TOWN OF COUPEVILLE
Coupeville, Washington

**ORDINANCE NO. 705**

**AN ORDINANCE OF THE TOWN OF COUPEVILLE, WASHINGTON, SETTING VARIOUS USER FEES AND CHARGES FOR 2013 FOR PERMITS, SERVICES, AND PROCEDURES ADMINISTERED BY THE TOWN STAFF AND REPEALING ORDINANCE 697.**

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**WHEREAS**, certain user fees and charges are required and imposed by the Town of Coupeville for permits and services in the conduct of its municipal services and business; and

**WHEREAS**, the Town Council has adopted Fiscal Policy #5 which reads, "User fees are adopted annually at the Council level, and are designed to cover the costs of the service unless the Council decides to subsidize the cost"; and

**WHEREAS**, the Town Council considers the fees and charges adopted for 2012 to be adequate, reasonably related to the cost of providing such municipal services and are otherwise appropriate for 2013.

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF COUPEVILLE, WASHINGTON, DO ORDAIN** as follows:

Section 1
The fees and charges in Attachment A General Fees Schedule; Attachment B Chapter 16 Fee Schedule; Attachment C Building Permits Fee Schedule (C) are hereby adopted and shall be in force for the calendar year 2013.

Section 2
Ordinance No. 697 is hereby repealed for the reason that it is replaced by this ordinance .

Section 3
This ordinance shall become effective January 1, 2013.

**PASSED** by the Town Council and **APPROVED** by the Mayor on this 27th day of November, 2012.

MAYOR

Nancy Conard

Nancy Conard, Mayor

APPROVED AS TO FORM

Grant K. Weed

Grant K. Weed, Town Attorney

ATTEST

Judy A. Thomas

Judy A. Thomas, Clerk-Treasurer

Published: 12-6-12

W/CP/Ord 705 - 2013 Fee Schedule

## Attachment "A"
## General Fees Schedule

| | |
|---|---|
| Adult Business License: | |
| Initial | $1,000 – First Time |
| Renewal | $500 - Annually |
| Amusement Center License | $500 |
| Burglary/Fire False Alarm | |
| First Response | Free |
| Second Response | Free – With Notification |
| Third or Subsequent Response | $100 |
| Cabaret License | $50 Annually |
| Comprehensive Plan copy | $40 |
| Development Regulations copy | $20 |
| Dog Impound Fees: | |
| First Impound | $30 + $5/day |
| Second Impound | $55 + $5/day |
| Third or Subsequent Impound | $105 + $5/day |
| Dog License: | |
| Regular | $25 - Annually |
| Spayed/Neutered | $10 - Annually |
| Replacement Tag | $5 |
| Potentially Dangerous Dog | $100 - Annually |
| Dangerous Dog | $200 - Annually |
| Fire Inspection: | |
| 0 - 1000 square feet | $50 - Annually |
| 1001 - 2500 square feet | $70 - Annually |
| 2501 - 5000 square feet | $100 - Annually |
| Over 5000 square feet | $150 & $50 per hour - Annually |
| Re-inspection beyond the second inspection | $50 |
| Mobile Vendor License | |
| Initial License | $300 – First Time |
| Renewal | $100 - Annually |
| NSF Check Fee | $20 |
| Occupancy Permit – Commercial | $100 |
| Photocopying | $.15 per copy |
| Copy video tape & DVD's | $25 |
| Copy cassette tape | $25 |
| Police Accident Report | $7 |
| Rentals: Recreation Hall | $50 for 4 hours, $15/hr after that, max $100; plus $50 for use of Kitchen |
| Pavilion | $25 for 3 hours, $10/hr after that, max $50 |
| Salal Permit | $100 |
| Street Vacate | $500 |
| Stormwater Management Permit: | |
| Small Parcel - Residential | $100 |
| Small Parcel – Commercial | $200 |
| Large Parcel (Erosion-storm water quality/rate) | $500 – Plus Engineering Costs |
| Taxicab License: | |
| Initial | $100 + $50/driver |
| Renewal | $50 + $25/driver |
| Transient Merchant License | $50 Daily |
| Vacation Checks | Free |
| Work on Town Right-of-Way: | |
| Permit - Residential | $100 |
| Permit - Commercial | $200 |
| Inspections | $50 Per Inspection |
| Yard Sale Permits | Free |

