

TOWN OF PORTOLA VALLEY

Fee Schedule



**Adopted by the Town Council
August 14, 2019**

Town of Portola Valley
Fee Schedule
TABLE OF CONTENTS

ADMINISTRATIVE FEES & PERMITS 3

PLANNING FEES & PERMITS 6

BUILDING FEES & PERMITS 9

PUBLIC WORKS ENGINEERING & PERMIT FEES 19

Administrative Fees & Permits

Activity	Current Fee
Banner/Sign Fee	\$29
Business License	
a) Fixed place of business within Portola Valley	\$117
i) Employee Fee 30+ hours week	\$23 each/per year
ii) Employee Fee 15-30 hours week	\$12
b) Not Fixed place of business	
i) General Contractor (3 or more subcontractors)	\$469
ii) General Contractor (less than 3 subcontractors)	\$117
iii) Subcontractor	\$117
iv) General License/Home Occupation	\$117
Classes	
a) Town registration fees	20% of fees received
b) Insurance (if supplied by the Town)	
i) Non-Sports Instruction	Current carrier rate
ii) Sports Instruction	Current carrier rate
Copying Fees	
a) Compact Disc (CD)/Flash Drive Copying	\$12 per CD
b) Paper Documents	\$0.29 per copy
Electric Vehicle Charging Station	
a) First hour	Free
b) Each additional hour (at cost, not to exceed)	\$12 per hour

Facility Rental Fees/Deposits

a) Community Hall

- i) Resident Only Fee **\$2,500** per day
- ii) Deposit **\$1,000**

b) Community Hall – Memorial Service

- i) Current/Past Resident Only **\$1,025** per day
- ii) Deposit **\$500**

c) Community Hall – Local Non-profit within Town limits

- i) No Fundraiser **No charge**
- ii) No Fundraiser – Deposit **\$1,000**
- iii) Fundraiser **\$920**
- iv) Fundraiser – Deposit **\$1,000**

d) Alder or Buckeye Room minimum rental = 2 hours meetings; 4 hours parties

- i) Resident Fee **\$100** per hour
- ii) Deposit **\$250**

e) Kitchen (must rent with room)

- i) Rented with Community Hall **No charge**
- ii) Rented with Alder or Buckeye Room -- Resident **\$100** per event
- iii) Deposit **\$100**

f) Redwood Grove (Weddings only)

- i) Resident Fee **\$155** per event
- ii) Deposit **\$100**

Horse Permit

- a) New **\$59** per horse/year
- b) Renewal – Residential **\$18** per horse/year
- c) Renewal – Commercial **\$23** per horse/year

Sport User Fees

a) Town Fields

- i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory) **\$0** no fees/no deposit

ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$40	per person/season
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$60	per person/season
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$60	per person/season
v) Local Organized Adult Clubs (PV Soccer Club)	\$90	per person/season
vi) Deposit for ii. through v. above	\$500	

b) Private Parties, Picnics, Pick-up Games

i) Local Informal Groups	\$3	per person/use
ii) Deposit - 50 or fewer	\$100	
iii) Deposit - greater than 50	\$500	

c) Commercial Use (clinics and classes)	15%	of gross revenue
i) Deposit	\$500	

d) Picnic Spaces (next to Little Peoples' Park – Town Center)	\$3	per person/use
i) Deposit	\$100	

e) Ford Field Parking Lot	\$100	
i) Deposit	\$100	

Special Events Permit

a) Litter Deposit	\$117	
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Credit Card Fees

Fees paid by credit card or other payment platform may be subject to third party transaction or other fees.

The Town is adding options that allow users to make payments by credit card and other convenient payment platforms. People who elect to use these types of payment options will be responsible for paying any transaction fees or similar expenses incurred by the Town in connection with such payment.

