

**Ordinance No.**

**AN ORDINANCE REVISING FEES FOR ENGINEERING, BUILDING, AND LAND USE PERMITS AND PLAN REVIEW, MAKING CERTAIN TECHNICAL CORRECTIONS, AND AMENDING OLYMPIA MUNICIPAL CODE SECTIONS 4.04.010, 4.36.010, 4.36.020, AND 4.40.010.**

**WHEREAS**, the Development Fee Revenue Fund was created by the Olympia City Council's adoption of Ordinance No. 6983 to more accurately record the fee-supported portion of the City's costs to provide permit review and inspection services; and

**WHEREAS**, Ordinance No. 6983 also states that the Olympia City Council shall establish a Target Fund Balance and policies for management of the Target Fund Balance for the Development Fee Revenue Fund; and

**WHEREAS**, Resolution No. M-1864 established policies to manage the Development Fee Revenue Fund, including a cost recovery target of 85 percent of City costs to provide review and permit services; and

**WHEREAS**, the City Council adopted Ordinance No. 7306, which directed that, to ensure development permit fees continue to include consideration of the increased cost to the City to perform development review services, the City Manager propose an increase to building permit fees (excluding those based on valuation), land use planning review fees, and development engineering fees on an annual basis consistent with annual adjustments to the City's labor contracts concurrent with the City Manager's proposed annual operating budget; and

**WHEREAS**, there is a need to adjust development permit fees to reflect the City's costs and to more closely align them with the target adopted in Resolution No. M-1864 for recovery of the City's cost to provide permit review and inspection services, as demonstrated by the City's analysis of development services cost recovery in 2021;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1. Amendment of OMC 4.04.010.** Olympia Municipal Code Section 4.04.010 of the Olympia Municipal Code is hereby amended to read as follows:

**4.04.010 Assessment of fees**

A. Beginning January 1, 2024, the following fee schedule applies.

**Application Type**

**Plan Check Fees**

**Engineering Fee Schedule**

Water Main Extension (For projects outside city limits, fees will increase by 25percent) \$494.25 + \$0.50 per linear foot or part thereof

**Application Type****Plan Check Fees****Engineering Fee Schedule**

Sewer Main Extension (For projects outside city limits, fees will increase by 25 percent)	\$494.25 + \$0.50 per linear foot or part thereof
Reclaimed Water Main or Service Extension	\$494.25 + \$0.50 per linear foot or part thereof
Streets	\$494.25 + \$0.50 per linear foot or part thereof
Curb and Sidewalk	\$494.25 + \$0.50 per linear foot or part thereof
Storm On-Site	\$656.08 + \$37.00 per Acre Gross Parcel Area
Storm Pipe	\$494.25 + \$0.50 per linear foot or part thereof
Street Lighting (For projects outside city limits, fees will increase by 25 percent)	\$494.25 + \$0.50 per linear foot or part thereof
Driveway: Commercial	\$741.37 each
STEP Sewer System: Commercial	\$1,481.65 each
Sewer Pump Station	\$1,700.35 each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25 percent)	\$1,481.65 each
Traffic Signal	\$1,481.65 each
Solid Waste Pad and/or enclosure	\$637.49
Landscape Plan Review	\$710.76
Stormwater Utility Civil Engineering Plan Review (including review of revisions) (area of new or replaced impervious surface)	\$118.00
Level 1 (300-1,000 sf)	\$261.00
Level 2 (1,000-5,000 sf)	\$1,551.00
Level 3 (5,000 sf - 1 acre)	\$2,719.00+ \$118 each additional acre or part thereof
Level 4 (> 1 acre)	
Resubmittal Fee	50 percent of plan review fee starting with second resubmittal after the initial application

**Application Type****Permit/Inspection Fees**

Single Family Residential Erosion Control Inspection (up to and including 5,000 sq ft)	\$224.16 each
Single Family Residential Erosion Control Inspection (5,001 to 20,000 sq ft)	\$278.83
Residential Subdivision and Commercial Site fee	
Erosion Control and LID Inspection (based on lot size) (new building sites only)	

