

**CITY OF FOLSOM**

MAY 2024

**DEVELOPMENT PROCESSING FEE STUDY  
BUILDING AND ENGINEERING FEES**



# CONTENTS

## REPORTING

<u>Section</u>	<u>Description</u>	<u>Page #</u>
1	TRANSMITTAL	1
2	EXECUTIVE SUMMARY   Overall Findings	2
3	PROJECT ORIENTATION   Scope and Guidance	5
4	IMPLEMENTATION   Considerations for Implementation	9

## APPENDICES

<u>Appendix</u>	<u>Description</u>
A	REGIONAL FEE COMPARISON
B	COST OF SERVICE ANALYSIS
C	PROPOSED FEES



May 2024

**CITY OF FOLSOM**

Attn: Pam Johns, Community Development Director  
50 Natoma Street  
Folsom, CA 95630

**DEVELOPMENT PROCESSING FEE STUDY**

Dear Ms. Johns:

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

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide 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".

**TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING**

PHONE: 831.288.0608

EMAIL: [TMADSEN@CLEARSOURCEFINANCIAL.COM](mailto:TMADSEN@CLEARSOURCEFINANCIAL.COM)

# EXECUTIVE SUMMARY

## STUDY OVERVIEW

The City of Folsom provides many services to ensure safe, orderly and aesthetically pleasing development and construction within the City. The broad categories of these services include, but are not limited to, project entitlement review, improvement plan check, map check, permits (building, grading, encroachment and driveway), and land action review (i.e. dedications, parcel mergers and lot line adjustments). User fees and regulatory fees are the mechanism by which the City may recoup a portion of or all of the costs associated with these services.

The City of Folsom has completed a **User and Regulatory Fee Study**. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

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.

## COST RECOVERY POLICY AND PRACTICE

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 bears 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.

# EXECUTIVE SUMMARY

## FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendices. However, summarized in the following findings statements by broad fee category, are outcomes and proposals of particular interest to City policymakers.

### **Building Fees**

- Current fees recover less than the City's full cost of providing fee-related services.
  - The Division collects approximately \$2,845,000 annually in fee revenues. Fee-related expenditures are anticipated to be approximately \$3,468,000. This results in an aggregate cost recovery level of 82% and a General Fund subsidy of approximately \$622,000.
  - Full cost recovery is targeted for building fees.

### **Land Development Engineering Fees and Encroachment Permit Fees**

- Current fees recover less than the City's full cost of providing fee-related services. Many of the City's current fees are fixed at amounts that reflect less than the City's cost of providing services (examples include, but are not limited to, tree permitting and landscape plan review).
  - The Division collects approximately \$2,400,000 annually in fee revenues. Fee-related expenditures are approximately \$2,880,000. This results in an aggregate cost recovery level of 83% and a General Fund subsidy of approximately \$480,000.
- Recalibrate fees to encourage cost recovery of City staff and outside service provider costs.
- Full cost recovery is targeted from engineering and encroachment permit fees.

### **Deposit-Based Engineering Fees (i.e., Time & Materials Billings)**

- Fees for some of the City's more complex land development review projects are proposed to be administered using a "time and materials" billing approach. The City will collect an initial deposit and bill against that deposit for the costs of outside consultant review and support, and in-house labor efforts. If the deposit is drawn down before project completion, staff contacts the applicant to request replenishment of funds. If deposit amounts remain at the completion of the project, the applicant is refunded the unused deposit amount. Comprehensive tracking and billing for deposit-based projects should billing for project time such as:
  - Intake and Initial Processing and Review
  - Initial Meetings
  - Project Correspondence

# EXECUTIVE SUMMARY

- Multiple Rounds of Review
- Report Preparation
- Decision Making, Meeting Preparation
- Project Close-Out and Documentation Actions

## **Regional Fee Comparison**

- Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. Regional fee comparison information is included in Appendix A of this report.

## **Additional Cost Recovery from Proposed Adjustments to Fees**

- The enhanced cost recovery anticipated from the proposed changes included in the fee schedule update is **\$1,100,000**.

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Collecting fees for services:

- Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.

Please continue to the following technical report and appendices for further discussion of this User and Regulatory Fee Study.

# PROJECT ORIENTATION

## SCOPE OF STUDY

The City of Folsom has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of an updated **Schedule of User Fees and Charges**. ClearSource Financial Consulting has prepared this analysis during Fiscal Year 2023/24 and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- Review eligible fee-related services citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- Calculate the full cost of service, including estimated citywide overhead costs.
- Recommend fees to be charged for each service.
- Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.
- Maintain a thoroughly documented analysis to ensure compliance with Proposition 26, and other statutes, as applicable.

## DIRECT SERVICES UNDER REVIEW

### Fee Categories

City fees under review in this project focused on direct services eligible for user fee methodology, as listed in the City's published fee schedules. Additionally, the project was tasked with identifying any relevant additions for services performed without a fee or for under-quantified or ineffectively structured fees. Current services shown in the City's various prevailing fee schedules and addressed in this study are summarized as follows:

- **Engineering** – Services include encroachment permitting, development plan review and inspection.
- **Building** – Building plan review, permitting, and inspection for construction and sub-trades.

# PROJECT ORIENTATION

## REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, 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 a city for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread 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 individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

## PREVAILING 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.



# PROJECT ORIENTATION

- 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.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures, sourced as follows:

- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel and other services and supplies related costs were based on Fiscal Year 2023/24 adopted budgets and anticipated costs.
- Citywide overhead cost allocations were based on the City’s current overhead cost allocation plan.
- Estimated labor time spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

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.

# PROJECT ORIENTATION

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

COST OF SERVICE ANALYSIS – PROCESS AND METHODS		
1	ANNUAL LABOR TIME	<ul style="list-style-type: none"> <li>➤ IDENTIFY ANNUAL HOURS SPENT PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION</li> <li>➤ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, HISTORICAL PROJECT INFORMATION, AND HISTORICAL REVENUE INFORMATION</li> </ul>
2	ANNUAL EXPENDITURES	<ul style="list-style-type: none"> <li>➤ IDENTIFY ANNUAL COST OF PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION</li> <li>➤ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INFORMATION FOUND IN THE CITY'S ADOPTED BUDGET, EXPENDITURE HISTORY, AND THE OVERHEAD COST PLAN.</li> </ul>
3	FULLY BURDENED HOURLY RATES	<ul style="list-style-type: none"> <li>➤ CALCULATE THE ESTIMATED FULLY BURDENED HOURLY RATE USING INFORMATION FROM STEPS 1 AND 2</li> </ul>
4	SERVICE/ACTIVITY LABOR TIME	<ul style="list-style-type: none"> <li>➤ ESTIMATE LABOR TIME REQUIRED TO PROCESS INDIVIDUAL REQUEST FOR SERVICE</li> <li>➤ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, COMMONLY USED MEASURES, AND INFORMATION DEVELOPED IN STEP 1</li> </ul>
5	UNIT COST OF SERVICE	<ul style="list-style-type: none"> <li>➤ CALCULATE THE ESTIMATED COST OF SERVICE USING INFORMATION FROM STEPS 3 AND 4</li> </ul>
6	CURRENT COST RECOVERY	<ul style="list-style-type: none"> <li>➤ CALCULATE CURRENT COST RECOVERY LEVEL FOR A SPECIFIC SERVICE</li> </ul>
7	TARGETED COST RECOVERY	<ul style="list-style-type: none"> <li>➤ USE LAWS, INDUSTRY STANDARDS, GOALS AND POLICIES, AND HISTORICAL TRENDS TO DETERMINE TARGETED COST RECOVERY</li> </ul>
8	TEST FOR REASONABLENESS	<ul style="list-style-type: none"> <li>➤ TEST TO CONFIRM FORECAST REVENUE FROM FEES WILL NOT EXCEED PROGRAM COSTS</li> <li>➤ USE HISTORICAL PERMIT VOLUME AND PROPOSED FEES TO FORECAST ANTICIPATED REVENUE FROM FEES</li> <li>➤ FORECASTED REVENUES SHOULD NOT EXCEED PROGRAM COSTS</li> </ul>

## 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 adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- **Periodically Perform Comprehensive Analysis** – A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.

## REGIONAL FEE COMPARISON

In order to provide the City Council with additional information as it considers potential adjustments to fees, current and proposed fees were compared to amounts collected by other agencies within the region. City policymakers often consider fees established by other regional agencies for similar services when evaluating proposed fees.

The City of Folsom, consistent with other cities throughout the State, has an existing fee schedule that contemplates hundreds of potential unique requests for service. This can result in thousands of fee scenarios when comparing among multiple agencies. Consequently, an exhaustive comparison of the hundreds, and potentially thousands of scenarios is unrealistic. Instead, comparison information for several fee categories commonly seen from agency to agency are provided in order to provide City Council with a reasonable sense of changes expected. For Folsom, outcomes will show that new fees may range from low, mid, to upper end of regional fee spectrum depending on the service provided. This is common among municipalities due to differing levels of service and review included among various fee categories.

