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POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2025-02

SUBJECT: Engineering Fee Schedule Update

CONFORM AS TO DATES & SIGNATURES

- ☑ Filed with the City Clerk: 01/08/2025
- ☑ Passed by the City Council: 02/12/2025
- ☑ Signature of Mayor
- ☑ Signature of City Clerk
- ☐ Publication: _____
- ☐ Effective: _____

DISTRIBUTED COPIES AS FOLLOWS:

- ☐ Seattle Times: _____
- ☐ Code Publishing
- ☐ City Attorney
- ☑ Clerk's Department: Original
- ☐ City Council
- ☐ Finance:
- ☑ Posted to Library Drive and Website
- ☑ Posted to Laserfiche
- ☐ Scanned and Tossed: _____
- ☑ Electronically Created Document (No Hard Copy Exists)
- ☐ _____

Kati Diehl
Deputy City Clerk

02/13/2025
Date

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RESOLUTION NO. 2025-02

A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR ENGINEERING AND BUILDING APPLICATION FEES PURSUANT TO SECTION 3.12.020 OF THE POULSBO MUNICIPAL CODE.

WHEREAS, PMC 3.12.020 adopts a fee schedule for applications processed by the City; and

WHEREAS, PMC 3.12.020 and 3.12.010 provide that the Engineering and Building application fee schedules can be amended by the passage of a resolution by the Poulsbo City Council; and

WHEREAS, The Engineering and Building Departments have determined that fees should be adjusted per the two-year negotiated salary increase and more appropriately reflect the cost of review by Engineering and Building department staff; and

WHEREAS, the Poulsbo City Council concurs with the Engineering and Building Department's recommendations; now therefore

THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Amend**.** That the Engineering Department Application Fee Sheet, Engineering Department Grading Permit Application Fees and Building Department Building Permit Fees sheets are hereby amended and replaced with the schedules dated February 5, 2025 attached as Exhibits A, B and C hereto and incorporated by this reference as if set forth in full.

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Section 2. Effective Date**.** This resolution shall take effect and be in full force upon passage by City Council. All applications filed on or after the passage of this resolution shall be charged fees based on the Engineering Application Fee Schedule, Engineering Department Grading Permit Fee Sheet and Building Department Building Pemit Fees sheets attached as Exhibits A, B and C.

RESOLVED this 12th day of February, 2025.

APPROVED:

DocuSigned by:
77AA4B38C18A4BA...
MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

DocuSigned by:
D21DA14DCC754A8...
CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 01/08/2025
PASSED BY THE CITY COUNCIL: 02/12/2025
RESOLUTION NO. 2025-02

Docusign Envelope ID: 042A452F-D6A2-4191-AEC0-D1AD9A30D5FD

ENGINEERING FEE SCHEDULE

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9882 | fax (360) 697-8269
www.cityofpoulsbo.com | publicworks@cityofpoulsbo.com

Revised by resolution 2025-02

TYPE OF PERMIT	FEE
Pre-Application Services	
Pre-Application Conference/Type A (Minor)	$~~275~~300
Pre-Application Conference/Type B (Major)	$~~425~~460
Land Use Review	
ADU (Accessory Dwelling Unit)	$~~240~~270
Conditional Use Permit	$~~240~~270
Master Plan	$~~400~~450
Master Plan Amendment	$~~240~~270
Drainage Analysis (Required for all SPR/Subdivision Applications or as applicable)	$~~530~~575/Basin
Site Plan Review	$~~865~~935
Minor Site Plan Review	$~~240~~270
Boundary Line Adjustment	$~~240~~270
Annexation	$~~240~~270
Land Division	
PMUD/Binding Site Plan	$~~2,095~~2,260 + $~~18~~20/Lot or Unit
Land Division/Plat Alteration	$~~240~~270
Preliminary Short Subdivision/ Plat	$~~1,430~~1,540
Preliminary Subdivision Plat/Planned Residential Development (PRD)/unit lot subdivision	
5-20 Lots	$~~2,230~~2,400
21-50 Lots	$~~2,201~~2,700
51-100 Lots	$~~2,790~~3,010
>100 Lots	$~~2,790~~3,010 + $~~31~~34/Lot
Final Subdivision Plat/(PRD)	$~~3,280~~3,530+ $~~105~~115/Lot
Final Short Subdivision Plat	$~~725~~780
Policy Review	
Comprehensive Plan Amendment	$~~320~~348
Concomitant Agreement Release/Revision	$~~240~~270
Shoreline Permits	
Shoreline Substantial Development Permit (SSDP)	$~~240~~270
Miscellaneous	
Post Decision Review	$~~240~~270
Telecommunication Master Permit	$~~880~~950
Telecommunication License	$~~530~~575
Floodplain Development Permit	$~~240~~270
Right-of-Way Vacation	$~~1,045~~1,125
Latecomer Agreement (Street, Water, Storm, Sewer)	$~~2,095~~2,260 1st Utility + $~~1,045~~1,125/Additional Utility

