



Agenda

**San Mateo Consolidated Fire Department
Board of Directors
Regular Meeting
Tuesday, December 16, 2025 – 5:30 P.M.**

Consistent with Government Code Section 54953, this meeting will be conducted both in person and also via Zoom Teleconferencing to promote public participation at public meetings while maintaining compliance with local, state, and federal guidelines. Department officials and members of the public are invited to attend and give public comment either in person or via teleconference. Comments may also be submitted prior to the meeting by email to: nmorales@smcfire.org

To Attend in-person

2121 S. El Camino Real, Building D, San Mateo

To Observe and Participate via Video Teleconference

Register in advance for this Zoom webinar:

https://us06web.zoom.us/webinar/register/WN_SYL7ms5oRpO55bdWC1zGJw

1. OPENING

- 1.1 Call to Order & Determination of a Quorum
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. AGENDA CHANGES

The Chair/Board Member may change the order of the Agenda or request discussion of a Consent Item. A member of the public may request discussion of a Consent Item by emailing the Board Clerk Nicole Morales at nmorales@smcfire.org prior to Public Comment.

3. PUBLIC COMMENT

Public Comment is limited to 15 minutes, with a maximum of three (3) minutes per speaker. If you wish to address the hearing body, please notify the Department as soon as practical by emailing the Board Clerk of the Fire Board at nmorales@smcfire.org. If you are addressing the Board of Directors on a non-agenda item, the Board of Directors may, but is not required to, briefly respond to statements made or questions posed as allowed by the Brown Act (GC 54954.2). The Board of Directors may refer items to staff for attention, or have a matter placed on a future Board of Directors Meeting, for more comprehensive action or report.

4. CONSENT

- [4.1](#) Approval of Fire Board Meeting Minutes from November 19, 2025.

5. NEW BUSINESS

- [5.1](#) Adopt a resolution approving revisions to the San Mateo Consolidated Fire Department's Master Fee Schedule in accordance with the NBS Fee Study Document.

6. REPORTS AND ANNOUNCEMENTS

- 6.1 Board Members and Department Management Staff will have an opportunity to make announcements.
- 6.2 Fire Chief Update (*verbal only*)

7. ADJOURNMENT

I, Nicole Morales, Board Clerk of the San Mateo Consolidated Fire Department, hereby declare that the foregoing Agenda was posted in compliance with the Brown Act prior to the meeting date.

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the Fire Board Clerk at (650) 522-7900 no less than 72 hours prior to the meeting. Notification in advance of the meeting will enable the Fire Department to make reasonable arrangements to ensure accessibility to this meeting.

Copies of documents distributed at the meeting are available in alternative formats upon request. Any writing or documents provided to a majority of the Board regarding any item on this Agenda will be made available for public inspection at the Department Fire Administration Office located at 2121 S. El Camino Real, Suite B100, San Mateo during normal business hours. In addition, most documents will be posted on the Department's website at <https://www.smcfire.org/board-meetings>



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, November 19, 2025 – 5:30 P.M.
Hybrid Remote Teleconference Meeting
2121 S. El Camino Real, Building D, San Mateo

1. OPENING

The meeting was called to order at 5:38 p.m. by Board Chair Mates

1.1. Call to Order & Determination of a Quorum

1.2. Pledge of Allegiance

1.3. Roll Call

Board Members Present: Mates, Newsom, Jimenez

Teleconference Board Member:

Board Members Absent: None

2. AGENDA CHANGES

None

3. PUBLIC COMMENT

None

4. CONSENT

Legal counsel provided an oral report in compliance with Government Code Section 54953(c)(3) regarding executive pay disclosure. Board Chair Mates asked if there was any public comment on this item, which there was not. Vice Chair Newsom moved to approve the Consent calendar; Board Member Jimenez seconded. The Board Secretary took a roll call vote, and the Consent calendar items were approved 3-0.

5. NEW BUSINESS

Item 5.1 Receive the Annual Financial Report for the year ended June 30, 2025.

Treasurer Abby Veaser presented an overview of the Annual Financial Report prepared by the Pun Group and City of San Mateo staff. The report showed that assets and liabilities have grown steadily over the past five years, and the agency ended the year with a net position of \$17 million, which is lower than prior years due to a GASB-required recalculation of compensated absences. In the General Fund, revenues totaled \$53.1 million, primarily from member contributions, while expenditures reached \$55.2 million, with personnel accounting for approximately 85%. The fund balance increased by \$374,000 and closed at \$1.64 million. The Fire Protection Fund experienced a revenue decrease to \$2.7 million and higher expenditures stemming from lease requirements, resulting in a \$633,000 deficit and a remaining balance of \$355,000. Staff noted ongoing work to address revenue concerns and adjust internal

processes. Internal Service Funds continued to show gradual recovery, with the Vehicle and Equipment Replacement Fund increasing its unrestricted balance to \$4.1 million to support future apparatus needs. Benefits, Dental, Workers' Compensation, and Liability funds showed minor declines that will be addressed in upcoming budget cycles.

Vice Chair Newsom and Board Chair Mates asked for clarification regarding the decline in Fire Prevention revenues. Fire Chief Turturici explained that delays in software transitions, manual data entry requirements, staffing shortages, and inspector turnover all contributed to reduced revenue. Line personnel have temporarily been used on overtime to complete MRIP inspections. Improvements are expected as system and workflow issues stabilize and a fee schedule update will be brought forward on December 16th, as current fees fall well below county averages. Budgeting based on a single year of revenue was not sustainable and a multi-year average will guide future projections.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Jimenez moved to adopt the resolution and to move forward with a second reading; Vice Chair Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

6. OLD BUSINESS

Item 6.1 Second reading of Ordinance No. 2025-003, updating the San Mateo Consolidated Fire Department Fire Code – 2nd Public Hearing

Fire Chief Turturici provided a brief overview of the staff report for approval. The second reading of Ordinance No. 2025-003, which adopts the 2025 California Fire Code and the California Wildland Urban Interface Code with local amendments. Fire Chief Turturici reported that no changes have been made since the first reading and that no questions or concerns were received from the public prior to the meeting. Board members briefly discussed emerging issues related to lithium-ion battery storage, including e-bikes. Fire Chief Turturici noted that the topic is being addressed at multiple levels statewide and that internal efforts currently focus on data collection, compliance with existing code requirements, and supporting countywide hazmat responsibilities. San Mateo, South San Francisco, and Menlo Park are actively collecting detailed battery-related incident data, and this information is informing training, legislative priorities, and future planning. The department has also supported countywide training on below-grade battery fires, and one of the department's training captains is leading ongoing work in this area.

Board Chair Mates asked if there was any public comment on this item, which there were none. Vice Chair Newsom moved to adopt Ordinance No. 2025-003 and to move forward with a second reading; Board Member Jimenez seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

7. REPORTS AND ANNOUNCEMENTS

Item 7.1 Board Members and Department Management Staff

Vice Chair Newsom requested to place the hazmat contract on a future agenda so the Board can discuss the issue collectively, as individual members cannot confer privately due to Brown Act restrictions. Legal Counsel Bellardo advised that the item can be scheduled for a closed session if potential litigation is anticipated. Fire Chief Turturici confirmed they can prepare a detailed presentation outlining current needs, operations, and future considerations related to hazmat services. Vice Chair Newsom reported meeting with Assemblywoman Papan, who is developing e-bike safety legislation that may include battery safety disclosures for purchasers, particularly parents.

Item 7.2 Proposed 2026 Regular Meeting Dates

The Board reviewed the proposed meeting dates for 2026 and confirmed there were no conflicts. The Board agreed to the following dates for the 2026 regular meetings, all beginning at 5:30 p.m.: January 21, March 18, May 20, July 15, September 16, and November 18.

Item 7.3 Community Risk Reduction Update

Deputy Fire Chief Mackintosh provided a PowerPoint presentation for the Community Risk Reduction Division update. Some highlights include:

Administration is approaching one year in its new office space, which has improved communication, collaboration, and overall team connection. Staff are encouraged to explore new ways to apply AI to administrative tasks, including meeting action items, research, process improvement, data review, and form development. Legal Counsel Bellardo will coordinate with the necessary staff to establish appropriate policy protocols for the Department.

The Office of Emergency Services expects to fill the Emergency Services Manager position by the end of the month. OES is developing a full-year training calendar for employees across all three cities and continues to host onsite classes taught by instructors from across the country. Staff are reviewing Emergency Operations Plans with the three cities, with the goal of presenting updated plans for adoption early next year. Work also continues on the county-led Local Hazard Mitigation Plan. Additional planning efforts include updates to annexes and incident action plans covering topics such as EOC operations, flooding, cyberattacks, earthquakes, and wildfires.

Fire Prevention is on track to complete all state-mandated fire inspections by year-end. The division continues to work through challenges related to new inspection software and an unfilled inspector position, which remains vacant due to prior budget constraints. Leadership expressed cautious confidence in achieving a balanced Fund 310 budget by next fiscal year, supported by improved financial forecasting and revenue projections. The ongoing fee study is progressing, with a presentation expected next month. Routine work continues across fire inspections, plan reviews, and associated services.

The update also highlighted recent public outreach activities. CRR and Operations continue to expand their presence on social media and provide public safety information, including disaster preparedness and fire and life safety messaging. Lithium-ion battery safety was a major focus during the recent agency open house. Instagram remains the division's strongest platform, showing significant increases in followers, views, and engagement. The agency is also working to strengthen its presence on YouTube, Nextdoor, Facebook, X, and LinkedIn. Battalion Chief Banks is leading the social media committee to support these ongoing efforts.

7.4 Operations Update

Deputy Fire Chief Agresti provided a PowerPoint presentation for the Operations Division update. Some highlights include:

The Operations Division provided an overview of activity for the year, noting that incident totals are tracking closely with the prior year. Last year the agency responded to 15,823 incidents, and this year's numbers indicate they will finish at a similar volume. Board Member Jimenez asked clarifying questions about good intent calls and when nuisance alarms may be billed. Activity within special operations included 28 hazmat incidents and 52 water rescue deployments, which continue to position the agency as the busiest in the Bay Area for water-related responses. Mutual aid assignments accounted for approximately 16,000 overtime hours, down from the prior year, although staff noted that a single major

incident can shift those totals. Vegetation management efforts were also reviewed, including an attempted controlled burn in Belmont that was unsuccessful due to recent rain. Average response times continue to remain stable at 5 minutes and 38 seconds.

The update included overview of recent incidents, training accomplishments, and operational achievements. Deputy Fire Chief Agresti noted extensive hands-on training such as EMS drills, wildland training, the county truck academy, probationary testing, and promotional processes.

Vice Chair Newsom asked follow-up questions about water rescue responsibilities, Coast Guard response times, and whether cost recovery is possible for repeated rescues of kite surfers. Deputy Fire Chief Agresti explained that while the Coast Guard has jurisdiction, they often arrive too slowly for local standards, so the agency continues to respond proactively and does not bill for these incidents.

Item 7.5 Fire Chief Update

Fire Chief Turturici provided an organizational update. Some highlights include:

- Nine firefighter conditional job offers were extended; all candidates passed background checks. Five will begin the Fire Academy in January.
- Emergency Services Manager recruitment interviews are scheduled.
- Measure K grant for \$63,000 was approved for radio infrastructure installation.
- The department has significantly increased its grant activity, led by Battalion Chief Banks.

Grant Activity Overview (Presented by BC Banks)

- Grants were previously limited but have expanded substantially this year
- Two FEMA grants submitted in July:
 - SAFER grant for three firefighter positions.
 - FS&P grant for a full-time fire inspector.
 - Federal delays have pushed award announcements; staff hopes to hear by December 31. The FS&P grant is especially important due to operational needs.
- CalWater Firefighter Grant submitted for three 3,000-gallon snap tanks, pumps, and related equipment to be placed at Stations 15, 23 and 28 to improve emergency water capability.
- Requested equipment would support helicopter operations, water tenders, and on-scene water supply during major incidents.
- CAL FIRE Foundation grant application submitted for approximately \$1 million in equipment, including:
 - UTV and trailer for off-road and open space access.
 - Four portable CO monitors for command vehicles.
 - Wildland fuels risk assessment and management contractor.
 - Two personal watercraft to replace aging units at Station 28.
 - One command vehicle.