## Application Type

### Permit/Inspection Fees

5,001 – 20,000 sq ft	\$278.83
20,001 – 40,000 sq ft	\$388.18
40,001 – 220,000 sq ft	\$497.53
Over 220,000 sq ft	\$628.75

\*Note: Subdivision is based on total subdivision until all improvements are accepted by the City, then individual lot fees apply if a permit is being issued for work that disturbs ground or requires LID

Streets and/or Alleys	\$2.51 per linear foot or part thereof
Curb and/or sidewalk	\$2.51 per linear foot or part thereof
Sidewalk Fee-in-lieu (Per City Engineer Estimate)	\$77.39 per linear foot or part thereof
Street lighting (For projects outside city limits, fees will increase by 25 percent)	\$1.87 per linear foot or part thereof
Driveways: Residential	\$172.77 each
Driveways: Commercial	\$861.65 each
Sanitary Sewer Main (For projects outside city limits, fees will increase by 25 percent)	\$3.39 per linear foot or part thereof plus \$1.75 per linear foot for Television Inspection
STEP Sewer System: Residential (For projects outside city limits, fees will increase by 25 percent)	\$556.11 each
STEP Sewer System: Commercial (For projects outside city limits, fees will increase by 25 percent)	\$1,114.25 each
Sewer Pump Station	\$1,114.25 each
On-Site Community Septic System (For projects outside city limits, fees will increase by 25 percent)	\$1,114.25 each
Individual Septic Review Letter	\$219 each
Sewer Lateral Connection at Main	\$402.40 each
Sewer Lateral Connection on Property	\$160.74 each
Storm Sewer Main	\$3.39 per linear foot or part thereof plus \$1.75 per linear foot for Television Inspection
Storm On-Site System	\$740.28 each
Water Main (For projects outside city limits, fees will increase by 25 percent)	\$3.39 per linear foot or part thereof
Water Connection (New)	\$218.69 each

## Application Type

### Permit/Inspection Fees

Water Purity Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed
Water Main Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection	\$3.39 per linear foot or part thereof
Reclaimed Water Connection (new)	\$218.69 each
Reclaimed Water Sampling Test (Collected for second and subsequent tests for the same system)	Actual Costs to be Assessed
Reclaimed Water Main or Service Connection Shutdown (collected for second or subsequent request for the same system)	Actual Costs to be Assessed
Traffic Signal	\$1,722.22 each
Solid Waste Pad and/or enclosure	\$273.37
Landscape	\$410.05
Bicycle Parking	\$344.44
Paving of Parking Lots (including re-paving)	\$0.07 per square foot or part thereof
Right-of-Way Obstruction Permit (Traffic Control Plan may be required; flaggers and/or lane restrictions in place for 1 hour or less)	\$200.99 each
Right-of-Way Obstruction Permit	\$614.53 each
Right-of-Way Obstruction Permit (Traffic Control Plan Required, flaggers and/or lane restrictions in place for more than 1 hour) <sup>1</sup>	
Right-of-Way Excavation/Restoration (Completion Bond Required before Issuance of a Permit equal to 125 percent value of the work)	\$201.20 each
Right-of-Way Vacation Request	\$2,124.61 each
Latecomer Reimbursement Contract	\$2,124.61 + 5 percent Administrative Fee (5 percent of the reimbursement amount is deducted by the city for administrative fees each time the city collects a latecomer fee from a property owner within the reimbursement area)
UGA City Utility Availability Authorization	\$191.36 each
Long Term Right-of-Way Use Authorization for Open Right-of-Way Use per Year	\$459.26 per year

**Application Type**

**Permit/Inspection Fees**

Street Closure Permit for Temporary Moving of Structures or Equipment \$929.45 each

Recording Fees for Bills of Sale, Easements, Deeds, Annexation Agreements, Sewer Connection Contracts, Interim Onsite Sewage System Agreements ~~\$253.69~~328.50

Recording Fees for Stormwater Maintenance Agreements ~~\$347.72~~428.50

**Private Utilities**

Private Utility (power, natural overhead, gas, telecommunications, CATV) (New development of systems):