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Public Property Construction Permit (PPCP)	
w/ Pavement or Sidewalk disturbance	$~~565~~610
w/o Pavement or Sidewalk disturbance	$~~185~~200
Stop Work Order	
Site Plans and Plats	$~~535~~575
All Others	$~~130~~140
Grading Permit	See Grading Permit Fee Sheet
Escrow Deposits*	
Erosion Control (Site Plan and Plat Development)	$5,000 Minimum or $3,000/Acre
3rd Party review	Determined with 1st review of Site Plan/Plat Submittal
Inspection Deposit for Plats	$~~5,500~~$9,000 + $~~430~~$540/Lot
*Unused escrow deposits shall be refunded at the conclusion for the project	
Engineering Department Hourly Rate	
Hourly Rate	$~~80~~90/Hour

- Application fees apply to the original submittal and two re-submittals. Subsequent re-submittals may require payment of hourly charges.
- The City Engineer may determine that the scope of the review of the original submittal and/or resubmittals requires payment of hourly charges in addition to the application fee.
- Fees are non-refundable.
- A 3.5% technology fee will be added to all permits.

PLANNING FEES

For Planning Fees: https://cityofpoulsbo.com/planning-economic-development/: ~~https://cityofpoulsbo.com/wp-content/uploads/2022/12/Fee-Schedule_Approved-Resolution-2022-17.pdf~~

BUILDING FEES

For Building Permit Fees: https://cityofpoulsbo.com/building-department/~~https://cityofpoulsbo.com/wp-content/uploads/2017/02/TABLE1-AFEES.pdf~~

EFFECTIVE FEBRUARY 12, 2025

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Exhibit B

PROJECT NAME: **FILE #:**

City of Poulsbo Engineering Department

Fee & Deposit Worksheet for Plan Review, Inspection, Project Administration, Engineering Department Services, and Erosion Control

PMC 3.12.010, PMC 3.12.020, PMC 15.40

The following fees and deposits apply to land use development requiring City approvals such as a site plan, P.U.D., Long Plat, Short Plat, license, master permit, delayed benefit agreement or any other developer action requiring City review, processing, and/or administration.

At the time of plan review submittal, a determination will be made by the City Engineer whether the plans will be reviewed (a) by City staff, (b) by the City's consultant with City supervision, or (c) a combination of (a) and (b) If (a), the plan review fee will be calculated per the unit cost and hourly fee schedule shown below and labeled "FEES". If (b) or (c), the applicant will be required to make a deposit toward the anticipated cost of the consultant's charges and City staff time as shown below and labeled "DEPOSITS".

FEES

PLAN REVIEW - FEES

Itemized plan review fees apply to the original submittal and one re-submittal. Fees are non-refundable.

SANITARY SEWER	_____	LF PIPE @	~~$0.64~~	$0.70	per LF	$	0.00
	_____	MANHOLES @	~~$27.00~~	$30.00	each	$	0.00
	_____	LIFT STATION @	~~$355.00~~	$390.00	each	$	0.00
WATER SYSTEM	_____	LF PIPE @	~~$0.96~~	$1.05	per LF	$	0.00
	_____	BOOSTER STATION @	~~$355.00~~	$390.00	each	$	0.00
STORM SEWER	_____	LF PIPE @	~~$1.07~~	$1.17	per LF	$	0.00
	_____	CATCH BASINS @	~~$19.00~~	$21.00	each	$	0.00
	_____	DETENTION FACILITIES	~~$355.00~~	$390.00	each	$	0.00
STREETS/SIDEWALKS	_____	LF @	~~$0.34~~	$0.37	per LF	$	0.00
Minimum charge for review = $500.00						$	0.00