### Engineering Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Elk Grove	Rancho Cordova	Rocklin	Roseville
Engineering Plan Check and Inspection Improvement Value Up to \$100K	Mid-Range	Mid-Range	6% - 7%	8%	10.5% - 18%	7%	21%	5%
Engineering Plan Check and Inspection Improvement Value \$100K - \$200K	Mid-Range	Mid-Range	5%	6.40%	8.5% - 10%	5%	11%	5%
Engineering Plan Check and Inspection Improvement Value \$200K - \$1M	Mid-Range	Mid-Range	2% - 4%	3.6% - 4.8%	6% - 8.5%	2% - 4%	6% - 8%	5%

### Building Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Rancho Cordova	Rocklin	Roseville
\$25,000	Mid-Range	Mid-Range	\$330	\$368	\$375	\$456	\$158
\$50,000	Mid-Range	Mid-Range	\$530	\$644	\$600	\$751	\$757
\$100,000	Mid-Range	Mid-Range	\$880	\$1,104	\$1,050	\$1,158	\$1,162
\$500,000	Mid-Range	Mid-Range	\$3,280	\$4,048	varies (res v. non-res)	\$3,697	varies (res v. non-res)
\$1,000,000	Mid-Range	Mid-Range	\$6,030	\$7,360	\$7,511	\$6,417	\$6,180

*\* Fee amounts shown are for illustrative purposes. Actual fees collected will vary depending on services reviewed (e.g., new construction, plumbing, mechanical, electrical, structural, general plan update, technology fees, etc.). Amounts are intended to illustrate patterns and order of magnitude.*

**COST OF SERVICE ANALYSIS**



**User and Regulatory Fees**

*Fee-Related Cost of Service Analysis*

# City of Folsom

## Cost of Service Analysis

Description	Page
Cost of Service Allocation - Community Development Administration	3
<hr/>	
Cost of Service Calculations	
Engineering and Encroachment Permits	5
Building	14
General Plan / Zoning Code Update	24
<hr/>	
Cost Allocation - Citywide Overhead	26
<hr/>	

**User and Regulatory Fees**

*Cost of Service Calculations*

*Community Development - Administration*



**Allocation of In-House Labor**

Description	Building	Code Enforcement	Engineering	Planning	Total	Notes
Allocation of In-House Labor	46%	8%	25%	21%	100%	[a]
FTE	11	2	6	5	24	[a]

**Recurring Expenditures**

Description	Total	Adjustments	Total
Salaries - Permanent	\$ 360,290	\$ -	\$ 360,290
Annual Leave Account	\$ 5,197	\$ -	\$ 5,197
FICA	\$ 29,650	\$ -	\$ 29,650
PERS	\$ 139,520	\$ -	\$ 139,520
Deferred Comp - City Paid	\$ 16,095	\$ -	\$ 16,095
Automobile Allowance	\$ 6,000	\$ -	\$ 6,000
Combined Benefits	\$ 55,022	\$ -	\$ 55,022
Printing	\$ 4,000	\$ -	\$ 4,000
Dues & Publications	\$ 5,500	\$ -	\$ 5,500
Advertising	\$ 7,500	\$ -	\$ 7,500
Rents	\$ 55,500	\$ -	\$ 55,500
Training & Education	\$ 17,500	\$ -	\$ 17,500
Postage	\$ 358	\$ -	\$ 358
Telephone	\$ 2,500	\$ -	\$ 2,500
Cellular	\$ 10,000	\$ -	\$ 10,000
Internet	\$ 5,500	\$ -	\$ 5,500
Travel and Meetings	\$ 2,000	\$ -	\$ 2,000
Contracts	\$ 5,000	\$ (5,000)	\$ -
Contracts - Pre Employment	\$ 500	\$ -	\$ 500
Vehicle Maintenance	\$ 4,000	\$ -	\$ 4,000
Equipment Maintenance	\$ 200	\$ -	\$ 200
Advisory	\$ 10,000	\$ (10,000)	\$ -
Computer - Hardware	\$ 17,000	\$ -	\$ 17,000
Computer - Software	\$ 5,000	\$ -	\$ 5,000
Computer - License & Mtnc	\$ 22,614	\$ -	\$ 22,614
Office Supplies	\$ 5,000	\$ -	\$ 5,000
Departmental Supplies	\$ 11,000	\$ -	\$ 11,000
Petroleum Supplies	\$ 7,533	\$ -	\$ 7,533
Insurance / Liability	\$ 18,824	\$ -	\$ 18,824
<b>Subtotal</b>	<b>\$ 828,803</b>	<b>\$ (15,000)</b>	<b>\$ 813,803</b>

Description	Building	Code Enforcement	Engineering	Planning	Total	Notes
Salaries - Permanent	\$ 165,133	\$ 30,024	\$ 90,073	\$ 75,060	\$ 360,290	[b]
Annual Leave Account	\$ 2,382	\$ 433	\$ 1,299	\$ 1,083	\$ 5,197	[b]
FICA	\$ 13,590	\$ 2,471	\$ 7,413	\$ 6,177	\$ 29,650	[b]
PERS	\$ 63,947	\$ 11,627	\$ 34,880	\$ 29,067	\$ 139,520	[b]
Deferred Comp - City Paid	\$ 7,377	\$ 1,341	\$ 4,024	\$ 3,353	\$ 16,095	[b]
Automobile Allowance	\$ 2,750	\$ 500	\$ 1,500	\$ 1,250	\$ 6,000	[b]
Combined Benefits	\$ 25,218	\$ 4,585	\$ 13,756	\$ 11,463	\$ 55,022	[b]
Printing	\$ 1,833	\$ 333	\$ 1,000	\$ 833	\$ 4,000	[b]
Dues & Publications	\$ 2,521	\$ 458	\$ 1,375	\$ 1,146	\$ 5,500	[b]
Advertising	\$ 3,438	\$ 625	\$ 1,875	\$ 1,563	\$ 7,500	[b]
Rents	\$ 25,438	\$ 4,625	\$ 13,875	\$ 11,563	\$ 55,500	[b]
Training & Education	\$ 8,021	\$ 1,458	\$ 4,375	\$ 3,646	\$ 17,500	[b]
Postage	\$ 164	\$ 30	\$ 90	\$ 75	\$ 358	[b]
Telephone	\$ 1,146	\$ 208	\$ 625	\$ 521	\$ 2,500	[b]
Cellular	\$ 4,583	\$ 833	\$ 2,500	\$ 2,083	\$ 10,000	[b]
Internet	\$ 2,521	\$ 458	\$ 1,375	\$ 1,146	\$ 5,500	[b]
Travel and Meetings	\$ 917	\$ 167	\$ 500	\$ 417	\$ 2,000	[b]
Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	[b];[c]
Contracts - Pre Employment	\$ 229	\$ 42	\$ 125	\$ 104	\$ 500	[b]
Vehicle Maintenance	\$ 1,833	\$ 333	\$ 1,000	\$ 833	\$ 4,000	[b]
Equipment Maintenance	\$ 92	\$ 17	\$ 50	\$ 42	\$ 200	[b]
Advisory	\$ -	\$ -	\$ -	\$ -	\$ -	[b];[c]
Computer - Hardware	\$ 7,792	\$ 1,417	\$ 4,250	\$ 3,542	\$ 17,000	[b]
Computer - Software	\$ 2,292	\$ 417	\$ 1,250	\$ 1,042	\$ 5,000	[b]
Computer - License & Mtnc	\$ 10,365	\$ 1,885	\$ 5,654	\$ 4,711	\$ 22,614	[b]
Office Supplies	\$ 2,292	\$ 417	\$ 1,250	\$ 1,042	\$ 5,000	[b]
Departmental Supplies	\$ 5,042	\$ 917	\$ 2,750	\$ 2,292	\$ 11,000	[b]
Petroleum Supplies	\$ 3,453	\$ 628	\$ 1,883	\$ 1,569	\$ 7,533	[b]
Insurance / Liability	\$ 8,628	\$ 1,569	\$ 4,706	\$ 3,922	\$ 18,824	[b]
<b>Subtotal</b>	<b>\$ 372,993</b>	<b>\$ 67,817</b>	<b>\$ 203,451</b>	<b>\$ 169,542</b>	<b>\$ 813,803</b>	
	46%	8%	25%	21%	100%	

[a] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates. Allocated based on divisional FTE.

[b] Source: FY 23/24 adopted budget.

[c] Adjustment to exclude non-fee related expenses.