New Short Plat – (2-9 Lots)  
Plan Check: \$246.03  
Permit Fees: \$87.48

New Long Plat – (10-25 Lots)  
Plan Check: \$344.44  
Permit Fees: \$125.75 + \$0.20 per linear foot or part thereof

New Long Plat – (26+ Lots)  
Plan Check: \$585.01  
Permit Fees: \$125.75 + \$0.20 per linear foot or part thereof

New Commercial:  
Plan Check: \$344.44  
Permit Fees: \$109.35

New R-O-W Utilities (New or Extension)  
Plan Check: \$287.58 + \$1.00 per linear foot or part thereof  
Permit Fees: \$103.88 + \$0.10 per linear foot or part thereof

Repair/Replace Existing or new lines or cable using existing infrastructure  
Plan Check: \$287.58  
Permit Fees: \$103.88 + \$0.10 per linear foot or part thereof  
New/Replace Pole: \$103.88 per Each

Resubmittal fees starting with second resubmittal after the initial application 50 percent plan check fees

**Pavement Restoration Fee**

Base Fee \$27.34 per square foot or part thereof  
Year 1 (new pavement) 5X base fee  
Year 2 4X base fee

**Application Type**

**Permit/Inspection Fees**

Year 3	3X base fee
Year 4	2X base fee
Year 5	1X base fee

**Tree Protections and Replacement Ordinance Fee Schedule**

Tree Plan Review for New Commercial Development	\$956.79 each
Tree Plan Review for New Multi-family Residential Development	\$1,033.33 each
Tree Plan Review for New Subdivisions - 9 lots and less	\$792.77 each
Tree Plan Review for New Subdivisions - 10 lots and more	\$1,033.33 + \$26.00 per lot
Tree Plan Field Inspection for New Commercial Development	\$956.79 each
Tree Plan Field Inspection for New Multi-family Residential Development	1,033.33 each
Tree Plan Field Inspection for New Subdivisions - 9 lots and less	\$792.77 each
Tree Plan Review for New Subdivisions - 10 lots and more	\$1,033.33 + \$26.00 per lot
Tree Plan Review for Tree Trimming by Private Utility	\$377.25 + \$0.10 per linear foot, or part thereof, of project
Tree Plan Field Inspection for Tree Trimming by Private Utility	\$262.43 + \$0.10 per linear foot, or part thereof, of project
Tree Conversion Option Harvest	\$164.02 per acre, or part thereof, to \$3,000.00 maximum
Technology Fee – applicable to all permits and plan review fees	4.0 percent of permit/plan review fee

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1. Fee may be waived by the Community Planning and Development Director or designee for removal of hazard trees determined to be a high risk based on a Tree Risk Assessment approved by the City’s urban forester.

**Section 2. Amendment of OMC 4.36.010.** Olympia Municipal Code Section 4.36.010 of the Olympia Municipal Code is hereby amended to read as follows:

**4.36.010 Building code review and permit fees**

A. The determination of value or valuation under any of the provisions of this code is made by the building official based on the valuation data established by the International Code Council under the provisions of building standards valuation data or other supporting data. The value to be used in computing the building and building plan review fees is the total of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and other permanent equipment. Single-family and duplex dwellings of wood frame construction having an area of more than 2,500 square feet per unit are valued at "good construction" rate. All others are valued at "average construction" rate. Remodels are valued based on the contract price of the project or as determined by the building official.

B. Payment of fees. A permit is not valid until the fees prescribed by law have been paid, nor may an amendment to a permit be released until the additional fee, if any, has been paid.

C. Schedule of permit fees. On buildings, structures, gas, mechanical, and plumbing systems or alterations requiring a permit, an applicant shall pay a the fee for each permit ~~must be paid~~ as required using the current fee schedule.

D. Plan Review Fees: When submittal documents are required, an applicant shall pay a the plan review fee ~~must be paid~~ at the time of submitting the submittal documents for plan review. The current fee schedule as adopted establishes the plan review fee. The actual permit fees and related plan review fee is determined upon completion of the plan review and the balance owing must be paid at the time of permit issuance.