## Attachment "B" – Page 1 of 2
## Chapter 16 Fee Schedule

| Land Use Action | Fee |
|---|---|
| Accessory Dwelling Review | $350 |
| Amendments to Approved Actions | $300 |
| Appeals to Council | $250 |
| Binding Site Plan | |
| Preliminary Plat | $3,000 - Plus $250 per unit & Engineering Costs |
| Final Plat | $1,000 - Plus $250 per unit & Engineering Costs |
| Boundary Line Adjustment | $250 |
| Clearing & Grading – Up to 6 Trees | $250 (additional trees $50 each – Maximum $500) |
| Code Amendment (Rezone) | $750 |
| Conditional Use Permit | |
| Residential Zones | $500 |
| Non-Residential Zones | $1,500 |
| **Design Review Fees** | |
| Residential - Non Historic | |
| Level A | $ 50 |
| Level B | $100 |
| Level C - Decision | $150 |
| Residential - Historic | |
| Level A | $ 50 |
| Level B | $100 |
| Level C - Decision | $150 |
| Residential - Historic - Commercial | |
| Level A | $ 50 |
| Level B | $150 |
| Level C - Decision | $200 |
| Non-Residential (including mixed use) | |
| Historic – Commercial | |
| Level A | $250 |
| Level B | $375 |
| Level C - Decision | $500 |
| Redevelopment | |
| Level A | $250 |
| Level B | $375 |
| Level C - Decision | $500 |
| Building Complex – New Level C | |
| Level C | $2,500 plus $250/building |
| Multi-Family – Building Complex - New | |
| Level A | $250 |
| Level B | $500 |
| Level C - Decision | $2,500 plus $250/building |
| Agriculture | |
| New Structures | |
| Level A | $ 50 |
| Level B | $150 |
| Level C - Decision | $300 |
| Heritage Farm Plan | |
| Level B | $500 |
| Land Development Applications | |
| All Types* | |
| Level B | $150 |

| | |
|---|---|
| **Design Review Fees** - *Continued* | |
| Land Development Applications - *Continued* | |
| Level C - Decision | $300 |
| Level D – HPC Recommendations | $300 |
| Demolition/Relocation | |
| Historic Demolition | |
| Level C - Decision | $1,000 plus SEPA |
| Historic Relocation | |
| Level C - Decision | $500 |
| Special Valuation | |
| All Types | |
| Level C - Decision | $50 |
| EIS Preparation | $2,000 - Plus Direct Costs |
| Home Occupation | |
| 1. Class I | $250 |
| 2. Class II | $500 |
| Latecomers Agreement | $2,000 Plus Town Engineer & Attorney Fees |
| Planned Unit Development | |
| 1. Outline Plan | $500 |
| 2. Detail Plan | $3,000 - Plus $250 per unit & Engineering Costs |
| 3. Final Plan | $1,000 |
| SEPA Review | $600, includes publication costs |
| **Shoreline Permits** | |
| 1. Residential | |
| a. Exemption | $250 |
| b. Substantial Development Permit | $750 |
| 2. Non- Residential | |
| a. Exemption | $250 |
| b. Substantial Development Permit | $1,000 |
| 3. Variance | $750 |
| 4. Conditional Use Permit | $750 |
| Short Plat – 1 to 4 lots | |
| Preliminary Plat | $500 - Plus $50 per lot & engineering costs |
| Final Plat | $250 |
| Sign Permit | ~~$50~~ No Fee effective 1/1/2012 |
| Sign Variance | $100 |
| Special Flood Hazard Area Development | $250 |
| Subdivision – 5 or more lots | Subdivision – 5 or more lots |
| Preliminary Plat | $3,000 – Plus $250 per lot & Engineering Costs |
| Final Plat | $1,000 |
| Variance | |
| Residential Zone | $375 |
| Non-Residential Zone | $750 |

