



CITY OF LAGUNA WOODS

BUILDING, PLANNING, ENCROACHMENT AND GRADING PERMIT FEE STUDY

JUNE 2026



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CLEARSOURCEFINANCIAL.COM

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June 2026

CITY OF LAGUNA WOODS

Attention: Chris Macon | City Manager
24264 El Toro Road
Laguna Woods, California 92637

BUILDING, PLANNING, ENCROACHMENT AND GRADING PERMIT FEE STUDY

Dear Mr. Macon:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Laguna Woods.

Please refer to the Executive Summary for the key findings of the analysis. The balance of the report and its appendix provides the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Madsen", is written over a light blue horizontal line.

TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING

PHONE: 831.288.0608

EMAIL: TMADSEN@CLEARSOURCEFINANCIAL.COM

STUDY OVERVIEW

The purpose of this study is to identify the City's current cost of providing fee-related services and activities and to update the City's Schedule of User and Regulatory Fees (fee schedule). Any fee updates adopted as part of this study are intended for use during Fiscal Year 2026-27. Recovering the costs of providing fee-related services directly supports the City's fiscal sustainability.

The fee schedule is intended to be reviewed annually, with staff conducting periodic studies to identify the City's cost of providing fee-related services based on current labor rates and service delivery methods.

Annual review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all Laguna Woods residents and businesses, such as public safety, and public works services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multiyear period.
- Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

At its conclusion, this study proposes for City Council review and consideration at a public hearing a new **Schedule of User and Regulatory Fees** for application in Fiscal Year 2026-2027 and annual updates in subsequent years.



COST RECOVERY POLICY AND PRACTICE

City staff annually review user and regulatory fees as part of the City's normal course of operations. Periodically, comprehensive fee studies are performed to calculate the City's costs of providing fee-related services.

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service**. When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Generally, **fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees**. The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

FEES EXAMINED AS PART OF THIS STUDY

Fees examined as part of this study include, but are not limited to:

- Building Fees, such as permitting of new construction or modifications to existing structures
- Planning Fees, such as entitlement review and review for compliance with the zoning code
- Engineering Fees, such as encroachment and grading permitting

FEES, FINES, AND TAXES NOT EXAMINED

Fees, fines, and taxes NOT examined as part of this study include:

- Assessments
- Development Impact Fees
- Fines or Penalties
- Taxes

These items are subject to different approval thresholds or are not subject to the same cost of service limitations as the fees examined as part of this study. Consequently, they are specifically excluded from the scope of this study.



OVERVIEW OF FINDINGS AND RECOMMENDATIONS

The following table summarizes the primary changes the City Council is being asked to consider as part of this study.

Table 1 – Summary of Changes to Fees Examined

Description	Count	Percentage
Fees Proposed to Remain Unchanged	22	15%
Fees Proposed to Increase by 4% or Less	102	70%
Fees Proposed to Increase between 5% and 10%	15	10%
Fees Proposed to Increase by More than 10%	0	0%
Fee Structure Modifications	5	4%
New Fees	2	1%
Total Fees Examined	146	100%

Fees Proposed to Remain Unchanged

- Fifteen percent (15%) of fees are proposed to remain unchanged. Fees proposed to remain unchanged currently recover the City's costs of service, are initial deposit amounts, or are limited by the State of California.

Fees Proposed to Increase by 4% or Less

- Seventy percent (70%) of fees are proposed to increase by 4% or less. The proposed changes range from 1% - 2% fee increases.

Fees Proposed to Increase by 5% to 10%

- Ten percent (10%) of fees are proposed to increase by 5% to 10%. The changes are limited to City fees for current planning services. The proposed adjustments are intended to recalibrate fees to reflect current costs of service and avoid degradation of cost recovery levels that would occur if fees remain unchanged.

Fees Proposed to Increase by More than 10%

- There are no proposed fee adjustments in excess of ten percent (10%).

Fee Structure Modifications

- Five (5) fees are proposed for restructuring to allow for enhanced correlation between the service provided and the fee for service. For example, instead of having a deposit-based fee for service, the City may elect to modify the fee structure to a fixed fee structure. In these instances fees may decrease, remain unchanged, or increase depending on the project criteria.

New Fees

- Two (2) new fees are proposed

Table 2 – New Fees

Description	Count	Overview
Building Fee	1	Fee for solar permits issued via SolarApp+ permit processing system. These fees are calculated via the SolarApp+ portal. The fees vary based on project application criteria.
Building Fee	1	Electric Vehicle Charger Installation: The fee schedule will now specifically identify fees associated with installation of electric vehicle charger(s).
Total	2	

DETAILED COST OF SERVICE INFORMATION

Detailed cost of service information is included [Appendix I](#) of this report.

LEGISLATIVE GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- ▶ A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- ▶ A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- ▶ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- ▶ A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- ▶ A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- ▶ A charge imposed as a condition of property development.
- ▶ Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

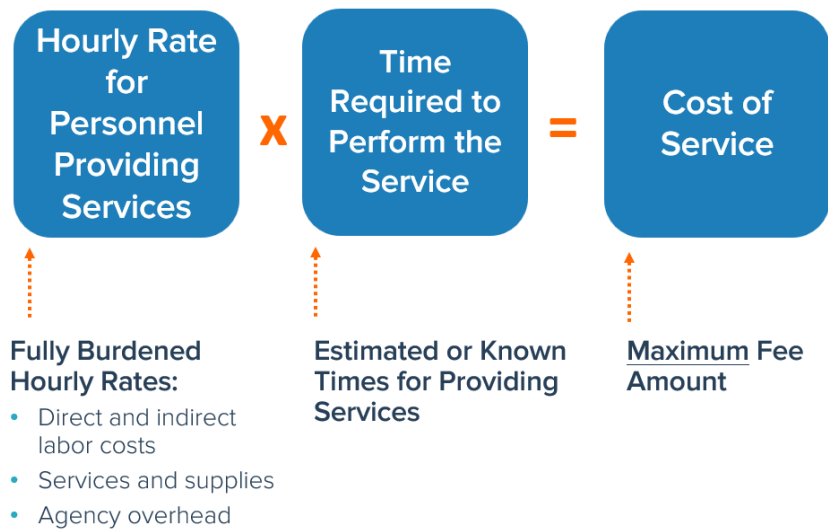
The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees ("charges") recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and services provided by the City.



METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service. This calculation is illustrated in [Exhibit 1](#).

EXHIBIT 1 | COST OF SERVICE CALCULATION



A combination of sources was used to complete the analysis and develop the findings and recommendations of this study. The data sources include:

- Adopted revenue and expenditures budgets and personnel salary and benefit information.
- Historical project volume and revenues from fees.
- Current schedule of fees for each department.
- Citywide cost allocation plan.
- Interviews with City staff.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

An illustration of the methods used in this analysis is shown in [Exhibit 2](#).

EXHIBIT 2 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES



Appendix I of this report appendices provides detailed analytical findings from the study, including the amount of cost, or estimated cost, required to provide the services for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues. For any fees targeted to recover less than 100% of the estimated reasonable cost of service, it is anticipated that General Fund revenues of the City will fund the difference between the targeted recovery level and 100% recovery of the estimated cost of service. These amounts are identified in the appendix.

CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- ▶ **Update Systems for Fee Outcomes** - Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- ▶ **Actively Monitor the Use of Fees** - In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- ▶ **Monitor Feedback and Permit Statistics** - Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- ▶ **Annually Review and Adjust Fee Values** - In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should continue to adjust its fees on an annual basis. The City may continue its current method of evaluating cost of service, or use a reasonable annual inflation index representative of the region.
- ▶ **Periodically Perform Comprehensive Analysis** – The City should continue to perform periodic fee studies to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.