Planning Fees & Permits

Activity	Deposit	Current Fee
Pre-Application Meeting	\$500	\$709
Architectural Review		
a) New Residence	\$3,000	\$1,365
b) Guest House/Addition	\$2,000	\$808
c) Amendment	\$2,000	\$410
Site Development Permit		
a) 51-100 Cubic Yards	\$1,500	\$1,283
b) 101-1,000 Cubic Yards	\$1,500	\$2,735
c) Greater than 1,000 Cubic Yards	\$2,000	\$3,467
Conditional Use Permit		
a) Standard	\$5,000	\$4,861
b) Planned Unit Development	\$5,000	\$7,298
c) Amendment	\$5,000	\$2,437
d) Cannabis	\$5,000	\$804
Variance	\$3,000	\$2,876
Lot Line Adjustment	\$3,000	\$1,968
Geology Review		
a) Building Permit	none	\$305
b) Map Modification	\$2,000	\$1,218
c) Deviation	\$2,000	\$1,066
Subdivision Preliminary Map	\$5,000	\$3,737
Subdivision - Tentative Map	\$5,000	\$5,699
Subdivision - Final Map	\$2,000	\$1,628
Map Time Extension	\$1,000	\$457

Tentative Map Amendment	\$2,000	\$914
Final Map Revision	\$5,000	\$914
Certificate of Compliance	\$3,000	\$1,892
Environmental - Initial Assessment	\$5,000	\$410
Environmental - Negative Declaration	\$10,000	\$1,218
General Plan Amendment	\$5,000	\$4,053
Zoning Ordinance Amendment	\$5,000	\$2,027
Fence Permit		
a) Horse Fence	none	\$129
b) All Other Fences	none	\$275
Tree Removal Permit	none	\$82
Residential Data Report	none	\$129
Allowed Floor Area Calculation	none	\$129
Temporary Occupancy Permit	none	\$1,511
Appeal	\$2,000	\$6,296
Photovoltaic System	none	\$59
Temporary Gas or Electrical	\$500	
Plan Review/Revisions		Per hour as billed
Zoning Permit/Fee		
a) Permit	\$1,000	\$369

In addition to the fixed administrative fees, planners' time spent on processing planning entitlements shall be billed at an hourly rate of \$165 and withdrawn from a deposit account held by the Town. In connection with a planning application, Applicant shall post an initial deposit amount as listed in this municipal fee schedule. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Planning project applications shall be subject to a Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

Building Fees & Permits

Activity	Current Fee
Construction & Demolition Recycling	
a) Demo Debris	\$217
b) Construction Debris	\$217
c) Demo & Construction Debris	\$433
Commercial	
Commercial without Interior Improvements	
a) Less than 1,000 square feet	
	Deposit based on valuation
i) Plan Check	
	Deposit based on valuation
ii) Inspection	
b) Greater than 1,000 square feet	
	Deposit based on valuation
i) Plan Check	
	Deposit based on valuation
ii) Inspection	
Commercial with Interior Improvements	
a) Less than 1,000 square feet	
	Deposit based on valuation
i) Plan Check	
	Deposit based on valuation
ii) Inspection	
b) Greater than 1,000 square feet	
	Deposit based on valuation
i) Plan Check	

ii) Inspection **Deposit based on valuation**

Commercial Tenant Improvements

a) Less than 1,000 square feet

i) Plan Check **Deposit based on valuation**
ii) Inspection **\$1,031**

b) Greater than 1,000 square feet

i) Plan Check **Deposit based on valuation**
ii) Inspection **\$1,769**

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

Commercial Repair

a) Less than 1,000 square feet

i) Plan Check **Deposit based on valuation**
ii) Inspection **\$586**

b) Greater than 1,000 square feet

i) Plan Check **Deposit based on valuation**
ii) Inspection **\$1,183**

Commercial Barn/Stable

i) Plan Check **Deposit based on valuation**
ii) Inspection **\$1,183**

Residential

Custom Residence Without Basement

a) 5,000 square Feet or Less

	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$3,690

b) Greater than 5,000 Square Feet

	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$4,422

Custom Residence With Basement

a) 5,000 square Feet or Less

	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$5,160

b) Greater than 5,000 Square Feet

	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$5,160

Addition

a) 500 Square Feet or Less

i) Plan Check	\$445
ii) Inspection	\$1,476

b) 501-1,000 Square Feet

i) Plan Check	\$879
ii) Inspection	\$2,062

c) Greater than 1,000 Square Feet

	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$2,659

Detached Second Unit

a) 750 Square Feet or Less

i) Plan Check	\$1,183
ii) Inspection	\$2,062

b) Accessory Building (e.g. Cabana)