Additional Chief Updates

- Ongoing discussions with County OES regarding the hazmat contract; additional closed-session updates will be brought to the Board.
- One promotion occurred:
 - Captain Les Simon promoted filling recent vacancy.
 - Captain Josh McGurk transferred into the Training Division, restoring full staffing to Training.
- Departments now have several eligible candidates prepared for upcoming vacancies.
- Chief emphasized the continued value of the three-agency consolidation. Among 12 survey cities used for comparison, the organization is the third-largest fire agency and operates with the lowest overall budget of all 13 agencies in the survey set.

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None

9. ADJOURNMENT

The Board meeting was adjourned at 6:44 p.m.

DRAFT



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Matt Turturici, Fire Chief

Meeting Date: December 16, 2025

Subject: Master Fee Schedule

RECOMMENDATION

Adopt a resolution approving revisions to the San Mateo Consolidated Fire Department's ("Department") Master Fee Schedule in accordance with the NBS Fee Study Document.

BACKGROUND

After evaluating several proposals through a formal request for proposal process, the San Mateo Consolidated Fire Department hired NBS, a consultant, to conduct a fee study for the Master Fee Schedule of the Department. Fee studies need to be updated every three to five years to address the changing nature of work that the Department does, ensure that revenue keeps up with expenditures, and comply with best practices. The Department last completed a fee study in 2020. Thus, it was time to review the Department's Master Fee Schedule to ensure that its fees do not exceed the cost to provide the fee-related services and is in compliance with state law.

ANALYSIS

The current Master Fee Schedule (MFS) is comprehensive, but the NBS Fee Study did make several recommendations for revisions to the MFS to better recover costs and make it clearer for the public and staff to understand. Staff concurs with these recommended changes as summarized below:

Addition to and deletion of fees – The Study provided the Department with the opportunity to propose additions and deletions to the current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed. Some additions to the fee schedule were simply the identification of existing services or activities performed by Department staff for which no fee was currently charged.

Revision to the structure of fees – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the various types of fee payers. An example of a fee name revision is in the Construction Fee Schedule Development Plan Review and Inspection section with a Fee Description stating, "Sprinkler Systems." The current Fee Schedule does not specify what a plan review and inspection of a sprinkler system includes. The proposed Fee

Schedule identifies that a fire sprinkler plan review and inspection includes a plan review, initial and final inspection, and the hydrostatic test. The sprinkler system fee was adjusted to recover cost for time spent to complete all the tasks. This change will also provide for better consistency in applying the fee. An example that enhances fairness is within the fire inspection fees where staff recommends adding a “very small” category for business inspections under 1500 sq/ft.

The Fire Marshal reached out to the Community Development Directors of each of the three cities to review the NBS and Fire staff recommendations.

The NBS Fee Study also covered the fee review methodology, identified new fees, and updated rates. Overall, the fully burdened hourly rate increased in comparison to the current MFS, and almost all fees increased. One fee decreased, the very small business inspection fee, and two fees have been set at less than 100% cost recovery, the Residential Care Facility Elderly (RCFE) State Licensed Facility Inspections fee (as required by law), and the Inspection, Testing, and Maintenance Filing fee. All other fees are recommended at 100% cost recovery in the proposed MFS.

According to the NBS fee study report, the Division is currently recovering approximately 64% of the total cost of providing services from fees. The remaining 26% has been partially funded by other revenue sources such as penalty fees, like false alarms, but penalty fees are not consistent and cannot be counted on to fund the Division. The Division collects approximately \$2.4 million per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the Division would recover approximately \$3.7 million.

If the Fire Board adopts the proposed MFS, based on current staffing and workload, full cost recovery is expected to be about \$3.7 million.

ALTERNATIVES

While the fees as recommended will help to make the Fire Prevention and Life Safety Fund (Fund 310) more sustainable, several of the proposed fee increases are significant.

An alternative is to accept less than 100% cost recovery on some or all fees and if the Department fails to recover costs, ask the cities to fund the shortfall.

This alternative would reduce the recovery of fees and would lengthen the time it would take for the Fire Protection and Life Safety Fund to fully recover.

FISCAL IMPACT

Fund 310 ended fiscal year 24-25 with approximately \$0.3 million in fund balance. The proposed fee increases will help strengthen the fund’s long-term fiscal sustainability, including building reserves to cover 25% of annual operating costs. On an annual basis, the proposed fee increases are estimated to increase revenue by \$1.3 million.

NOTICE PROVIDED

All meeting noticing requirements were met. In accordance with Government Code sections 66018 and 6062a, notice of the fee increases was published twice, beginning 10 days in advance of the public hearing. Prior to the meeting, Department staff made the data available for the public, indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied.

ATTACHMENTS

- A. Resolution
- B. NBS Fee Study Final Report with Fee Schedule Analysis Annexes
- C. Fee Schedule

RESOLUTION NO. RES-2025-021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO CONSOLIDATED
FIRE DEPARTMENT ADOPTING AN UPDATED MASTER FEE SCHEDULE**

The Board of Directors (“Board”) of the San Mateo Consolidated Fire Department (“Department”) hereby resolves as follows:

WHEREAS, under applicable law and pursuant to the authority of the Department’s JPA member agencies, the Department is authorized to adopt a schedule of fees to recover costs for services; and,

WHEREAS, the Department has determined, based on the services provided, that it may, upon approval of the Board, increase fees and charges on July 1 of each year based on the annual change in the Consumer Price Index (“CPI”), as well as any other necessary adjustments to Department fees and charges as needed from time to time, and that such future adjustment may be performed either by Resolution or by Ordinance; and,

WHEREAS, the Department’s Master Fee Schedule (“MFS”) establishes fees for various services and activities rendered by the Department to the public, ensuring that costs are recovered while complying with state law; and,

WHEREAS, the last comprehensive fee study for the MFS was conducted in 2020, and updates are recommended every three to five years to reflect changes in service costs, operational practices, and revenue requirements; and,

WHEREAS, the Department conducted a formal request for proposals and retained NBS, a qualified consultant, to conduct a fee study and provide recommendations for revisions to the MFS; and,

WHEREAS, the NBS Fee Study evaluated existing fees, proposed additions and deletions, and recommended adjustments to align fees with the actual cost of providing services; and,

WHEREAS, the fees and charges set forth in this Resolution are based on the Department’s review of the NBS study on what constitutes its reasonable and actual costs for performing such services; and,

WHEREAS, this Board held a properly noticed public hearing in accordance with and as required by Government Code section 6066, and has published this Resolution twice in the San Francisco Examiner and San Mateo Weekly.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. The foregoing recitals are hereby incorporated by reference;
2. Consistent with Government Code section 66017, this Resolution and the corresponding MFS shall become effective February 14, 2026;

3. Upon the effective date of this Resolution, the fees and charges set forth in the MFS, enclosed as Attachment C and incorporated by this reference, shall become effective, and the Department is authorized to take necessary and incidental actions to charge and collect such fees and charges;
4. Upon the effective date of this Resolution, Resolution No. 2024-016 shall be repealed;
5. The fees/charges set forth in this Resolution may be revised from time to time, including an annual inflationary adjustment based on the Consumer Price Index (CPI) not to exceed 3%, and additional fees/charges may be added or altered, and such changes may be performed either by Resolution or Ordinance of the Board of Directors; and,
6. Within fifteen (15) days of the adoption of this Resolution, Department Staff shall cause to be published once in a newspaper of general circulation in the Department's service area a summary of the Resolution with the names of the members of the Board voting for or against the Resolution.

I hereby certify this to be a correct copy of Resolution 2025-021 of the San Mateo Consolidated Fire Department, California, introduced on December 16, 2025 and adopted on December 16, 2025 at a regular meeting of the Department Board of Directors by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel



SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Final Report for:

Fire Prevention & Life Safety Fee Study

December 11, 2025

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

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Development Plan Review/Inspection	Appendix A.2
Comparative Fee Survey	
Annual Mandated/Fire Code Permit Inspections	Appendix B.1
Development Plan Review/Inspection	Appendix B.2

1. EXECUTIVE SUMMARY

NBS performed a Fire Prevention & Life Safety Fee Study (Study) for the San Mateo Consolidated Fire Department Community Risk Reduction Division (Division). The purpose of this report is to present the findings and recommendations of the various fee analyses performed as part of the Study and provide the Division with the information needed to update and establish user and regulatory fees for service. Throughout the process, the Study afforded much effort to ensure that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees as a result of property ownership.

The Division’s main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of service, and (2) second, to provide an opportunity for the Board of Directors to re-align fee amounts with localized cost recovery policies.

1.1 Findings

This Study examined user and regulatory fees managed by the Community Risk Reduction Division’s Fire Prevention & Life Safety team. The Study identified an estimated \$3.7 million in eligible costs for recovery from fees for service compared to approximately \$2.4 million the Division is currently collecting each year from fees. The following table provides a summary of the Study’s results:

Table 1. Report Summary

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Annual Mandated/Fire Code Permit Inspections	\$ 1,601,811	\$ 2,542,498	\$ (940,687)	63%
Development Plan Review/Inspection	778,398	1,173,594	(395,195)	66%
Total	\$ 2,380,210	\$ 3,716,092	\$ (1,335,882)	64%

As shown in Table 1 above, the Division is recovering approximately 64% of the costs associated with providing user and regulatory fee-related services. Should the Board adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$1.3 million in costs could be recovered.

However, Section 2.2.3 later explains, there may be other local policy considerations that support adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for the Division to consider. Once the Board of Directors has reviewed and evaluated the results of the Study, the Division can set fees at appropriate cost recovery levels according to local policy goals and considerations.

1.2 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses recommended fee amounts, and provides a comparative survey of fees to neighboring agencies for similar services. The report is organized into the following sections:

- Section 2 - Outlines the general framework, approach, and methodology of the Fee Study.
- Section 3 - Discusses the results of the cost of service analysis. The analysis includes: (1) fully burdened hourly rate(s); (2) calculation of the costs of providing service; (3) the cost recovery performance of each fee category; and (4) the staff-recommended fees for providing services.
- Section 4 - Presents the conclusions of the analysis provided in the preceding sections.
- Appendices to this report - Include additional details of the analysis performed and a comparison of the fees imposed by neighboring agencies for similar services.

2. INTRODUCTION AND FUNDAMENTALS

2.1 Scope of Study

The following is a summary of the fees evaluated during the Study:

- **Required Operational Permits:** The Fire Prevention & Life Safety team (team) charges annual and one-time fees for activities regulated or permitted by the California Fire Code and/or local municipal codes.
- **Occupancy Inspections:** The team performs inspections related to the fire and life safety aspects of construction permits. Additionally, the team performs annual inspections of apartment buildings, hotels, residential occupancies, and selected commercial occupancies as required by State law and/or local authority.
- **Protection Systems Permits and Inspections:** The team performs plan review and inspection services on all new and retrofitted sprinkler and alarm systems, as well as other types of fire protection systems such as commercial hood and duct systems, smoke control systems, standpipe systems, etc.
- **Miscellaneous Fees for Service:**
 - **Document Fees:** The team provides specific file review and research upon request, and processes variance applications and key box services. Additionally, the team charges for photocopies, photographs, and other copies of digital media.
 - **Penalty Fees:** The team charges fees for false alarms, failure to obtain a permit, re-inspections, and reactivation of an expired permit.
 - **Reimbursement Fees:** Fees in this section of the fee table recover for emergency responses such as Driving Under the Influence, or negligent actions causing Fire Department response. Patient assist and emergency preparedness planning and education services may also incur a fee.

The fees examined in this report specifically exclude development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. The Study also excludes facility and equipment rental rates, as well as most fines and penalties imposed by the Division for violations of its requirements or codes.¹

2.2 Methods of Analysis

Three phases of analysis were completed for the Fire Prevention & Life Safety fees:



¹ According to the California Constitution Article XIII C § 1 (e) (4) and (5), the Division is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.