APPENDIX I

COST OF SERVICE ANALYSIS



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City of
Laguna Woods

Building, Planning, Encroachment and Grading Permit Fees

Cost of Service Analysis

City of Laguna Woods
Cost of Service Analysis

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City of Laguna Woods

User and Regulatory Fees

Cost of Service Calculations

Building Fees

City of Laguna Woods
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Building

Position	Yearly	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Building Official	\$152,784	\$73	1.00	\$152,784	2,080	216	1,864	1,864	[a],[b]
Building Inspector (FT)	\$96,700	\$46	2.00	\$193,400	2,080	216	1,864	3,728	[a],[b]
Permit Technician	\$73,736	\$35	2.00	\$147,472	2,080	216	1,864	3,728	[a],[b]
Total - Full-Time			5.00	\$493,656				9,320	
Building Inspector (Limited PT)	\$51,840	\$54	0.46	\$51,840	2,080		2,080	960	[a],[b]
Total			5.46	\$545,496				10,280	

Department Administration

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Planning & Environmental Services Director	0.15	2,080	216	1,864	280	[a],[b]
Total	0.15				280	

Contract Services

Description	Total	Est Hrlr Cost	Total Hours	Notes
Annual Contract Services	\$104,500	\$145	721	[c]

Total Productive Hours	Total	Notes
In-House	10,560	
Contract	721	
Total	11,280	

Allocation of Hours	Share	Total	Notes
Indirect	37%	4,174	[b]
Direct	63%	7,107	[b]
Total	100%	11,280	

[a] Source: FY 25/26 forecast positions.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

[c] Amounts intended to serve as reasonable estimates of market rates for contract service providers (plan review services).

City of Laguna Woods
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Building

Recurring Expenditures [a]

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	Planning & Env Svcs	4110-0000	Salaries, Full-Time	\$1,006,320	(\$512,664)	\$493,656	[b]
General Fund	Planning & Env Svcs	4115-0000	Salaries, Part-time	\$54,432	\$0	\$54,432	
General Fund	Planning & Env Svcs	4130-0000	Supplemental Allowances	\$24,240	(\$12,216)	\$12,024	[b]
General Fund	Planning & Env Svcs	4210-0000	Fringe Benefits	\$162,000	(\$72,000)	\$90,000	[b]
General Fund	Planning & Env Svcs	4240-0000	Retirement	\$86,474	(\$45,797)	\$40,677	[b]
General Fund	Planning & Env Svcs	4310-0000	Payroll Taxes	\$82,268	(\$39,667)	\$42,601	[b]
General Fund	Planning & Env Svcs	6150-0000	Membership and Dues	\$1,951	\$0	\$1,951	
General Fund	Planning & Env Svcs	6160-0000	Mileage and Parking	\$500	\$0	\$500	
General Fund	Planning & Env Svcs	6165-0000	Building Services, Supplies & Act	\$7,724	\$0	\$7,724	
General Fund	Planning & Env Svcs	6190-0000	Travel, Conferences & Meetings	\$2,000	\$0	\$2,000	
General Fund	Planning & Env Svcs	7200-0001	Building Services, Printing	\$2,000	\$0	\$2,000	
General Fund	Planning & Env Svcs	7200-0003	Building Services, Contract Servi	\$104,500	\$0	\$104,500	
General Fund	Planning & Env Svcs	7200-0004	Building Services, State Fees	\$7,200	\$0	\$7,200	
General Fund	Planning & Env Svcs	7200-0005	Building Services, Software	\$98,058	\$0	\$98,058	
General Fund	Planning & Env Svcs	7200-1250	Non-Operating, Building Service	\$40,000	(\$40,000)	\$0	[c]
General Fund	Planning & Env Svcs	7230-0000	Code Enforcement Services	\$1,600	(\$1,600)	\$0	[d]
General Fund	Planning & Env Svcs	7240-0000	Fleet Services	\$11,864	(\$2,966)	\$8,898	[e]
General Fund	Planning & Env Svcs	7250-0000	Community Waste Events/Colle	\$66,180	(\$66,180)	\$0	[d]
General Fund	Planning & Env Svcs	7270-0000	Planning Services	\$138,125	(\$138,125)	\$0	[d]
General Fund	Planning & Env Svcs	7270-1250	Non-Operating, Planning Service	\$150,000	(\$150,000)	\$0	[d]
General Fund	Planning & Env Svcs	7280-0000	Waste Management Services	\$14,300	(\$14,300)	\$0	[d]
General Fund	Planning & Env Svcs	7290-0000	Water Quality Services	\$150,030	(\$150,030)	\$0	[d]
Total				\$2,211,766	(\$1,245,545)	\$966,221	

Allocation of Department Administration

Description	Total	Share to Bldg	Total	Notes
Department Administration	\$ 211,448	15%	\$31,717	[f]

Allocation of Citywide Overhead

Description	Citywide OH Rate	Mod Op Exp	Total	Notes
Citywide Overhead Allocation	23%	\$997,938	\$229,526	[g]

City of Laguna Woods

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Building

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$966,221	79%	
Department Administration	\$31,717	3%	
Allocation of Citywide Overhead	\$229,526	19%	
Total	\$1,227,464	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total
Costs	\$1,227,464
Direct Hours	7,107
Fully-Burdened Hourly Rate	\$173

[a] Source: FY 25/26 Adopted Budget.

[b] Adjustment to exclude costs associated with Planning & Environmental Services Director, Senior Planner, Senior Management Analyst, and Code Enforcement Officer. Department Administration costs are accounted for in separate sections of this analysis.

[c] Adjustment to exclude non-operating costs.

[d] Adjustment to exclude costs not associated with building fee-related services.

[e] Adjustment to exclude costs of vehicle assigned to Code Enforcement staff. The department has four total vehicles, one of the vehicles is assigned to Code Enforcement. Consequently adjusted out 25% of costs.

[f] Share of Planning & Environmental Services Director.

[g] See Citywide Overhead Cost Allocation Plan for FY 26/27 - Full Cost Version.

