



RESOLUTION NO. 22-02

Town of Coupeville RESOLUTION NO. 22-02

A RESOLUTION OF THE TOWN OF COUPEVILLE ADOPTING A MASTER FEE SCHEDULE FOR 2022.

WHEREAS, the Town Council finds that adoption of a master fee schedule will allow for greater transparency of Town fees and more efficiencies when updates to fees are necessary and

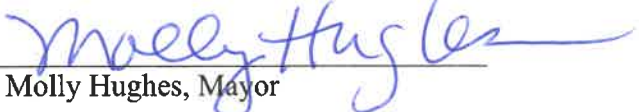
WHEREAS, the Town desires to adopt a 2022 Master Fee Schedule for Fiscal Year 2022;

NOW, THEREFORE, be it resolved by the Town Council of the Town of Coupeville as follows:

Section 1. Adoption of the 2022 Master Fee Schedule. The Master Fee Schedule attached as Exhibit A is hereby approved and adopted and shall become effective on January 1, 2022.

PASSED by the Town Council of the Town of Coupeville and **APPROVED** by the Mayor this 11 day of January, 2022.

TOWN OF COUPEVILLE

By 
Molly Hughes, Mayor

ATTEST:

By 
Kelly Beech, Clerk-Treasurer

TOWN OF COUPEVILLE FEE SCHEDULE

Exhibit A to Resolution 22-02

General Fees Schedule

Adult Business License:	
Initial	\$1,000.00 - First Time
Renewal	\$500.00 - Annually
Amusement Center License	\$500.00
Bed and Breakfast Inn License (annual):	
Issuance	\$100.00 - Fire inspections will be charged separately
Renewal	\$50.00 - Fire inspections will be charged separately
Burglary/Fire False Alarm	
First Response	Free
Second Response	Free - With Notification
Third or Subsequent Response	\$100.00
Cabaret License	\$50.00 Annually
Comprehensive Plan copy	\$40.00
Development Regulations copy	\$20.00
Dog License:	
Regular	\$25.00 - Annually
Spayed/Neutered	\$10.00 - Annually
Replacement Tag	\$5.00
Potentially Dangerous Dog	\$100.00 - Annually
Dangerous Dog	\$200.00 - Annually
Inspections	
Sewer Connection	\$50.00
Storm water Connection	\$50.00
Water Connection	\$50.00
Labor & Equipment	
Labor - Straight Time	\$50 per hour/ per person
Labor - Overtime	\$67.50 per hour/ per person
Backhoe	\$75.00 per hour
Dump Truck	\$50 per hour
Vactor	\$150 per hour
Broom	\$50 per hour
Grade Tractor	\$50 per hour
Water Meter	Actual Cost
Sign Posts & Signs	Actual Cost
Mobile Vendor License	
Initial License	\$300.00 - First Time
Renewal	\$100.00 - Annually
NSF Check Fee	\$20.00
Occupancy Permit - Commercial	\$100.00
Photocopying	\$0.15 per page (\$0.30 for double-sided)
Data Disc (DVD)	\$10.00
Public Records Request (cumulative)	
Scanned Records	\$0.10 per page
Electronic Files	\$0.05 for every four electronic files or attachments sent via email
Transmission Charge	\$0.10 per gigabyte
Photocopying	\$0.15 per page copied (\$0.30 for double-sided)
Rentals:	
Recreation Hall	\$50.00 for 4 hours, \$15.00/hr. after that, max. \$100.00; plus \$50.00 for use of Kitchen
Pavilion	\$25.00 for 3 hours, \$10.00/hr. after that, max. \$50.00
Short-Term Rental License (annual)	
Issuance	\$100.00 - Fire inspections will be charged separately
Renewal	\$50.00 - Fire inspections will be charged separately
Street Vacation	\$500.00
Stormwater Management Permit:	
Small Parcel - Residential	\$100.00
Small Parcel - Commercial	\$200.00
Large Parcel (Erosion—stormwater)	\$600.00
Taxicab License:	
Initial	\$100.00 + \$50.00/driver
Renewal	\$50.00 + \$25.00/driver
Transient Merchant License	\$50.00 Daily
Vacation Checks	Free
Work on Town Right-of-Way:	
Permit	\$100.00 plus inspection fee
Inspections	\$50.00 Per Inspection
Yard Sale Permits	Free