2.2.1 COST OF SERVICE ANALYSIS

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

Direct Costs:

- **Direct personnel costs** – Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.
- **Direct non-personnel costs** – Discrete expenses attributable to a specific service or activity performed, such as contractor costs, third-party charges, and materials used in the service or activity.

Indirect Costs:

- **Indirect personnel costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical support activities related to the direct services provided to the public.
- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a Division, rather than directly assigned to individual fee/rate categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as Finance, Human Resources, Legal support, etc. The amount of costs attributable to the Division were sourced from the Division's operating budget.

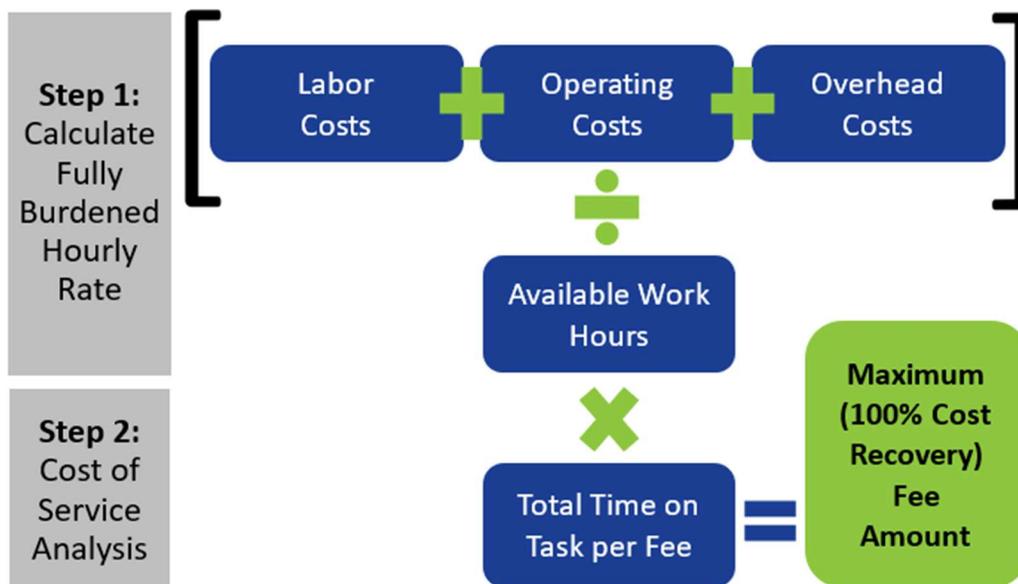
All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the Division in the provision of all services and activities Division-wide.

Nearly all the fees reviewed in this Study require specific action on the part of Division staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculated a composite, fully burdened, hourly rate for the Division. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities. Determining the fully burdened labor rate requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours available based on the complete list of all Division employees and/or available service hours of its contracted professionals (where applicable).

The Division supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted the Division with estimating the staff time for the services and activities listed in the Division’s fee schedule. Time tracking records for the fee programs studied as part of this analysis can prove useful in identifying time spent providing general categories of service (e.g., division administration, plan review, inspection, public information assistance, etc.). However, the Division does not systematically track the service time of activities for all individual fee-level services provided. Therefore, NBS also relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, the Division provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

It should be noted that the development of these time estimates was not a one-step process but required careful review by both NBS and department managers to assess the reasonableness of such estimates. Based on the results of this review, the Division reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided by the Division. Finally, the fully burdened labor rate calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The graphic below provides a visual representation of the steps discussed in this section.



2.2.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- **Addition to and deletion of fees** – The Study provided the Division with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed by an individual. Some additions to the fee schedule were simply the identification of existing services or activities performed by Division staff for which no fee is currently charged.
- **Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in

several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the various types of fee payers.

- **Documentation of the tools used to calculate special cost recovery** – The Division’s fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the Board of Directors to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted master fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis, which is at the department director’s discretion.

2.2.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could change the definition of the charge from a cost of service based fee to a tax which has other procedural requirements, such as ballot protest or voter approval.

NBS assisted with modeling the “recommended” or “target” level of cost recovery for each fee, established at either 100% or any amount less than the calculated full cost of service. Targets and recommendations reflect discretion on the part of the agency based on a variety of factors, such as existing Division policies and agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- To what degree does the public at large, benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reinforcing the fact that a service which truly benefits the public is best funded by general resources of the Division, such as revenues from the General Fund (e.g., taxes).

Conversely, when a service or activity wholly benefits an individual or entity, the cost recovery is generally closer to or equal to 100% of cost recovery from fees collected from the individual or entity.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the community served or current revenue levels? In other words, would fee increases have the unintended consequence of driving away the population served?
- Is there a good policy basis for differentiating between the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader Division objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?

NBS provided the cost of service calculation based on 100% full cost recovery and the framework for the Division's use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

2.2.4 COMPARATIVE FEE SURVEY

Appendix B.1 and B.2 presents the results of the Comparative Fee Survey for the Division. Policy makers often request a comparison of their jurisdictional fees to those of surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

In this effort, NBS worked with the Division to choose five comparative agencies – Milpitas, Palo Alto, Redwood City, Santa Clara, and South San Francisco. It is important to keep the following in mind when interpreting the general approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about cost recovery policies or procedures inherent in each comparison agency.
- A “market-based” decision to price services below the full cost of service calculation is the same as deciding to subsidize that service.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis of the comparative agencies' fees.
- The results of comparative fee surveys are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for the provision of similar services.

NBS made every reasonable attempt to source each comparison agency's fee schedule from their respective websites and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the Division's existing fee structure.

2.2.5 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The Division's Adopted Budget for Fiscal Year 2025-26
- A complete list of all Division personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts
- Prevailing fee schedules
- Annual workload data

The Division's adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate the Division's financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study accepts the Division's budget as a legislatively adopted directive describing the most appropriate and reasonable level of Division spending. NBS consultants accept the Board of Directors' deliberative process and the Division's budget plan and further assert that through this legislative process, the Division has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

3. FIRE PROTECTION & LIFE SAFETY

The primary responsibilities of the Fire Prevention and Life Safety team is to enforce all applicable state and local fire codes and standards, as well as conduct fire investigations. The full-time fire inspectors, certified by the California State Fire Marshal, are cross trained in both fire inspections and investigations.

Below is a high-level list of some of the services provided:

- Wildland Urban Interface (WUI) – responsible for insuring the maintenance of vegetation and defensible space within these areas. Conduct spot inspections and enforcement in the wildland urban interface areas and oversee vegetation management programs.
- Code Complaints – investigates complaints in multi-family residential buildings (four or more units) for violations of fire code, building code, and property maintenance code. Violations may include unsafe buildings, vehicle, trash, weeds, debris storage, or substandard living conditions.
- Fire Investigations – determine origin and cause for all types of fires (kitchen, garage, barbeque, vegetation, and arson fires).
- Inspections – performs a myriad of different types of inspections. This includes but is not limited to; state mandated inspections, construction inspections, commercial business inspections (CIP), multi-residential exterior inspections (MRIP), new business inspections, ERRC and building fire inspections.
- Plan Review & Code Consultations – Before any construction takes place, plans are submitted for review, the team completes Fire Life Safety Plan Reviews, which include but are not limited to; automatic fire sprinklers, fire alarm systems, hood, and duct systems, ERRC and building plan reviews. We work closely with our building departments to ensure optimum public safety and satisfaction.

3.1 Cost of Service Analysis

NBS calculated the following fully-burdened labor rate for the Division as shown in Table 2 below:

Table 2. Fully Burdened Hourly Rate

Cost Element	Fire Prevention & Life Safety Other	Fire Prevention Direct Fee for Service	Total
Labor	\$ 128,081	\$ 1,274,689	\$ 1,402,769
Recurring Non-Labor	57,551	575,256	632,806
Overhead	28,883	288,709	317,592
Division Administration Activities	158,449	1,579,695	1,738,144
Division Total	\$ 372,964	\$ 3,718,348	\$ 4,091,312
Fully Burdened Hourly Rate		\$ 392	
<i>Reference: Direct Hours Only</i>		9,489	
Overtime Rate		\$ 459	

Section 2.2, *Methods of Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. The total cost of providing services is approximately \$4.1 million per year. However, the results of the cost of service analysis identified approximately \$3.7 million in costs eligible for recovery from the Fire Prevention & Life Safety's fees for service, with the remaining \$372,000 recommended for recovery through funding sources other than fees. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$392** during normal business hours, and **\$459** after business hours.

Based on interviews with Fire Prevention & Life Safety staff, the analysis segregated the total cost of services into two primary service categories: (1) Fire Prevention & Life Safety Other; and, (2) Fire Prevention Direct Fee for Service. In order to clarify the underlying costs and assumptions used to calculate the fully-burdened hourly rate, here is a summary of the descriptions for each cost category:

- Fire Prevention & Life Safety Other – Activities associated with emergency response, false alarms, DUI, doctor on scene, public education, weed abatement, etc. These costs are not recommended for recovery from fees for service. Some of these services and activities such as DUI response can occasionally be recovered through actual cost billings. Services such as public education are generally not recoverable. Enforcement related services such as weed abatement or false alarm response are typically recovered through fines and penalties.
- Fire Prevention Direct Fee for Service – Staff responsibilities that are directly associated with fees for service. 100% of these costs are recoverable from the list of routine fees for service.

3.2 Fee Establishment

The following is a summary of the overall changes to the Fire Prevention & Life Safety fee schedule:

- Deletion of fees that are no longer used or needed, such as:
 - New Business Inspections – will now charge based on occupancy type of new business.
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure, such as:
 - Group L – Lab – Now included in Group B Occupancy classification.
 - Charging for tents on a sq. ft. basis. Will now charge per tent.
 - Combining all emergency response services into one category.
 - Redesign of development related fees (construction, sprinklers, alarms, etc.) to separate fees for plan review and inspection services, and updated fee structure tiers to reflect the current permitting environment.
- Addition of new fee categories, notated as “New” in the Current Fee column of Appendix A.1 and A.2, such as:
 - Addition of required operational permit categories per code
 - Addition of temporary operational permit categories
 - Fire watch services
 - Hazardous materials mitigation fee
 - Construction Site Safety Plans Review

- Development related services
 - Energy Storage Systems (ESS)
 - Photovoltaic Systems

3.3 Cost Recovery Evaluation

Appendix A.1 and A.2 presents the results of the detailed cost recovery analysis of the Division’s Fire Prevention & Life Safety fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Description” list.

Currently, the Division is recovering approximately 64% of the total cost of providing services from fees. As Table 3 below shows, the Division collects approximately \$2.4 million per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the Division would recover approximately \$3.7 million.

Table 3. Cost Recovery Outcomes

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Annual Mandated/Fire Code Permit Inspections	\$ 1,601,811	\$ 2,542,498	\$ (940,687)	63%
Development Plan Review/Inspection	778,398	1,173,594	(395,195)	66%
Total	\$ 2,380,210	\$ 3,716,092	\$ (1,335,882)	64%

NBS provided a full cost of service evaluation and the framework for considering fees, while the Division determined the appropriate cost recovery levels at or below full cost amounts.

The “Rec. Fee” column in Appendix A.1 and A.2 displays Division staff’s initial recommended fee amounts. At this time, the Division has requested the following fees to be set at less than 100% full cost recovery: Residential Care Facility Elderly (RCFE) State Licensed Facility Inspections (as required by law), and Inspection, Testing, and Maintenance Filing Fee reports. Once the Board of Directors has reviewed and evaluated the results of the Study, the Division can set fees at appropriate cost recovery levels according to local policy goals and considerations. See staff report and final fee schedule for any adjustments.

4. CONCLUSION

Based on the outcomes of the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation presented in this Study, the proposed Master Fee Schedule has been prepared for implementation and included in the Division's Staff Report.

