	\$149.00 penalty
(4) Impound dangerous animal	\$148.00 penalty
(5) Field Impound	\$125.00

##### b. For any unsterilized dog or cat impounded, an additional fee is assessed as mandated by the State of California Food & Agricultural Code.

(1) 1st Impoundment	\$35.00 penalty
(2) 2nd Impoundment	\$50.00 penalty
(3) 3rd Impoundment	\$100.00 penalty

##### c. For each horse, bull, cow, steer, calf, colt, sheep, lamb goat or hog

(1) 1st impoundment	RTO (minimum field impound) Charge will be total direct cost
(2) 2nd impoundment within one year	RTO (minimum field impound) Charge will be total direct cost
(3) 3rd impoundment within one year	RTO (minimum field impound) Charge will be total direct cost

##### d. For each non-specified animal (rabbit, monkey, rat, etc.)

RTO (minimum 1<sup>st</sup> impound)

#### 2. Feeding and Boarding Charges Per Day. Boarding charges shall be levied as of the first day of impoundment. Charges shall be waived where the animal is redeemed "off the truck."

##### a. For each dog, cat or small domestic pet

\$15.00

##### b. Special needs animal (medications given, treatment)

\$37.00 per day

- c. For each horse, bull, cow, hog, steer, lamb, sheep, goat, colt, or calf. RTO. Charge will be total direct cost
- d. For lamb, sheep, goat, other small livestock maintained at shelter \$24.00
- e. For each non-specified animal: RTO (minimum \$15 board fee)

### 3. Special Services

- a. Owner surrender of adult unlicensed animals (boarding fees for the State mandated period additional) \$27.00 per animal  
For those fees designated to RTO (Refer To Office), the Animal Services Manager shall determine a reasonable fee or charge, basing that determination on the nature of the service; time spent; consistency with fees and charges specified for other services; actual costs incurred, including overhead and other indirect cost; and any other relevant factors.
- b. Owner surrender of additional animals less than ten weeks of age. \$9.00 per animal  
Boarding fees for the State mandated holding period will also be charged.
- c. Owner surrenders – small animals/bird \$14.00 per animal
- d. Owner surrenders - small animals/bird\*add boarding fees for the state mandated holding period will also be charged \$34.00 per animal
- e. Owner brings dead animal to shelter for disposal
  - (1) Under 50 lbs. \$50.00 per animal
  - (2) Over 50 lbs. \$75.00 per animal
  - (3) Transportation of disposal \$96.00 per animal
- f. Transportation of stray injured or sick animal to a veterinarian where owner is later identified. \$96.00
- g. Veterinary treatment provided to an animal housed in the Shelter where the owner is later identified. Actual Vet Costs
- h. Rabies vaccination certificate Actual Vet Costs
- i. Para-influenza type vaccine Actual Vet Costs
- j. Felv/FIV combo test – in-house \$25.00 minimum
- k. Deworm & Flea Preventative
  - (1) Cat \$10.00
  - (2) Dog – under 25lbs \$15.00
  - (3) Dog – 25.1-50lbs \$30.00
  - (4) Dog – 50.1-100lbs \$45.00
- l. Microchip Insertion
  - (1) Animal adopted from the Shelter \$15.00
  - (2) Animals not adopted from the Shelter \$29.00

4. Animal License and Permit Fees

a. Dog License

- (1) Flat fee is for 1, 2 or 3 years depending on Rabies Vaccination Certificate (not to exceed 3 years) \$17.00
- (2) Unsterilized animal (flat license or license renewal fee additional) \$35.00 penalty
- (3) License renewal – replacement tag additional if needed \$17.00 plus penalty

The Animal Services Manager is authorized to reduce dog license fees by one half of the amount set forth above

- b. Late Penalty \$5.00
- c. Replacement license tag issued at time of renewal \$13.00
- d. Replacement license tag issued not at time of renewal \$13.00
- e. Seeing or hearing dog No Charge
- f. Fancier's Permit \$243.00

For those fees designated to RTO (Refer To Office), the Animal Services Manager shall determine a reasonable fee or charge, basing that determination on the nature of the service; time spent; consistency with fees and charges specified for other services; actual costs incurred, including overhead and other indirect cost; and any other relevant factors.

5. Observation Fees

All observation fees are assessed at the full rate and are not refundable, either in part or in full.