TOWN OF COUPEVILLE FEE SCHEDULE

Exhibit A to Resolution 22-02

Land Use and Development Fees

Accessory Dwelling Review	\$150.00
Amendments to Approved Actions	\$300.00
Administrative Appeals	\$1,700.00
Binding Site Plan	
Preliminary Plat	\$2800 plus \$50 per unit plus Hearing Examiner costs
Engineering Review and Inspection	\$800 plus \$75 per lot
Final Plat	\$1,000.00
Boundary Line Adjustment	\$500.00
Clearing and Grading - Up to 6 Trees	\$250.00 (additional trees \$50.00 each - Maximum \$500.00)
Comprehensive Plan/Code Amendment (including Rezones)	\$750.00
Conditional Use Permit	
Administrative	\$700.00
Hearing Examiner	\$1500.00 plus Hearing Examiner costs
Design Review Fees	
- All development except as otherwise noted	
Level A	\$50.00
Level B	\$100.00
Level C	\$150.00
- Historic buildings in commercial use	
Level A	\$50.00
Level B	\$100.00
Level C	\$200.00
- New Commercial, Multifamily, Institutional Building Complex	
Level C	\$150 per principal use building
- New Agricultural Buildings	
Level A	\$50.00
Level B	\$100.00
Level C	\$300.00
- Heritage Farm Plan	\$500.00
- Land Use Applications	
Level A	\$50.00
Level B	\$150.00
Level C	\$300.00
Historic Demolition	\$1,000.00
Historic Relocation	\$500.00
Special Valuation	\$50.00
Engineering Review for Public Utility Extensions associated with Building	\$200.00 plus \$1.00 per lineal foot of utility extension in excess of 200 feet
Home Occupation	
1. Class I	\$150.00
2. Class II	\$200.00
Latecomers Agreement	
Processing Fee	\$1,500.00 plus Attorney Fees
Contract Administration	10% of receipted funds
Pre-application Fee	\$150.00
Planned Unit Development	
1. Outline Plan	\$500.00
2. Detail Plan	\$3,000.00 - Plus \$250.00 per unit
3. Engineering Review and Inspection	\$800 plus \$75 per unit
4. Final Plan	\$1,000.00

TOWN OF COUPEVILLE FEE SCHEDULE

Exhibit A to Resolution 22-02

SEPA Review	
Threshold determination	\$600
Environmental impact statement review	\$2,000 plus direct costs
Shoreline Permits	
1. Exemption	\$250.00
2. Substantial Development Permit (SDP)	\$1,800.00 plus Hearing Examiner costs
3. Variance	\$1,800 plus Hearing Examiner costs (Hearing Examiner costs only if associated with an SDP)
4. Conditional Use Permit	\$1,800 plus Hearing Examiner costs (Hearing Examiner costs only if associated with an SDP)
Short Plat - 1 to 4 lots	
Preliminary Plat	\$2000 plus \$75 per lot
Engineering Review and Inspection	\$200 plus \$50 per lot
Final Plat	\$250.00
Sign Permit	No Fee effective 1/1/2012
Sign Permt After the Fact	\$100.00
Sign Variance	\$300.00
Special Flood Hazard Area Development	\$250.00
Subdivision - 5 or more lots	
Preliminary Plat	\$2800 plus \$50 per lot plus Hearing Examiner costs
Engineering Review and Inspection	\$800 plus \$75 per lot
Final Plat	\$1,000.00
Variance	
Minor Variance	\$375.00
Hearing Examiner Variance	\$1500 plus Hearing Examiner costs

Hearing Examiner fees: Applications requiring a hearing before the Hearing Examiner shall be charged according to the current Agreement for Professional Services between the Town of Coupeville and the Hearing Examiner. Direct costs above the base fee will be charged to the application at the rates described in Exhibit A of the Professional Services Agreement. The Town may, at its discretion, require a deposit based on an estimate of the cost of hearing examiner services prior to a determination that a land use application is complete. Any unexpended portions of such deposit shall be returned to the applicant following withdrawal of the application or following issuance of a decision on the application and receipt of all associated Hearing Examiner invoices.