As discussed throughout this report, the intent of the proposed fee schedule is to improve the Division's recovery of costs incurred to provide individual services, as well as adjust fees where the fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect Division revenues is difficult to quantify. For the near-term, the Division should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the Division, proposed fee amendments should enhance the Division's cost recovery performance over time, providing it with the ability to stretch other resources further for the benefit of the public at-large.

The Division's Master Fee Schedule should become a living document, but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the Division. Once adopted by the Board of Directors, the fee schedule is the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- The Division should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, the Division could use a Consumer Price Index adjustment that is applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there is more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that in the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. Continuous improvement and refinement of time tracking abilities will greatly enhance the Division's ability to set fees for service and identify unfunded activities in years to come.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the Division's budgets, time estimate data, and workload information from Division staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A.1

Cost of Service Analysis – Annual Mandated/Fire Code Permit Inspections

Fee No.	Fee Description	Notes	Fee Unit Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Rec. Fee	Rec. Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues		
												Current	Full Cost	Rec.
A. STATE MANDATED & ROUTINE FIRE INSPECTIONS														
		[1]												
1	Group A - Assembly related occupancies (50+ persons)		minimum fee	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	18	\$ 5,310	\$ 7,053	\$ 7,053
2	Group B - Businesses/Commercial													
	Very Small (0-1,500/sq/ft)		minimum fee	0.50	\$ 392	\$ 196	\$ 295	151%	\$ 196	100%	-	\$ -	\$ -	\$ -
	Small (1,501-5000/sq/ft)		minimum fee	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	353	\$ 104,135	\$ 138,320	\$ 138,320
	Medium (5,001-15,000/sq/ft)		minimum fee	2.00	\$ 392	\$ 784	\$ 295	38%	\$ 784	100%	-	\$ -	\$ -	\$ -
	Large (15,001+/sq/ft)		minimum fee	3.00	\$ 392	\$ 1,176	\$ 295	25%	\$ 1,176	100%	-	\$ -	\$ -	\$ -
3	Group E - Education occupancies (public/private)		minimum fee	2.25	\$ 392	\$ 882	\$ 664	75%	\$ 882	100%	79	\$ 52,456	\$ 69,650	\$ 69,650
4	Group F - Factories/Fabrication		minimum fee	1.25	\$ 392	\$ 490	\$ 369	75%	\$ 490	100%	1	\$ 369	\$ 490	\$ 490
5	Group H - Hazardous (labs, semi-conductors)		minimum fee	2.25	\$ 392	\$ 882	\$ 664	75%	\$ 882	100%	-	\$ -	\$ -	\$ -
6	Group I - Institutions (Hospitals)		minimum fee	3.25	\$ 392	\$ 1,273	\$ 959	75%	\$ 1,273	100%	3	\$ 2,877	\$ 3,820	\$ 3,820
7	Group M - Mercantile													
	Very Small (0-1,500/sq/ft)		minimum fee	0.50	\$ 392	\$ 196	\$ 369	188%	\$ 196	100%	-	\$ -	\$ -	\$ -
	Small (1,501-5000/sq/ft)		minimum fee	1.00	\$ 392	\$ 392	\$ 369	94%	\$ 392	100%	13	\$ 4,797	\$ 5,094	\$ 5,094
	Medium (5,001-15,000/sq/ft)		minimum fee	2.00	\$ 392	\$ 784	\$ 369	47%	\$ 784	100%	-	\$ -	\$ -	\$ -
	Large (15,001+/sq/ft)		minimum fee	3.00	\$ 392	\$ 1,176	\$ 369	31%	\$ 1,176	100%	-	\$ -	\$ -	\$ -
8	Group R - Residential (Other than MRIP)		minimum fee	1.50	\$ 392	\$ 588	\$ 443	75%	\$ 588	100%	-	\$ -	\$ -	\$ -
9	Group S - Storage/Warehouse		minimum fee	1.25	\$ 392	\$ 490	\$ 369	75%	\$ 490	100%	1	\$ 369	\$ 490	\$ 490
10	Group U - Misc. Occupancy		minimum fee	0.75	\$ 392	\$ 294	\$ 222	76%	\$ 294	100%	-	\$ -	\$ -	\$ -
11	Hotels, Motels, Apartments and Condominiums													
	3-4 Units per Building		minimum fee	2.25	\$ 392	\$ 882	\$ 305	35%	\$ 882	100%	516	\$ 157,380	\$ 454,926	\$ 454,926
	5-10 Units per Building		minimum fee	3.00	\$ 392	\$ 1,176	\$ 664	56%	\$ 1,176	100%	574	\$ 381,136	\$ 674,748	\$ 674,748
	11-100 Units per Building		minimum fee	3.75	\$ 392	\$ 1,469	\$ 1,107	75%	\$ 1,469	100%	554	\$ 613,278	\$ 814,048	\$ 814,048
	101-200 Units per Building		minimum fee	6.75	\$ 392	\$ 2,645	\$ 1,992	75%	\$ 2,645	100%	28	\$ 55,776	\$ 74,058	\$ 74,058
	201-300 Units per building		minimum fee	9.75	\$ 392	\$ 3,820	\$ 2,877	75%	\$ 3,820	100%	6	\$ 17,262	\$ 22,923	\$ 22,923
	300+ Units per Building		minimum fee	12.75	\$ 392	\$ 4,996	\$ 3,767	75%	\$ 4,996	100%	2	\$ 7,534	\$ 9,992	\$ 9,992
12	High-Rise													
	Base Fee (Plus per floor fee below)		minimum fee	1.83	\$ 392	\$ 717	\$ 540	75%	\$ 717	100%	28	\$ 15,120	\$ 20,078	\$ 20,078
	Per Floor		each	0.50	\$ 392	\$ 196	\$ 147	75%	\$ 196	100%	293	\$ 43,071	\$ 57,405	\$ 57,405
13	State 850 Inspections													
	State Licensing Inspection 1-6 Capacity													
	Pre-Inspection	[3]	per occurrence / trip	1.25	\$ 392	\$ 490	\$ 369	75%	\$ 490	100%	-	\$ -	\$ -	\$ -
	Residential Care Facility Elderly (RCFE) State Licensed Facility Inspection	[2]	per occurrence / trip	0.75	\$ 392	\$ 294	\$ 222	76%	no charge	%	-	\$ -	\$ -	\$ -
	State Licensing Inspection 7-25 Capacity		per occurrence / trip	1.50	\$ 392	\$ 588	\$ 443	75%	\$ 588	100%	-	\$ -	\$ -	\$ -
	State Licensing Inspection 26-50 Capacity		per occurrence / trip	1.75	\$ 392	\$ 686	\$ 516	75%	\$ 686	100%	8	\$ 4,128	\$ 5,486	\$ 5,486
	State Licensing Inspection 50+ Capacity		per occurrence / trip	2.25	\$ 392	\$ 882	\$ 664	75%	\$ 882	100%	-	\$ -	\$ -	\$ -

Fee No.	Fee Description	Notes	Fee Unit Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Rec. Fee	Rec. Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues		
												Current	Full Cost	Rec.
B. OPERATIONAL PERMITS AND FIRE AND LIFE SAFETY INSPECTIONS (STATE-MANDATED & ROUTINE)														
1	Annual Operational Permit w/ CFC Permits													
	First Permit		each	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	131	\$ 38,648	\$ 51,336	\$ 51,336
	Additional Permits		each	0.41	\$ 392	\$ 161	\$ 121	75%	\$ 161	100%	1	\$ 121	\$ 161	\$ 161
2	List of Required Operational Permits <i>(See CFC Section 105 for Conditions)</i>													
	Aerosol Products (>500 lbs.)													
	Amusement Buildings													
	Aviation Facilities													
	Carnivals and Fairs													
	Cellulose Nitrate Film													
	Combustible Dust Producing Operations													
	Combustible Fibers													
	Compressed Gases													
	Covered and Open Mall Buildings													
	Cryogenic Fluids													
	Cutting and Welding													
	Dry Cleaning													
New	Energy Storage Systems (ESS)													
	Explosives													
	Fire Hydrants and Valves													
	Flammable and Combustible Liquids													
	Mobile Fueling of Hydrogen-Fueled Vehicles													
	Floor Finishing													
	Fruit and Crop Ripening													
	Fumigation and Insecticidal Fogging													
New	Hazardous Materials													
	Hazardous Production Materials (HPM) Facilities													
New	High Pile Storage													
	Hot Work Operations													
New	Indoor Plant Cultivation													
	Industrial Ovens													
New	Lithium Ion Battery (>15 cubic feet)													
	Liquid or Gas-Fueled Vehicles or Equipment in Assembly													
	LP Gas													
	Lumber Yards & Woodworking Plants													
	Magnesium													
	Miscellaneous Combustible Storage													
	Mobile Food Preparation Vehicles													
	Motor Fuel-Dispensing Facilities													
	Open Burning													
	Open Flames and Torches													
	Open Flames and Candles													
	Organic Coatings													
	Outdoor Assembly Event													
	Places of Assembly													
	Plant Extraction Systems													
	Private Hydrants													
	Pyroxylin Plastics													
	Refrigeration Equipment													
	Repair Garages and Motor Fuel-Dispensing Facilities													
	Rooftop Heliports													
	Spraying or Dipping													
	Storage of Scrap Tires and Tire Byproducts													
	Tire-Rebuilding Plants													
	Waste Handling													

Fee No.	Fee Description	Notes	Fee Unit Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Rec. Fee	Rec. Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues			
												Current	Full Cost	Rec.	
New	Wood Products (>200 cubic feet) Additional Permits (Production Facilities, Indoor Pyrotechnics and Special Effects, Live Audiences)														
C. TEMPORARY OPERATIONAL PERMITS															
1	Exhibits, Trade Shows, and Special Events During Business Hours														
	First 2 hours		flat	2.00	\$ 392	\$ 784	\$ 590	75%	\$ 784	100%	25	\$ 14,750	\$ 19,592	\$ 19,592	
	Each additional hour		hourly	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	5	\$ 1,475	\$ 1,959	\$ 1,959	
	After Business Hours														
	First 2 hours		flat	2.00	\$ 459	\$ 918	\$ 678	74%	\$ 918	100%	8	\$ 5,424	\$ 7,342	\$ 7,342	
	Each additional hour		hourly	1.00	\$ 459	\$ 459	\$ 339	74%	\$ 459	100%	6	\$ 2,034	\$ 2,753	\$ 2,753	
2	Pyrotechnic Special Effects Material During Business Hours														
	First 4 hours		flat	4.00	\$ 392	\$ 1,567	\$ 1,181	75%	\$ 1,567	100%	-	\$ -	\$ -	\$ -	
	Each additional hour		hourly	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	-	\$ -	\$ -	\$ -	
	After Business Hours														
	First 4 hours		flat	4.00	\$ 459	\$ 1,836	\$ 1,357	74%	\$ 1,836	100%	-	\$ -	\$ -	\$ -	
	Each additional hour		hourly	1.00	\$ 459	\$ 459	\$ 339	74%	\$ 459	100%	-	\$ -	\$ -	\$ -	
3	Temporary Heating or Cooking in Tents or Membrane Structures		per tent	1.50	\$ 392	\$ 588	New	%	\$ 588	100%	-	\$ -	\$ -	\$ -	
4	Temporary Heating or Cooking in Wildfire Risk Areas		each	1.50	\$ 392	\$ 588	New	%	\$ 588	100%	-	\$ -	\$ -	\$ -	
5	Temporary Heating for Construction Sites		per site	1.50	\$ 392	\$ 588	New	%	\$ 588	100%	-	\$ -	\$ -	\$ -	
6	Temporary Membrane Structures and Tents		initial	1.33	\$ 392	\$ 521	\$ 295	57%	\$ 521	100%	12	\$ 3,577	\$ 6,319	\$ 6,319	
	Each additional		each additional	0.25	\$ 392	\$ 98	NEW	%	\$ 98	100%	-	\$ -	\$ -	\$ -	
D. MISCELLANEOUS FEES															
1	Administrative Violations														
	1st violation		each				\$ 130		\$ 130						
	2nd violation		each				\$ 700		\$ 700						
	3rd and subsequent violations		each				\$ 1,300		\$ 1,300						
2	Collection Referral Charge		each				\$ 25		\$ 25						
3	Complaint Investigation and Follow-Up		each occurrence / trip / verified complaint	1.50	\$ 392	\$ 588	\$ 443	75%	\$ 588	100%	7	\$ 3,304	\$ 4,384	\$ 4,384	