**Attachment "C" – Page 1 of 4**
**Building Valuation Schedule**

| | | |
|---|---|---|
| Dwelling: construction | $165.00 | Per sf |
| Modular dwelling | $125.00 | Per sf |
| Moved dwelling | $70.00 | Per sf |
| Remodel** | $165.00 | Per sf |
| Additions | $165.00 | Per sf |
| Sunrooms | $125.00 | Per sf |
| Basement – finished | $165.00 | Per sf |
| Basement – semi-finished | $75.00 | Per sf |
| Basement – unfinished | $50.00 | Per sf |
| Foundation only – standard perimeter | $20.00 | Per l.f. |
| Foundation only – basement | $125.00 | Per l.f. |
| Foundation only – slab on grade | $10.00 | Per l.f. |
| Carports | $50.00 | Per sf |
| Garage or barn | $80.00 | Per sf |
| Decks | $25.00 | Per sf |
| Decks – covered | $40.00 | Per sf |
| Pole barn | $40.00 | Per sf |
| Fences over 6' high | $19.00 | Per l.f. |
| Swimming pools | $40.00 | Per s.f. |
| Bulkheads – concrete to 4 feet | $88.00 | Per l.f. |
| Bulkheads – concrete over 4 feet | $110.00 | Per l.f. |
| Bulkheads – wood | $50.00 | Per l.f. |
| Non-residential sprinkler system | $3.50 | Per s.f. |
| Mobile Homes (in parks) permit fees | $100.00 | * |
| Re-roof (>10 squares) | $40.00 | * |
| Tear-Off/Re-sheath/Re-roof | $50.00 | +$3.50/square |
| Re-roof – small roof (<10 squares) | $25.00 | * |
| Removing or demolition – S.F.R. Non-Historic | $40.00 | * |
| *Underground tank decommissioning* | $55.00 | * |

*Permit Fees-See Attachment "C" page 2 for additional fees for special inspections and reinspection costs, etc.
Building Valuation costs are determined by the Building Official based on the best available regional information and adjusted annually. Plan review fees will be added to all applicable structures at the rate of 65% of the building permit fee.

There is a $4.50 state building code fee charged to all building permits. An additional fee of $2.00 shall be imposed for each dwelling unit after the first unit.
** Remodel Valuation shall be based on extent of work proposed per Attachment "C" Page 4 of 4.

**Building Permit Fee Schedule**

| TOTAL VALUATION | FEE |
|---|---|
| $1.00 to $500.00 | $40.00 |
| $501.00 to $2,000.00 | $40.00 for the first $500.00 plus $5.00 for each additional $100.00, or fraction thereof, to and including $2,000.00 |
| $2,001.00 to $40,000.00 | $115.00 for the first $2,000.00 plus $12.00 for each additional $1,000.00, or fraction thereof, to and including $40,000.00 |
| $40,001.00 to $100,000.00 | $571.00 for the first $40,000.00 plus $10.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00 |
| $100,001.00 to $500,000.00 | $1,171.00 for the first $100,000.00 plus $8.00 for each additional $1,000.00, or fraction thereof, to and including $500,000.00 |
| $500,001.00 to $1,000,000.00 | $4,371.00 for the first $500,000.00 plus $5.00 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00 |
| $1,000,001.00 + | $6,871.00 for the first $1,000,000.00 plus $3.00 for each additional $1,000.00, or fraction thereof |
| | |

Other Inspections and Fees:

1) Inspections outside of normal business hours..... .....$75.00 per hour[1]
   (Minimum charge – two hours)
2) Re-inspection fees assessed under provisions of Section 305.8.....$75.00 per hour[1]
3) Inspections for which no fee is specifically indicated..... ...$75.00 per hour[1]
   (Minimum charge – one-half hour)
4) Additional plan review required by changes, Additions or revisions to plans.....$75.00 per hour[1]
   (Minimum charge – one-half hour)
5) For use of outside consultants for plan checking and Inspections, or both .....Actual costs[2]

**Building permit fees and plan review fees <u>do not include</u> fees for : Engineering, planning, public works, nor any board or commission of the Town of Coupeville.**

[1] Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
[2] Actual costs include administrative and overhead costs.