The plan review fee is a separate fee from the permit fees specified in this section and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, the applicant shall pay an additional plan review fee ~~is charged~~ at the rate shown in the current fee schedule.

E. Building permit valuations. The value to be used in computing the building permit and building plan review fees is the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent equipment. Contractor's overhead and profit is also included. The Valuation factor is used in assessing the building permit for installation of Sign and Commercial Landscaping permits (plan review for Signs and Commercial landscaping will be 65 percent of the permit).

F. Investigation Fees: Work without a Permit.

1. Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation must be made before a permit may be issued for such work.

2. Fee. A property owner or other responsible party shall pay An an investigation fee, in addition to the permit fee, ~~is collected~~ whether or not a permit is then or subsequently issued. The investigation fee is equal to the amount of the permit fee required by this code. The minimum investigation fee is the same as the minimum fee set forth in the currently adopted fee schedule. This fee is an additional, punitive fee and does not apply to any Grading or Building Permit Fee that may subsequently be issued. Payment of the investigative fee does not vest the illegal work with any legitimacy, nor does it establish any right to a Permit for continued development of that project. If the work done remains illegal for 90 days after service of the Stop Work Order, it is considered hazardous and must be abated per the Olympia Municipal Code.

3. The payment of such investigation fee does not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

G. Fee Refunds.

The building official may authorize the refunding of:

1. 100 percent of any fee erroneously paid or collected.
2. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The building official may not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

H. Fee Exempt Permits:

1. Agricultural/deer fences up to eight feet tall

**FEE TABLE -- BUILDING PERMIT FEES**

**Building Permit Fees (based on valuation)**

<b>Total Valuation</b>	<b>Fee</b>
\$1.00 to \$500.00	\$114.81
\$501.00 to \$2,000.00	\$114.81 for the first \$500.00 plus \$5.78 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$201.75 for the first \$2,000.00 plus \$18.35 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$624.26 for the first \$25,000.00 plus \$13.88 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$971.71 for the first \$50,000.00 plus \$10.32 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,488.38 for the first \$100,000.00 plus \$8.72 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,978.73 for the first \$500,000.00 plus \$7.74 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$8,855.08 for the first \$1,000,000.00 plus \$6.48 for each additional \$1,000.00 or fraction thereof



**Other Building Inspections and Fees**

Inspections outside of normal business hours	\$191.36 per hour* (minimum charge - two hours)
Reinspection fees	\$191.36 per hour*
Inspections for which no fee is specifically indicated	\$191.36 per hour* (minimum charge - one-half hour)
Additional plan review required by changes, additions, or revisions to approved plans	\$191.36 per hour* (minimum charge - one-half hour)
For use of outside consultants for plan checking and inspections, or both	Actual Costs*
Certificate of occupancy inspection not related to building permit and as required by Section 110	\$191.36 per hour* (minimum 2 hours)
Inspections requested on expired permits	191.36 per hour* (minimum charge - two hours)

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

\*\* Including administrative and overhead costs.

For Stop Work issued (work being done without a permit)	\$191.36 per hour (minimum charge – one hour)
State of Washington State Building Code Council charges	\$4.50 on every building permit issued
Vacant Property Registration Fee (OMC 16.06.090)	\$200 annually
Temporary Certificate of Occupancy (TCO)	Application filing fee (nonrefundable):
	Residential (single-family) \$109.35
	Commercial and multi-family residential \$164.02 (interior remodel)
	Commercial and multi-family residential \$546.74 (new construction and substantial exterior and interior remodel)

**Building Plan Review Fees**

SF Plan Review 68 percent of building permit fee if greater than 1500 sf  
 25 percent of building permit fee if 1500 sf or less

SF Stormwater Plan Review – Single Family Home, Duplex, Townhouse, Accessory Dwelling Unit, Manufactured Home on Single Lot, Residential or Structural Addition, Residential Revision, or Deferred Submission

(area of new or replaced impervious surface)

Level 1 (300-1,000 sf)	\$118.00
Level 2 (1,000-5,000 sf)	\$261.00
Level 3 (5,000 sf - 1 acre)	\$1,551.00
Level 4 (> 1 acre)	\$2,719.00+ \$118 each additional acre or part thereof
Tree removal permit	\$27.34 per tree up to \$250.00 total

Commercial Review 68 percent of building permit fee

Addition/remodel SF, duplex 68 percent of building permit fee

Areas of Special Flood Hazard:\*

<u>Plumbing, Mechanical</u>	<u>\$150</u>
<u>Building</u>	<u>\$350</u>

\*For permits required by OMC 16.70.