i) Plan Check	\$879
ii) Inspection	\$1,183

Detached Unit (Other)

a) Garage/Workshop - 1,000 Square Feet or Less

i) Plan Check	\$879
ii) Inspection	\$1,031

b) Carport

i) Plan Check	\$586
ii) Inspection	\$738

Detached Unit (Other) -- Cont.

c) Barn/Stable

i) Plan Check	\$879
ii) Inspection	\$738

Bathroom Remodel

a) Bathroom with Structural

	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$1,183

b) Bathroom without Structural

i) Plan Check	\$152
ii) Inspection	\$879

Kitchen Remodel

a) Kitchen with Structural

	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$1,183

b) Kitchen without Structural	
i) Plan Check	\$152
ii) Inspection	\$879

Minor Repair (e.g. Deck)

a) Without Plan Check	
i) Inspection	\$293
b) With Plan Check	
i) Plan Check	\$152
ii) Inspection	\$445

Remodel with Structural

a) 0-500 Square Feet	
	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$1,183

b) 501-1,000 Square Feet	
	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$1,476

c) 1001-1,500 Square Feet	
	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$1,769

d) 1,501-2,000 Square Feet	
	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$2,355

e) 2,001 - 3,000 Square Feet	
	Deposit based on valuation
i) Plan Check	
ii) Inspection	\$2,659

f) 3,001-4,000 Square Feet

**Deposit based on
valuation**

i) Plan Check

ii) Inspection

\$2,952

Remodel without Structural

a) 0-500 Square Feet

i) Plan Check

ii) Inspection

\$293

\$879

b) 501-1,000 Square Feet

i) Plan Check

ii) Inspection

\$586

\$1,183

c) 1001-1,500 Square Feet

i) Plan Check

ii) Inspection

\$879

\$1,476

d) 1,501-2,000 Square Feet

i) Plan Check

ii) Inspection

\$1,031

\$1,769

e) 2,001-3,000 Square Feet

i) Plan Check

ii) Inspection

\$1,183

\$2,062

f) 3,001-4,000 Square Feet

i) Plan Check

ii) Inspection

\$1,324

\$2,355

Mobile Home Installation

a) With Foundation

i) Plan Check

ii) Inspection

\$445

\$445

b) Without Foundation

i) Plan Check

ii) Inspection

\$152

\$293

Foundation Repair

a) 35 Linear Feet or Less	
i) Plan Check	\$293
ii) Inspection	\$445

b) Greater Than 35 Linear Feet	
i) Plan Check	\$586
ii) Inspection	\$738

Stucco/Siding

a) 500 Square Feet or Less	
i) Plan Check	\$152
ii) Inspection	\$293

b) 501-1,000 Square Feet	
i) Plan Check	\$152
ii) Inspection	\$445

c) Greater than 1,000 Square Feet	
i) Plan Check	\$293
ii) Inspection	\$586

Re-Roofing

a) 1,000 Square Feet or Less	
i) Plan Check	\$105
ii) Inspection	\$445

b) 1,001-3,000 Square Feet	
i) Plan Check	\$105
ii) Inspection	\$445

Re-Roofing (cont.)