- a. For each dog, cat or small domestic pet for quarantine, evidence and protective custody. Boarding fees for the State mandated holding period will also be charged. \$5.00 per day
- b. Other Animals Actual Costs per inspection
- c. Property inspections (required prior to home quarantines and for the private retention of all animals declared dangerous outside City of Hayward hearing). \$75.00

6. Adoption Fees

RTO (minimum \$5.00)

- a. The fees charged for dogs and cats offered for adoption shall be set by the Animal Services Manager. In no case shall this amount be less than \$5.00. In no case shall animals listed as "Owner Surrendered" be adopted by the previous owner without payment of all fees and charges (as specified in the schedule) for shelter service in impounding and caring for the animal. \$20.00
- b. All Other Animals Market Value

- c. Spaying and neutering (mandated for dogs and cats prior to adoption)      Veterinary contract cost
  - d. Administrative processing fee for the return of animals adopted from the shelter      \$11.00
7. Hearing Fee: Hearing and inspection of property of owners of animals declared dangerous or potentially dangerous.      \$150.00



**POLICE ADMINISTRATION**

- 1. Photocopying of Reports
  - a. Traffic Accident Reports \$22.00 per report
  - b. Other Reports \$22.00 per report
  
- 2. Photographs \$33.00 each
  
- 3. Citation Sign off-Outside Agencies \$27.00 per citation
  
- 4. Fingerprinting \$35.00 each  
(Fingerprint processing fees established by Federal or State agencies shall be additional charge.)
  
- 5. Traffic Police Security Services
  - a. Traffic control and police security services for pre-planned, non-city sponsored events Time & Motion
  - b. Planned traffic control for contractors and utilities Time & Motion
  
- 6. Permit Processing  
(Fees are for processing only, fingerprint and Department of Justice fees are not included)
  - a. Taxi Drivers
    - (1) Initial Permit \$825.00
    - (2) Annual Renewal \$412.00
    - (3) Annual taxi operating sticker \$206.00
    - (4) Lost permit replacement \$35.00
  - b. Tow Permits
    - (1) Company 1<sup>st</sup> License \$412.00
    - (2) Company Annual Renewal \$53.00
    - (3) Driver 1<sup>st</sup> License \$412.00
    - (4) Driver Annual Renewal \$53.00
    - (5) Lost Permit Replacement \$53.00
  - c. Massage Establishments

(1) Initial Inspection/application and processing of new massage establishment	\$1,031.00
(2) Annual Renewal fee for massage establishment	\$318.00
(3) Badge Replacement	\$106.00
(4) Massage Out-Call initial inspection/application	\$1,031.00
(5) Massage Out-Call renewal	\$241.00
d. Card Clubs Employee Permit	
(1) Initial permit	\$241.00
(2) Annual renewal	\$212.00
(3) Lost permit replacement	\$106.00
e. Firearms	
(1) Background Investigation	Time & Motion
(2) Firearm dealers annual permit	\$1,743.00
f. Employees Working at a Cannabis Establishment	
(1) Employee Work Permit Application Fee	
a. Employee background check (live scan + fingerprint/photograph processing fee)	\$82.00 vice
<b>Any charges not specified below shall be established by State and/or Federal Statutes</b>	
(1) Other Permit processing	Time & Motion
7. Alarm Permit Fee	
a. New and annual renewal:	\$22.00
b. For Low income or persons in a temporary or permanent disabled status who:	\$29.00
(1) meet the City income guidelines as defined in the All City Department section of the Master Fee Schedule and	
(2) file with the Revenue Division of the Finance Department a discount application and adequate documentary evidence showing that the Permit applicant comes within the provision of subparagraph (a).	
8. False Alarm Fees (for instances of false alarms within any one-year period):	
a. First False Alarm Fee	\$0.00 records
b. Second False Alarm Fee	\$185.00

c. Third False Alarm Fee	\$185.00
Penalty	\$50.00
d. Fourth False Alarm Fee	\$185.00
Penalty	\$200.00
e. Fifth and Each Fee	\$185.00
Subsequent False Alarm Penalty	\$400.00
9. Vehicle Release Fee	\$250.00
10. Vehicle Verification or Administrative Fee	
a. Onsite verification	\$103.00
b. Offsite verification	\$206.00
11. Communication Tapes	\$101.00 per tape
12. Clearance Letters	\$51.00 per letter
13. Auto Sales/Repair Permit	\$212.00
14. Vehicle Abatement	\$212.00 per vehicle

**Any charges not specified below shall be established by State and/or Federal statutes.**

a. Cite & Release	\$89.00
b. Hold for Court	\$180.00
c. Transfer to Santa Rita	\$199.00

15. Social Host Accountability Ordinance

The following penalties and/or cost recovery are authorized by Chapter 4, Article 11 of the HMC. Penalties for violations and cost recovery are separate and distinct charges

Penalties for Violation - The following is authorized by sec 4-11.20 HMC

a. First Violation	\$750.00
b. Second Violation	\$1,500.00
c. Third & Subsequent Violations	\$2,500.00