**User and Regulatory Fees**  
*Cost of Service Calculations*  
*Engineering and Encroachment Permits*

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Engineering

**Authorized Staffing**

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Indirect	Direct	Total	Indirect Hours	Total Direct Hours	Total Hours	Notes
Urban Forestor	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
City Engineer	1.00	2,080	216	1,864	1,864	65%	35%	100%	1,212	652	1,864	[a];[b]
Senior Construction Inspector	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Engineering Tech I/II	1.00	2,080	216	1,864	1,864	30%	70%	100%	559	1,305	1,864	[a];[b]
Senior Civil Engineer	2.00	2,080	216	1,864	3,728	25%	75%	100%	932	2,796	3,728	[a];[b]
<b>Total</b>	6.00				<b>11,184</b>				<b>3,448</b>	<b>7,736</b>	<b>11,184</b>	
<b>Total</b>									<b>31%</b>	<b>69%</b>	<b>100%</b>	

**Contract Services**

Description	Total	Notes
Annual Contract Services	\$ 1,751,255	[c]

Contract Services	Share	Est. Hrly Cost	Notes
Inspection	50%	\$ 125	[d]
Plan Review	50%	\$ 205	[d]
<b>Total</b>	100%	165	[e]

Description	Total	Indirect	Direct	Indirect	Direct	Total	Notes
Contract Service Hours	10,614	10%	90%	1,061	9,552	10,614	[c]

**Divisional Total**

Position	Indirect	Direct	Total	Notes
Authorized Staffing	3,448	7,736	11,184	
Contract Services	1,061	9,552	10,614	
<b>Total</b>	4,510	17,288	21,798	
<b>Total</b>	21%	79%	100%	

[a] Staffing based on FY 23/24 adopted budget

[b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.

[c] Source: Annual average FY 18/19 through FY 21/22.

[d] Amounts intended to serve as reasonable estimates of market rates for contract service providers.

[e] Average hourly rate for contract services received.

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Divisional Expenses - Engineering

**Recurring Divisional Expenditures [a]**

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	\$ 740,794	\$ -	\$ 740,794	
Annual Leave Account	\$ 10,730	\$ -	\$ 10,730	
Uniform Allowance	\$ 675	\$ -	\$ 675	
FICA	\$ 58,782	\$ -	\$ 58,782	
PERS	\$ 295,014	\$ -	\$ 295,014	
Deferred Comp - City Paid	\$ 16,200	\$ -	\$ 16,200	
Combined Benefits	\$ 118,434	\$ -	\$ 118,434	
Contracts	\$ 690,000	\$ 1,061,255	\$ 1,751,255	[b]
Insurance / Liability	\$ 37,648	\$ -	\$ 37,648	
<b>Subtotal</b>	<b>\$ 1,968,277</b>	<b>\$ 1,061,255</b>	<b>\$ 3,029,532</b>	

**Allocation of Department and Citywide Overhead**

Description	Total	Adjustments	Total	Notes
Department Overhead	\$ 203,451	\$ -	\$ 203,451	[c]
Citywide Overhead	\$ 220,949	\$ -	\$ 220,949	[c]
<b>Subtotal</b>	<b>\$ 424,400</b>	<b>\$ -</b>	<b>\$ 424,400</b>	

**Total**

Description	Total	Notes
Recurring Divisional Expenditures	\$ 3,029,532	
Department Overhead	\$ 203,451	
Citywide Overhead	\$ 220,949	
<b>Subtotal</b>	<b>\$ 3,453,932</b>	

**Fully-Burdened Hourly Rate**

Description	Total	Note
Costs	\$ 3,453,932	
Direct Hours	17,288	[c]
<b>Fully-Burdened Hourly Rate</b>	<b>\$ 200</b>	

[a] Source: FY 23/24 adopted budget.

[b] Adjustment to align to FY 22/23 actual contract service expenditures.

[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.

City of Folsom  
 User and Regulatory Fee Study  
 Engineering and Encroachment Permit Fees  
 Cost of Service Calculation

Fee Description		Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
1	Assessment District/CFD Payment Processing	24.00	x \$200	= \$4,800	\$2,578	54%	\$4,800	100%	Fixed Fee	\$2,222	
2	Encroachment Permit										
	a) Encroachment Contract for Parking/Staging										
	i. 0-6 calendar days	0.25	x \$200	= \$50	\$135	270%	\$50	100%	Fixed Fee	(\$85)	
	ii. 7-14 calendar days	0.50	x \$200	= \$100	\$135	135%	\$100	100%	Fixed Fee	(\$35)	
	iii. 14+days	1.00	x \$200	= \$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	b) Utility Work/Connections (Individual Permits)										
	i. Wet Utilities/Service Connections	3.00	x \$200	= \$600	\$135	23%	\$600	100%	Fixed Fee	\$465	
	ii. Dry Utilities (per site/location)	1.00	x \$200	= \$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	iii. Misc. per LF of Trench in ROW/City Easement	0.03	x \$200	= \$5.00	\$1.96	39%	\$5.00	100%	Fixed Fee	\$3.04	
	iv. Inspections and Testing	2.00	x \$200	= \$400			\$400	100%	Fixed Fee		
	c) Driveways/Minor Frontage Improvements										
	i. Residential (per driveway)	2.00	x \$200	= \$400	\$135	34%	\$400	100%	Fixed Fee	\$265	
	ii. Commercial (per driveway)	2.00	x \$200	= \$400	\$135	34%	\$400	100%	Fixed Fee	\$265	
	d) Pools and Spas (in ground)	2.00	x \$200	= \$400	\$135	34%	\$400	100%	Fixed Fee	\$265	
	e) Traffic Control/Equipment Staging										
	i. Isolated Site	1.00	x \$200	= \$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	ii. Multiple Closures/Staging	5.00	x \$200	= \$1,000	\$135	14%	\$1,000	100%	Fixed Fee	\$865	
	f) Permit Extensions										
	i. Active Work Zone	0.25	x \$200	= \$50	\$135	270%	\$50	100%	Fixed Fee	(\$85)	
	ii. Inactive Work Zone (4+ months inactivity)	1.00	x \$200	= \$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	g) Annual Permits										
	i. Wet Utilities	30.00	x \$200	= \$6,000	\$2,651	44%	\$6,000	100%	Fixed Fee	\$3,349	
	ii. Dry Utilities	104.00	x \$200	= \$20,800	\$2,651	13%	\$20,800	100%	Fixed Fee	\$18,149	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	30.00	x \$200	= \$6,000	\$2,651	44%	T&M		Fixed Fee		[a]
	iv. Vegetation Management (Utilities)	104.00	x \$200	= \$20,800	\$2,651	13%	\$20,800	100%	Fixed Fee	\$18,149	
	v. Long Term/Revocable Encroachments (paid annually)	1.00	x \$200	= \$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	h) Long Term/Revocable Encroachments (new permits only)	12.00	x \$200	= \$2,400	\$135	6%	\$2,400	100%	Fixed Fee	\$2,265	[b]

City of Folsom  
 User and Regulatory Fee Study  
 Engineering and Encroachment Permit Fees  
 Cost of Service Calculation

Fee Description		Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
3	Engineering and Landscape Plan Check and Inspection (Fee Includes Up to 3 Cycle Reviews - Hourly Billing Applies for Reviews Required Beyond 3rd Cycle)										
	a) Project Value Up to \$10,000	4.00	x \$200	= \$800	6.00%	varies	8.00%	varies	Fixed Fee		
	b) Project Value \$10,001 - \$100,000										
	i. Base Fee for First \$10,000	4.00	x \$200	= \$800	\$600	75%	\$800	100%	Fixed Fee	\$200	
	ii. Fee for Each Add'l \$1 Up to \$100,000			8.00%	7.00%	88%	8.00%	100%	Fixed Fee		
	c) \$100,001 - \$199,999										
	i. Base Fee for First \$100,000	40.00	x \$200	= \$8,000	\$6,900	86%	\$8,000	100%	Fixed Fee	\$1,100	
	ii. Fee for Each Add'l \$1 Up to \$200,000			6.40%	5.00%	78%	6.40%	100%	Fixed Fee		
	d) \$200,001 - \$299,999										
	i. Base Fee for First \$200,000	72.00	x \$200	= \$14,400	\$11,900	83%	\$14,400	100%	Fixed Fee	\$2,500	
	ii. Fee for Each Add'l \$1 Up to \$300,000			4.80%	4.00%	83%	4.80%	100%	Fixed Fee		
	e) \$300,000 or more										
	i. Base Fee for First \$300,000	96.00	x \$200	= \$19,200	\$15,900	83%	\$19,200	100%	Fixed Fee	\$3,300	
	ii. Fee for Each Add'l \$1			3.60%	2.00%	56%	3.60%	100%	Fixed Fee		
	f) Landscape Plan Review										
	i. Non-Development	1.00	x \$200	= \$200	\$38	19%	\$200	100%	Fixed Fee	\$162	
	ii. Custom Home	5.50	x \$200	= \$1,100	\$414	38%	\$1,100	100%	Fixed Fee	\$686	
	iii. Production Home/Subdivision	11.50	x \$200	= \$2,300	Valuation	varies	\$2,300	100%	Fixed Fee	Varies	
	iv. Model Home Complex	7.00	x \$200	= \$1,400	Valuation	varies	\$1,400	100%	Fixed Fee	Varies	
	v. Commercial, Streetscape, Other Development Projects	8.00	x \$200	= \$1,600	\$38	2%	\$1,600	100%	Fixed Fee	\$1,562	
	vi. Development and Civil Improvements - Landscaping Review	10.50	x \$200	= \$2,100	\$38	2%	\$2,100	100%	Fixed Fee	\$2,062	
4	Final Map and Parcel Map										
	a) Parcel Map Check	28.00	x \$288	= \$8,050	\$5,742	71%	\$8,050	100%	Fixed Fee	\$2,308	
	b) Final Map Check										
	i. Base Fee/Final Map Amendment	40.00	x \$288	= \$11,500	\$10,719	93%	\$11,500	100%	Fixed Fee	\$781	
	ii. Plus, Per Lot Fee	0.50	x \$288	= \$144	\$0	0%	\$144	100%	Fixed Fee	\$144	
	c) Certificate of Correction/Certificate of Compliance	8.50	x \$288	= \$2,444	\$2,899	varies	\$2,000	100%	T & M with Initial Deposit	(\$899)	
5	Right of Ways (ROW) and Easements										
	a) Review of ROW/Easement Documents	12.00	x \$288	= \$3,450	\$1,334	39%	\$3,450	100%	Fixed Fee	\$2,116	
	b) ROW/Easement Abandonment	20.00	x \$288	= \$5,750	\$2,451	43%	\$5,750	100%	Fixed Fee	\$3,299	
6	Subdivision Agreement Processing	20.00	x \$288	= \$5,750	\$1,083	19%	\$5,750	100%	Fixed Fee	\$4,667	