Professional peer-review: Consultants with specialized expertise in scientific fields, e.g., biology or engineering, may be engaged by the Town to perform peer review of land use and development applications at the determination of the Town Planner or Town Engineer. Costs for such review shall be paid by the applicant in addition to the review and processing fees identified in this fee schedule. The Town may, at its discretion, require a deposit based on an estimate of the cost of services prior to a determination that a land use application is complete. Any unexpended portion of the deposit shall be returned to the applicant following withdrawal of the application or following issuance of a decision on the application and receipt of all associated consultant invoices.

Attorney fees: Where identified in this fee schedule as a cost to process an application, attorney charges incurred by the Town in the review of the application and/or preparation of documents shall be paid by the applicant. The Town may, at its discretion, require a deposit based on an estimate of the cost of legal services prior to a determination that a land use application is complete. Any unexpended portions of such deposit shall be returned to the applicant following withdrawal of the application or following issuance of a decision on the application and receipt of all associated invoices.

Recording costs: The responsibility for recording documents with the Island County Auditor and any costs associated with such recording shall be the sole responsibility of the applicant.

Fees cumulative: Where multiple permits or reviews are required, review fees shall include all applicable fees as set forth in this fee schedule.

TOWN OF COUPEVILLE FEE SCHEDULE

Exhibit A to Resolution 22-02

Building and Fire Code Permit Fee Schedule

TOTAL VALUATION *	FEE
\$1 to \$500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof
* Building and Fire Code Valuation is determined by the Building Official or Fire Code Official, base on the current International Code Council Building Valuation Data and/or local valuation information including, but not limited to, submitted Contract Price(s) or, for Remodel Permits, the Valuation based on the extent of work proposed per the attached "Remodel Valuation Table".	

Remodel Valuation Table

Extent of Alteration	Percent of Building Valuation ⁱ	Definition ⁱⁱ
Minor	30%	<ul style="list-style-type: none"> • Addition, removal or repair of some walls or partitions. • Minor mechanical, electrical or plumbing work such as remodeling of bathrooms or kitchens • Some refinishing of existing walls, ceilings and floors • Replacement of 4 or fewer windows • Replacement of ceiling grid
Major	60%	<ul style="list-style-type: none"> • Addition or removal of many walls • Extensive mechanical, electrical or plumbing work • Significant refinishing of walls, ceilings and floors • Replacement of more than 4 windows • Limited structural modification
Full	80%	<ul style="list-style-type: none"> • Demolition of all non-structural portions leaving a structural shell • Installation of new or substantial replacement of mechanical, electrical or plumbing • Significant structural upgrading • Extensive structural repair

ⁱPercentage of new construction valuation per Building and Fire Code Permit Fee Schedule

ⁱⁱThe extent of alteration includes one or more of the listed items. The floor area will be calculated based on the entire area of the rooms where alterations are proposed. If a project has areas for which it is reasonable to distinguish as being of different categories, it is appropriate to calculate the areas separately to develop valuation. The Building Official is authorized to vary from these definitions in determining the extent of alterations and percent of building valuation based on the scope and complexity of a project.