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

Fee Description		Service Time	Hourly Rate	Cost of Service	Current Adopted Fee	Current In Practice Fee [k]	Current Cost Recovery	Proposed Fee [a]	Proposed Cost Recovery	Fee Change (\$)	Fee Change (%)	Note
1	New or Existing Water Heater Change Out	0.62	\$173	\$107	\$106	\$106	99%	\$107	100%	\$1	1%	
2	Water Heater Relocation	1.08	\$173	\$187	\$186	\$186	99%	\$187	100%	\$1	1%	
3	Tub to Tub Insert Only	1.17	\$173	\$202	\$201	\$201	99%	\$202	100%	\$1	1%	
4	Tub to Tub Tile Back Only	1.58	\$173	\$274	\$272	\$272	99%	\$274	100%	\$2	1%	
5	Shower to Shower Insert Only	1.17	\$173	\$202	\$201	\$201	99%	\$202	100%	\$1	1%	
6	Shower to Shower Tile Only	2.00	\$173	\$346	\$344	\$344	99%	\$346	100%	\$2	1%	
7	Tub to Shower Only	2.00	\$173	\$346	\$344	\$344	99%	\$346	100%	\$2	1%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	\$173	\$107	\$106	\$106	99%	\$107	100%	\$1	1%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	2.58	\$173	\$447	\$272	\$444	99%	\$447	100%	\$3	1%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	\$173	\$115	\$115	\$115	99%	\$115	100%	\$1	1%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	\$173	\$72	\$72	\$72	99%	\$72	100%	\$0	1%	
12	Plumbing Repipe	1.49	\$173	\$259	\$257	\$257	99%	\$259	100%	\$1	1%	
13	New HVAC / HVAC Change in Type - Residential	1.17	\$173	\$202	\$201	\$201	99%	\$202	100%	\$1	1%	
14	Ventilation Modifications	1.29	\$173	\$223	\$221	\$221	99%	\$223	100%	\$1	1%	
15	Electrical - New Fixtures/Receptacles	0.67	\$173	\$115	\$115	\$115	99%	\$115	100%	\$1	1%	
16	Electric Vehicle Charger Installation	0.67	\$173	\$115	new	new	new	\$115	100%	new	new	
17	Mechanical - New Fixtures/Receptacles	0.67	\$173	\$115	\$115	\$115	99%	\$115	100%	\$1	1%	
18	Plumbing - New Fixtures/Receptacles	0.67	\$173	\$115	\$115	\$115	99%	\$115	100%	\$1	1%	
19	Electrical Panel Modification	2.07	\$173	\$359	\$356	\$356	99%	\$359	100%	\$2	1%	
20	Electrical Panel Change Out	1.11	\$173	\$193	\$191	\$191	99%	\$193	100%	\$1	1%	
21	New Washer/Dryer Hook Up	1.83	\$173	\$316	\$142	\$314	99%	\$316	100%	\$2	1%	

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Adopted Fee	Current In Practice Fee [k]	Current Cost Recovery	Proposed Fee [a]	Proposed Cost Recovery	Fee Change (\$)	Fee Change (%)	Note
22	Electrical Wheelchair Lift	3.25	\$173	\$562	\$559	\$559	99%	\$562	100%	\$3	1%	
23	Temporary Power Pole	0.87	\$173	\$150	\$149	\$149	99%	\$150	100%	\$1	1%	
24	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	\$173	\$179	\$178	\$178	99%	\$179	100%	\$1	1%	
25	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	\$173	\$35	\$34	\$34	99%	\$35	100%	\$0	1%	[b]
26	Re-Roof (All Other) - First 1,000 SF	1.25	\$173	\$216	\$215	\$215	99%	\$216	100%	\$1	1%	
27	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	\$173	\$35	\$34	\$34	99%	\$35	100%	\$0	1%	[b]
28	Fenestration - Skylights/Solartubes - Fire-Rated	1.17	\$173	\$202	\$201	\$201	99%	\$202	100%	\$1	1%	
29	Fenestration - Skylights/Solartubes - Non-Rated	0.88	\$173	\$151	\$151	\$151	99%	\$151	100%	\$1	1%	
30	Fenestration - Window Retrofit	0.96	\$173	\$166	\$165	\$165	99%	\$166	100%	\$1	1%	
31	Fenestration - Doors/Windows (One New - Framed)	1.38	\$173	\$238	\$237	\$237	99%	\$238	100%	\$1	1%	[c]
32	Structural, Drywall	0.92	\$173	\$159	\$158	\$158	99%	\$159	100%	\$1	1%	
33	Structural, Insulation, Drywall	1.33	\$173	\$231	\$229	\$229	99%	\$231	100%	\$1	1%	
34	Lath	1.45	\$173	\$251	\$249	\$249	99%	\$251	100%	\$1	1%	
35	Structural, Insulation, Lath	2.17	\$173	\$375	\$373	\$373	99%	\$375	100%	\$2	1%	
36	Structural, Insulation, Shear, Lath	3.58	\$173	\$620	\$616	\$616	99%	\$620	100%	\$4	1%	
37	Fire Sprinkler Plans - New	1.33	\$173	\$231	\$229	\$229	99%	\$231	100%	\$1	1%	
38	Fire Sprinkler Plans - Modified	0.83	\$173	\$144	\$143	\$143	99%	\$144	100%	\$1	1%	
39	<i>Reserved</i>											

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Adopted Fee	Current In Practice Fee [k]	Current Cost Recovery	Proposed Fee [a]	Proposed Cost Recovery	Fee Change (\$)	Fee Change (%)	Note
39	Framing/Structural - 1 inspection	1.92	\$173	\$332	\$330	\$330	99%	\$332	100%	\$2	1%	[d]
40	Framing/Structural - 2 inspections	2.33	\$173	\$404	\$401	\$401	99%	\$404	100%	\$2	1%	[d]
41	Framing/Structural - 3 inspections	2.75	\$173	\$476	\$473	\$473	99%	\$476	100%	\$3	1%	[d]
42	Framing/Structural - More than 3 inspections											
	a) Base Fee (covers up to 3 inspections)	2.75	\$173	\$476	\$473	\$473	99%	\$476	100%	\$3	1%	[d]
	b) Each additional inspection	0.42	\$173	\$72	\$72	\$72	99%	\$72	100%	\$0	1%	[d]
43	Temporary Shade Structure (Commercial)	2.42	\$173	\$418	\$330	\$416	99%	\$418	100%	\$2	1%	
44	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	2.08	\$173	\$360	\$229	\$358	99%	\$360	100%	\$2	1%	
45	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	3.00	\$173	\$519	\$344	\$516	99%	\$519	100%	\$3	1%	
46	Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.88	\$173	\$670	\$581	\$667	99%	\$670	100%	\$4	1%	
47	Patio Conversion	6.67	\$173	\$1,153	\$1,147	\$1,147	99%	\$1,153	100%	\$7	1%	
48	Atrium Conversion	6.67	\$173	\$1,153	\$1,147	\$1,147	99%	\$1,153	100%	\$7	1%	
49	Garage Conversion/Alteration	5.83	\$173	\$1,009	\$1,003	\$1,003	99%	\$1,009	100%	\$6	1%	
50	Alteration - Residential (Res.) Kitchen	4.58	\$173	\$793	\$444	\$788	99%	\$793	100%	\$5	1%	
51	Alteration - Res. Kitchen, plus HVAC OR Fenestration	5.50	\$173	\$952	\$516	\$946	99%	\$952	100%	\$6	1%	
52	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	5.42	\$173	\$937	\$588	\$932	99%	\$937	100%	\$5	1%	[e]
53	Alteration - Res. Kitchen, plus 1 Bath	5.00	\$173	\$865	\$516	\$860	99%	\$865	100%	\$5	1%	
54	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	5.92	\$173	\$1,024	\$588	\$1,018	99%	\$1,024	100%	\$6	1%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	5.42	\$173	\$937	\$588	\$932	99%	\$937	100%	\$5	1%	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	6.33	\$173	\$1,096	\$659	\$1,089	99%	\$1,096	100%	\$6	1%	[e]
57	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	5.83	\$173	\$1,009	\$659	\$1,003	99%	\$1,009	100%	\$6	1%	[e]
58	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	6.75	\$173	\$1,168	\$731	\$1,161	99%	\$1,168	100%	\$7	1%	[e]