Fee No.	Fee Description	Notes	Fee Unit Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Rec. Fee	Rec. Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues		
												Current	Full Cost	Rec.
4	Life Safety Training (CPR / First Aid/AED/Fire Extinguisher/Evacuation Drills, etc.)		hourly/ per instructor	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	-	\$ -	\$ -	\$ -
5	Emergency Preparedness Planning and Education		hourly	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	-	\$ -	\$ -	\$ -
6	Emergency Response (DUI, Patient Assist w/Doctor on Scene, HazMat Response, etc.)	[4]												
	Command Vehicle		hourly				\$ 132		\$ 53					
	Engine Apparatus		hourly				\$ 179		\$ 173					
	Truck Apparatus		hourly				\$ 225		\$ 205					
	HazMat Vehicle		hourly				New		\$ 173					
	Water Craft		hourly				New		\$ 86					
	Personnel (each responder)		hourly				\$ 432		\$ 392					
7	Fire Research and Reports		per half hour	0.50	\$ 392	\$ 196	\$ 148	76%	\$ 196	100%	-	\$ -	\$ -	\$ -
8	Fire Watch		hourly	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
9	Hazardous Material- Paperwork Review (SDS, other regulatory paperwork)													
	Dispense, Use, Storage and Handling													
	Up to 5 chemicals		flat	1.25	\$ 392	\$ 490	\$ 369	75%	\$ 490	100%	-	\$ -	\$ -	\$ -
	Each additional chemical		each	0.16	\$ 392	\$ 63	\$ 48	77%	\$ 63	100%	-	\$ -	\$ -	\$ -
10	Hazardous Material Mitigation Fee		hourly	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
11	Incident Reports	[5]	per page				\$ 0.12		\$ 0.12					
12	Penalty Fees													
	False Alarm		per violation/ per day				\$ 685		\$ 685					
	Failure to Obtain Permit		per violation/ per day				Double Fees plus administrative violation per day		Double Fees plus administrative violation per day					
	Reactivation of Expired Permit		per violation/ per day				\$ 296		\$ 296					
13	Returned Check Processing Charge	[6]												
	First returned check		flat				\$ 25		\$ 25					
	Each subsequent returned check		per occurrence				\$ 35		\$ 35					
14	Staff Time Consultation (General) 2 hour minimum		hourly / per person	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	-	\$ -	\$ -	\$ -
15	USB		each	0.25	\$ 392	\$ 98	\$ 69	70%	\$ 98	100%	-	\$ -	\$ -	\$ -
16	Additional Plan Review/Inspection													
	During Business Hours		hourly	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	-	\$ -	\$ -	\$ -
	After Business Hours		hourly (2 hr min)	1.00	\$ 459	\$ 459	\$ 339	74%	\$ 459	100%	51	\$ 17,226	\$ 23,318	\$ 23,318

Fee No.	Fee Description	Notes	Fee Unit Type	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Rec. Fee	Rec. Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues		
												Current	Full Cost	Rec.
17	Fire Code Variance Application / Alternate Means and Methods (AMMR)		hourly	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	7	\$ 1,997	\$ 2,653	\$ 2,653
18	Key Box Administration Admin Processing Fee (One time - Lifetime of box)		per box	1.58	\$ 392	\$ 619	\$ 466	75%	\$ 619	100%	32	\$ 14,986	\$ 19,910	\$ 19,910
19	Construction Site Safety Plans Review		hourly	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
20	Staff Time Consultation (New Construction)		hourly (2 hr min)	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	-	\$ -	\$ -	\$ -
21	Planning Application Review During Business Hours After Business Hours		hourly hourly	1.00 1.00	\$ 392 \$ 459	\$ 392 \$ 459	\$ 295 \$ 295	75% 64%	\$ 392 \$ 459	100% 100%	45 -	\$ 13,211 \$ -	\$ 17,548 \$ -	\$ 17,548 \$ -
22	Inspection, Testing and Maintenance Filing Fee		per report	2.50	\$ 392	\$ 980	\$ 30	3%	\$ 30	3%	-	\$ -	\$ -	\$ -
23	Hourly Fee (Everything not covered elsewhere)		hourly	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	68	\$ 20,060	\$ 26,645	\$ 26,645
TOTAL												\$ 1,601,811	\$ 2,542,498	\$ 2,542,498

[Notes]

- [1] All fees in this section are minimum base fees and include an initial inspection and one reinspection. Failure to comply with inspection program or second re-inspection will result in additional inspection fees per Section D, Item 16 of this fee schedule.
- [2] Inspections not allowed to be charged per Health and Safety Code Section 1569.84
- [3] Inspections allowed to be charged per Health and Safety Code Section 13235
- [4] Per Government Code Sections 53150-58. DUI billed upon conviction.
- [5] Subject to Public Records Request Act - Gov Code 7922.530
- [6] Per Civil Code Section 1719

APPENDIX A.2

Cost of Service Analysis – Development Plan Review/Inspection

Fee No.	Fee Description	Fee Unit	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time (hours)			Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Rec. Fee	Rec. Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues		
				PC / Proc	Insp	Total								Current	Full Cost	Rec.
E. DEVELOPMENT PLAN REVIEW AND INSPECTION																
1	Building Construction															
	Single Family Residential / Duplex															
	Plan Review (initial review) (required)	minimum fee		0.83	0.00	0.83	\$ 392	\$ 325	\$ 295	91%	\$ 325	100%	607	\$ 179,065	\$ 197,413	\$ 197,413
	Resubmittal Plan Review (as requested)	hourly		1.00	0.00	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	298	\$ 87,910	\$ 116,768	\$ 116,768
	Pre-construction Site Visit / Meeting (as requested)	hourly		1.00	0.00	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		0.00	1.00	1.00	\$ 392	\$ 392	\$ 295	75%	\$ 392	100%	176	\$ 51,853	\$ 68,875	\$ 68,875
	Commercial / Industrial / Multi-Family															
	Plan Review/Inspection (incl. initial review & fire final inspection) (required)															
	0-5,000 s.f.	base		0.25	2.00	2.25	\$ 392	\$ 882	\$ 688	78%	\$ 882	100%	316	\$ 217,408	\$ 278,598	\$ 278,598
	5,001-10,000 s.f.	base		0.25	2.50	2.75	\$ 392	\$ 1,078	\$ 909	84%	\$ 1,078	100%	-	\$ -	\$ -	\$ -
	10,001-50,000 s.f.	base		0.25	3.00	3.25	\$ 392	\$ 1,273	\$ 1,130	89%	\$ 1,273	100%	-	\$ -	\$ -	\$ -
	each additional 10,000 s.f. or fraction thereof	each add'l		0.25	2.00	2.25	\$ 392	\$ 882	\$ 226	26%	\$ 882	100%	-	\$ -	\$ -	\$ -
	Resubmittal Plan Review	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Pre-construction Site Visit / Meeting (as requested)	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		0.00	1.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
2	Sprinkler Systems/Underground/Hydrants/Standpipes/Pumps															
2.1	Plan Review (up to 1hr) / Inspection (includes initial and final inspections (up to 1hr/ea) and 2-hr Hydrostatic Test (if needed)															
	NFPA 13/13R Systems															
	1-10 heads	each		0.50	3.00	3.50	\$ 392	\$ 1,371	\$ 1,056	77%	\$ 1,371	100%	96	\$ 101,376	\$ 131,658	\$ 131,658
	11-100 heads (includes 1 riser)	each		0.50	4.00	4.50	\$ 392	\$ 1,763	\$ 1,056	60%	\$ 1,763	100%	-	\$ -	\$ -	\$ -
	101+ heads (includes 1 riser)	each	[1]	0.00	5.00	5.00	\$ 392	\$ 1,959	\$ 1,204	61%	\$ 1,959	100%	-	\$ -	\$ -	\$ -
	Each additional riser	each		0.00	0.50	0.50	\$ 392	\$ 196	New	%	\$ 196	100%	-	\$ -	\$ -	\$ -
	Additional 2hr Hydrostatic Test (phasing)	each		0.00	2.00	2.00	\$ 392	\$ 784	New	%	\$ 784	100%	-	\$ -	\$ -	\$ -
	Hydraulic Calculations (review)	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Resubmittal Plan Review	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Weld Inspection	hourly		0.00	1.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		0.00	1.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	NFPA 13D Single Family System	each		0.25	1.50	1.75	\$ 392	\$ 686	\$ 664	97%	\$ 686	100%	122	\$ 81,008	\$ 83,658	\$ 83,658
	Resubmittal Plan Review	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		0.00	1.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
2.2	Underground Fire Line Plan Review (up to 1hr) / Inspection (includes visual (up to 1hr), 2hr hydrostatic test, flush (up to 1hr))	each		1.00	7.50	8.50	\$ 392	\$ 3,331	\$ 811	24%	\$ 3,331	100%	-	\$ -	\$ -	\$ -
	Resubmittal Plan Review	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Additional Inspection	hourly		0.00	1.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -

Fee No.	Fee Description	Fee Unit	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time (hours)			Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Rec. Fee	Rec. Cost Recovery Percentage	Estimated Volume of Activity	Annual Estimated Revenues		
				PC / Proc	Insp	Total								Current	Full Cost	Rec.
2.3	Hydrant Flow (Test and Inspection)	per hydrant		n/a	1.25	1.25	\$ 392	\$ 490	\$ 369	75%	\$ 490	100%	-	\$ -	\$ -	\$ -
2.4	Standpipe Systems Plan Review (up to 1hr) / Inspection (includes visual (up to 1hr), 2hr hydrostatic test)	per system		0.50	8.50	9.00	\$ 392	\$ 3,527	\$ 738	21%	\$ 3,527	100%	-	\$ -	\$ -	\$ -
2.5	Fire Pump															
	First pump	each		0.50	3.50	4.00	\$ 392	\$ 1,567	\$ 1,180	75%	\$ 1,567	100%	-	\$ -	\$ -	\$ -
	Each additional pump	each		0.25	2.00	2.25	\$ 392	\$ 882	\$ 738	84%	\$ 882	100%	-	\$ -	\$ -	\$ -
2.3	Other Systems															
	Gas Systems (Med Gas, Industrial Gas, LPG)	each		0.25	1.50	1.75	\$ 392	\$ 686	\$ 738	108%	\$ 686	100%	-	\$ -	\$ -	\$ -
	Hood & Duct Extinguishing System	each		0.50	2.00	2.50	\$ 392	\$ 980	\$ 738	75%	\$ 980	100%	14	\$ 10,332	\$ 13,714	\$ 13,714
	Each additional system	each		0.50	2.00	2.50	\$ 392	\$ 980	\$ 443	45%	\$ 980	100%	-	\$ -	\$ -	\$ -
	Pre-Action System with Alarm	each		0.50	2.00	2.50	\$ 392	\$ 980	\$ 1,033	105%	\$ 980	100%	-	\$ -	\$ -	\$ -
	Refrigeration Systems	each		0.50	1.50	2.00	\$ 392	\$ 784	\$ 738	94%	\$ 784	100%	-	\$ -	\$ -	\$ -
	Special Equipment (Ovens, Dust, Battery)	each		0.50	1.50	2.00	\$ 392	\$ 784	\$ 738	94%	\$ 784	100%	-	\$ -	\$ -	\$ -
	Special Extinguishing System	each		0.50	1.50	2.00	\$ 392	\$ 784	\$ 785	100%	\$ 784	100%	-	\$ -	\$ -	\$ -
	Spray Booths	each		0.50	2.00	2.50	\$ 392	\$ 980	\$ 959	98%	\$ 980	100%	-	\$ -	\$ -	\$ -
	Water Tanks	per tank		0.50	1.50	2.00	\$ 392	\$ 784	\$ 1,033	132%	\$ 784	100%	-	\$ -	\$ -	\$ -
	Underground and above ground storage tanks	per tank		0.50	2.00	2.50	\$ 392	\$ 980	New	%	\$ 980	100%	-	\$ -	\$ -	\$ -
	Energy Storage Systems (ESS)	per system		0.50	2.00	2.50	\$ 392	\$ 980	New	%	\$ 980	100%	58	\$ -	\$ 56,817	\$ 56,817
	Photovoltaic Systems	per system		0.50	2.00	2.50	\$ 392	\$ 980	New	%	\$ 980	100%	152	\$ -	\$ 148,899	\$ 148,899
4	Alarm Systems															
4.1	Plan Review															
	0-10 devices	flat		0.50	1.00	1.50	\$ 392	\$ 588	\$ 369	63%	\$ 588	100%	126	\$ 46,494	\$ 74,058	\$ 74,058
	11-100 devices	flat		0.50	1.50	2.00	\$ 392	\$ 784	\$ 516	66%	\$ 784	100%	-	\$ -	\$ -	\$ -
	101+ devices	flat		0.50	2.50	3.00	\$ 392	\$ 1,176	\$ 664	56%	\$ 1,176	100%	-	\$ -	\$ -	\$ -
	Inspection															
	1-10 devices	flat		0.50	1.00	1.50	\$ 392	\$ 588	New	%	\$ 588	100%	-	\$ -	\$ -	\$ -
	Each additional device	each		0.00	0.25	0.25	\$ 392	\$ 98	New	%	\$ 98	100%	-	\$ -	\$ -	\$ -
	Battery Calculations (review)	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Resubmittal Plan Review	hourly		1.00	0.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		0.00	1.00	1.00	\$ 392	\$ 392	New	%	\$ 392	100%	-	\$ -	\$ -	\$ -
	Smoke Controls (smoke & heat vents, barriers, enclosures, etc.) (includes plan review and inspection/test (up to 4 hrs/ea.))	minimum fee / per system		2.00	2.00	4.00	\$ 392	\$ 1,567	\$ 1,328	85%	\$ 1,567	100%	-	\$ -	\$ -	\$ -
	Emergency Responder Radio Coverage System (ERRCS) (includes plan review and inspection/FD test (up to 2 hrs/ea.))	each	[1]	1.00	1.00	2.00	\$ 392	\$ 784	\$ 738	94%	\$ 784	100%	4	\$ 2,952	\$ 3,135	\$ 3,135
TOTAL													\$ 778,398	\$ 1,173,594	\$ 1,173,594	