Additional Fire Code Fees

Annual Inspections per Interlocal Agreement Section 2	
0 to 1,000 square feet	\$50.00 - Annually
1,001 to 2,500 square feet	\$70.00 - Annually
2,501 to 5,000 square feet	\$100.00 - Annually
over 5,001 square feet	\$150.00 and \$50.00 per Hour - Annually
Reinspection beyond the second inspection	\$50.00

TOWN OF COUPEVILLE FEE SCHEDULE

Exhibit A to Resolution 22-02

Miscellaneous (Fees not based on Building and Fire Code Permit Fee Schedule)

Bulkheads Under 4 ft. high	\$100.00 per lineal foot
Bulkheads or Retaining walls over 4 ft. high	\$100.00 per lineal foot
Fences requiring Permits	\$15.00 per lineal foot
Manufactured/Mobile Home in Park *	\$200.00
Manufactured/Mobile Home on Town Lot *	\$400.00
Modular Residential or Commercial *	\$200 per module
Moved Structure *	\$400.00
Demolition	\$70.00
Reroof (≤ 10 squares)	\$70.00
Reroof (>10 Squares)	\$100.00
Resheath/Reroof	\$150.00
Underground Tank Decommission	\$150.00
Investigation/Work Commencing w/o Permit	Amount Equal to Permit Fee (\$150.00)
Adult Family Home Inspection & Report	\$150.00
Change of Occupancy or Use (not otherwise associated with a building permit)	\$150.00
Carports	Valuation Based on 60% of Private Garage of equal square footage
Pole Barn	Valuation Based on 75% of Private Garage of equal square footage
Covered Decks/Porches	Valuation Based on 80% of Private Garage of equal square footage
Uncovered Decks	Valuation Based on 60% of Private Garage of equal square footage
* Additional Site built or erected structures including, but not limited to, permanent foundations, decks, porches, carports, and garages may require separate permits, as required by Building Code	

Plan Review and Other Fees

Plan Review fees shall be added to all permit subject to plan review at the rate of 65% of the building permit or fire code permit fee.¹

Plan Review fees are due at time of application. An estimated plan review fee may be collected at time of application. Where estimated fees are not collected at time of application, fee shall be collected at time of release of plan review comments or, at time of building permit issuances at the discretion of the Town.

Building & Fire Code permit fees and plan review fees do not include fees listed separately for engineering, planning, public works, nor for any board or commission of the Town of Coupeville.

Other Inspections and Fees:

- 1) Inspections outside of normal business hours (Minimum 2 hour charge)...\$75.00 per hr¹
- 2) Reinspection fees...\$75.00 per hour¹, [Triggered when conducting third or subsequent reinspection(s) on same issue]
- 3) Inspections for which no fee is specifically indicated (Min.1/2 hr. charge) ...\$75.00 per hr¹
- 4) Additional plan review required by changes for additions or revisions to plans (Min.1/2 hr. charge)..\$75.00 per hour¹
- 5) For use of outside consultants for plan checking and inspections, or both...Actual costs²

State Building Codes Council Fee is assessed as required by the State

Footnotes:

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

TOWN OF COUPEVILLE FEE SCHEDULE

Exhibit A to Resolution 22-02

Mechanical Permit & Plan Review Fees

(Applicable to any Mechanical or Fuel Gas Appliance, Equipment, Component, System, or Piping regulated by Adopted Codes)

Base Permit Fee (Processing fee)	\$ 30.00
Environmental Exhaust Fans and Ducting (bathroom, laundry, etc.)	\$ 10.00
Residential Range Hoods Exhaust and ducting	\$ 10.00
Dryer Vent Ducting	\$ 10.00
Type II Hood & Ducting	\$ 20.00
Type I, Hazardous Materials, Etc. Exhaust Hoods	\$ 100.00
Type I, Hazardous Materials, Smoke Control, Etc. Exhaust Ducting and Equipment	\$ 100.00
Non-Ducted Air Handlers, Wall Furnaces, Unit Heaters, etc. $\leq 10,000$ CFM & $\leq 100,00$ BTU's	\$ 15.00
Non Ducted Air Handlers, Wall Furnaces, Unit Heaters, etc. $> 10,000$ CFM or $> 100,00$ BTU's	\$ 30.00
Ducted Air Handlers, Furnaces, Heaters, etc. $\leq 10,000$ CFM & $\leq 100,00$ BTU's	\$ 20.00
Ducted Air Handlers, Furnaces, Heaters, etc. $> 10,000$ CFM or $> 100,00$ BTU's	\$ 40.00
Wood/Pellet Stoves & Manufactured Fireplaces	\$ 20.00
Gas Stoves, Fireplaces and Inserts	\$ 20.00
Pressure or propane tanks up to 1,000 gals (includes gas piping to structure)	\$ 15.00
Heating Fuel Oil Tanks	\$ 25.00
Gas/Propane/Fuel Oil piping system Up to and including 5 outlets	\$ 7.50
plus for each additional Gas/Propane outlet over 5	\$ 1.50
Hydronic/Radiant piping	\$ 10.00
Refrigeration/AC Piping	\$ 20.00
Boilers, Compressors, absorption systems and piping	
< 3 hp/100,000 BTU's	\$ 25.00
> 3 to <15 hp/100K < 500 K BTUs	\$ 40.00
>15 hp/500K BTUs	\$ 60.00
Repair, Addition or Alteration to existing system, including ducting	\$ 15.00
Ductless Heat Pump including one interior distribution head	\$ 15.00
plus for each additional interior distribution head	\$ 5.00
Energy Recovery Ventilation Unit/System	\$ 20.00
Fire and Smoke Dampers	\$ 20.00