**Mobile/Manufactured Housing or Commercial Permit Fees**

*Temporary use (single wide)	\$338.98
*Temporary use (double wide)	\$410.05
Permanent use (single wide)	\$557.67
Permanent use (double wide)	\$574.07
Permanent use (triple wide)	\$595.94
Add-a-room (pre-manufactured addition)	\$420.99
*Temporary commercial use (single)	\$492.06
Permanent commercial use (double)	\$519.40
Permanent commercial use (triple)	\$546.74

### **Mobile/Manufactured Housing or Commercial Permit Fees**

Plan check fee of 65 percent of permit fee will be required for commercial use only.

\*Temporary use is considered 180 unless otherwise approved through written request

### **Demolition Permit Fees**

Buildings less than 3,000 sq ft	\$120.28
Buildings between 3,001 and 5,000 sq ft	\$273.37
Buildings between 5,001 and 10,000 sq ft	\$328.04
Buildings greater than 10,000 sq ft	\$426.45

Technology Fee – applicable to all permits and 4.0 percent of permit/plan review plan review fees

### **Electrical Permit and Inspection Fees**

Applications may be submitted using the permit portal (<https://ci-olympia-wa.smartgovcommunity.com/Public/Home>) or in person. The City of Olympia follows the State of Washington Department of Labor & Industries current Fee Schedule.

See OMC 4.36.020.

### **Washington State Energy Code Review**

Commercial	\$218.69
Residential	\$109.35

### **Electrical Permit Fines and Penalties**

The City of Olympia follows the Washington Administrative Code 296-46B-915 Civil penalty schedule

### **Mechanical Permit Fees (plus applicable unit fees)**

#### **Permit Issuance Fee**

For the issuance of each permit	\$114.81
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#### **Single Family Residential (flat fee no permit issuance fee)**

New SFR Mechanical Heating system including ducts and vents attached thereto (first unit, up to and including 2,500 sq ft)	\$328.04
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## **Mobile/Manufactured Housing or Commercial Permit Fees**

Additional Unit/s and/or associated ducts and vents attached thereto (over 2,500 sq ft) \$284.30

### **Unit Fee Schedule**

Note: The following includes permit issuance fee.

### **Furnaces**

For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance \$71.08

### **Appliance Vents**

For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit \$49.21

### **Repairs or Additions**

For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Mechanical Code \$71.08

### **Boilers, Compressors and Absorption Systems**

For the installation or relocation of each boiler or compressor \$114.81

### **Air Handlers**

For each air-handling unit to and including 10,000 cubic feet per minute (4,720 L/s), including ducts attached thereto \$71.08

Note: This fee does not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere in the Mechanical Code.

For each air-handling unit exceeding 10,000 cubic feet per minute (4,720 L/s) \$71.08

### **Evaporative Coolers**

### **Mobile/Manufactured Housing or Commercial Permit Fees**

For each evaporative cooler other than portable type 71.08

### **Ventilation and Exhaust**

For each ventilation fan connected to a single duct \$49.21

For each ventilation system which is not a portion of heating or air conditioning system authorized by a permit \$49.21

For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood \$49.21

**Wood or Gas Stove Insert including vent** \$82.01

**Incinerators** \$136.68

### **Miscellaneous**

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the code \$49.21

Permit fees for fuel-gas piping is as follows:

Single gas pipe repair or connection including flexible connector for up to the first 5 connections \$49.21

Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of \$2.73 ea

### **Other Inspections and Fees**

Inspections outside of normal business hours, \*per hour (minimum charge – two hours) \$191.10\*

Reinspection fees \$191.36\*

Inspection for which no fee is specifically indicated, per hour (minimum charge – one-half hour) \$191.36\*