[Notes]

All fees in this section are minimum base fees and include an initial inspection and one reinspection. Failure to comply with inspection program or second re-inspection will result in additional inspection fees per Section D, Item 16 of this fee schedule.

[1]

APPENDIX B.1

Comparative Fee Survey – Annual Mandated/Fire Code Permit Inspections

Fee No.	Fee Description	Fee Unit Type	Current Fee	Full Cost	Rec. Fee	Milpitas ¹	Palo Alto ²	Redwood Cit ³	Santa Clara ⁴	South San Francisco ⁵
A. STATE MANDATED & ROUTINE FIRE INSPECTIONS										
1	Group A - Assembly related occupancies (50+ persons)	minimum fee	\$ 295	\$ 392	\$ 392	A-1 \$1310; A-2&3 \$991; A-4&5 \$2270	no comparison	\$ 303	\$ 219	\$ 233
2	Group B - Businesses/Commercial									
	Very Small (0-1,500/sq/ft)	minimum fee	\$ 295	\$ 196	\$ 196	\$321/hr.	no comparison	\$ 303	single story: 0-20k sf \$438; >20k sf \$658	\$ 233
	Small (1,501-5000/sq/ft)	minimum fee	\$ 295	\$ 392	\$ 392					
	Medium (5,001-15,000/sq/ft)	minimum fee	\$ 295	\$ 784	\$ 784					
	Large (15,001+/sq/ft)	minimum fee	\$ 295	\$ 1,176	\$ 1,176					
3	Group E - Education occupancies (public/private)	minimum fee	\$ 664	\$ 882	\$ 882	\$321/hr.	\$1018.24/year	\$ 303	0-250 students \$585; 251-500 students \$1171; 501+ students \$2343	\$ 233
4	Group F - Factories/Fabrication	minimum fee	\$ 369	\$ 490	\$ 490	\$321/hr.		\$ 303	no comparison	\$ 233
5	Group H - Hazardous (labs, semi-conductors)	minimum fee	\$ 664	\$ 882	\$ 882	\$321/hr.		\$ 303	\$ 585	\$ 233
6	Group I - Institutions (Hospitals)	minimum fee	\$ 959	\$ 1,273	\$ 1,273	\$321/hr.		\$ 607	\$ 2,929	\$ 233
7	Group M - Mercantile									
	Very Small (0-1,500/sq/ft)	minimum fee	\$ 369	\$ 196	\$ 196	\$321/hr.	no comparison	\$ 303	single story: 0-20k sf \$438; >20k sf \$658	\$ 233
	Small (1,501-5000/sq/ft)	minimum fee	\$ 369	\$ 392	\$ 392					
	Medium (5,001-15,000/sq/ft)	minimum fee	\$ 369	\$ 784	\$ 784					
	Large (15,001+/sq/ft)	minimum fee	\$ 369	\$ 1,176	\$ 1,176					
8	Group R - Residential (Other than MRIP)	minimum fee	\$ 443	\$ 588	\$ 588	\$321/hr.		\$ 303	\$28/unit	\$ 233
9	Group S - Storage/Warehouse	minimum fee	\$ 369	\$ 490	\$ 490	\$321/hr.		\$ 303	no comparison	\$ 233
10	Group U - Misc. Occupancy	minimum fee	\$ 222	\$ 294	\$ 294	\$321/hr.		\$ 303	no comparison	\$ 233
11	Hotels, Motels, Apartments and Condominiums									
	3-4 Units per Building	minimum fee	\$ 305	\$ 882	\$ 882	\$1950 <5 stories; \$328 per floor > 5 stories; Apartments \$321 (3-4 units); \$1279 (5-15 units); \$1919 (>15 units)	Annually \$507.21 4-50 units; \$1018.24 51-100 units; \$1525.24 100+ units	Hotels/Motels 50-299 rooms: \$607 300+ rooms: \$303/50 rooms Multi-Family 0-20 units: \$227	\$28/unit	3+ units \$115 + \$14 /unit > 3
	5-10 Units per Building	minimum fee	\$ 664	\$ 1,176	\$ 1,176					
	11-100 Unit s per Building	minimum fee	\$ 1,107	\$ 1,469	\$ 1,469					
	101-200 Units per Building	minimum fee	\$ 1,992	\$ 2,645	\$ 2,645					
	201-300 Units per building	minimum fee	\$ 2,877	\$ 3,820	\$ 3,820					
	300+ Units per Building	minimum fee	\$ 3,767	\$ 4,996	\$ 4,996					
12	High-Rise									
	Base Fee (Plus per floor fee below)	minimum fee	\$ 540	\$ 717	\$ 717	\$1950 <5 stories	\$2278.46/year up to 4 hours; \$525.25 each	Commercial: \$2432; \$151/story above 16	\$ 878	\$ 567
	Per Floor	each	\$ 147	\$ 196	\$ 196	\$ 328			\$ 878	

Fee No.	Fee Description	Fee Unit Type	Current Fee	Full Cost	Rec. Fee	Milpitas ¹	Palo Alto ²	Redwood Cit ³	Santa Clara ⁴	South San Francisco ⁵
13	State 850 Inspections									
	State Licensing Inspection 1-6 Capacity									
	Pre-Inspection	per occurrence / trip	\$ 369	\$ 490	\$ 490	per code	no comparison	no comparison		\$ 235
	Residential Care Facility Elderly (RCFE) State Licensed Facility Inspection	per occurrence / trip	\$ 222	\$ 294	no charge	\$ -				
	State Licensing Inspection 7-25 Capacity	per occurrence / trip	\$ 443	\$ 588	\$ 588		\$ 507			
	State Licensing Inspection 26-50 Capacity	per occurrence / trip	\$ 516	\$ 686	\$ 686	\$640 < 100; \$1279 > 100	\$ 1,018	\$ 303	7-49 occupants: \$292; 50-149 occupants: \$438; 150+ occupants: \$878	3+ units \$115 + \$14 /unit > 3
	State Licensing Inspection 50+ Capacity	per occurrence / trip	\$ 664	\$ 882	\$ 882		\$ 1,018			
B. OPERATIONAL PERMITS AND FIRE AND LIFE SAFETY INSPECTIONS (STATE-MANDATED & ROUTINE)										
1	Annual Operational Permit w/ CFC Permits									
	First Permit	each	\$ 295	\$ 392	\$ 392	\$321/hr.	\$ 507	\$ 303	Broken out by permit type: Ranges \$145-\$1,757	Broken out by permit type: Ranges \$109-344
	Additional Permits	each	\$ 121	\$ 161	\$ 161				\$ 585	
2	List of Required Operational Permits									
C. TEMPORARY OPERATIONAL PERMITS										
1	Exhibits, Trade Shows, and Special Events									
	During Business Hours									
	First 2 hours	flat	\$ 590	\$ 784	\$ 784			\$ 508		
	Each additional hour	hourly	\$ 295	\$ 392	\$ 392	\$961 (occup 50-299); \$1601 (occup 300 -999); \$2563 (occup 10000+)	no comparison	no comparison	\$ 379	\$ 288
	After Business Hours									
	First 2 hours	flat	\$ 678	\$ 918	\$ 918					
	Each additional hour	hourly	\$ 339	\$ 459	\$ 459					
2	Pyrotechnic Special Effects Material									
	During Business Hours									
	First 4 hours	flat	\$ 1,181	\$ 1,567	\$ 1,567	\$321/hr.				
	Each additional hour	hourly	\$ 295	\$ 392	\$ 392					
	After Business Hours						\$509.74/year	\$ 303	Display \$2343; Proximal to Audience \$3514	\$ 344
	First 4 hours	flat	\$ 1,357	\$ 1,836	\$ 1,836	\$377/hr.				
	Each additional hour	hourly	\$ 339	\$ 459	\$ 459					
3	Temporary Heating or Cooking in Tents or Membrane Structures	per tent	New	\$ 588	\$ 588	no comparison	\$ 1,068	\$200 - \$750	no comparison	no comparison
4	Temporary Heating or Cooking in Wildfire Risk Areas	each	New	\$ 588	\$ 588	no comparison	no comparison	no comparison	no comparison	no comparison
5	Temporary Heating for Construction Sites	per site	New	\$ 588	\$ 588	no comparison	no comparison	no comparison	no comparison	no comparison
6	Temporary Membrane Structures and Tents	initial	\$ 295	\$ 521	\$ 521	\$961 up to 4	\$ 1,068	\$ 950	\$ 1,171	\$ 233
	Each additional	each additional	NEW	\$ 98	\$ 98	\$1281 >5	\$ 1,068	no comparison	\$ 438	