Misc. - Appliances/Equipment/Systems not specified - The greater of \$30.00 or the Fee Specified for Appliance/Equipment/System most similar in function, size, and type, as determined by the Building Official.

TOWN OF COUPEVILLE FEE SCHEDULE

Exhibit A to Resolution 22-02

Plumbing Permit & Plan Review Fees

(Applicable to any receptacle, device, or appliance that is connected to a water supply system or discharges to a drainage system or both.)	
Base Permit Fee (Processing fee)	\$ 30.00
Per Plumbing Fixture or Appliance Not specified otherwise specified	\$ 10.00
Water Heater	
Electric	\$ 10.00
Gas or other	\$ 20.00
Waste Pre-Treatment/Interceptors (grease, sand, oil, solids, lint, etc.)	\$ 60.00
Water Pre-Treatment (Water Softeners, Water Filtration Systems, etc.)	\$ 10.00
Manufactured/Modular/Moved Home Water service connections	\$ 10.00
Manufactured/Modular/Moved Home building drain connection to sewer	\$ 10.00
Lawn sprinkler Systems	\$ 15.00
Backflow Assemblies	
Atmospheric Vacuum Breakers not integral with plumbing fixture	\$ 5.00
Non-Atmospheric < 2 in	\$ 10.00
Non-Atmospheric > 2 in	\$ 20.00
Medical Gas System 1-5 outlets per each type of gas being provided	\$ 60.00
plus for each outlet over 5	\$ 10.00
Repair/replacement/alteration to existing water piping system	\$ 10.00
Repair/replacement/alteration to existing DWV system/including building sewer	\$ 10.00

Plumbing & Mechanical Plan Review and Other Fees

For Permits not associated with a Building or Fire Code Permit, Plan Review fees shall be added to all Commercial and Multi-Family Plumbing & Mechanical Plan Reviews at the rate of 65% of Assessed Plumbing & Mechanical Permit Fee.¹

Plan Review fees are due at time of application. An estimated plan review fee may be collected at time of application. Where estimated fees are not collected at time of application, fee shall be collected at time of release of plan review comments or, at time of building permit issuances at the discretion of the Town.

Plumbing & Mechanical permit fees and plan review fees do not include fees listed separately for engineering, planning, public works, nor for any board or commission of the Town of Coupeville.

Other Inspections and Fees:

- 1) Inspections outside of normal business hours (Minimum 2 hour charge)...\$75.00 per hr¹
- 2) Reinspection fees...\$75.00 per hour¹, (Triggered when conducting third or subsequent reinspection(s) on same issue)
- 3) Inspections for which no fee is specifically indicated (Min.1/2 hr. charge) ...\$75.00 per hr¹
- 4) Additional plan review required by changes for additions or revisions to plans (Min.1/2 hr. charge)..\$75.00 per hour¹
- 5) For use of outside consultants for plan checking and inspections, or both...Actual costs²

Footnotes:

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