### **Mobile/Manufactured Housing or Commercial Permit Fees**

Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge – one-half hour) \$191.36\*

For use of outside consultants for plan checking and inspections, or both. Actual Cost

For Stop Work issued (work being done without a permit) \$191.36 per hour (minimum charge – one hour)

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

### **Plumbing Permit Fees**

Permit Issuance

For issuing each permit \$174.96

### **Single Family Residential (flat fee no permit issuance fee)**

New SFR Plumbing system (up to 3 bathrooms, one kitchen, over 3/1 use unit schedule for additional fixtures) \$267.90

### **Swimming Pools\***

For each in-ground swimming pool or spa \$136.68 (fencing requirements apply)

For each above ground swimming pool over 5000 gallons \$68.34 (fencing requirements apply)

\*All pools over 24 inches in depth require approved fencing

Plumbing Permits for New Single Family Residential \$267.90

### **Unit Fee Schedule**

Note: The following requires a permit issuance fee in addition to unit fees

Gas Piping System

### **Plumbing Permit Fees**

Single gas pipe repair or connection including flexible gas connector for up to the first 5 connections	\$38.27
Multiple gas pipe repair or connections including flexible gas connectors for 6 or more connections, additional fee of	\$2.73 ea
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection)	16.40
For each building sewer and each trailer park sewer	\$38.27
Rainwater systems – per drain (inside building)	\$10.93
For each private sewage disposal system/grinder pump (when allowed)	\$82.01
For each water heater and/or vent	\$27.34
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture trap	\$22.96
For each installation, alteration, or repair of water piping and/or water treating equipment, each	\$21.87
For each repair or alteration, of drainage or vent piping, each fixture	\$21.87
For each lawn sprinkler system on any one meter including backflow protection devices therefor	\$38.27
For atmospheric-type vacuum breakers not included in lawn sprinkler system	\$38.27

### **Other Inspections and Fees**

Inspections outside of normal business hours, per hour (minimum charge – two hours)	\$191.36*
Reinspection fees	\$191.36*

**Plumbing Permit Fees**

Inspection for which no fee is specifically indicated	\$191.36*
Additional plan review required by changes, additions, or revisions to approved plans, per hour (minimum charge – one hour)	\$191.36*
For the use of outside consultants for plan checking and/or inspections	*Actual Costs
For Stop Work being issued (work being done without permit)	\$191.36

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

**Grading Plan Permit Fees** \$426.45 base fee plus \$.01 per cubic yard

**Other Inspections and Fees**

Inspections outside of normal business hours, per hour (minimum charge – two hours)	\$191.36*
Reinspection fees	\$191.36*
Inspection for which no fee is specifically indicated, per hour (minimum charge one-half hour)	\$191.36*

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

**Grading Plan Review Fees** 65 percent of the permit fee

**Other Fees**

Additional plan review required by changes, additions, or revisions to approved plans, per hour (minimum charge – one-half hour)	\$191.36*
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\* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost includes supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

**Section 3. Amendment of OMC 4.36.020.** Olympia Municipal Code Section 4.36.020 of the Olympia Municipal Code is hereby amended to read as follows:

**4.36.020 Electrical inspection and permit fees**



Applications may be submitted using the permit portal or in person. The City of Olympia follows the State of Washington Department of Labor & Industries current Fee Schedule, set forth in WAC 296-46B-906, which is hereby incorporated into this chapter by reference, as if fully set forth herein (Plus permit issuance fee). Fees are in addition to other plumbing and building fees listed in this chapter except as specified in SFR fee for plumbing and mechanical.

**A. PLAN REVIEW FEE.**

- 1. Fee is 68 percent of the electrical work permit fee including a plan review submission fee of: \$86.96
- 2. Supplemental submissions of plans per hour or fraction of an hour of review time \$103.72
- 3. Plan review shipping and handling fee \$ Actual Shipping Cost
- 4. Areas of Special Flood Hazard (For permits required by OMC 16.70) \$150

**B. OTHER INSPECTIONS.**

- 1. Inspections not covered by above inspection fees must be charged portal-to-portal per hour. \$191.36

**C. REFUND PROCESSING FEE.**

- 1. All requests for permit fee refunds will be assessed a processing fee equal to 20 percent of the original permit fee.