Public Safety Services/Response Cost - The following is authorized by sec 4-11.25 HMC

d. Recovery of the cost of the public safety response to a “Social Host” ordinance violation using the fully burdened cost allocation rate.	Time & Motion
16. Firearms Range Maintenance Fees – apportions the upkeep of the firearms range among user law enforcement agencies over a fiscal year period.	\$2,000.00
17. Alcohol	
a. Level I – Alcoholic Beverage Establishment Retail License Fee – Full service restaurants, wine shops, breweries, distilleries; and retail stores using no more than 5% of their floor area for alcohol sales, storage and display	\$280.00
b. Level II – Alcoholic Beverage Establishment Retail License Fee – All alcoholic beverage outlets other than Level I.	\$1,120.00
c. Critical Incident Fee	Time & Motion
d. Violation of Alcoholic Beverage Outlets Ordinance	
(1) First Offense	\$750.00
(2) Second Offense	\$1,500.00
(3) Third and subsequent Offenses	\$2,500.00
e. Reinspection Fee	Time & Motion
f. Alcohol Sales – Special Event Permit	\$304.00

**Tow Operation Fee**

Fees to be charged for tow operations shall not be in excess of the following schedule:

1. Towing	
a. Towing of vehicles of others (From public and private property)	\$225.00
b. All other towing:	
1. Passenger vehicles	\$225.00
2. Motorcycles	\$225.00
3. Trucks to 10,000 lbs. (unloaded)	\$225.00
4. Trucks 10,000 to 26,000 lbs.	\$250.00
5. Trucks over 26,000 lbs.	\$375.00
c. Extra labor charges on disabled vehicles. Applicable 1/2 hours after arrival of tow truck (Per hour or portion thereof, at 15-minute increments)	\$190.00/hr.
d. Gate fee request between 5:00 PM and 8:00 AM	\$120.00

On weekdays and all day Saturday, Sunday and Holidays

2. Storage (Storage charges applicable after 8 hours)	
a. Passenger vehicles, motorcycles and trucks (To 8,000 lbs., outside per 24-hour period)	\$90.00
b. Passenger vehicles, motorcycles and trucks (To 8,000 lbs., inside per 24-hour period)	\$90.00
c. Trucks over 8,000 lbs., buses, and trailers over 20 feet long	\$125.00
3. Miscellaneous Service to the Public	
a. Service charges on disabled vehicles where no tow is made	\$100.00
b. Release of vehicle from hook-up after authorization to tow	\$900.00
4. Complicated Tow	
a. Trailer con gear (big rig dolly)	\$150.00
b. Air cushion, includes operator for 3 hours	\$1500.00
c. Lumper, or extra personnel 6am to 6pm	\$50.00/hr. (2hr. min)
5. City Owned Vehicles	
a. Removal or tow of vehicle	\$50.00
b. Service charge on disabled vehicle (no tow)	\$50.00
c. Tow from outside of City of Hayward	\$50.00/hr. + 1.00 per mile

\*\*\$290 if 2 axle to portal\*\* plus for Air cushion Towing, add \$174 for first three hours then \$400 after

\*\*\$454 if 3 axle to portal\*\* plus for Air cushion Towing, add \$174 for first three hours then \$400 after

### **Concealed Carry Weapons Permit**

Fees below do not include State or other applicable fees:

#### **1. New Permit Fee**

a. Standard - 2 Years	\$167.00
b. Judicial - 3 Years	\$165.00
c. Reserve - 4 Years	\$165.00
d. Employment - 90 Days	\$165.00

#### **2. Renewal Fee**

- |                         |         |
|-------------------------|---------|
| a. Standard - 2 Years   | \$25.00 |
| b. Judicial - 3 Years   | \$25.00 |
| c. Reserve - 4 Years    | \$25.00 |
| d. Employment - 90 Days | \$25.00 |

**Hayward Film Permit**

- |   |  |
|---|--|
| 1. Film Permit applications   | \$125.00 per day   |
| 2. Expedited Film Permit (3-5 days)   | \$250.00 (excludes larger productions)   |
| 3. Film Permit (TV series, movies, feature films, pilots)   | \$175.00 per day   |
| 4. Minor Encroachment Permit (filming) – excluding work to be performed by Public Works, i.e., no traffic control plan provided, just review  | Dependent on encroachment type. Refer to Engineering Section B(5)                            |
| 5. Major Encroachment Permit (filming) – includes work from Public Works, i.e., traffic control plan  | Time & Motion, \$4,000 Deposit. Refer to Engineering Section B(6)                            |
| 6. Police clearance (filming)   | \$309.00 hourly  |
| 7. Fire Permit (filming)  | \$262.00 flat fee (does not include cost if presence is required at event)                   |
| 8. Filming on City Property/Facilities/Hangars (varies)<br>Airport Property and Hangars – filming and Photography requests will be authorized at the discretion of the Airport Manager provided that the requested activity will in no way interfere with the safe, orderly, and uninterrupted use of Airport facilities by Airport users or portrays the Airport in a negative manner. | \$1,500.00 daily fee (extra labor, security engineering or comparable cost are not included) |
| 9. Filming at City Hall   | \$575.00 daily fee (does not Include cost of guard, janitorial and insurance)                |