City of Folsom  
 User and Regulatory Fee Study  
 Engineering and Encroachment Permit Fees  
 Cost of Service Calculation

Fee Description		Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
7	Transportation Permit										
	a) Permit	n/a			\$19		\$16		Fixed Fee	(\$3)	
	b) Annual Permit	n/a			\$86		\$90		Fixed Fee	\$4	
8	Tree Removal/Work Permit										
	a) Permitted Removal/Work										
	i. Existing Occupied Structure										
	a. 0-2 Trees	0.50	x \$200	= \$100	\$38	38%	\$100	100%	Fixed Fee	\$62	
	b. 3+ Trees: See New Construction Rate Below	6.00	x \$200	= \$1,200	\$38	3%	\$1,200	100%	Fixed Fee	\$1,162	
	c. "In Decline" Tree	0.50	x \$200	= \$100	\$38	38%	\$100	100%	Fixed Fee	\$62	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel Map, Multi-family, Commercial, etc.):										
	a. 0-4 Trees	6.00	x \$200	= \$1,200	\$38	3%	\$1,200	100%	Fixed Fee	\$1,162	
	b. 5+ Trees	7.00	x \$200	= \$1,400	\$38	3%	\$1,400 + 10% per tree above 5 trees.		Fixed Fee	varies	
	iii. Misc.	1.00	x \$200	= \$200	\$38	19%	\$200	100%	Per Hour	\$162	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	12.00	x \$200	= \$2,400	\$438	18%	2x permit amount	varies	Fixed Fee		
	<b>Other Fees for Service</b>										
9	Research of Engineering Records	1.00	x \$200	= \$200	\$103	52%	\$200	100%	Per Hour	\$97	
10	Miscellaneous Engineering Services	1.00	x \$200	= \$200	\$103	52%	\$200	100%	Per Hour	\$97	
11	Excess Plan Review Fee (4th and subsequent)	1.00	x \$200	= \$200	n/a		\$200	100%	Per Hour		
12	Revisions	1.00	x \$200	= \$200	n/a		\$200	100%	Per Hour		
13	After Hours Inspection (per hour) (2-hour minimum)	1.20	x \$200	= \$240	\$103	43%	\$240	100%	Per Hour	\$137	
14	Re-inspection Fee (2nd Time or More) (each)	0.50	x \$200	= \$100	n/a		\$100	100%	Each		
15	Missed Inspection Fee	0.50	x \$200	= \$100	n/a		\$100	100%	Each		
16	Expedited Services Fee				1.5x Regular Fee		1.5x Regular Fee		Fixed Fee		
17	Residential Landscape Review	1.00	x \$200	= \$200	Hourly Rate of Arborist		Hourly Rate of Arborist		Per Hour		
18	Technical Assistance/Third Party Review or Inspection				Actual Cost		Actual Cost		T & M		

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

**City of Folsom**  
**Engineering and Encroachment Permit Fees**  
**Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
1	Assessment District/CFD Payment Processing	Fixed Fee	\$2,578	\$4,800	\$4,800	54%	100%	
2	Encroachment Permit							
	a) Encroachment Contract for Parking/Staging							
	i. 0-6 calendar days	Fixed Fee	\$135	\$50	\$50	270%	100%	
	ii. 7-14 calendar days	Fixed Fee	\$135	\$100	\$100	135%	100%	
	iii. 14+days	Fixed Fee	\$135	\$200	\$200	68%	100%	
	b) Utility Work/Connections (Individual Permits)							
	i. Wet Utilities/Service Connections	Fixed Fee	\$135	\$600	\$600	23%	100%	
	ii. Dry Utilities (per site/location)	Fixed Fee	\$135	\$200	\$200	68%	100%	
	iii. Misc. per LF of Trench in ROW/City Easement	Fixed Fee	\$1.96	\$5.00	\$5.00	39%	100%	
	iv. Inspections and Testing	Fixed Fee		\$400	\$400		100%	
	c) Driveways/Minor Frontage Improvements							
	i. Residential (per driveway)	Fixed Fee	\$135	\$400	\$400	34%	100%	
	ii. Commercial (per driveway)	Fixed Fee	\$135	\$400	\$400	34%	100%	
	d) Pools and Spas (in ground)	Fixed Fee	\$135	\$400	\$400	34%	100%	
	e) Traffic Control/Equipment Staging							
	i. Isolated Site	Fixed Fee	\$135	\$200	\$200	68%	100%	
	ii. Multiple Closures/Staging	Fixed Fee	\$135	\$1,000	\$1,000	14%	100%	
	f) Permit Extensions							
	i. Active Work Zone	Fixed Fee	\$135	\$50	\$50	270%	100%	
	ii. Inactive Work Zone (4+ months inactivity)	Fixed Fee	\$135	\$200	\$200	68%	100%	
	g) Annual Permits							
	i. Wet Utilities	Fixed Fee	\$2,651	\$6,000	\$6,000	44%	100%	
	ii. Dry Utilities	Fixed Fee	\$2,651	\$20,800	\$20,800	13%	100%	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	Fixed Fee	\$2,651	\$6,000	T&M	44%		[a]
	iv. Vegetation Management (Utilities)	Fixed Fee	\$2,651	\$20,800	\$20,800	13%	100%	
	v. Long Term/Revocable Encroachments (paid annually)	Fixed Fee	\$135	\$200	\$200	68%	100%	
	h) Long Term/Revocable Encroachments (new permits only)	Fixed Fee	\$135	\$2,400	\$2,400	6%	100%	[b]



**City of Folsom**  
**Engineering and Encroachment Permit Fees**  
**Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
3	Engineering and Landscape Plan Check and Inspection							
	a) Project Value Up to \$10,000	Fixed Fee	6.00%	\$800	8.00%	varies	varies	
	b) Project Value \$10,001 - \$100,000							
	i. Base Fee for First \$10,000	Fixed Fee	\$600	\$800	\$800	75%	100%	
	ii. Fee for Each Add'l \$1 Up to \$100,000	Fixed Fee	7.00%	8.00%	8.00%	88%	100%	
	c) \$100,001 - \$199,999							
	i. Base Fee for First \$100,000	Fixed Fee	\$6,900	\$8,000	\$8,000	86%	100%	
	ii. Fee for Each Add'l \$1 Up to \$200,000	Fixed Fee	5.00%	6.40%	6.40%	78%	100%	
	d) \$200,001 - \$299,999							
	i. Base Fee for First \$200,000	Fixed Fee	\$11,900	\$14,400	\$14,400	83%	100%	
	ii. Fee for Each Add'l \$1 Up to \$300,000	Fixed Fee	4.00%	4.80%	4.80%	83%	100%	
	e) \$300,000 or more							
	i. Base Fee for First \$300,000	Fixed Fee	\$15,900	\$19,200	\$19,200	83%	100%	
	ii. Fee for Each Add'l \$1	Fixed Fee	2.00%	3.60%	3.60%	56%	100%	
	f) Landscape Plan Review							
	i. Non-Development	Fixed Fee	\$38	\$200	\$200	19%	100%	
	ii. Custom Home	Fixed Fee	\$414	\$1,100	\$1,100	38%	100%	
	iii. Production Home/Subdivision	Fixed Fee	Valuation	\$2,300	\$2,300	varies	100%	
	iv. Model Home Complex	Fixed Fee	Valuation	\$1,400	\$1,400	varies	100%	
	v. Commercial, Streetscape, Other Development Projects	Fixed Fee	\$38	\$1,600	\$1,600	2%	100%	
	vi. Development and Civil Improvements - Landscaping Review	Fixed Fee	\$38	\$2,100	\$2,100	2%	100%	
4	Final Map and Parcel Map							
	a) Parcel Map Check	Fixed Fee	\$5,742	\$8,050	\$8,050	71%	100%	
	b) Final Map Check							
	i. Base Fee/Final Map Amendment	Fixed Fee	\$10,719	\$11,500	\$11,500	93%	100%	
	ii. Plus, Per Lot Fee	Fixed Fee	\$0	\$144	\$144	0%	100%	
	c) Certificate of Correction/Certificate of Compliance	T & M with Initial Deposit	\$2,899	\$2,444	\$2,000	varies	100%	
5	Right of Ways (ROW) and Easements							
	a) Review of ROW/Easement Documents	Fixed Fee	\$1,334	\$3,450	\$3,450	39%	100%	
	b) ROW/Easement Abandonment	Fixed Fee	\$2,451	\$5,750	\$5,750	43%	100%	
6	Subdivision Agreement Processing	Fixed Fee	\$1,083	\$5,750	\$5,750	19%	100%	