**Section 4. Amendment of OMC 4.40.010.** Olympia Municipal Code Section 4.40.010 of the Olympia Municipal Code is hereby amended to read as follows:

**4.40.010 Land use application review fees**

A. Commencing January 1, 2024, the following fee schedule applies.

<b>Certifications and Appealable Letters</b>	<b>Land Use and Planning Applications<sup>1</sup></b>
Independent Confirmation of Critical Areas Report	\$902 plus any consultant costs
Wetland Report prepared by City staff	\$875 plus any consultant costs
Staff Confirmation Letter for Zoning, Occupancy Status, Flood Hazard, and other similar confirmations	\$219
Staff-Researched Letter, Shoreline Permit Exemption, Land Use Approval Time Extension, Legal Lot Determination, or Appealable Opinion <sup>2</sup>	\$503
<b>Actions Independent of Development Review</b>	
Presubmission Conference	\$372 + \$67 for stormwater utility review

SEPA Review (only)	\$525
Variance (staff level)	\$328
Variance and/or Reasonable Use Exception (by Examiner)	\$1,531 + \$1,000 Hearing Examiner deposit <sup>4</sup>
<b>Code and Plan Amendments</b>	
Comprehensive Plan Amendment (post-screening without rezone)	\$2,843
Shoreline Program	\$3,499
Original Master Plan (Villages & Centers) (See OMC Chapter <a href="#">18.05</a> )	\$3,499 + \$ 140 per acre or part thereof + \$2,500 Hearing Examiner deposit <sup>4</sup>
Master Plan Revision	\$1,750 + \$1,500 Hearing Examiner deposit <sup>4</sup>
Master Plan Revision – Stormwater Utility Plan Review (area of new or replaced impervious surface)	
Level 1 (300-1,000 sf)	\$118.00
Level 2 (1,000-5,000 sf)	\$261.00
Level 3 (5,000 sf - 1 acre)	\$1,551.00
Level 4 (> 1 acre)	\$2,719.00+ \$118 each additional acre or part thereof
Development Agreement	\$4,4500 + \$2,000 Hearing Examiner deposit if referred to examiner <sup>4</sup>
Zoning and Development Code Maps or Text	\$3,499 + if a site-specific rezone, a \$1,500 Hearing Examiner deposit <sup>4</sup>
<b>Annexations</b>	
Notice of Intent to Annex	\$350
Petition to Annex	\$4,625
<b>Temporary Uses</b>	
Temporary Use Permit for three or less consecutive days	\$164
Temporary Uses for four or more consecutive days	\$383
<b>Subdivision Actions</b>	
Lot Consolidation	\$612
Boundary Line Adjustment	\$602 plus \$160 per boundary line
Preliminary Short or Large-Lot Plat	\$1,487 + \$300 per lot
Final Short or Large-lot Plat	\$973