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Adopted Fee	Current In Practice Fee [k]	Current Cost Recovery	Proposed Fee [a]	Proposed Cost Recovery	Fee Change (\$)	Fee Change (%)	Note
59	Alteration/Remodel - Res. 1 Bath	3.25	\$173	\$562	\$301	\$559	99%	\$562	100%	\$3	1%	[e]
60	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	4.58	\$173	\$793	\$444	\$788	99%	\$793	100%	\$5	1%	
61	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	5.00	\$173	\$865	\$516	\$860	99%	\$865	100%	\$5	1%	
62	Room Addition	6.00	\$173	\$1,038	\$1,032	\$1,032	99%	\$1,038	100%	\$6	1%	
63	Alteration/Remodel w/ Room Addition	12.50	\$173	\$2,163	\$1,462	\$2,150	99%	\$2,163	100%	\$13	1%	
64	Sign (Wall) - First	1.67	\$173	\$288	\$201	\$287	99%	\$288	100%	\$2	1%	
65	Sign (Wall) - Each Add'l	0.58	\$173	\$101	\$14	\$100	99%	\$101	100%	\$1	1%	
66	Sign (Monument) - First	2.67	\$173	\$461	\$330	\$459	99%	\$461	100%	\$3	1%	
67	Sign (Monument) - Each Add'l	0.67	\$173	\$115	\$29	\$115	99%	\$115	100%	\$1	1%	
68	Antenna - Telecommunications	5.17	\$173	\$894	\$631	\$889	99%	\$894	100%	\$5	1%	
69	Antenna - Equipment Shelter	3.25	\$173	\$562	\$301	\$559	99%	\$562	100%	\$3	1%	[f]
70	Solar - Residential Systems (Expedited Process)				\$287	\$287						
70	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	\$173	\$519	\$450	\$450		\$450		\$0	0%	
71	Solar - SolarAPP+				new	new	new	See Note	See Note	new	new	
72	Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	\$173	\$1,471	\$1,000	\$1,000		\$1,000		\$0	0%	
73	Demolition - Residential	1.17	\$173	\$202	\$201	\$201	99%	\$202	100%	\$1	1%	[h]
74	Demolition - Non-Residential	2.50	\$173	\$433	\$430	\$430	99%	\$433	100%	\$3	1%	
75	Certificate of Occupancy - Temporary	0.62	\$173	\$107	\$106	\$106	99%	\$107	100%	\$1	1%	
76	Certificate of Occupancy	1.87	\$173	\$323	\$321	\$321	99%	\$323	100%	\$2	1%	
77	Sleeping Room Covenant - Recording Fee	0.75	\$173	\$130	\$129	\$129	99%	\$130	100%	\$1	1%	

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Adopted Fee	Current In Practice Fee [k]	Current Cost Recovery	Proposed Fee [a]	Proposed Cost Recovery	Fee Change (\$)	Fee Change (%)	Note
78	Miscellaneous/All Other - First Inspection	0.62	\$173	\$107	\$106	\$106	99%	\$107	100%	\$1	1%	[i]
79	Miscellaneous/All Other - Each Add'l Inspection	0.42	\$173	\$72	\$72	\$72	99%	\$72	100%	\$0	1%	
80	Miscellaneous/All Other - Plan Check (Per Hr)	1.00	\$173	\$173	\$172	\$172	99%	\$173	100%	\$1	1%	
81	Plan Revision - Non-Structural - (Per Hr)	1.00	\$173	\$173	\$172	\$172	99%	\$173	100%	\$1	1%	
82	Plan Revision - Structural - (Per Hr)	1.00	\$173	\$173	\$172	\$172	99%	\$173	100%	\$1	1%	
83	Work Without Permit - 2+ Non-Destructive Inspections Required	1.33	\$173	\$231	\$229	\$229	99%	\$231	100%	\$1	1%	
84	Work Without Permit - Destructive Inspection Required	2.33	\$173	\$404	\$401	\$401	99%	\$404	100%	\$2	1%	
85	Re-Inspection - Missed Appointment	0.42	\$173	\$72	\$72	\$72	99%	\$72	100%	\$0	1%	
86	Inspection Outside of Normal Business Hours (Per Hr)	1.25	\$173	\$216	\$215	\$215	99%	\$216	100%	\$1	1%	
87	Expedited Plan Review of Residential Remodels	125% of standard fee			125% of standard fee	125% of standard fee		125% of standard fee		No Change	No Change	
88	Additional Inspections	0.62	\$173	\$107	\$106	\$106	99%	\$107	100%	\$1	1%	
89	Replacement Job Card	0.20	\$173	\$35	\$34	\$34	99%	\$35	100%	\$0	1%	
90	Permit Extension	0.50	\$173	\$87	\$86	\$86	99%	\$87	100%	\$1	1%	
91	Change of Contractor, Architect, Owner Processing	0.50	\$173	\$87	\$86	\$86	99%	\$87	100%	\$1	1%	
92	Expired Permit	1.00	\$173	\$173	\$172	\$172	99%	\$173	100%	\$1	1%	[j]
93	Cancelled Permit Refund Processing Fee	0.50	\$173	\$87	\$86	\$86	99%	\$87	100%	\$1	1%	
94	Copy and Printing Charge	0.08	\$173	\$14	\$14	\$14	99%	\$14	100%	\$0	1%	
95	State Energy Form Assistance (Upon Request) (Per Page)				\$4							
95	Senate Bill 1186					\$4		\$4		\$0	0%	
96	Building and Safety Appeal Application	1.00	\$173	\$173	\$172	\$172	99%	\$173	100%	\$1	1%	
97	Alternate Materials Method Review (Per Hr)	1.00	\$173	\$173	\$172	\$172	99%	\$173	100%	\$1	1%	

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

Fee Description	Service Time	Hourly Rate	Cost of Service	Current Adopted Fee	Current In Practice Fee [k]	Current Cost Recovery	Proposed Fee [a]	Proposed Cost Recovery	Fee Change (\$)	Fee Change (%)	Note
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~~[a] The City uses specialized service providers to process certain building permitting activities. These specialized services include, but are not limited to, Building Official, permit counter, inspection, and plan review services. The modified fees are intended to reflect the estimated costs of all typical services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.~~

[a] Adopted fees are intended to reflect the estimated costs of all typical services (i.e., application submittal, plan review, permit processing, permit inspection). For projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City based on hourly billing rates for City staff and actual costs of third party services.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] Other may include items such as water-heater change-out or water heater relocation, and/or minor hook-ups associated with the alteration or remodel.

[f] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee varies. California Government Code Section 65850.52.

[h] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[i] No Work Without Permit fee is charged for permits that require only one non-destructive inspection.

[j] Fee established by State of California.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

*** The City Manager may waive building permit fees for activities associated with City projects or contracts.

[k] Current in Practice Fee is intended to serve as a reasonable representation of fee amount currently payable for typical service requests. Fee includes the adopted base fee amount, plus third party plan review fees that have commonly been passed through directly to the applicant. Proposed fees eliminate the pass-through of third party vendor fees. These fees will now be included in the base fee. Consequently, the current combined fee is intended to provide a more reasonable comparison of anticipated change from current to proposed fees.