## **Utilities & Environmental Services**

### 1. SANITARY SEWER SERVICE CHARGES AND FEES

#### A. Sewer System Connection Charge (Reference Hayward Municipal Code, Chapter 11, Article 3, Section 11-3.255)

(1) Single family, duplex, triplex, and fourplex residential units, townhouses, and planned developments	\$12,031.00
(2) Multi family, high density residential, and mobile homes, each residential unit	\$10,709.00
(3) Accessory Dwelling Units (ADUs, where applicable), each unit	\$4,813.00
(4) Commercial, industrial, institutional and all other connections:	
Per gallon of daily capacity required to serve the user	\$33.61
Per pound per year of biochemical oxygen demand (BOD)	\$13.33
Per pound per year of suspended solids (SS)	\$14.34
Minimum charge	\$12,031.00

For the purposes of calculating non-residential sewer connection fees, carbonaceous biochemical oxygen demand (CBOD) and suspended solids (SS) will be reduced by 70% of the estimated values in the actual discharge, but not lower than the CBOD and SS for domestic wastewater, that is, 307 milligrams per liter and 258 milligrams per liter respectively. The property will be entitled to discharge CBOD and SS concentrations commensurate with the estimated actual concentrations. The volume component will not be reduced and will be calculated at 100% of the estimated discharge. The CBOD and SS reduction is applicable only to estimated daily discharge of 50,000 gallons or less. Discharge in excess of 50,000 gallons per day from a facility will be subject to a sewer connection fee based on full CBOD and SS concentrations. This provision will be in effect through September 30, 2025.

#### a. Interest Rates on Sewer Connection Fee Payment Agreements (Reference Hayward Municipal Code, Chapter 11, Article 3, Section 11-3.255)

- 12-month agreement - 4%
- 24-month agreement - 5%
- 36-month agreement - 6%
- 48-month (and longer) agreement - 7%

#### b. Sewer Service Charges (Reference Hayward Municipal Code, Chapter 11, Article 3, Section 11-3.450)

**Residential Service**

Eff. Oct 1, 2023

Eff. Oct 1, 2024

(1) Standard Residential Unit	\$41.29	\$44.19	per month
(2) Duplex, Triplex, Fourplex (per unit)	\$41.29	\$44.19	per month
(3) Multi-Family (per unit)	\$36.75	\$39.33	per month
(4) Mobile Home (per unit)	\$28.91	\$30.94	per month
(5) Economy (5 to 8 units of metered water usage)	\$19.34	\$20.70	per month
(6) Lifeline (0 to 4 units of metered water usage)	\$9.68	\$10.36	per month

**Non-Residential Service – Critical Users**

Sewer Service Charge

<u>Constituent/Unit</u>	<u>Oct. 1, 2023</u>	<u>Oct. 1, 2024</u>
Flow – Cost per 100 cubic feet (ccf)	\$3.45161	\$3.69322
Biochemical Oxygen Demand – Cost Per Pound	\$0.82296	\$0.88057
Suspended Solids – Cost Per Pound	\$1.10603	\$1.18346

**Non-Residential Service – Coded Users**

Sewer Service Charge Per ccf

Customer Classification	With Irrigation Meter		Without Irrigation Meter	
	Eff. Oct 1, 2023	Eff. Oct 1, 2024	Eff. Oct 1, 2023	Eff. Oct 1, 2024
Other/Commercial/Government	\$7.46	\$7.99	\$6.72	\$7.20
Restaurant w/ Grease Interceptor	\$9.75	\$10.44	\$8.78	\$9.40
Restaurant w/o Grease Interceptor	\$12.63	\$13.52	\$11.37	\$12.17
Commercial Laundries	\$7.54	\$8.07	\$6.78	\$7.26
Bakeries	\$12.86	\$13.77	\$11.57	\$12.38
Industrial Laundries	\$11.71	\$12.53	\$10.53	\$11.27
Beverage Bottling	\$7.61	\$8.15	\$6.85	\$7.33
Food Manufacturing	\$28.35	\$30.34	\$25.51	\$27.30
Meat Products	\$14.36	\$15.37	\$12.93	\$13.84
Slaughterhouse	\$16.53	\$17.69	\$14.88	\$15.93
Dairy Product Processors	\$11.85	\$12.68	\$10.66	\$11.41



Canning and Packing	\$8.44	\$9.04	\$7.59	\$8.13
Grain Mills	\$11.12	\$11.90	\$10.01	\$10.72
Fats and Oils	\$8.01	\$8.58	\$7.21	\$7.72
Pulp and Paper Manufacturing	\$9.76	\$10.45	\$8.78	\$9.40
Inorganic Chemicals	\$13.56	\$14.51	\$12.21	\$14.07
Paint Manufacturing	\$21.14	\$22.62	\$19.03	\$20.37
Leather Tanning	\$27.84	\$29.79	\$25.04	\$26.80
Fabricated Metal	\$4.03	\$4.32	\$3.63	\$3.89

All non-critical commercial and industrial users will be included in the above UCC classification that most closely represents the wastewater discharge strength and characteristics in comparison with domestic wastewater definition in the Regulations, as determined by the Director of Public Works. The UCC designation of a particular industry may not necessarily correspond to the Standard Industrial Classification (SIC) which may be assigned for other purposes.