**City of Folsom**  
**Engineering and Encroachment Permit Fees**  
**Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
7	Transportation Permit							
	a) Permit	Fixed Fee	\$19		\$16			
	b) Annual Permit	Fixed Fee	\$86		\$90			
8	Tree Removal/Work Permit							
	a) Permitted Removal/Work							
	i. Existing Occupied Structure							
	a. 0-2 Trees	Fixed Fee	\$38	\$100	\$100	38%	100%	
	b. 3+ Trees: See New Construction Rate Below	Fixed Fee	\$38	\$1,200	\$1,200	3%	100%	
	c. "In Decline" Tree	Fixed Fee	\$38	\$100	\$100	38%	100%	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel Map,							
	a. 0-4 Trees	Fixed Fee	\$38	\$1,200	\$1,200	3%	100%	
	b. 5+ Trees	Fixed Fee	\$38	\$1,400	\$1,400 + 10% per tree	3%		
	iii. Misc.	Per Hour	\$38	\$200	\$200	19%	100%	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	Fixed Fee	\$438	\$2,400	2x permit amount	18%	varies	
	<b>Other Fees for Service</b>							
9	Research of Engineering Records	Per Hour	\$103	\$200	\$200	52%	100%	
10	Miscellaneous Engineering Services	Per Hour	\$103	\$200	\$200	52%	100%	
11	Excess Plan Review Fee (4th and subsequent)	Per Hour	n/a	\$200	\$200		100%	
12	Revisions	Per Hour	n/a	\$200	\$200		100%	
13	After Hours Inspection (per hour) (2-hour minimum)	Per Hour	\$103	\$240	\$240	43%	100%	
14	Re-inspection Fee (2nd Time or More) (each)	Each	n/a	\$100	\$100		100%	
15	Missed Inspection Fee	Each	n/a	\$100	\$100		100%	
16	Expedited Services Fee	Fixed Fee	1.5x Regular Fee		1.5x Regular Fee			
17	Residential Landscape Review	Per Hour	Hourly Rate of Arborist	\$200	Hourly Rate of Arborist			
18	Technical Assistance/Third Party Review or Inspection	T & M	Actual Cost		Actual Cost			

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

**User and Regulatory Fees**

*Cost of Service Calculations*

*Building*

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

**Authorized Staffing**

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Indirect	Direct	Total	Indirect Hours	Total Direct Hours	Total Hours	Notes
Building Inspector I/II	3.00	2,080	216	1,864	5,592	20%	80%	100%	1,118	4,474	5,592	[a];[b]
Building Plans Coordinator	2.00	2,080	216	1,864	3,728	20%	80%	100%	746	2,982	3,728	[a];[b]
Building Technician I/II	2.00	2,080	216	1,864	3,728	50%	50%	100%	1,864	1,864	3,728	[a];[b]
Plan Check Engineer	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Building Inspection Supervisor	1.00	2,080	216	1,864	1,864	40%	60%	100%	746	1,118	1,864	[a];[b]
Principal Civil Engineer	1.00	2,080	216	1,864	1,864	50%	50%	100%	932	932	1,864	[a];[b]
Senior Civil Engineer	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
<b>Total</b>	<b>11.00</b>				<b>20,504</b>				<b>6,151</b>	<b>14,353</b>	<b>20,504</b>	
<b>Total</b>									<b>30%</b>	<b>70%</b>	<b>100%</b>	

Position	Indirect	Direct	Total
Building Inspector I/II	1,118	4,474	5,592
Building Plans Coordinator	746	2,982	3,728
Building Technician I/II	1,864	1,864	3,728
Plan Check Engineer	373	1,491	1,864
Building Inspection Supervisor	746	1,118	1,864
Principal Civil Engineer	932	932	1,864
Senior Civil Engineer	373	1,491	1,864
<b>Total</b>	<b>6,151</b>	<b>14,353</b>	<b>20,504</b>

**Contract Services**

Description	Total	Notes
Annual Contract Services	\$ 650,000	[c]

Contract Services	Share	Est. Hrly Cost	Notes
Inspection	33%	\$ 110	[d]
Plan Review	67%	\$ 140	[d]
<b>Total</b>	<b>100%</b>	<b>130</b>	<b>[e]</b>

Description	Total	Indirect	Direct	Indirect	Direct	Total	Notes
Contract Service Hours	5,000	10%	90%	500	4,500	5,000	[c]

**Divisional Total**

Position	Indirect	Direct	Total	Notes
Authorized Staffing	6,151	14,353	20,504	
Contract Services	500	4,500	5,000	
<b>Total</b>	<b>6,651</b>	<b>18,853</b>	<b>25,504</b>	
<b>Total</b>	<b>26%</b>	<b>74%</b>	<b>100%</b>	

- [a] Staffing based on FY 23/24 adopted budget
- [b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.
- [c] Source: Annual average FY 18/19 through FY 21/22.
- [d] Amounts intended to serve as reasonable estimates of market rates for contract service providers.
- [e] Average hourly rate for contract services received.

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Divisional Expenses - Building

**Recurring Divisional Expenditures [a]**

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	\$ 1,032,925	\$ -	\$ 1,032,925	
Salaries - Temporary	\$ 50,000	\$ -	\$ 50,000	
Annual Leave Account	\$ 15,125	\$ -	\$ 15,125	
Uniform Allowance	\$ 2,025	\$ -	\$ 2,025	
FICA	\$ 82,121	\$ -	\$ 82,121	
PERS	\$ 412,624	\$ -	\$ 412,624	
Deferred Comp - City Paid	\$ 23,400	\$ -	\$ 23,400	
Combined Benefits	\$ 208,931	\$ -	\$ 208,931	
Contracts	\$ 265,000	\$ 385,000	\$ 650,000	[b]
Insurance / Liability	\$ 56,472	\$ -	\$ 56,472	
<b>Subtotal</b>	<b>\$ 2,148,623</b>	<b>\$ 385,000</b>	<b>\$ 2,533,623</b>	

**Allocation of Department and Citywide Overhead**

Description	Total	Adjustments	Total	Notes
Department Overhead	\$ 372,993	\$ -	\$ 372,993	[c]
Citywide Overhead	\$ 147,300	\$ -	\$ 147,300	[c]
<b>Subtotal</b>	<b>\$ 520,293</b>	<b>\$ -</b>	<b>\$ 520,293</b>	

**Support from Other Departments**

Description	Total	Adjustments	Total	Notes
Plan Review and Permit Support from Other Depts	\$ 65,000	\$ -	\$ 65,000	[c]
Annual In-House Technology Licensing	\$ 122,500	\$ -	\$ 122,500	[c]
Annual In-House Maintenance of Zoning Code, Plans a	\$ 226,776	\$ -	\$ 226,776	[c]
<b>Subtotal</b>	<b>\$ 414,276</b>	<b>\$ -</b>	<b>\$ 414,276</b>	

**Total**

Description	Total	Notes
Recurring Divisional Expenditures	\$ 2,533,623	
Department Overhead	\$ 372,993	
Support from Other Departments	\$ 414,276	
Citywide Overhead	\$ 147,300	
<b>Subtotal</b>	<b>\$ 3,468,191</b>	

**Fully-Burdened Hourly Rate**

Description	Total	Note
Costs	\$ 3,468,191	
Direct Hours	18,853	[c]
<b>Fully-Burdened Hourly Rate</b>	<b>\$ 184</b>	

**Cost Recovery Overview**

Description	Org Key	Object	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	10-Year Avg	Percentage	Notes
Building Permit Fees	0102320	3224000	\$1,090,143	\$1,391,334	\$1,435,293	\$1,160,275	\$1,215,167	\$1,757,983	\$2,022,669	\$2,259,054	\$3,143,495	\$3,632,168	\$1,910,758	67%	
Building Reinspection Fee	0102320	3440401	\$1,320	\$1,080	\$2,400	\$3,000	\$2,405	\$1,680	\$1,330	\$1,985	\$240	\$1,080	\$1,652	0%	
Structure Plan Check Fees	0102320	3444100	\$565,642	\$866,826	\$727,668	\$966,213	\$988,989	\$839,076	\$899,484	\$919,517	\$1,298,637	\$1,234,323	\$930,637	33%	
Seismic Training Fee	0102320	3444300	\$897	\$859	\$766	\$2,300	\$1,864	\$320	\$2,413	\$469	\$0	\$7,070	\$1,696	0%	
State Bldg Standards Fund	0102320	3444400	\$430	\$638	\$515	\$550	\$698	\$403	\$4,051	\$331	\$0	\$3,338	\$1,095	0%	
<b>Total</b>			\$1,658,432	\$2,260,737	\$2,166,642	\$2,132,338	\$2,209,123	\$2,599,462	\$2,929,947	\$3,181,356	\$4,442,372	\$4,877,979	\$2,845,839	100%	

**Cost Recovery Analysis**

Description	Total	Note
Average Revenues	\$2,845,839	
Annualized Costs	\$3,468,191	
Cost Recovery	82%	

[a] Source: FY 23/24 adopted budget.