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

Hourly Rate		\$173	Estimated Labor Hours			Cost of Service					
Occupancy Classification		Threshold SqFt	Plan Check	Permit / Inspection	Total	Plan Check	Plan Check Fee per Add'l 100 SF	Permit / Inspection	Permit / Insp. Fee per Add'l 100 SF	Total	Total Fee Per Add'l 100 SF
1	Shell Building New Construction	500	7.50	7.50	15.00	\$1,298	\$30.28	\$1,298	\$56.23	\$2,595	\$86.50
		2,000	10.13	12.38	22.50	\$1,752	\$19.46	\$2,141	\$23.79	\$3,893	\$43.25
		5,000	13.50	16.50	30.00	\$2,336	\$11.68	\$2,855	\$14.27	\$5,190	\$25.95
		10,000	16.88	20.63	37.50	\$2,919	\$5.41	\$3,568	\$16.22	\$6,488	\$21.63
		20,000	20.00	30.00	50.00	\$3,460	varies	\$5,190	varies	\$8,650	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	1.75	3.25	5.00	\$303	\$100.92	\$562	\$187.42	\$865	\$288.33
		250	2.63	4.88	7.50	\$454	\$60.55	\$843	\$112.45	\$1,298	\$173.00
		500	3.50	6.50	10.00	\$606	\$30.28	\$1,125	\$56.23	\$1,730	\$86.50
		1,000	4.38	8.13	12.50	\$757	\$14.13	\$1,406	\$26.24	\$2,163	\$40.37
		2,500	5.60	10.40	16.00	\$969	varies	\$1,799	varies	\$2,768	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$2,076	\$48.44	\$2,076	\$89.96	\$4,152	\$138.40
		2,000	16.20	19.80	36.00	\$2,803	\$31.14	\$3,425	\$38.06	\$6,228	\$69.20
		5,000	21.60	26.40	48.00	\$3,737	\$18.68	\$4,567	\$22.84	\$8,304	\$41.52
		10,000	27.00	33.00	60.00	\$4,671	\$8.65	\$5,709	\$25.95	\$10,380	\$34.60
		20,000	32.00	48.00	80.00	\$5,536	varies	\$8,304	varies	\$13,840	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$242	\$48.44	\$450	\$89.96	\$692	\$138.40
		500	2.10	3.90	6.00	\$363	\$24.22	\$675	\$44.98	\$1,038	\$69.20
		1,000	2.80	5.20	8.00	\$484	\$8.07	\$900	\$14.99	\$1,384	\$23.07
		2,500	3.50	6.50	10.00	\$606	\$7.87	\$1,125	\$14.62	\$1,730	\$22.49
		5,000	4.64	8.61	13.25	\$802	varies	\$1,490	varies	\$2,292	varies
		> 5,000	varies	varies	varies	varies	varies	varies	varies	varies	varies

[a] Adopted fees are intended to reflect the estimated costs of all typical services (i.e., application submittal, plan review, permit processing, permit inspection). For projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City based on hourly billing rates for City staff and actual costs of third party services.

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

Hourly Rate			Current Fee						Current Cost Recovery		
Occupancy Classification		Threshold SqFt	Plan Check	Plan Check Fee per Add'l 100 SF	Permit / Inspection	Permit / Insp. Fee per Add'l 100 SF	Total	Total Fee Per Add'l 100 SF	Current Cost Recovery Plan Check	Current Cost Recovery Permit	Current Cost Recovery Total
1	Shell Building New Construction	500	\$1,290	\$30.10	\$1,290	\$55.90	\$2,580	\$86.00	99%	99%	99%
		2,000	\$1,742	\$19.35	\$2,129	\$23.65	\$3,870	\$43.00	99%	99%	99%
		5,000	\$2,322	\$11.61	\$2,838	\$14.19	\$5,160	\$25.80	99%	99%	99%
		10,000	\$2,903	\$5.38	\$3,548	\$16.13	\$6,450	\$21.50	99%	99%	99%
		20,000	\$3,440	varies	\$5,160	varies	\$8,600	varies	99%	99%	99%
		> 20,000	varies	varies	varies	varies	varies	varies	99%	99%	99%
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$301	\$100.33	\$559	\$186.33	\$860	\$286.67	99%	99%	99%
		250	\$452	\$60.20	\$839	\$111.80	\$1,290	\$172.00	99%	99%	99%
		500	\$602	\$30.10	\$1,118	\$55.90	\$1,720	\$86.00	99%	99%	99%
		1,000	\$753	\$14.05	\$1,398	\$26.09	\$2,150	\$40.13	99%	99%	99%
		2,500	\$963	varies	\$1,789	varies	\$2,752	varies	99%	99%	99%
		> 2,500	varies	varies	varies	varies	varies	varies	99%	99%	99%
3	All Other New Construction	500	\$2,064	\$48.16	\$2,064	\$89.44	\$4,128	\$137.60	99%	99%	99%
		2,000	\$2,786	\$30.96	\$3,406	\$37.84	\$6,192	\$68.80	99%	99%	99%
		5,000	\$3,715	\$18.58	\$4,541	\$22.70	\$8,256	\$41.28	99%	99%	99%
		10,000	\$4,644	\$8.60	\$5,676	\$25.80	\$10,320	\$34.40	99%	99%	99%
		20,000	\$5,504	varies	\$8,256	varies	\$13,760	varies	99%	99%	99%
		> 20,000	varies	varies	varies	varies	varies	varies	99%	99%	99%
4	Tenant Improvements New Construction	250	\$241	\$48.16	\$447	\$89.44	\$688	\$137.60	99%	99%	99%
		500	\$361	\$24.08	\$671	\$44.72	\$1,032	\$68.80	99%	99%	99%
		1,000	\$482	\$8.03	\$894	\$14.91	\$1,376	\$22.93	99%	99%	99%
		2,500	\$602	\$7.83	\$1,118	\$14.53	\$1,720	\$22.36	99%	99%	99%
		5,000	\$798	varies	\$1,481	varies	\$2,279	varies	99%	99%	99%
		> 5,000	varies	varies	varies	varies	varies	varies	99%	99%	99%

[a] Adopted fees are intended to reflect the estimated costs of all typical services (i.e., application submittal, plan review, permit processing, permit inspection). For projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City based on hourly billing rates for City staff and actual costs of third party services.

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City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

Hourly Rate			Proposed Fee [a]						Proposed Cost Recovery		
Occupancy Classification		Threshold SqFt	Plan Check	Plan Check Fee per Add'l 100 SF	Permit / Inspection	Permit / Insp. Fee per Add'l 100 SF	Total	Total Fee Per Add'l 100 SF	Proposed Cost Recovery Plan Check	Proposed Cost Recovery Permit	Proposed Cost Recovery Total
1	Shell Building New Construction	500	\$1,298	\$30.28	\$1,298	\$56.23	\$2,595	\$86.50	100%	100%	100%
		2,000	\$1,752	\$19.46	\$2,141	\$23.79	\$3,893	\$43.25	100%	100%	100%
		5,000	\$2,336	\$11.68	\$2,855	\$14.27	\$5,190	\$25.95	100%	100%	100%
		10,000	\$2,919	\$5.41	\$3,568	\$16.22	\$6,488	\$21.63	100%	100%	100%
		20,000	\$3,460	varies	\$5,190	varies	\$8,650	varies	100%	100%	100%
		> 20,000	varies	varies	varies	varies	varies	varies	100%	100%	100%
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$303	\$100.92	\$562	\$187.42	\$865	\$288.33	100%	100%	100%
		250	\$454	\$60.55	\$843	\$112.45	\$1,298	\$173.00	100%	100%	100%
		500	\$606	\$30.28	\$1,125	\$56.23	\$1,730	\$86.50	100%	100%	100%
		1,000	\$757	\$14.13	\$1,406	\$26.24	\$2,163	\$40.37	100%	100%	100%
		2,500	\$969	varies	\$1,799	varies	\$2,768	varies	100%	100%	100%
		> 2,500	varies	varies	varies	varies	varies	varies	100%	100%	100%
3	All Other New Construction	500	\$2,076	\$48.44	\$2,076	\$89.96	\$4,152	\$138.40	100%	100%	100%
		2,000	\$2,803	\$31.14	\$3,425	\$38.06	\$6,228	\$69.20	100%	100%	100%
		5,000	\$3,737	\$18.68	\$4,567	\$22.84	\$8,304	\$41.52	100%	100%	100%
		10,000	\$4,671	\$8.65	\$5,709	\$25.95	\$10,380	\$34.60	100%	100%	100%
		20,000	\$5,536	varies	\$8,304	varies	\$13,840	varies	100%	100%	100%
		> 20,000	varies	varies	varies	varies	varies	varies	100%	100%	100%
4	Tenant Improvements New Construction	250	\$242	\$48.44	\$450	\$89.96	\$692	\$138.40	100%	100%	100%
		500	\$363	\$24.22	\$675	\$44.98	\$1,038	\$69.20	100%	100%	100%
		1,000	\$484	\$8.07	\$900	\$14.99	\$1,384	\$23.07	100%	100%	100%
		2,500	\$606	\$7.87	\$1,125	\$14.62	\$1,730	\$22.49	100%	100%	100%
		5,000	\$802	varies	\$1,490	varies	\$2,292	varies	100%	100%	100%
		> 5,000	varies	varies	varies	varies	varies	varies	100%	100%	100%