#### Unclassified and Critical Users

- (1) "Critical Users" and those whose discharge does not respond to any UCC because of variations in wastewater constituents or treatment costs shall pay an amount calculated in accordance with the following formula where,

$$C = \frac{V}{M} (160 C_v + C_B \times BOD + C_S \times SS)$$

C = Sewer service charge during period for which billing is calculated.

V= Volume of water consumed per hundred cubic feet (CCF) during period for which the billing is calculated (total of public water service, metered flow and all private sources, except those meters or services specifically identified for irrigation purposes only).

BOD= Average Biochemical Oxygen Demand, in milligrams per liter, from user during period for which the billing is calculated.

SS= Average Suspended Solids, in milligrams per liter, from user during period for which the billing is calculated.

$C_v$  = Treatment cost per hundred cubic feet of water

$C_B$  = Treatment cost per pound of BOD

$C_S$  = Treatment cost per pound of SS

M = 160 for users with separate irrigation meters; and 178 for users without separate irrigation meters.

- (1) The minimum fee for each non-residential user shall be that established for one (1) Service Unit per

month.

Per Hayward Municipal Code Chapter 11, Article 3, Sec. 11-3.450 and Sec 11-3.455, the basis for determining the cost for treating and collecting wastewater will be the “service unit” which will be considered to be the basic charge for each premises computed on the basis of treating wastewater. The service units for commercial and industrial premises shall be based on categories of usage with similar treatment costs and grouped into User Classification Codes. The categories of usage, user classification codes, and service units to be applied per month for the purpose of determining the applicable sewer service charges shall be those as determined from time to time by resolution of the Hayward City Council.

Wastewater Discharge Permit Fees and Miscellaneous Charges

(1) Wastewater Discharge Permit Fees

<u>Type of Permit</u>	<u>New Permit</u>	<u>Permit Renewal</u>	<u>Amendment</u>
Categorical	\$5,343.00	\$3,668.00	\$1,306.00
Non-Categorical Significant	\$3,621.00	\$2,625.00	\$1,018.00
Groundwater	\$1,906.00	\$1,018.00	\$631.00
Non-Sewered Credit	\$231.00	\$231.00	N/A
Special Purpose (one-time discharge)	\$1,031.00	N/A	N/A

(2) Compliance Schedule (for correction of violations) \$906.00

(2) Wastewater Sampling

(a) Composite Sample with Lab Costs	\$881.00
(b) Composite Sample without Lab Costs	\$406.00
(c) Grab Sample	\$418.00
(d) Violation Follow-Up Sample with Lab Cost	\$881.00
(e) Violation Follow-Up Sample without Lab Cost	\$406.00
(f) Sampling Equipment Fee	\$25.00

(3) Compliance Schedule (for Correction of Violations) \$906.00

(4) Violation follow-up inspection \$768.00

(5) Development Plan Review

(a) Industrial	\$562.00
(b) Commercial	\$562.00
(c) Residential	\$350.00

2. WATER SERVICE CHARGES AND INSTALLATION FEES

a. Water Services charges for labor and materials (Reference: Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.02 and 11-2.04)

(1) Single Services. (Also see (4) below)

<u>Meter Size and Service Size</u>	<u>Fee</u>
(a) 5/8" x 3/4"	\$5,250.00
(b) 3/4" x 3/4"	\$5,250.00
(c) 3/4" x 1"	\$5,250.00
(d) 1" x 1"	\$5,250.00
(e) 1" x 1-1/2"	\$6,200.00
(f) 1-1/2 x 1-1/2"	\$6,862.00
(g) 1-1/2 x 2"	\$6,862.00
(h) 2" x 2"	\$7,300.00
(i) Larger than 2" x 2"	Deposit-T&M; Initial Deposit=\$10,000.00

(2) Manifold Service. (Also see (4) below)

<u>Meter Size and Service Size</u>	<u>Service Size</u>	<u>Fee</u>
(a) 5/8" x 5/8"	1"	\$6,675.00
(b) 3/4" x 3/4"	1"	\$6,675.00
(c) 1" x 1"	1 1/2"	\$6,675.00
(d) 1" x 1-1/2"	2"	\$7,100.00
(e) 1-1/2" x 1-1/2"	2"	\$7,525.00
(f) 1-1/2" x 2"	2"	\$7,762.00
(g) 2" x 2"	2"	\$8,037.00
(h) More than two meters or larger than 2" service line		Deposit-T&M; Initial Deposit=\$10,000.00