Preliminary Long, Short, or Large-Lot Plat – Stormwater Utility Plan Review (if frontage improvements) (area of new or replaced impervious surface)	\$118.00
Level 1 (300-1,000 sf)	\$261.00
Level 2 (1,000-5,000 sf)	\$1,551.00
Level 3 (5,000 sf - 1 acre)	\$2,719.00+ \$118 each additional
Level 4 (> 1 acre)	acre or part thereof
Preliminary Long (ten or more lots) Plat	\$5,096 + \$600 per acre, or part thereof + \$2,500 Hearing Examiner deposit <sup>4</sup>
Final Long (ten or more lots) Plat <sup>3</sup>	\$4,243
Binding Site Plan	Any land use review fee; plus sum equivalent to platting fee - latter reduced by 1/2 if concurrent with initial development
Binding Site Plan – Stormwater Utility Plan Review (area of new or replaced impervious surface)	
Level 1 (300-1,000 sf)	\$118.00
Level 2 (1,000-5,000 sf)	\$261.00
Level 3 (5,000 sf - 1 acre)	\$1,551.00
Level 4 (> 1 acre)	\$2,719.00+ \$118 each additional
	acre or part thereof
Improvements deferral review by Examiner (OMC <a href="#">17.44.020(E)</a> )	\$1,968 + \$2,000 Hearing Examiner deposit <sup>4</sup>
<b>Land Use (Site Plan) Review<sup>3</sup></b>	
No new structure to 5,000 square feet new gross floor area	\$2,952
5,001 to 8,000 square feet of new gross floor area	5,249
8,001 to 16,000 square feet of new gross floor area	\$7,545
16,000 to 24,000 square feet of new gross floor area	\$10,169
24,001 or more square feet of new gross floor area	\$14,324
Land Use Review – Stormwater Utility Plan Review (area of new or replaced impervious surface)	
Level 1 (300-1,000 sf)	\$118.00
Level 2 (1,000-5,000 sf)	\$261.00
Level 3 (5,000 sf - 1 acre)	\$1,551.00
Level 4 (> 1 acre)	\$2,719.00+ \$118 each additional
	acre or part thereof

## Supplemental Actions

Traffic modeling or distribution by City staff	No charge, except any consultant fees
Additional SEPA Review (WAC <a href="#">197-11-335</a> )	No charge, except any consultant fees
Environmental Impact Statement	\$4,702 + preparation at contract rate to be determined
Design Concept Review --Board Level	\$1,367
Design Details Review-- Board Level	\$1,367
Design Review--Staff Level	\$547
Design Review--Staff Level for Single Family Detached and Accessory Dwelling Units	\$273
Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Examiner Review <sup>5</sup>	\$1,640+ \$2,000 Hearing Examiner deposit <sup>4</sup>
Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Administrative Review <sup>5</sup>	\$984
Shoreline Permit (Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance) and Conditional Use Permit Requiring Administrative or Hearing Examiner Review - Stormwater Utility Plan Review (area of new or replaced impervious surface)	
Level 1 (300-1,000 sf)	\$118.00
Level 2 (1,000-5,000 sf)	\$261.00
Level 3 (5,000 sf - 1 acre)	\$1,551.00
Level 4 (> 1 acre)	\$2,719.00+ \$118 each additional acre or part thereof
Wireless Communication Facility -- Requiring Examiner Review	\$5,030 + \$2,000 Hearing Examiner deposit <sup>4</sup> plus any consultant costs of City
Short-Term Rental Permit	\$109
Wireless Communication Facility -- Requiring Administrative Review <sup>5</sup>	\$4,046
Modification of an approved application	50 percent of standard fee plus any Examiner deposit
Impact Fee Appeal to Examiner	\$2,296 + \$500 Hearing Examiner deposit <sup>4</sup>
Other Appeal to Examiner	\$1,422

Appeals to Council (only if authorized)	\$547
Request for Reconsideration or Clarification by Examiner (OMC <a href="#">18.75.060</a> and 070)	\$355 + \$500 Hearing Examiner deposit <sup>4</sup>

**Historic Rehabilitation Tax Exemption**

Commercial	\$962
Residential	\$284
Technology Fee – applicable to all planning applications	4.0 percent of planning fee

**Multi-Family Tax Exemption**

Application Fee	\$1,000 + \$75 per unit up to \$5,000
Request for Extension of Conditional Certificate	\$150
Appeal to Examiner	\$1,420

Resubmittal Fee 50% of application fee starting with second resubmittal after the initial application

NOTES:

1. Additional fees may be applicable, including tree plan and engineering fees.
2. Staff certification or researched letter fees, and need for third-party consultation are at the discretion of the Director or designee.
3. There is no extra charge for Planned Residential Development Approval.
4. Where Examiner deposit is required, applicant is responsible and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.
5. Fee is in addition to any applicable Land Use Review Fee.

**Section 5. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerk errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 6. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances remains unaffected.

**Section 7. Ratification.** Any act consistent with the authority and prior to the effective this Ordinance is hereby ratified and affirmed.

**Section 8. Effective Date.** This Ordinance takes effect five days after publication.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**