Fee No.	Fee Description	Fee Unit Type	Current Fee	Full Cost	Rec. Fee	Milpitas ¹	Palo Alto ²	Redwood Cit ³	Santa Clara ⁴	South San Francisco ⁵
D. MISCELLANEOUS FEES										
1	Administrative Violations									
	1st violation	each	\$ 130		\$ 130	no comparison	no comparison	no comparison	no comparison	no comparison
	2nd violation	each	\$ 700		\$ 700					
	3rd and subsequent violations	each	\$ 1,300		\$ 1,300					
2	Collection Referral Charge	each	\$ 25		\$ 25	no comparison	no comparison	no comparison	no comparison	no comparison
3	Complaint Investigation and Follow-Up	each occurrence / trip / verified complaint	\$ 443	\$ 588	\$ 588	actual cost	\$509.74/year	no comparison	no comparison	actual cost
4	Life Safety Training (CPR / First Aid/AED/Fire Extinguisher/Evacuation Drills, etc.)	hourly/ per instructor	\$ 295	\$ 392	\$ 392	actual cost	\$167/class	no comparison	no comparison	\$ 130
5	Emergency Preparedness Planning and Education	hourly	\$ 295	\$ 392	\$ 392	actual cost	\$368.41 each	no comparison	no comparison	\$ 278
6	Emergency Response (DUI, Patient Assist w/Doctor on Scene, HazMat Response, etc.)									
	Command Vehicle	hourly	\$ 132		\$ 53	\$321/hr.	\$508.47/hr.	no comparison	no comparison	actual cost
	Engine Apparatus	hourly	\$ 179		\$ 173					
	Truck Apparatus	hourly	\$ 225		\$ 205					
	HazMat Vehicle	hourly	New		\$ 173					
	Water Craft	hourly	New		\$ 86					
	Personnel (each responder)	hourly	\$ 432		\$ 392					
7	Fire Research and Reports	per half hour	\$ 148	\$ 196	\$ 196	\$ 13	\$ 160	no comparison	no comparison	no comparison
8	Fire Watch	hourly	New	\$ 392	\$ 392	321	no comparison	no comparison	\$ 292	actual cost
9	Hazardous Material- Paperwork Review (SDS, other regulatory paperwork)					Small chem \$671; Med chem \$1661; Large chem \$2621	Level I \$509.74/location; Level II \$1023.41/location; Level III \$2046.83/location	\$ 607	Chemicals: 1-3 \$878; 4-6 \$1171; 7-9 \$1757; 10-15 \$2343; 16-21 \$2929; \$73 each over 21	\$ 233
	Dispense, Use, Storage and Handling Up to 5 chemicals	flat	\$ 369	\$ 490	\$ 490					
	Each additional chemical	each	\$ 48	\$ 63	\$ 63					
10	Hazardous Material Mitigation Fee	hourly	New	\$ 392	\$ 392	no comparison	no comparison	no comparison	no comparison	actual cost
11	Incident Reports	per page	\$ 0.12		\$ 0.12	\$ 13.00	\$ 15.00	no comparison	no comparison	no comparison
12	Penalty Fees									
	False Alarm	per violation/ per day	\$ 685		\$ 685	\$300 - 3rd; \$600 - 4th; \$900 - 5+	\$ 165	\$ 642	\$ 512	2nd in 12 months \$124; 3rd \$249; 4+ \$625 each
	Failure to Obtain Permit	per violation/ per day	Double Fees plus administrative violation per day		Double Fees plus administrative violation per day	Double permit fee	\$88.37 - \$1184.23 average range	Double permit fee	Admin Penalty Schedule	
	Reactivation of Expired Permit	per violation/ per day	\$ 296		\$ 296	no comparison	no comparison	\$ 303	\$ 1,171	

Fee No.	Fee Description	Fee Unit Type	Current Fee	Full Cost	Rec. Fee	Milpitas ¹	Palo Alto ²	Redwood Cit ³	Santa Clara ⁴	South San Francisco ⁵
13	Returned Check Processing Charge									
	First returned check	flat	\$ 25		\$ 25			\$ 25		
	Each subsequent returned check	per occurrence	\$ 35		\$ 35	no comparison	\$25 per incident	\$ 35	no comparison	no comparison
14	Staff Time Consultation (General) 2 hour minimum	hourly / per person	\$ 295	\$ 392	\$ 392	\$ 321	\$ 508	\$ 303	\$ 292	\$ 240
15	USB	each	\$ 69	\$ 98	\$ 98	no comparison	no comparison	no comparison	no comparison	no comparison
16	Additional Plan Review/Inspection									
	During Business Hours	hourly	\$ 295	\$ 392	\$ 392	\$ 321	\$1107.73 per occurrence + \$725.06/hr. over 2 hrs.	no comparison	\$ 585	\$ 240
After Business Hours	hourly (2 hr. min)	\$ 339	\$ 459	\$ 459	\$ 377	no comparison		no comparison	\$ 378	
17	Fire Code Variance Application / Alternate Means and Methods (AMMR)	hourly	\$ 295	\$ 392	\$ 392	\$ 1,163	\$ 1,086	\$ 912	\$ 2,050	\$ 787
18	Key Box Administration									
	Admin Processing Fee (One time - Lifetime of box)	per box	\$ 466	\$ 619	\$ 619	no comparison	no comparison	no comparison	no comparison	no comparison
19	Construction Site Safety Plans Review	hourly	New	\$ 392	\$ 392	\$ 321	no comparison	no comparison	no comparison	35% of plan check fee
20	Staff Time Consultation (New Construction)	hourly (2 hr. min)	\$ 295	\$ 392	\$ 392	\$ 321	\$ 507	no comparison	\$ 292	\$ 240
21	Planning Application Review									
	During Business Hours	hourly	\$ 295	\$ 392	\$ 392	\$ 321	no comparison	no comparison	\$ 292	no comparison
After Business Hours	hourly	\$ 295	\$ 459	\$ 459	\$ 377	\$ 1,053				
22	Inspection, Testing and Maintenance Filing Fee	per report	\$ 30	\$ 980	\$ 30	no comparison	no comparison	no comparison	no comparison	\$ 240
23	Hourly Fee (Everything not covered elsewhere)	hourly	\$ 295	\$ 392	\$ 392	\$ 321	\$ 507	\$ 303	\$ 292	\$ 240
TOTAL										

[Notes]

- [1] Milpitas 2024-25 Fire Fee Schedule
- [2] Palo Alto fy-2025-adopted-municipal-fee-schedule final
- [3] Redwood FY2025 Master Fee Schedule Effective 7125
- [4] Santa Clara Fee Schedule for Website 20252026
- [5] SouthSanFrancisco_ssf-master-fee-schedule-fy-2025-26

APPENDIX B.2

Comparative Fee Survey – Development Plan Review/Inspection

Fee No.	Fee Description	Fee Unit Type	Current Fee	Full Cost	Rec. Fee	Milpitas ¹	Palo Alto ²	Redwood City ³	Santa Clara ⁴	South San Francisco ⁵
E. DEVELOPMENT PLAN REVIEW AND INSPECTION										
1	Building Construction									
	Single Family Residential / Duplex									
	Plan Review (initial review) (required)	minimum fee	\$ 295	\$ 325	\$ 325					
	Resubmittal Plan Review (as requested)	hourly	\$ 295	\$ 392	\$ 392					
	Pre-construction Site Visit / Meeting (as requested)	hourly	\$ 295	\$ 392	\$ 392					
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly	\$ 295	\$ 392	\$ 392					
	Commercial / Industrial / Multi-Family									
	Plan Review/Inspection (incl. initial review & fire final inspection) (required)									
	0-5,000 s.f.	minimum fee	\$ 688	\$ 882	\$ 882					
	5,001-10,000 s.f.	minimum fee	\$ 909	\$ 1,078	\$ 1,078					
	10,001-50,000 s.f.	minimum fee	\$ 1,130	\$ 1,273	\$ 1,273					
	each additional 10,000 s.f. or fraction thereof	each add 'l	\$ 226	\$ 882	\$ 882					
	Resubmittal Plan Review	hourly	New	\$ 392	\$ 392					
	Pre-construction Site Visit / Meeting (as requested)	hourly	New	\$ 392	\$ 392					
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly	New	\$ 392	\$ 392					
						\$ 321	\$ 198			
2	Sprinkler Systems/Underground/Hydrants/Standpipes/Pumps									
2.1	Plan Review (up to 1hr) / Inspection (includes initial and final inspections (up to 1hr/ea.) and 2-hr Hydrostatic Test (if needed))									
	NFPA 13/13R Systems									
	1-10 heads	each	\$ 1,056	\$ 1,371	\$ 1,371					
	11-100 heads (includes 1 riser)	each	\$ 1,056	\$ 1,763	\$ 1,763					
	100+ heads (includes 1 riser)	each	\$ 1,204	\$ 1,959	\$ 1,959					
	Each additional riser	each	New	\$ 196	\$ 196					
	Additional 2hr Hydrostatic Test (phasing)	each	New	\$ 784	\$ 784					
	Hydraulic Calculations (review)	hourly	New	\$ 392	\$ 392					
	Resubmittal Plan Review	hourly	New	\$ 392	\$ 392					
	Weld Inspection	hourly	New	\$ 392	\$ 392					
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly	New	\$ 392	\$ 392					
	NFPA 13D Single Family System	each	\$ 664	\$ 686	\$ 686					
	Resubmittal Plan Review	hourly	New	\$ 392	\$ 392					
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly	New	\$ 392	\$ 392					
						\$ 930 < 2K sf; \$.24 per sf 2000 sf+	1-19 heads: \$1135.03 20+ heads: \$2509.930 + \$4.14/head	Residential Fire Sprinkler Systems Plan Check: \$607 Inspection: \$912 Commercial / TI Plan Check \$607: 1-100 heads \$759: 101-300 heads \$1,216: 301-700 heads \$607: 700+ per 100 heads Inspection \$912: 1-100 heads \$1,216: 101-300 heads \$1,520: 301-700 heads \$607: 700+ per 100 heads	New: 1-49 heads: \$1464 50-100 heads: \$2343 101-200 heads: \$3807 each add 'l 100 heads: \$878 No Calculations 1-49 heads: \$1098 50-100 heads: \$1391 With Calculations 1-49 heads: \$1903 50-100 heads: \$2196 101-200 heads: \$3514 Each add 'l 100 heads: \$438	No Comparison - Fire Construction Permits Plan Check and Inspections are based on Valuation and range from \$287 - \$8,550 No Comparison - Fire Construction Permits Plan Check and Inspections are based on Valuation and range from \$287 - \$8,550 Building Permit Fire Review Plan Check and Inspection based on Valuation and range from \$131 - \$121,489

Fee No.	Fee Description	Fee Unit Type	Current Fee	Full Cost	Rec. Fee	Milpitas ¹	Palo Alto ²	Redwood City ³	Santa Clara ⁴	South San Francisco ⁵
2.2	Underground Fire Line Plan Review (up to 1hr) / Inspection (includes visual (up to 1hr), 2hr hydrostatic test, flush (up to 1hr))	each	\$ 811	\$ 3,331	\$ 3,331	new/replace - \$1601; \$641 - repair	\$2,397 per occurrence	Plan Review \$455 Inspection \$607	w/o hydrants \$2050; w/hydrants \$2636; repairs \$1171	no comparison
	Resubmittal Plan Review	hourly	New	\$ 392	\$ 392		no comparison	no comparison		
	Additional Inspection	hourly	New	\$ 392	\$ 392					
2.3	Hydrant Flow (Test and Inspection)	per hydrant	\$ 369	\$ 490	\$ 490	\$321/hr.	\$ 507	\$ 455	no comparison	no comparison
2.4	Standpipe Systems Plan Review (up to 1hr) / Inspection (includes visual (up to 1hr), 2hr hydrostatic test)	per system	\$ 738	\$ 3,527	\$ 3,527	\$321/hr.	\$ 1,018	\$607 plan check; \$912 permit /inspection	\$ 1,464	no comparison
2.5	Fire Pump					\$321/hr.	no comparison	Plan check \$607	\$ 3,514	no comparison
	First pump	each	\$ 1,180	\$ 1,567	\$ 1,567			Inspection \$607		
	Each additional pump	each	\$ 738	\$ 882	\$ 882			no comparison		
2.3	Other Systems									
	Gas Systems (Med Gas, Industrial Gas, LPG)	each	\$ 738	\$ 686	\$ 686	\$ 1,281	\$509.74/year	\$ 455	\$ 2,050	\$ 250
	Hood & Duct Extinguishing System	each	\$ 738	\$ 980	\$ 980	\$ 1,281	\$1380.18 / occurrence	\$303 plan check; \$607 inspection	\$ 1,025	no comparison
	Each additional system	each	\$ 443	\$ 980	\$ 980	\$ 1,281		no comparison	no comparison	
	Pre-Action System with Alarm	each	\$ 1,033	\$ 980	\$ 980	\$ 1,281		no comparison	no comparison	
	Refrigeration Systems	each	\$ 738	\$ 784	\$ 784	no comparison	\$509.74/year	\$ 303	\$ 1,757	\$ 288
	Special Equipment (Ovens, Dust, Battery)	each	\$ 738	\$ 784	\$ 784	no comparison	\$1380.18/ occurrence	\$ 607	\$ 1,171	\$ 233
	Special Extinguishing System	each	\$ 785	\$ 784	\$ 784	no comparison	\$488.80/year	\$455 plan check; \$607 inspection	\$ 1,610	\$ 288
	Spray Booths	each	\$ 959	\$ 980	\$ 980	no comparison	\$488.80/year	\$455 plan check; \$607 inspection	\$ 1,610	\$ 288
	Water Tanks	per tank	\$ 1,033	\$ 784	\$ 784	no comparison	no comparison	\$ 607	High Rise Water Tank: First Tank \$1,610 ea. additional tank: \$585 set by state	no comparison
	Underground and above ground storage tanks	per tank	New	\$ 980	\$ 980	\$ 1,007	no comparison	\$ 607		
	Energy Storage Systems (ESS)	per system	New	\$ 980	\$ 980	\$321/hr.	\$239.96 - \$1089.74 each	no comparison	\$585 residential; \$2343 commercial	\$ 250
	Photovoltaic Systems	per system	New	\$ 980	\$ 980			no comparison	\$439 residential; \$2343 commercial	actual cost