(3) Meters Set on Existing Service. (Also see (4) below)

<u>Meter Size</u>	<u>Fee</u>
(a) 5/8"	\$425.00
(b) 3/4"	\$475.00
(c) 1"	\$525.00
(d) 1-1/2"	\$800.00
(e) 2"	\$941.00
(f) Larger than 2"	Deposit-T&M; Initial Deposit=\$1,000.00

(4) All meters in new developments shall have remote radio read capability. The cost for remote read capability is \$200 per meter, which is in addition to the fees listed above.

b. Water Service, Construction Work, Temporary Service (Reference: Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.22)

(1) Water Hydrant Meter Deposit

Water Hydrant Meter Deposit Fees (for a 3/4" hydrant meter)	\$1,800
Water Hydrant Meter Deposit Fees (for a 3" hydrant meter)	\$3,000
Water Hydrant Meter Deposit Fees (for a 4" hydrant meter)	\$3,000
Water Hydrant Meter Deposit Fees (for a 6" hydrant meter)	\$5,300

(2) The monthly meter service charge on all hydrant and construction meters shall be as follows:

(a) 3/4" meter	\$16.00	per month
(b) 3" meter	\$120.00	per month
(c) 4" meter	\$210.00	per month
(d) 6" meter	\$650.00	per month

(3) All hydrant and construction meter accounts will accrue charges for minimum monthly consumption on the following amounts. However, customers who report water consumption data and can provide proof they have consumed less than the proposed minimum charges in the table below shall only be billed for the amount consumed.

(a) 3/4" meter	1,600 cu ft.
(b) 3" meter	12,750 cu ft.
(c) 4" meter	28,000 cu ft.
(d) 6" meter	50,000 cu ft.

(4) Failure to Report Hydrant or Construction Meter Reading shall cause a \$120.00 charge for each month that a reading is not reported (Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.22). This charge is in addition to service charges and water usage charges.

c. Water System Facilities Fee (Reference Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.35)

Water Connection (or Facilities) Fee:

(1) Residential

The facilities fee will be based on the water meter size required to meet the indoor demand (excluding fire service demand) and outdoor demand of the residence as determined by the City, based on fixture unit count. The meter that is installed may be larger than the meter facilities fee that is charged if the service is combined with a private fire service. For multi-family complexes, the facilities fee will be based on the water meter size required to meet the indoor demand for each dwelling unit, as determined by the City, regardless of the arrangement of water meters or meter sizes at the premises.

- (a) 5/8" meter \$7,133.00
- (b) 3/4" meter \$10,703.00
- (c) 1" meter \$17,831.00

(2) Non-residential, each separate irrigation service, and each residential unit with meter size larger than 1"

- (a) 5/8" meter \$7,133.00
- (b) 3/4" meter \$10,703.00
- (c) 1" meter \$17,831.00
- (d) 1 1/2" meter \$35,662.00
- (e) 2" meter \$57,057.00
- (f) 3" meter \$113,114.00
- (g) 4" meter \$178,310.00
- (h) 6" meter \$356,620.00
- (i) 8" meter \$570,592.00
- (j) 10" meter \$820,226.00

(3) Fire Service, per service regardless of size \$7,133.00

For reference, below is the fixture unit count and its corresponding equivalent meter size:

Equivalent Meter Size Calculation		
Total Fixture Unit Count	Correspondng Equivalent Meter Size	Maximum Flow Capacity (GPM)
0-23	5/8"	15
23.5-40	3/4"	25
40.5-85	1"	40
85.5-150	1 1/2"	80

d. Meter Services Charges Inside City (Reference: Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.38)

The bimonthly standard meter service charge for all meters (except temporary service for construction work), based on size of meter, shall be as follows

	Eff. Oct 1, 2023	Eff. Oct 1, 2024
(a) 5/8" meter	\$35.45	\$39.00
(b) 3/4" meter	\$49.46	\$54.41
(c) 1" meter	\$77.50	\$85.25
(d) 1 1/2" meter	\$147.58	\$162.34
(e) 2" meter	\$231.68	\$254.85
(f) 3" meter	\$497.97	\$547.77
(g) 4" meter	\$890.41	\$979.46

(h) 6" meter	\$1,829.46	\$2,012.41
(i) 8" meter	\$3,931.80	\$4,324.98
(j) 10" meter	\$5,894.00	\$6,483.40

(1) Exemption for Low Income:

Notwithstanding any other provision of Hayward Municipal Code, Chapter 11, Article 2, the low income meter service charge shall be imposed by this subsection upon any customer that:

(a) meets the City income guidelines as defined in the All City Department section of the Master Fee Schedule and

(b) files with the Revenue Division of the Finance Department a discount application and adequate documentary evidence showing that the applicant comes within the provision of subparagraph (a).