[a] Adopted fees are intended to reflect the estimated costs of all typical services (i.e., application submittal, plan review, permit processing, permit inspection). For projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City based on hourly billing rates for City staff and actual costs of third party services.

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

Hourly Rate			Proposed Change				Note
Occupancy Classification		Threshold SqFt	Fee Change Plan Review Base Fee (\$)	Fee Change Plan Review Base Fee (%)	Fee Change Permit Base Fee (\$)	Fee Change Permit Base Fee (%)	
1	Shell Building New Construction	500	\$8	1%	\$8	1%	
		2,000	\$10	1%	\$12	1%	
		5,000	\$14	1%	\$17	1%	
		10,000	\$17	1%	\$21	1%	
		20,000	\$20	1%	\$30	1%	
		> 20,000	varies	varies	varies	varies	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$2	1%	\$3	1%	
		250	\$3	1%	\$5	1%	
		500	\$4	1%	\$7	1%	
		1,000	\$4	1%	\$8	1%	
		2,500	\$6	1%	\$10	1%	
		> 2,500	varies	varies	varies	varies	
3	All Other New Construction	500	\$12	1%	\$12	1%	
		2,000	\$16	1%	\$20	1%	
		5,000	\$22	1%	\$26	1%	
		10,000	\$27	1%	\$33	1%	
		20,000	\$32	1%	\$48	1%	
		> 20,000	varies	varies	varies	varies	
4	Tenant Improvements New Construction	250	\$1	1%	\$3	1%	
		500	\$2	1%	\$4	1%	
		1,000	\$3	1%	\$5	1%	
		2,500	\$4	1%	\$7	1%	
		5,000	\$5	1%	\$9	1%	
		> 5,000	varies	varies	varies	varies	

[a] Adopted fees are intended to reflect the estimated costs of all typical services (i.e., application submittal, plan review, permit processing, permit inspection). For projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City based on hourly billing rates for City staff and actual costs of third party services.

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Building Fees

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change (\$)	Fee Change (%)	Note
1	Strong Motion Instrumentation Program (SMIP) Fee Calculation										[a]
	a) Residential (1-3 Story)			n/a	\$0.50 or valuation x 0.00013	n/a	\$0.50 or valuation x 0.00013	n/a	No Change	No Change	
	b) Commercial or Residential (4+ Story)			n/a	\$0.50 or valuation x 0.00028	n/a	\$0.50 or valuation x 0.00028	n/a	No Change	No Change	
2	Building Standards Administration Special Revolving Fund (SB 1473) Fee Calculation (Valuation)										[b]
	a) \$1 - \$25,000			n/a	\$1	n/a	\$1	n/a	No Change	No Change	
	b) \$25,001 - \$50,000			n/a	\$2	n/a	\$2	n/a	No Change	No Change	
	c) \$50,001 - \$75,000			n/a	\$3	n/a	\$3	n/a	No Change	No Change	
	d) \$75,001 - \$100,000			n/a	\$4	n/a	\$4	n/a	No Change	No Change	
	e) Every \$25,000 or fraction thereof above \$100,000			n/a	Add \$1	n/a	Add \$1	n/a	No Change	No Change	

[a] Source: California Public Resources Code Section 2705.

[b] Source: California Health and Safety Code Section 18931.6.

* Project valuation shall be determined by project amount submitted by permit applicant, or most current International Code Council (ICC) published Building Valuation Table as published in the Building Safety Journal, or by RS Means Square Foot Costs Manual, where ICC data is not available.



City of Laguna Woods

User and Regulatory Fees

Cost of Service Calculations

Planning Fees

City of Laguna Woods
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Planning

Position	Yearly	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Senior Planner	\$110,240	\$53	1.00	\$110,240	2,080	216	1,864	1,864	[a],[b]
Total			1.00	\$110,240				1,864	

Department Administration

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Planning & Environmental Services Director	0.40	2,080	216	1,864	746	[a],[b]
Total	0.40				746	

Contract Services

Description	Total	Est Hrlr Cost	Total Hours	Notes
Planning Services	\$138,125	\$135	1,023	[d]

Total Productive Hours	Total	Notes
In-House	2,610	
Contract	1,023	
Total	3,633	

Allocation of Hours	Share	Total	Notes
Indirect	30%	1,090	[b]
Direct	70%	2,543	[b]
Total	100%	3,633	

[a] Source: FY 25/26 forecast positions.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

[c] Intended to represent share of Planning & Environmental Services Director support to Planning services.

[d] Amounts intended to serve as reasonable estimates of market rates for contract service providers (plan review services).

City of Laguna Woods
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Planning

Recurring Expenditures [a]

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	Planning & Env Svcs	4110-0000	Salaries, Full-Time	\$1,006,320	(\$896,080)	\$110,240	[b]
General Fund	Planning & Env Svcs	4115-0000	Salaries, Part-time	\$54,432	(\$54,432)	\$0	[b]
General Fund	Planning & Env Svcs	4130-0000	Supplemental Allowances	\$24,240	(\$22,236)	\$2,004	[b]
General Fund	Planning & Env Svcs	4210-0000	Fringe Benefits	\$162,000	(\$144,000)	\$18,000	[b]
General Fund	Planning & Env Svcs	4240-0000	Retirement	\$86,474	(\$77,390)	\$9,084	[b]
General Fund	Planning & Env Svcs	4310-0000	Payroll Taxes	\$82,268	(\$73,163)	\$9,105	[b]
General Fund	Planning & Env Svcs	6150-0000	Membership and Dues	\$1,951	(\$1,951)	\$0	[c]
General Fund	Planning & Env Svcs	6160-0000	Mileage and Parking	\$500	(\$500)	\$0	[c]
General Fund	Planning & Env Svcs	6165-0000	Building Services, Supplies & Act	\$7,724	(\$7,724)	\$0	[c]
General Fund	Planning & Env Svcs	6190-0000	Travel, Conferences & Meetings	\$2,000	(\$2,000)	\$0	[c]
General Fund	Planning & Env Svcs	7200-0001	Building Services, Printing	\$2,000	(\$2,000)	\$0	[c]
General Fund	Planning & Env Svcs	7200-0003	Building Services, Contract Servi	\$104,500	(\$104,500)	\$0	[c]
General Fund	Planning & Env Svcs	7200-0004	Building Services, State Fees	\$7,200	(\$7,200)	\$0	[c]
General Fund	Planning & Env Svcs	7200-0005	Building Services, Software	\$98,058	(\$98,058)	\$0	[c]
General Fund	Planning & Env Svcs	7200-1250	Non-Operating, Building Service	\$40,000	(\$40,000)	\$0	[c]
General Fund	Planning & Env Svcs	7230-0000	Code Enforcement Services	\$1,600	(\$1,600)	\$0	[c]
General Fund	Planning & Env Svcs	7240-0000	Fleet Services	\$11,864	(\$11,864)	\$0	[c]
General Fund	Planning & Env Svcs	7250-0000	Community Waste Events/Colle	\$66,180	(\$66,180)	\$0	[c]
General Fund	Planning & Env Svcs	7270-0000	Planning Services	\$138,125	\$0	\$138,125	
General Fund	Planning & Env Svcs	7270-1250	Non-Operating, Planning Service	\$150,000	(\$150,000)	\$0	[c]
General Fund	Planning & Env Svcs	7280-0000	Waste Management Sevices	\$14,300	(\$14,300)	\$0	[c]
General Fund	Planning & Env Svcs	7290-0000	Water Quality Services	\$150,030	(\$150,030)	\$0	[c]
Total				\$2,211,766	(\$1,925,208)	\$286,558	