c) Greater than 3,000 Square Feet	
i) Plan Check	\$105
ii) Inspection	\$738

Doors and Windows

a) Five or Less	
i) Plan Check	\$152
ii) Inspection	\$293

b) More than Five	
i) Plan Check	\$152

ii) Inspection \$445

Swimming Pool (In Ground)

i) Plan Check \$879

ii) Inspection \$738

Spa

a) In Ground

i) Plan Check \$445

ii) Inspection \$586

b) Above Ground (Prefabricated)

i) Plan Check \$293

ii) Inspection \$322

Demolition

i) Plan Check \$53

ii) Inspection \$293

Retaining Wall

a) Four Feet High or Less

i) Plan Check \$105

ii) Inspection \$445

b) Greater than Four Feet High

i) Plan Check \$217

ii) Inspection \$738

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(ASSOCIATED WITH NEW CONSTRUCTION PERMITS)**

Permit Application Fee (applies to all permits)

a) For Initial Permit \$76

b) For Each Additional Permit \$35

Plumbing (per s.f) \$0.53

Mechanical (per s.f) \$0.47

Electrical (per s.f) \$0.53

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(STAND-ALONE)**

Permit Application Fee (stand-alone projects)	
a) For Initial Permit	\$29
b) For Each Additional Permit	\$29
Water Heater Permit Fee	\$47
PER UNIT FEES -- ELECTRICAL	
Temporary Power Pole	\$105
Electrical Service	
a) 100-400 Amps	\$217
b) Greater than 400 Amps	\$322
Subpanel	\$53
Electrical Associated with a Pool/Spa	\$217
Generator	\$217
PER UNIT FEES -- MECHANICAL	
Furnace	\$53
Condensor (Evaporative Cooler)	\$53
Boiler	\$53
Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator	\$105
PER UNIT FEES -- PLUMBING	
Water Service	\$105
Backflow Device	\$53
Water Piping	\$105
Sewer Line	\$105

Drain-Waste Vent (1-5 Fixtures)	\$105
Gas Piping (1-5 Outlets)	\$105
Earthquake Shut-off Valve	\$53
Pool/Spa Plumbing	\$217

ITEMS NOT LISTED IN THIS SCHEDULE

Fee Per Inspection Required	\$53
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Strong Motion Instrumentation & Seismic Hazard Mapping Fee

a) Residential

i) Valuation over \$5,000	.0001 x valuation	per State
ii) Valuation under \$5,000	\$0.50	

b) Commercial

i) Valuation over \$2,381	.00021 x valuation	per State
ii) Valuation under	\$0.50	

California Building Standards Commission Fee

a) Every \$25,000 or fraction thereof	\$1 per \$25,000 valuation	per State
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In addition to the fees enumerated above, planners' time spent on processing building permit applications for projects that required ASCC review shall be billed at an hourly rate of \$165 and withdrawn from a deposit account held by the Town. In connection with a building permit application, Applicant shall post an initial deposit amount of \$1,000. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Building permit applications that were subject to ASCC approval shall be subject to a Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

Public Works/Engineering & Permit Fees

Activity	Current Fee
Driveway Connection to Street	
a) Application	\$275
b) Plan Review	\$88
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit*
 Utilities	
Regular Utility Maintenance Connect / Disconnect	
a) Application	\$275
b) Plan Review	\$88
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$1,000
Contract Inspector	initial deposit*
 Utility Main / Capital Project	
a) Application	\$275
	Actual cost
b) Plan Review	with
	\$95-\$2,500
	initial deposit*
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$500-\$2,000
Contract Inspector	initial deposit*
 Other projects including without limitation:	
Right-of-way, landscaping, fences, and investigations	
a) Application	\$35
b) Plan Review	\$88
c) Inspection	
Town Staff	Actual cost with
Contract Engineer	\$95-\$1,000
Contract Inspector	initial deposit*

Additional Plan Review or Inspection - Hourly

Town Staff	Actual cost
Contract Engineer	\$217
Contract Inspector	\$111

Clean Up or Repair to Town Property **Actual cost**

Deposits

* Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required and project timeline.

Projects/Services Not Listed on Fee Schedule

For services requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, the Town Manager or his/her designee shall determine the appropriate fee based on the hourly rates for staff time involved in the service or activity.

Hourly rates for Town staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs; except the planning hourly rate shall be \$165.