## Attachment "C" – Page 3 of 4
## Building Permit Fee Schedule
## APPLICATION FOR PLUMBING AND MECHANICAL PERMIT

Permit # _____ Date: _____ Receipt #_____

Owner's Name: _____
*Mailing* Address: _____ Phone: (____)_____
_____
City State Zip

***Site*** Address: _____ Local Phone: (____)_____
_____

**Parcel / Tax I.D.#:**_____
**Type of Structure**:_____
Mechanical Contractor: _____ Key #:_____
Address: _____

Plumbing Contractor: _____ Phone: (____)_____
Address: _____ Lic. #
_____

1. Has this building been previously heated? _____
2. Is this for a mobile home? _____
3. Please attach a floor plan indicating location of proposed fixtures.
_____

Phone: (____)_____
Lic. #:

**PLUMBING:** Type of fixtures @ $10.00 per fixture

_____ Toilet/Bidet
_____ Bathtub / Shower Combo/Shower Stall
_____ Bathroom Sink
_____ Kitchen Sink / Disposal
_____ Dishwasher
_____ Hot Water Heater
_____ Laundry Washer
_____ Laundry Sink
_____ Wet Bar Sink
_____ Spa / Jacuzzi Tub
_____ Floor Sink or Drain
_____ Waste Interceptor
____ **TOTAL FIXTURES**

_____ Building Sewer @ $10.00
____ Grease Trap @ $10.00Ea
_ Lawn Sprinkler @ 10.00 + $1.00/sprinkler
Backflow Device @$10.00Ea.

_____

= $_____Total Fixtures x $10.00
+ $ 30.00 Basic Permit Fee
= $_____ **TOTAL FEE**

**MECHANICAL:**

| | | |
|---|---|---|
| _____ | Ventilation Fans | @ $ 7.00 Ea |
| _____ | Appliance Vents | @ $ 7.00Ea |
| _____ | Range Hood | @ $ 11.00 Ea |
| _____ | Wall Heaters | @ $15.00 |
| _____ | F.A. Furnace | @ $20.00 |
| _____ | Baseboard | @ $15.00 |
| _____ | Fireplace or Woodstove | @ $20.00 Ea |
| _____ | Pellet Stove | @ $15.00 Ea |
| _____ | Propane Tank | @ $11.00 Ea |
| _____ | Gas / Propane Piping Syst | @ $ 5.00 |
| _____ | Repairs & Additions | @$14.00 |
| _____ | Heat Pump | @$15.00Ea |
| | Ductless Unit | @10.00Ea |
| _____ | Air Handler | @15.00Ea. |

Other_____ _____
$_____

Total Fixture Fee $ 30.00
Permit Fee +

**TOTAL FEE** = $_____

# REMODEL VALUATION
## TOWN OF COUPEVILLE

| Extent of Alteration | Percent of Building Valuation[i] | Definition[ii] |
|---|---|---|
| | | |
| Minor | 30% | • Addition, removal or repair of some walls or partitions.<br>• Minor mechanical, electrical or plumbing work such as remodeling of bathrooms or kitchens<br>• Some refinishing of existing walls, ceilings and floors<br>• Replacement of 4 or less windows<br>• Replacement of ceiling grid |
| | | |
| Major | 60% | • Addition or removal of many walls<br>• Extensive mechanical, electrical or plumbing work<br>• Significant refinishing of walls, ceilings and floors<br>• Replacement of more than 4 windows<br>• Limited structural modification |
| | | |
| Full | 80% | • Demolition of all non-structural portions leaving a structural shell<br>• Installation of new or substantial replacement of mechanical, electrical or plumbing<br>• Significant structural upgrading<br>• Extensive structural repair |
| | | |

[i] Percentage of new construction valuation per Town of Coupeville Valuation Schedule

[ii] The extent of alteration includes one or more of the listed items. The floor area will be calculated based on the entire area of the rooms where alterations are proposed. If a project has areas for which it is reasonable to distinguish as being of different categories, it is appropriate to calculate the areas separately to develop valuation.

**RE: Legal Notice** – An ordinance of the Town of Coupeville, Washington setting 2013 user fees for permits, services, and procedures administered by the Town staff

TOWN OF COUPEVILLE
ORDINANCE 705

Ordinance 705 sets various user fees and charges for 2013 permits, services, and procedures administered by the Town staff. Passed November 27, 2012. Full text will be mailed upon request.

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