[b] Adjustment to align to FY 22/23 actual contract service expenditures.

[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
1 HVAC Change-Out - Residential	1.25	x	\$184	=	\$230	varies	varies	100%	\$230	
2 Water Heater Change-Out - Residential	1.00	x	\$184	=	\$184	varies	varies	100%	\$184	
3 Residential Re-Roof	2.00	x	\$184	=	\$368	varies	varies	100%	\$368	
4 Siding Replacement	1.75	x	\$184	=	\$322	varies	varies	100%	\$322	
5 Service Panel Upgrade - Residential	1.50	x	\$184	=	\$276	varies	varies	100%	\$276	
6 Battery Backup Storage	2.00	x	\$184	=	\$368	varies	varies	100%	\$368	
7 Electric Vehicle Charger	2.00	x	\$184	=	\$368	varies	varies	100%	\$368	
8 Generator	2.00	x	\$184	=	\$368	varies	varies	100%	\$368	
9 Residential Solar Photovoltaic System - Solar Permit										
a) Plan Review										
i) Base Fee for 15kW or Less						varies	varies		\$200	[a],[b]
ii) Fee for Each Additional kW above 15kW						varies	varies		\$15	[a],[b]
b) Permit						varies	varies		\$250	[a],[b]
10 Commercial Solar Photovoltaic System - Solar Permit										
a) Plan Review										
i) Base Fee 50kW or Less						varies	varies		\$444	[a],[b]
ii) Fee for Each Add'l kW above 50kW up to 250kW						varies	varies		\$7	[a],[b]
ii) Fee for Each Add'l kW above 250kW						varies	varies		\$5	[a],[b]
b) Permit						varies	varies		\$556	[a],[b]
11 Pool Solar	1.00	x	\$184	=	\$184	varies	varies	100%	\$184	
12 Swimming Pool Replaster / Equipment Change-Out	2.50	x	\$184	=	\$460	varies	varies	100%	\$460	
13 Swimming Pool Remodel (e.g., Changing Pool Shape, Adding Cabo Shelf, etc.)	5.00	x	\$184	=	\$920	varies	varies	100%	\$920	
14 Retaining Wall										
a) One Type of Retaining Wall Type/Configuration	3.00	x	\$184	=	\$552	varies	varies	100%	\$552	
b) Each Additional Wall Type/Configuration	1.50	x	\$184	=	\$276	varies	varies	100%	\$276	
15 Window / Sliding Glass Door - Retrofit / Repair										
a) Up to 5	1.00	x	\$184	=	\$184	varies	varies	100%	\$184	
b) Per Window Over 5 Windows	0.20	x	\$184	=	\$37	varies	varies	100%	\$37	
16 Fences Requiring a Building Permit	2.00	x	\$184	=	\$368	varies	varies	100%	\$368	

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
17	Electrical and Irrigation Pedestals per pedestal	1.50	x	\$184	=	\$276	varies	varies	100%	\$276	
18	Detached and Attached ADUs	25.00	x	\$184	=	\$4,600	varies	varies	100%	\$4,600	
19	Junior ADUs	12.00	x	\$184	=	\$2,208	varies	varies	100%	\$2,208	

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

[b] The City will not collect additional permit processing fees. Amounts shown are total amount due for permit processing, plan review, and permit.



City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
	<b>Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits</b>									
1	\$1 - \$2,000	0.75	x \$184	= \$138	\$100	72%	\$138	100%		
2	\$2,001 - \$25,000	0.75	x \$184	= \$138	\$100	72%	\$138	100%		
3	\$25,001 - \$50,000	2.00	x \$184	= \$368	\$330	90%	\$368	100%		
4	\$50,001 - \$100,000	3.50	x \$184	= \$644	\$530	82%	\$644	100%		
5	\$100,001 - \$500,000	6.00	x \$184	= \$1,104	\$880	80%	\$1,104	100%		
6	\$500,001 - \$1,000,000	22.00	x \$184	= \$4,048	\$3,280	81%	\$4,048	100%		
7	\$1,000,001 - \$5,000,000	40.00	x \$184	= \$7,360	\$6,030	82%	\$7,360	100%		
8	\$5,000,001 - \$10,000,000	160.00	x \$184	= \$29,440	\$26,030	88%	\$29,440	100%		
9	\$10,000,001 - \$10,000,000	260.00	x \$184	= \$47,840	\$51,030	107%	\$47,840	100%		

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
1	<b>Building Plan Check Fees - Building</b>								
	a) Plan Review Fee, if applicable	80%					80%	100%	[a]
	b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee					1.5x standard plan check fee	100%	
	c) Tract Home / Master Plan Construction (Production Units)	20%			\$150	varies	20% of standard plan check fee	100%	[b]
	d) Production Permit for Multi-family permit	8.00	x	\$184 = \$1,472	\$150	10%	\$1,472	100%	
	e) Production Permit for Fire permits and other misc. permits	2.50	x	\$184 = \$460	\$150	33%	\$460	100%	
	f) Alternate Materials and Methods Review (per hour)	1.00	x	\$184 = \$184			\$184	100%	
	g) Excess Plan Review Fee (4th and subsequent) (per hour)	1.00	x	\$184 = \$184			\$184	100%	
	h) Revisions to an Approved Permit (per hour)	1.00	x	\$184 = \$184			\$184	100%	
	i) Deferred Submittal (per hour)	1.00	x	\$184 = \$184			\$184	100%	

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
1 Permit Processing Fee	0.42	x	\$184	=	\$77			\$77	100%		
2 Strong Motion Instrumentation (SMI) Fee Calculation											[a]
a) Residential								\$0.50 or valuation x .00013			[a]
b) Commercial								\$0.50 or valuation x .00028			[a]
3 Building Standards (SB 1473) Fee Calculation (Valuation)											[a]
a) \$1 - \$25,000								\$1			[a]
b) \$25,001 - \$50,000								\$2			[a]
c) \$50,001 - \$75,000								\$3			[a]
d) \$75,001 - \$100,000								\$4			[a]
e) Each Add'l \$25,000 or fraction thereof								Add \$1			[a]
4 Business License Fee						\$25		\$25			
5 CASP Training Fund Fee						\$3.60		\$3.60			
6 State Disability Access Fee						\$0.40		\$0.40			
7 General Plan/Zoning Code Update Fee (percent of building permit fee)					9%			5%	55%		[b]
8 Temporary Certificate of Occupancy (Phasing Plan) Fee	5.00	x	\$184	=	\$920			\$920	100%		
9 Permit Extension	0.50	x	\$184	=	\$92			\$0	0%		
10 Permit Reactivation Fee											
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	1.00	x	\$184	=	\$184			\$184	100%		
b) Reactivation Fee - All Other Scenarios											
i) Permit Expired Up to One Year								50% of Original Base Building Permit Fee			
ii) Permit Expired More than One Year								100% of Original Base Building Permit Fee			
11 Permit Reissuance Fee	1.00	x	\$184	=	\$184			\$184	100%		
12 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) (per hour)	1.00	x	\$184	=	\$184			\$184	100%		
<b>Other Fees</b>											
13 Phased Inspection Fee (per inspection)	1.00	x	\$184	=	\$184			\$184	100%		
14 After Hours Inspection (per hour) (4-hour minimum)	1.20	x	\$184	=	\$221			\$221	100%		
15 Re-inspection Fee (2nd Time or More) (each)	1.00	x	\$184	=	\$184			\$184	100%		[c]

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
16 Missed Inspection Fee	1.00	x	\$184	=	\$184			\$184	100%		
17 Duplicate Copy of Permit	0.42	x	\$184	=	\$77			\$77	100%		
18 Duplicate Copy of Certificate of Occupancy	0.42	x	\$184	=	\$77			\$77	100%		
19 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	0.50	x	\$184	=	\$92			\$92	100%		
<b>Violation Fees</b>											
20 Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)								equal to permit fee			

[a] Amounts established by State of California. In the case of discrepancy between this schedule and amounts established by the State, State amounts shall supersede these amounts.

[b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.

[c] Reinspection fee applies after the first re-inspection.