(2) The bimonthly low-income meter service charge for 5/8", 3/4", and 1" meters, shall be as follows:

	Eff. Oct 1, 2023	Eff. Oct 1, 2024
a. 5/8" meter, low income	\$12.41	\$13.66
b. 3/4" meter, low income	\$17.32	\$19.06
c. 1" meter, low income	\$27.13	\$29.85

(3) The water usage charge based on the number of cubic feet of water supplied during each billing period shall be as follows:

**Single Family Residential & Multifamily\***

Cost Per CCF of Metered Water Consumption:	Eff. Oct 1, 2023	Eff. Oct 1, 2024
1 – 8 ccf (hundred cubic feet)	\$6.86	\$7.55
9 – 18 ccf	\$8.14	\$8.96
Over 18 ccf	\$10.00	\$11.00

\*Based on average usage per dwelling unit

**Non-Residential**

Cost Per CCF of Metered Water Consumption:

	Eff. Oct 1, 2023	Eff. Oct 1, 2024
1 – 110 hundred cubic feet (ccf)	\$7.44	\$8.19
Over 110 ccf	\$8.74	\$9.62

**Irrigation**

Cost Per CCF of Metered Water Consumption:

	Eff. Oct 1, 2023	Eff. Oct 1, 2024
1 – 170 hundred cubic feet (ccf)	\$8.80	\$9.68

Over 170 ccf	\$11.20	\$12.32
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**Hydrant and Fireline Accounts**

Cost Per CCF of Metered Water Consumption:

All usage	Eff. Oct 1, 2023	Eff. Oct 1, 2024
	\$8.29	\$9.12

Note: hundred cubic feet = approximately 748 gallons of water

- e. Fire Service Connections Inside City (Reference: Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.39)

The fire service charge per each billing period shall be as follows:

	Eff. Oct 1, 2023	Eff. Oct 1, 2024
a. 5/8" meter	\$7.54	\$8.30
b. 3/4" meter	\$7.63	\$8.40
c. 1" meter	\$7.86	\$8.65
d. 1-1/2" meter	\$8.68	\$9.95
e. 2" meter	\$10.12	\$11.14
f. 3" meter	\$15.29	\$16.82
g. 4" meter	\$24.19	\$26.61
h. 6" meter	\$56.12	\$61.74
i. 8" meter	\$111.19	\$122.31
j. 10" meter	\$194.03	\$213.44

- f. Fire Flow Test. A charge of \$407 shall be applied for each fire flow test.
- g. A 50% surcharge on water usage shall be applied in the event that a fire service connection is used for any purpose other than those specifically identified in the Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.20, that is, for extinguishing fires or authorized testing of the fire protection system(s).

Customers with appropriate documentation may qualify for a full or partial refund in specific circumstances such as:

- Authorized water usage (e.g., for extinguishing fires or planned test of fire protection systems). Fire service connections are not intended for day-to-day water consumption but may occasionally be authorized for specific uses. In instances where customers can provide documentation for authorized water usage, customers will only be billed for consumption and will be refunded if a 50% surcharge has been applied to their account.
- False usage volume (e.g., due to a faulty check valves). In instances where customers can provide proof that water consumption was due to an inaccurate meter reading, refunds can be issued for any false consumption, inclusive of the 50% surcharge.

- h. Other Water System Fees and Charges

Account Establishment Fee	\$87.00
After-Hours Meter Activation Fee	\$90.00

Meter Lock Fee	\$115.00
Meter Removal Fee	\$112.00
Meter Test Fee (up to 1-inch meter)	\$278.00
Meter Test Fee (1 1/2-inch to 2-inch meter)	\$368.00
Meter Test Fee (3-inch meter and larger)	\$458.00
Noticing Fee	\$24.00
Service Restoration/Unlock Fee	\$117.00
Capping and uncapping of 2" meter and below	\$570.00

i. Special Billings

1. Special Requests for Water Billing

(a) Base Rate Services	\$26.00
(b) Each Additional Meter	\$9.00

j. Development Plan Review

Residential	\$200.00
Commercial	\$300.00
Industrial	\$300.00

k. Water Service Connection Plan Review (Outside City of Hayward's Jurisdiction)

(a) From main in street or easement to water meter up to 100 linear feet	\$528.00
(b) Each additional 100 linear feet or fraction thereof (up to 400 linear feet)	\$396.00

Land Use Category Description	Minimum Parcel Size (Acre)	Runoff Factor	Service Charge/Runoff Acre/Year
Commercial/Industrial	0.25	0.80	\$338.32
Parking Lots	0.25	0.80	\$285.60
Utilities	0.25	0.80	\$285.60
Institutional/Apartments	0.25	0.60	\$285.60
Condominium	#	0.60	\$285.60
Single Family up to 4 -Plex	0.25	0.40	\$285.60
Single Family Ranches	0.25	0.40	\$285.60
Vacant Land (Utilized)	10	0.01	\$285.60
Vacant Land (Non-utilized)	17	0.00	\$285.60
Owned by Government	0.25	0.40*	\$285.60
Parcels w/o Valuation			
Utilities on Leased Land			
Cemeteries			
Common Area			