QUANTITY BASED GRADING PERMIT FEES

Grading Permit Fees						$	

PLAN REVIEW - HOURLY FEES

The third and subsequent re-submittals will require payment of hourly fees in addition to the itemized fees charged for

HOURLY FEES	_____	HOURS	~~$80.00~~	$90.00	per HR	$	0.00

FEE TOTAL $ 0.00

Plan Review Fees: Code 001.000.000.343.20.00.10

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DEPOSITS

Deposits are required for anticipated costs for Engineering Department and/or consultant services, including, but not limited to, plan review (when conducted by a consultant or by a combination of City staff and consultant with staff supervision), field inspection, processing/administration of plans/projects (after issuance of approved plans and/or permits), erosion control inspection/enforcement, latecomer agreements ("delayed benefits"), licenses, franchises, Master Plans, Environmental Impact Statements (EIS), and special requests requiring Engineering Department staff time. Charges for Engineering Department staff time will be assessed at the hourly rate based on the City's annual Salary & Wage Resolution and the current budget. Charges for consultants will be based on the consultant's rates. Deposits for Engineering Department services or other professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.

PLAN REVIEW DEPOSITS

CITY	_____ HOURS (estimated) @	~~$80.00~~	$90.00	per hour	$	0.00
CONSULTANT					$	

PROJECT ADMINISTRATION DEPOSITS

CITY	_____ HOURS (estimated) @	~~$75.00~~	$90.00	per hour	$	0.00
CONSULTANT					$	

PLAN REVIEW & ADMIN. DEPOSIT TOTAL $ **0.00**

Plan Review & Project Administration Deposit: Code 001.000.000.237.00.06.06

INSPECTION/TESTING DEPOSITS

CITY INSPECTION	_____ HOURS (estimated) @	~~$80.00~~	$90.00	per hour	$	0.00

Inspections performed outside of regular work hours will be billed at 1.5 times the hourly rate.

CONSULTANT INSPECTION					**$**	
TESTING SERVICES					**$**	

INSPECTION DEPOSIT TOTAL $ **0.00**

Inspection / Testing Deposit: Code 001.000.000.237.00.06.06

EROSION CONTROL DEPOSIT

EROSION CONTROL	_____			acres	**$**	

Erosion Control Deposit: Code 001.000.000.237.00.06.23

ADMIN. & INSPECTION DEPOSIT TOTAL $ **0.00**

Resolution 2025-02, Effective 2-12-2025

GRAND TOTAL $ **0.00**

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Exhibit C

TABLE 1-A
BUILDING PERMIT FEES

TOTAL VALUATION	FEE
$1 TO $500	$36.26
$501 TO $2,000	$36.26 for the first $500 plus $4 for each additional $100 or fraction thereof, to and including $2,000
$2001 to $25,000	$96.26 for the first $2,000 plus $17 for each additional $1,000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$487.26 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$787.26 for the first $50,000 plus $9 for each additional $1,000 or fraction thereof, to and including $100,000
$100,001 to $500,000	$1237.26 for the first $100,000 plus $7 for each additional $1,000 or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$4037.26 for the $500,000 plus $6 for each additional $1,000 or fraction thereof, to and including $1,000,000
$1,000,000 and up	$7037.26 for the first $1,000,000 plus $4 for each additional $1,000 or fraction thereof
Plan Review Fee	65%
Demolition Permit	~~$135.24~~ $180 + $6.50 State Building Code
Plumbing & Mechanical Permits	$90 + fixture count
Modular/Mobile Permit	~~$194.24~~ $270 + $6.50 State Building Code
Re-roof Permit	$180 + 6.50 State Building Code
Investigation Fee	Twice the calculated permit fee for work done without a permit
Technology Fee	3.5%
Hourly Rate	~~$71.22~~ $90 per hour - minimum charge 1 hour
Additional Submittal Review Fees	Permit fees include the initial submittal and two revisions (three submittals total). If the project requires staff review of more than three submittals the additional review will be charged at an hourly rate of $90/hour