**User and Regulatory Fees**  
*Cost of Service Calculations*  
*General Plan / Zoning Code Update*

**Estimated Expenditures**

Description	Total	Amortization / Update Frequency	Annual Cost	Cost Type	Notes
General Plan Update	\$ 2,000,000	20	\$ 100,000	Periodic	[a];[b]
Housing Element	\$ 500,000	8	\$ 62,500	Periodic	[a];[b]
Zoning Code	\$ 500,000	5	\$ 100,000	Periodic	[a];[b]
In-House Maintenance	\$ 226,776	1	\$ 226,776	Annual	[a];[c];[d]
<b>Total</b>	<b>\$ 3,226,776</b>		<b>\$ 489,276</b>		

**Cost Allocation**

Description	Total	Share to Recover	Target Cost Recovery	Notes
Periodic Costs	\$ 262,500	67%	\$ 175,000	[a];[e]

**Allocation Base**

Description	Total	Notes
Estimated Building Permit Fees	\$ 1,910,758	[f]

**Fee at Full Cost Recovery**

Description	Total	Notes
Target Recovery	\$ 175,000	
Estimated Building Permit Fees	\$ 1,910,758	
<b>Total</b>	<b>9%</b>	

**Cost Recovery Alternative Scenarios**

Description	Total	Total	Total	Notes
% of Permit Fee	0%	5%	9%	
Estimated Building Permit Fees	\$ 1,910,758	\$ 1,910,758	\$ 1,910,758	
Forecast Revenue	\$ -	\$ 95,538	\$ 175,000	
Annual Revenue Requirement	\$ 175,000	\$ 175,000	\$ 175,000	
<b>Cost Recovery</b>	<b>0.00%</b>	<b>54.59%</b>	<b>100.00%</b>	

Notes:

- [a] Source: Conservative estimates of update costs. Amounts will likely be higher.
- [b] Target recovery of periodic costs, or portion of periodic costs, via General Plan Update Fee.
- [c] Recover annual costs, or portion of annual costs, via standard permit and plan review fees.
- [d] Amount calculated via analysis of planning cost of service. Amount represents 15% of total annual planning costs.
- [e] Assumes portion of General Plan Update costs will continue to be paid via General Fund resources.
- [f] Amounts represents multi-year average of building permit fee collection.

**User and Regulatory Fees**

*Cost of Service Calculations*

*Allocation of Citywide Overhead*

City of Folsom  
 User and Regulatory Fee Analysis  
 Estimated Citywide Overhead (for Cost of Service Calculation Purposes Only)

**Central Service Center - General Fund Allocation [a]**

Department	Annual Expenses	Notes
City Council	\$117,437	
City Manager	\$1,256,732	
City Attorney	\$1,234,309	
City Clerk	\$681,049	
Human Resources	\$886,511	
Management and Budget	\$6,246,759	
Fleet Management	\$1,674,868	
<b>Total</b>	<b>\$12,097,665</b>	

**City Staffing Position Total [a],[b]**

Department	Total	Adjustment for Direct Svc Depts Only	Adjusted Staffing for Cwide OH Alloc	Share of Cwide OH Alloc	Cwide OH Alloc	Notes
City Council	5.00	(5.00)	-	0%	\$ -	
City Manager	4.00	(4.00)	-	0%	\$ -	
City Attorney	4.00	(4.00)	-	0%	\$ -	
City Clerk	3.00	(3.00)	-	0%	\$ -	
Community Development	27.00	-	27.00	6%	\$ 736,498	
Fire Department	90.00	-	90.00	20%	\$ 2,454,994	
Human Resources	6.00	(6.00)	-	0%	\$ -	
Library	12.00	-	12.00	3%	\$ 327,333	
Management and Budget	25.00	(25.00)	-	0%	\$ -	
Parks and Recreation	49.00	-	49.00	11%	\$ 1,336,608	
Police Department	113.50	-	113.50	26%	\$ 3,096,020	
Public Works	34.55	-	34.55	8%	\$ 942,445	
Water Resources	58.00	-	58.00	13%	\$ 1,582,107	
Solid Waste	59.45	-	59.45	13%	\$ 1,621,660	
<b>Total</b>	<b>490.50</b>	<b>(47.00)</b>	<b>443.50</b>	<b>100%</b>	<b>\$ 12,097,665</b>	

**Estimated Citywide Alloc to Community Development Direct Service Units**

Dept/Division	Share of Allocation	Share of Allocation	Notes
Building	20%	\$ 147,300	[c]
Code Enforcement	8%	\$ 58,920	[c]
Engineering	30%	\$ 220,949	[c]
Planning	42%	\$ 309,329	[c]
<b>Total</b>	<b>100%</b>	<b>\$ 736,498</b>	

\* This represents a conservative indirect cost rate calculation. This estimate was developed for purposes of user and regulatory fee cost of service analysis. As part of day-to-day operations, staff may categorize, assign, or quantify indirect costs using different criteria and methods.

[a] Source: FY 23/24 adopted budget.

[b] Indirect cost allocation basis is staffing levels of direct service departments.

[c] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates.



**PROPOSED FEES**

# City of Folsom

## ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
1	Assessment District/CFD Payment Processing	\$4,800	Fixed Fee	
2	Encroachment Permit			
	a) Encroachment Contract for Parking/Staging			
	i. 0-6 calendar days	\$50	Fixed Fee	
	ii. 7-14 calendar days	\$100	Fixed Fee	
	iii. 14+days	\$200	Fixed Fee	
	b) Utility Work/Connections (Individual Permits)			
	i. Wet Utilities/Service Connections	\$600	Fixed Fee	
	ii. Dry Utilities (per site/location)	\$200	Fixed Fee	
	iii. Misc. per LF of Trench in ROW/City Easement	\$5.00	Fixed Fee	
	iv. Inspections and Testing	\$400	Fixed Fee	
	c) Driveways/Minor Frontage Improvements			
	i. Residential (per driveway)	\$400	Fixed Fee	
	ii. Commercial (per driveway)	\$400	Fixed Fee	
	d) Pools and Spas (in ground)	\$400	Fixed Fee	
	e) Traffic Control/Equipment Staging			
	i. Isolated Site	\$200	Fixed Fee	
	ii. Multiple Closures/Staging	\$1,000	Fixed Fee	
	f) Permit Extensions			
	i. Active Work Zone	\$50	Fixed Fee	
	ii. Inactive Work Zone (4+ months inactivity)	\$200	Fixed Fee	
	g) Annual Permits			
	i. Wet Utilities	\$6,000	Fixed Fee	
	ii. Dry Utilities	\$20,800	Fixed Fee	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	T&M	Fixed Fee	[a]
	iv. Vegetation Management (Utilities)	\$20,800	Fixed Fee	
	v. Long Term/Revocable Encroachments (paid annually)	\$200	Fixed Fee	
	h) Long Term/Revocable Encroachments (new permits only)	\$2,400	Fixed Fee	[b]

# City of Folsom

## ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
3	Engineering and Landscape Plan Check and Inspection			
	a) Project Value Up to \$10,000	8.00%	Fixed Fee	
	b) Project Value \$10,001 - \$100,000			
	i. Base Fee for First \$10,000	\$800	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$100,000	8.00%	Fixed Fee	
	c) \$100,001 - \$199,999			
	i. Base Fee for First \$100,000	\$8,000	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$200,000	6.40%	Fixed Fee	
	d) \$200,001 - \$299,999			
	i. Base Fee for First \$200,000	\$14,400	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$300,000	4.80%	Fixed Fee	
	e) \$300,000 or more			
	i. Base Fee for First \$300,000	\$19,200	Fixed Fee	
	ii. Fee for Each Add'l \$1	3.60%	Fixed Fee	
	f) Landscape Plan Review			
	i. Non-Development	\$200	Fixed Fee	
	ii. Custom Home	\$1,100	Fixed Fee	
	iii. Production Home/Subdivision	\$2,300	Fixed Fee	
	iv. Model Home Complex	\$1,400	Fixed Fee	
	v. Commercial, Streetscape, Other Development Projects	\$1,600	Fixed Fee	
	vi. Development and Civil Improvements - Landscaping Review	\$2,100	Fixed Fee	
4	Final Map and Parcel Map			
	a) Parcel Map Check	\$8,050	Fixed Fee	
	b) Final Map Check			
	i. Base Fee/Final Map Amendment	\$11,500	Fixed Fee	
	ii. Plus, Per Lot Fee	\$144	Fixed Fee	
	c) Certificate of Correction/Certificate of Compliance	\$2,000	T & M with Initial Deposit	
5	Right of Ways (ROW) and Easements			
	a) Review of ROW/Easement Documents	\$3,450	Fixed Fee	
	b) ROW/Easement Abandonment	\$5,750	Fixed Fee	
6	Subdivision Agreement Processing	\$5,750	Fixed Fee	
7	Transportation Permit			
	a) Permit	\$16	Fixed Fee	
	b) Annual Permit	\$90	Fixed Fee	

# City of Folsom

## ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
8	Tree Removal/Work Permit			
	a) Permitted Removal/Work			
	i. Existing Occupied Structure			
	a. 0-2 Trees	\$100	Fixed Fee	
	b. 3+ Trees: See New Construction Rate Below	\$1,200	Fixed Fee	
	c. "In Decline" Tree	\$100	Fixed Fee	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel)			
	a. 0-4 Trees	\$1,200	Fixed Fee	
	b. 5+ Trees	\$1,400 + 10% per tree	Fixed Fee	
	iii. Misc.	\$200	Per Hour	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	2x permit amount	Fixed Fee	
<b>Other Fees for Service</b>				
9	Research of Engineering Records	\$200	Per Hour	
10	Miscellaneous Engineering Services	\$200	Per Hour	
11	Excess Plan Review Fee (4th and subsequent)	\$200	Per Hour	
12	Revisions	\$200	Per Hour	
13	After Hours Inspection (per hour) (2-hour minimum)	\$240	Per Hour	
14	Re-inspection Fee (2nd Time or More) (each)	\$100	Each	
15	Missed Inspection Fee	\$100	Each	
16	Expedited Services Fee	1.5x Regular Fee	Fixed Fee	
17	Residential Landscape Review	Hourly Rate of Arborist	Per Hour	
18	Technical Assistance/Third Party Review or Inspection	Actual Cost	T & M	

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

# City of Folsom

## BUILDING FEES

**A. Fees for Commonly Requested Building Permit Types.** Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), and Fees Collected on Behalf of Other Agencies (e.g. State of California).