NOTES:

(1) LUF = Land Use Factor coding system utilized by Alameda County Flood Control

(2) Minimum Parcel Size is the minimum size on which charges are calculated

(3) Runoff Factor is the ratio between impervious surface area and total surface area as determined by the Alameda County Flood Control District

# Condominium parcel size is determined by dividing the parcel size by the total number of units.

\*Or as determined



Rate Formula: Service Charge per year =  
 PARCEL SIZE x RUNOFF FACTOR x SERVICE CHARGE/RUNOFF ACRE/YEAR

3. STORMWATER

a. Stormwater Treatment Measure Inspection	\$606.00
b. Stormwater Facility Inspection	
Industrial (under State Permit)	\$518.00
Industrial (not under State Permit)	\$518.00
Restaurant	\$331.00
Commercial	\$281.00

The stormwater facility inspection fee will be waived if the inspection does not result in an adverse finding for the property and the potential for pollutant discharge is nonexistent.

4. RECYCLED WATER

(1) Recycled Water Connection Fee

The recycled water connection fee will be based on the recycled water meter size required to meet the recycled water demand of the property as determined by the City.

(a) 5/8" meter	\$7,133.00
(b) 3/4" meter	\$10,703.00
(c) 1" meter	\$17,831.00
(d) 1 1/2" meter	\$35,662.00
(e) 2" meter	\$57,057.00
(f) 3" meter	\$114,114.00
(g) 4" meter	\$178,310.00
(h) 6" meter	\$356,620.00
(i) 8" meter	\$570,592.00
(j) 10" meter	\$820,226.00

(2) The bimonthly standard recycled water meter service charge for all recycled water meters, based on size of meter, shall be as follows:

	<u>Oct 1, 2023</u>	<u>Oct 1, 2024</u>
(a) 5/8" meter	\$35.45	\$39.00
(b) 3/4" meter	\$49.46	\$54.41
(c) 1" meter	\$77.50	\$85.25
(d) 1 1/2" meter	\$147.58	\$162.34
(e) 2" meter	\$231.68	\$254.85
(f) 3" meter	\$497.97	\$547.77

(g) 4" meter	\$890.41	\$979.46
(h) 6" meter	\$1,829.46	\$2,012.41
(i) 8" meter	\$3,931.80	\$4,324.98
(j) 10" meter	\$5,894.00	\$6,483.40

Recycled Water usage charge based on the number of cubic feet of water supplied during each billing period shall be as follows:

<u>Uniform Tier</u>	<u>Oct. 1, 2023</u>	<u>Oct. 1, 2024</u>
Cost Per CCF of Metered Water Consumption	\$6.76	\$7.44
Note: hundred cubic feet = approximately 748 gallons of water		

5. LOW INCOME REFUSE SERVICE RATES

A residential subscriber shall receive a discount in the amount of \$8.22 per month for refuse service for a single-unit dwelling based on the following:

- a. The subscriber meets the City income guidelines as defined in the All City Department section of the Master Fee Schedule and
- b. The subscriber files with the Revenue Division of the Department of Finance a discount application and adequate documentary evidence showing that the subscriber comes within the provision of subparagraph (a).

6. SOLID WASTE PLAN REVIEW FEES

a. Development Plan Review

Single Family or Remodel	\$62.00
Tract Development	\$200.00
<u>Commercial/Industrial</u>	
Tenant Improvement w/ Trash Enclosure	\$150.00
Tenant Improvement w/o Trash Enclosure	\$100.00
Mixed Use (Commercial & Residential)	Actual cost

## **Glossary of Terms**

The following description of fee charges has been prepared for your convenience. If you have any questions regarding fee charges, please feel free to discuss them with a member of the City staff.

### **Annexation Fees:**

Charges for time and material costs involved in processing applications for the annexation of property to the City.

### **Compliance Services Fees:**

Charges imposed to defray the City's labor and materials cost of assuring compliance with specific City ordinances such as weed abatement.

### **Inspection Fees:**

Charges related to the physical inspection of facilities, buildings, sites, equipment, etc.

### **Licenses and Permit Fees:**

Charges imposed to defray the cost incurred in processing applications for licenses and permits which authorize the holder to engage in a specific function or activity and include the costs of assuring compliance with related conditions and regulations.

### **Penalty Fees and Fines:**

Charges imposed for non-compliance with specific City requirements.

### **Plan Check Fees:**

Charges for time and materials costs for the detailed inspection of plans submitted to the City for review.

### **Rental Fees:**

Charges for use of City facilities and services.

### **Service Fees:**

Charges for time and materials costs incurred by the City in the course of providing those services for which fees or charges are not otherwise specifically set forth.

### **Special Services Fees:**

Charges for time and materials costs incurred by the City in the course of providing extraordinary services.