Allocation of Department Administration

Description	Total	Share to Planning	Total	Notes
Department Administration	\$ 211,448	40%	\$84,579	[d]

Allocation of Citywide Overhead

Description	Citywide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	23%	\$371,137	\$85,362	[e]

City of Laguna Woods

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Planning

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$286,558	63%	
Department Administration	\$84,579	19%	
Allocation of Citywide Overhead	\$85,362	19%	
Total	\$456,499	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total
Costs	\$456,499
Direct Hours	2,543
Fully-Burdened Hourly Rate	\$180

[a] Source: FY 25/26 Adopted Budget.

[b] Adjustment to include Senior Planner costs only.

[c] Adjustment to exclude costs not related to Planning services.

[d] Share of Planning & Environmental Services Director.

[e] See Citywide Overhead Cost Allocation Plan for FY 26/27 - Full Cost Version.

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Planning Fees

Fee Description		Service Time	Hourly Rate	Cost of Service	Current Fee or Deposit	Current Cost Recovery	Proposed Fee or Deposit	Proposed Cost Recovery	Current Charge Basis	Proposed Charge Basis	Fee or Deposit Change (\$)	Fee or Deposit Change (%)	Note
Fixed Fee Services													
1	Film Permit	4.00	\$180	\$720	\$660	92%	\$720	100%	Fixed Fee	Fixed Fee	\$60	9%	[a]
2	Address Establishment/Change	2.50	\$180	\$450	\$413	92%	\$450	100%	Fixed Fee	Fixed Fee	\$38	9%	
3	Notice of Exemption	2.00	\$180	\$360	\$330	92%	\$360	100%	Fixed Fee	Fixed Fee	\$30	9%	[b]
4	Conditional Use Permit - Standard	26.00	\$180	\$4,680	\$4,500	92%	\$4,680	100%	Deposit	Fixed Fee	varies	varies	[c]
5	Conditional Use Permit - Expanded	32.00	\$180	\$5,760	\$4,500	92%	\$5,760	100%	Deposit	Fixed Fee	varies	varies	[d]
6	Conditional Use Permit - Comprehensive	38.00	\$180	\$6,840	\$4,500	92%	\$6,840	100%	Deposit	Fixed Fee	varies	varies	[e]
7	Outdoor Seating Permit	2.50	\$180	\$450	\$413	92%	\$450	100%	Fixed Fee	Fixed Fee	\$38	9%	
8	Sign Permit - Part of Sign Program	0.75	\$180	\$135	\$124	92%	\$135	100%	Fixed Fee	Fixed Fee	\$11	9%	
9	Sign Permit - Permanent	2.00	\$180	\$360	\$330	92%	\$360	100%	Fixed Fee	Fixed Fee	\$30	9%	
10	Sign Permit - Temporary	0.50	\$180	\$90	\$83	92%	\$90	100%	Fixed Fee	Fixed Fee	\$8	9%	
11	Sign Permit - Community Facilities/Open Space Annual	0.50	\$180	\$90	\$83	92%	\$90	100%	Fixed Fee	Fixed Fee	\$8	9%	
12	Sign Program	26.00	\$180	\$4,680	\$3,000	92%	\$4,680	100%	Deposit	Fixed Fee	varies	varies	[f]
13	Site Development Permit	32.00	\$180	\$5,760	\$4,500	92%	\$5,760	100%	Deposit	Fixed Fee	varies	varies	[g]
14	Special Event Permit	2.00	\$180	\$360	\$330	92%	\$360	100%	Fixed Fee	Fixed Fee	\$30	9%	
15	Temporary Use Permit	4.00	\$180	\$720	\$660	92%	\$720	100%	Fixed Fee	Fixed Fee	\$60	9%	
16	Tree Removal Permit	1.50	\$180	\$270	\$248	92%	\$270	100%	Fixed Fee	Fixed Fee	\$23	9%	
17	Wireless Use Permit Filing Fee	11.50	\$180	\$2,070	\$1,898	92%	\$2,070	100%	Fixed Fee	Fixed Fee	\$173	9%	[h]
18	Eligible Facility Request Permit Filing Fee	8.50	\$180	\$1,530	\$1,403	92%	\$1,530	100%	Fixed Fee	Fixed Fee	\$128	9%	
19	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	\$180	\$360	\$330	92%	\$360	100%	Fixed Fee	Fixed Fee	\$30	9%	
20	Zoning Confirmation Letter	1.25	\$180	\$225	\$206	92%	\$225	100%	Fixed Fee	Fixed Fee	\$19	9%	
21	Bingo Permit				\$50	n/a	\$50	n/a	Fixed Fee	Fixed Fee	\$0	0%	[i]
22	Appeal (City Council)	14.50	\$180	\$2,610	\$750	29%	\$750	29%	Fixed Fee	Fixed Fee	\$0	0%	

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Planning Fees

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee or Deposit	Current Cost Recovery	Proposed Fee or Deposit	Proposed Cost Recovery	Current Charge Basis	Proposed Charge Basis	Fee or Deposit Change (\$)	Fee or Deposit Change (%)	Note
	Deposit-Based Fee Services												[j]
23	Change Plan	16.00	\$180	\$2,880	\$2,500	92%	\$2,500	100%	Deposit	Deposit	No Change	No Change	
24	Conditional Use Permit				\$4,500				Deposit				
24	Development Agreement	133.50	\$180	\$24,030	\$10,000	92%	\$10,000	100%	Deposit	Deposit	No Change	No Change	
25	Environmental Impact Report	varies	\$180	varies	\$10,000	92%	\$10,000	100%	Deposit	Deposit	No Change	No Change	
26	General Plan Amendment	131.50	\$180	\$23,670	\$10,000	92%	\$10,000	100%	Deposit	Deposit	No Change	No Change	
27	Zoning Code Amendment	131.50	\$180	\$23,670	\$10,000	92%	\$10,000	100%	Deposit	Deposit	No Change	No Change	
28	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	\$180	varies	\$5,000	92%	\$5,000	100%	Deposit	Deposit	No Change	No Change	
29	Sign Program				\$3,000				Deposit				
30	Site Development Permit				\$4,500				Deposit				
29	Lot Line Adjustment	16.00	\$180	\$2,880	\$2,500	92%	\$2,500	100%	Deposit	Deposit	No Change	No Change	
30	Specific Plan	133.50	\$180	\$24,030	\$10,000	92%	\$10,000	100%	Deposit	Deposit	No Change	No Change	
31	Variance	25.00	\$180	\$4,500	\$4,000	92%	\$4,000	100%	Deposit	Deposit	No Change	No Change	
32	Zone Change	116.50	\$180	\$20,970	\$10,000	92%	\$10,000	100%	Deposit	Deposit	No Change	No Change	
33	Other Services Not Identified	varies	\$180	varies	varies	92%	varies	100%	Deposit	Deposit	No Change	No Change	

City of Laguna Woods
User and Regulatory Fee Study
Cost of Service Calculation - Planning Fees

Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee or Deposit	Current Cost Recovery	Proposed Fee or Deposit	Proposed Cost Recovery	Current Charge Basis	Proposed Charge Basis	Fee or Deposit Change (\$)	Fee or Deposit Change (%)	Note
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[a] Film permit fee applies for major filming (production).