Fee Description	Fee	Charge Basis	Note	CPI
1 HVAC Change-Out - Residential	\$230	per permit		Y
2 Water Heater Change-Out - Residential	\$184	per permit		Y
3 Residential Re-Roof	\$368	per permit		Y
4 Siding Replacement	\$322	per permit		Y
5 Service Panel Upgrade - Residential	\$276	per permit		Y
6 Battery Backup Storage	\$368	per permit		Y
7 Electric Vehicle Charger	\$368	per permit		Y
8 Generator	\$368	per permit		Y
9 Residential Solar Photovoltaic System - Solar Permit				
a) Plan Review				
i) Base Fee for 15kW or Less	\$200	per permit	[a],[b]	N
ii) Fee for Each Additional kW above 15kW	\$15	per permit	[a],[b]	N
b) Permit	\$250	per permit	[a],[b]	N
10 Commercial Solar Photovoltaic System - Solar Permit				
a) Plan Review				
i) Base Fee 50kW or Less	\$444	per permit	[a],[b]	N
ii) Fee for Each Add'l kW above 50kW up to 250kW	\$7	per permit	[a],[b]	N
ii) Fee for Each Add'l kW above 250kW	\$5	per permit	[a],[b]	N
b) Permit	\$556	per permit	[a],[b]	N
11 Pool Solar	\$184	per permit		Y
12 Swimming Pool Replaster / Equipment Change-Out	\$460	per permit		Y
13 Swimming Pool Remodel (e.g., Changing Pool Shape, Adding Cabo Shelf, etc.)	\$920	per permit		Y
14 Retaining Wall				
a) One Type of Retaining Wall Type/Configuration	\$552	per permit		Y
b) Each Additional Wall Type/Configuration	\$276	per permit		Y
15 Window / Sliding Glass Door - Retrofit / Repair				
a) Up to 5	\$184	per permit		Y
b) Per Window Over 5 Windows	\$37	per permit		Y
16 Fences Requiring a Building Permit	\$368	per permit		Y
17 Electrical and Irrigation Pedestals per pedestal	\$276	per permit		Y
18 Detached and Attached ADUs	\$4,600	per permit		Y
19 Junior ADUs	\$2,208	per permit		Y

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

[b] The City will not collect additional permit processing fees. Amounts shown are total amount due for permit processing, plan review, and permit.

# City of Folsom

## BUILDING FEES

### Determination of Valuation for Fee-Setting Purposes

• Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. For determining project valuations for new construction, the Building Official may use data published by the International Code Council (ICC) (building valuation data table, typically updated in February and August of each year). The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.**

### B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation		Permit Fee			CPI
\$1	to \$2,000	\$138.00			
\$2,001	to \$25,000	\$138.00	for the first \$2,000	plus \$10.00 for each add'l \$1,000 or fraction thereof, to and including \$25,000	N
\$25,001	to \$50,000	\$368.00	for the first \$25,000	plus \$11.04 for each add'l \$1,000 or fraction thereof, to and including \$50,000	N
\$50,001	to \$100,000	\$644.00	for the first \$50,000	plus \$9.20 for each add'l \$1,000 or fraction thereof, to and including \$100,000	N
\$100,001	to \$500,000	\$1,104.00	for the first \$100,000	plus \$7.36 for each add'l \$1,000 or fraction thereof, to and including \$500,000	N
\$500,001	to \$1,000,000	\$4,048.00	for the first \$500,000	plus \$6.62 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000	N
\$1,000,001	to \$5,000,000	\$7,360.00	for the first \$1,000,000	plus \$5.52 for each add'l \$1,000 or fraction thereof, to and including \$5,000,000	N
\$5,000,001	and up	\$29,440.00	for the first \$5,000,000	plus \$4.11 for each additional \$1,000 or fraction thereof over \$5,000,000	N

# City of Folsom

## BUILDING FEES

### D. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note	CPI
<b>1 Building Plan Check Fees - Building</b>				
a) Plan Review Fee, if applicable	80%		[a]	N
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee			N
c) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check fee		[b]	N
d) Production Permit for Multi-family permit	\$1,472			Y
e) Production Permit for Fire permits and other misc. permits	\$460			Y
f) Alternate Materials and Methods Review (per hour)	\$184			Y
g) Excess Plan Review Fee (4th and subsequent) (per hour)	\$184			Y
h) Revisions to an Approved Permit (per hour)	\$184			Y
i) Deferred Submittal (per hour)	\$184			Y

When applicable, plan check fees shall be paid at the time of application for a building permit.  
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

# City of Folsom

## BUILDING FEES

### E. Other Fees

Activity Description	Fee	Note	CPI
1 Permit Processing Fee	\$77		Y
2 Strong Motion Instrumentation (SMI) Fee Calculation		[a]	
a) Residential	\$0.50 or valuation x .00013	[a]	N
b) Commercial	\$0.50 or valuation x .00028	[a]	N
3 Building Standards (SB 1473) Fee Calculation (Valuation)		[a]	
a) \$1 - \$25,000	\$1	[a]	N
b) \$25,001 - \$50,000	\$2	[a]	N
c) \$50,001 - \$75,000	\$3	[a]	N
d) \$75,001 - \$100,000	\$4	[a]	N
e) Each Add'l \$25,000 or fraction thereof	Add \$1	[a]	N
4 Business License Fee	\$25		N
5 CASP Training Fund Fee	\$3.60		N
6 State Disability Access Fee	\$0.40		N
7 General Plan/Zoning Code Update Fee (percent of building permit fee)	5%	[b]	N
8 Temporary Certificate of Occupancy (Phasing Plan) Fee	\$920		Y
9 Permit Extension	\$0		Y
10 Permit Reactivation Fee			
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	\$184		Y
b) Reactivation Fee - All Other Scenarios			
i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee		N
ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee		N
11 Permit Reissuance Fee	\$184		Y
12 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) (per hour)	\$184		Y
<b>Other Fees</b>			
13 Phased Inspection Fee (per inspection)	\$184		Y
14 After Hours Inspection (per hour) (4-hour minimum)	\$221		Y
15 Re-inspection Fee (2nd Time or More) (each)	\$184	[c]	Y
16 Missed Inspection Fee	\$184		Y
17 Duplicate Copy of Permit	\$77		Y



# City of Folsom

## BUILDING FEES

### E. Other Fees

Activity Description	Fee	Note	CPI
18 Duplicate Copy of Certificate of Occupancy	\$77		Y
19 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	\$92		Y
<b>Violation Fees</b>			
20 Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee		N

[a] Amounts established by State of California. In the case of discrepancy between this schedule and amounts established by the State, State amounts shall supersede these amounts.

[b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.

[c] Reinspection fee applies after the first re-inspection.

# City of Folsom

## BUILDING FEES

Building Valuation Data Table									
Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	335.89	324.58	316.94	304.93	286.87	278.00	295.62	266.02	257.55
A-1 Assembly, theaters, without stage	307.39	296.08	288.44	276.42	258.37	249.50	267.12	237.51	229.05
A-2 Assembly, nightclubs	269.94	261.93	254.48	245.85	230.56	223.99	237.02	209.57	202.79
A-2 Assembly, restaurants, bars, banquet halls	268.94	260.93	252.48	244.85	228.56	222.99	236.02	207.57	201.79
A-3 Assembly, churches	311.88	300.57	292.93	280.91	263.30	254.43	271.60	242.45	233.98
A-3 Assembly, general, community halls, libraries, museums	266.07	254.76	246.12	235.10	216.33	208.46	225.80	195.47	188.01
A-4 Assembly, arenas	306.39	295.08	286.44	275.42	256.37	248.50	266.12	235.51	228.05
B Business	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
E Educational	273.46	263.96	255.62	245.04	228.69	217.00	236.61	200.36	193.94
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	0.00
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	434.15	424.59	415.32	405.12	383.35	0.00	396.02	358.57	0.00
I-2 Institutional, nursing homes	302.01	292.45	283.18	272.97	253.83	0.00	263.88	229.05	0.00
I-3 Institutional, restrained	295.86	286.31	277.03	266.83	247.95	238.69	257.74	223.17	212.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	201.37	193.36	184.91	177.28	161.72	156.15	168.45	140.73	134.95
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19