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] Projects that require discretionary land use approval to allow a property to be used in a way that is not permitted by right in its zoning district, but may be allowed under specific conditions to ensure the use is compatible with surrounding properties and consistent with the City's General Plan and Zoning Code. Standard CUPs apply to projects with no exterior construction other than minor improvements, such as parking lot striping or signage.

[d] Projects that require discretionary land use approval to allow a property to be used in a way that is not permitted by right in its zoning district, but may be allowed under specific conditions to ensure the use is compatible with surrounding properties and consistent with the City's General Plan and Zoning Code. Expanded CUPs apply to projects involving limited exterior construction or site improvements (e.g., façade updates, additions, or canopy modifications) that do not add impervious area, expand the building footprint or floor area, or involve site-altering construction such as grading, paving, or installation of new structural improvements.

[e] Projects that require discretionary land use approval to allow a property to be used in a way that is not permitted by right in its zoning district, but may be allowed under specific conditions to ensure the use is compatible with surrounding properties and consistent with the City's General Plan and Zoning Code. Comprehensive CUPs apply to projects involving site development, such as adding impervious area, expanding the building footprint or floor area, or performing site-altering construction such as grading, paving, or installing new structural improvements.

[f] Required for new or remodeled commercial centers, office complexes, business parks, or similar multi-tenant sites; for any building proposing three or more permanent signs or signage that would otherwise not comply with sign regulations; and for any property displaying electronic message boards or exterior LED signs. A Sign Program establishes uniform design standards for sign size, location, materials, colors, and illumination to ensure coordinated, attractive, and compliant signage throughout a development.

[g] For projects that modify the physical characteristics or infrastructure of a site, such as grading, paving, drainage, or exterior building alterations, while maintaining the same property use. An SDP regulates how a property is developed or improved, whereas a Conditional Use Permit (CUP) regulates changes to how the property is used. Tenant improvements limited to interior spaces or minor façade work requiring only a Building Permit are not considered site development.

[h] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[i] Fee limited by California Penal Code Section 326.5.

[j] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

** Deposit-based fee services include processing of the principal application and, when applicable, required landscape documentation packages and/or water quality management plans.



City of
Laguna Woods

User and Regulatory Fees

Cost of Service Calculations

Encroachment Permit and Grading Permit Fees

City of Laguna Woods
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Engineering

Estimated Contract Services Hourly Rate for Encroachment and Grading Permitting

Description	Rate	Unit	Notes
City Engineer	\$164	per hour	[a]

Recurring Non-Labor Expenditures

Description	Budget	Adjustment	Subtotal	Notes
<u>General Expenses</u>				
Engineering Services	\$65,000	(\$65,000)	\$0	[b]
Landscaping Services	\$82,838	(\$82,838)	\$0	[b]
Mileage and Parking	\$2,000	(\$2,000)	\$0	[b]
Landscaping Services, M2 Maint of Effort	\$114,740	(\$114,740)	\$0	[b]
Travel, Conferences, and Meetings	\$500	(\$500)	\$0	[b]
<u>Utilities</u>				
Utilities, Street Lights, Residential	\$57,200	(\$57,200)	\$0	[b]
<u>Compensation & Benefits</u>				
Salaries, Full-time	\$106,328	(\$106,328)	\$0	[c]
Fringe Benefits (Less M2 Maintenance of Effort)	\$18,000	(\$18,000)	\$0	[c]
Supplemental Allowances (Less M2 Maintenance of Effort)	\$7,404	(\$7,404)	\$0	[c]
Payroll Taxes (Less M2 Maintenance of Effort)	\$8,246	(\$8,246)	\$0	[c]
Retirement (Less M2 Maintenance of Effort)	\$8,344	(\$8,344)	\$0	[c]
Subtotal	\$470,600	(\$470,600)	\$0	

Citywide Overhead

Description	C'wide Indirect Rate	Notes
Citywide Overhead Allocation	23%	[d]

Calculation of Fully-Burdened Hourly Rate

Description	Contract Svcs. Hourly Rate	Citywide Overhead Rate	Total
Hourly Rate for Encroachment Permitting Services	\$164	\$38	\$202

[a] Source: Consultant Services Agreement for City Engineering and Traffic Operations Services.

[b] Adjustment to exclude expenditures not linked to fee-related services and/or adjustment to exclude items already considered in the contract services hourly rate section of this model.

[c] These expenditures are composed of a portion of the budgeted salary and benefits expenditures of the Public Works Administrator for maintenance programs. The hourly rate calculation assumes any encroachment permit-related services provided by this position will be treated as direct services at the calculated fully-burdened hourly rate. This assumptions avoids duplicate counting of costs for similar work activities. If the department organization changes significantly, the encroachment permit services hourly rate may be recalculated to receive a proportionate share of departmental overhead.

[d] See Citywide Overhead Cost Allocation Plan for FY 26/27 - Full Cost Version.

Fee Description		Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Charge Basis	Fee Change (\$)	Fee Change (%)	Note
Encroachment Permits												
Minor Projects												
1	Landscape Maintenance	1.50	\$202	\$303	\$295	97%	\$300	99%	Fixed Fee	\$5	2%	
2	Temporary Staging	1.50	\$202	\$303	\$295	97%	\$300	99%	Fixed Fee	\$5	2%	
3	Traffic Control Only	2.00	\$202	\$404	\$395	98%	\$400	99%	Fixed Fee	\$5	1%	
4	Utilities Structure Inspection	2.50	\$202	\$505	\$495	98%	\$500	99%	Fixed Fee	\$5	1%	
5	Pole Replacement	2.50	\$202	\$505	\$495	98%	\$500	99%	Fixed Fee	\$5	1%	
Major Projects												
6	Major Project											[a]
	a) First Day	4.00	\$202	\$808	\$795	98%	\$800	99%	Fixed Fee	\$5	1%	
	b) Each Additional Day	1.50	\$202	\$303	\$295	97%	\$300	99%	Per Day	\$5	2%	
7	Projects Greater Than Two Weeks in Duration	varies	\$202	varies	\$3,000	varies	\$3,000	100%	Deposit	No Change	No Change	
Grading Permits												
8	Grading Plan Check and Inspection	varies	\$202	varies	\$2,500	varies	\$2,500	100%	Deposit	No Change	No Change	
Other Fees												
	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:	varies	\$202	varies	\$2,500	varies	\$2,500	100%	Deposit	No Change	No Change	
9	City Engineer	varies	\$202	varies	\$199	per hour	\$202	100%	Per Hour	\$3	2%	
10	Other Staff/Outside Service Providers	varies	\$202	varies	100% of actual costs, plus indirect cost rate		100% of actual costs, plus indirect cost rate	100%	Time & Materials	No Change	No Change	

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment and grading permit fees for activities associated with City projects or contracts.