Fee No.	Fee Description	Fee Unit Type	Current Fee	Full Cost	Rec. Fee	Milpitas ¹	Palo Alto ²	Redwood City ³	Santa Clara ⁴	South San Francisco ⁵
4	Alarm Systems									
4.1	Plan Review									
	0-10 devices	flat	\$ 369	\$ 588	\$ 588	Additions, Alterations or Repairs: \$641 1-5 devices; \$1281 6-10 devices;	\$1,483,65 + \$33.43 per device or contract point	\$ 455	Devices: 1-20 \$1171; 21-40 \$1757; 41-100 \$2929; 101-200 \$3808; \$585/50 additional	No Comparison - Fire Construction Permits Plan Check and Inspections are based on Valuation and range from \$287 - \$8,550
	11-100 devices	flat	\$ 516	\$ 784	\$ 784			\$607 - \$759		
	101+ devices	flat	\$ 664	\$ 1,176	\$ 1,176			\$50/device		
	Inspection					New System \$1281< 5ksf, \$.21/sf 5ksf+	\$507.21 each		Building Permit Fire Review Plan Check and Inspection based on Valuation and range from \$131 - \$121,489	
	1-10 devices	flat	New	\$ 588	\$ 588			\$607 - \$1520		
	Each additional device	each	New	\$ 98	\$ 98			\$ 23		
	Battery Calculations (review)	hourly	New	\$ 392	\$ 392	\$321/hr.	\$507.21 each		no comparison	
	Resubmittal Plan Review	hourly	New	\$ 392	\$ 392	\$321/hr.			\$ 1,171	no comparison
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly	New	\$ 392	\$ 392	\$321/hr.		no comparison	\$ 585	\$ 240
	Smoke Controls (smoke & heat vents, barriers, enclosures, etc.) (includes plan review and inspection/test (up to 4 hrs./ea.)	minimum fee / per system	\$ 1,328	\$ 1,567	\$ 1,567	\$321/hr.	no comparison	no comparison	\$ 5,858	
	Emergency Responder Radio Coverage System (ERRCS) (includes plan review and inspection/FD test (up to 2 hrs./ea.)	each	\$ 738	\$ 784	\$ 784	\$321/hr.	\$ 717	\$607 - \$1216	\$ 5,272	no comparison
TOTAL										

[Notes]

- [1] Milpitas 2024-25 Fire Fee Schedule
- [2] Palo Alto_fy-2025-adopted-municipal-fee-schedule_final
- [3] Redwood FY2025 Master Fee Schedule Effective 7125
- [4] Santa Clara Fee Schedule for Website 20252026
- [5] SouthSanFrancisco_ssf-master-fee-schedule-fy-2025-26

San Mateo Consolidated Fire Department
 Fire Prevention and Life Safety
 Mandated & Fire Code Permits

Fee No.	Fee Description	Notes	Fee Unit Type	Current Fee	Full Cost Recovery	Recommended Fee
A. STATE MANDATED & ROUTINE FIRE INSPECTIONS		[1]				
1	Group A - Assembly related occupancies (50+ persons)		minimum fee	\$ 295	\$ 392	\$ 392
2	Group B - Businesses/Commercial					
	Very Small (0-1,500/sq/ft)		minimum fee	\$ 295	\$ 196	\$ 196
	Small (1,501-5000/sq/ft)		minimum fee	\$ 295	\$ 392	\$ 392
	Medium (5,001-15,000/sq/ft)		minimum fee	\$ 295	\$ 784	\$ 784
	Large (15,001+/sq/ft)		minimum fee	\$ 295	\$ 1,176	\$ 1,176
3	Group E - Education occupancies (public/private)		minimum fee	\$ 664	\$ 882	\$ 882
4	Group F - Factories/Fabrication		minimum fee	\$ 369	\$ 490	\$ 490
5	Group H - Hazardous (labs, semi-conductors)		minimum fee	\$ 664	\$ 882	\$ 882
6	Group I - Institutions (Hospitals)		minimum fee	\$ 959	\$ 1,273	\$ 1,273
7	Group M - Mercantile					
	Very Small (0-1,500/sq/ft)		minimum fee	\$ 369	\$ 196	\$ 196
	Small (1,501-5000/sq/ft)		minimum fee	\$ 369	\$ 392	\$ 392
	Medium (5,001-15,000/sq/ft)		minimum fee	\$ 369	\$ 784	\$ 784
	Large (15,001+/sq/ft)		minimum fee	\$ 369	\$ 1,176	\$ 1,176
8	Group R - Residential (Other than MRIP)		minimum fee	\$ 443	\$ 588	\$ 588
9	Group S - Storage/Warehouse		minimum fee	\$ 369	\$ 490	\$ 490
10	Group U - Misc. Occupancy		minimum fee	\$ 222	\$ 294	\$ 294
11	Hotels, Motels, Apartments and Condominiums					
	3-4 Units per Building		minimum fee	\$ 305	\$ 882	\$ 882
	5-10 Units per Building		minimum fee	\$ 664	\$ 1,176	\$ 1,176
	11-100 Unit s per Building		minimum fee	\$ 1,107	\$ 1,469	\$ 1,469
	101-200 Units per Building		minimum fee	\$ 1,992	\$ 2,645	\$ 2,645
	201-300 Units per building		minimum fee	\$ 2,877	\$ 3,820	\$ 3,820
	300+ Units per Building		minimum fee	\$ 3,767	\$ 4,996	\$ 4,996
12	High-Rise					
	Base Fee (Plus per floor fee below)		minimum fee	\$ 540	\$ 717	\$ 717
	Per Floor		each	\$ 147	\$ 196	\$ 196
13	State 850 Inspections					
	State Licensing Inspection 1-6 Capacity					
	Pre-Inspection	[3]	per occurrence / trip	\$ 369	\$ 490	\$ 490
	Residential Care Facility Elderly (RCFE) State Licensed Facility Inspection	[2]	per occurrence / trip	\$ 222	\$ 294	no charge
	State Licensing Inspection 7-25 Capacity		per occurrence / trip	\$ 443	\$ 588	\$ 588
	State Licensing Inspection 26-50 Capacity		per occurrence / trip	\$ 516	\$ 686	\$ 686
	State Licensing Inspection 50+ Capacity		per occurrence / trip	\$ 664	\$ 882	\$ 882



San Mateo Consolidated Fire Department
 Fire Prevention and Life Safety
 Mandated & Fire Code Permits

Fee No.	Fee Description	Notes	Fee Unit Type	Current Fee	Full Cost Recovery	Recommended Fee
B. OPERATIONAL PERMITS AND FIRE AND LIFE SAFETY INSPECTIONS (STATE-MANDATED & ROUTINE)						
1	Annual Operational Permit w/ CFC Permits					
	First Permit		each	\$ 295	\$ 392	\$ 392
	Additional Permits		each	\$ 121	\$ 161	\$ 161
2	List of Required Operational Permits <i>(See CFC Section 105 for Conditions)</i>					
	Aerosol Products (>500 lbs.)					
	Amusement Buildings					
	Aviation Facilities					
	Carnivals and Fairs					
	Cellulose Nitrate Film					
	Combustible Dust Producing Operations					
	Combustible Fibers					
	Compressed Gases					
	Covered and Open Mall Buildings					
	Cryogenic Fluids					
	Cutting and Welding					
	Dry Cleaning					
New	Energy Storage Systems (ESS)					
	Explosives					
	Fire Hydrants and Valves					
	Flammable and Combustible Liquids					
	Mobile Fueling of Hydrogen-Fueled Vehicles					
	Floor Finishing					
	Fruit and Crop Ripening					
	Fumigation and Insecticidal Fogging					
New	Hazardous Materials					
	Hazardous Production Materials (HPM) Facilities					
New	High Pile Storage					
	Hot Work Operations					
New	Indoor Plant Cultivation					
	Industrial Ovens					
New	Lithium Ion Battery (>15 cubic feet)					
	Liquid or Gas-Fueled Vehicles or Equipment in Assembly					
	LP Gas					
	Lumber Yards & Woodworking Plants					
	Magnesium					
	Miscellaneous Combustible Storage					
	Mobile Food Preparation Vehicles					
	Motor Fuel-Dispensing Facilities					
	Open Burning					
	Open Flames and Torches					
	Open Flames and Candles					
	Organic Coatings					
	Outdoor Assembly Event					
	Places of Assembly					
	Plant Extraction Systems					
	Private Hydrants					
	Pyroxylin Plastics					
	Refrigeration Equipment					
	Repair Garages and Motor Fuel-Dispensing Facilities					
	Rooftop Heliports					
	Spraying or Dipping					
	Storage of Scrap Tires and Tire Byproducts					
	Tire-Rebuilding Plants					
	Waste Handling					
	Wood Products (>200 cubic feet)					
New	Additional Permits (Production Facilities, Indoor Pyrotechnics and Special Effects, Live Audiences)					



San Mateo Consolidated Fire Department
 Fire Prevention and Life Safety
 Mandated & Fire Code Permits

Fee No.	Fee Description	Notes	Fee Unit Type	Current Fee	Full Cost Recovery	Recommended Fee
C. TEMPORARY OPERATIONAL PERMITS						
1	Exhibits, Trade Shows, and Special Events					
	During Business Hours					
	First 2 hours		flat	\$ 590	\$ 784	\$ 784
	Each additional hour		hourly	\$ 295	\$ 392	\$ 392
	After Business Hours					
	First 2 hours		flat	\$ 678	\$ 918	\$ 918
	Each additional hour		hourly	\$ 339	\$ 459	\$ 459
2	Pyrotechnic Special Effects Material					
	During Business Hours					
	First 4 hours		flat	\$ 1,181	\$ 1,567	\$ 1,567
	Each additional hour		hourly	\$ 295	\$ 392	\$ 392
	After Business Hours					
	First 4 hours		flat	\$ 1,357	\$ 1,836	\$ 1,836
	Each additional hour		hourly	\$ 339	\$ 459	\$ 459
3	Temporary Heating or Cooking in Tents or Membrane Structures		per tent	New	\$ 588	\$ 588
4	Temporary Heating or Cooking in Wildfire Risk Areas		each	New	\$ 588	\$ 588
5	Temporary Heating for Construction Sites		per site	New	\$ 588	\$ 588
6	Temporary Membrane Structures and Tents		initial	\$ 295	\$ 521	\$ 521
	Each additional		each additional	NEW	\$ 98	\$ 98
D. MISCELLANEOUS FEES						
1	Administrative Violations					
	1st violation		each	\$ 130		\$ 130
	2nd violation		each	\$ 700		\$ 700
	3rd and subsequent violations		each	\$ 1,300		\$ 1,300
2	Collection Referral Charge		each	\$ 25		\$ 25
3	Complaint Investigation and Follow-Up		each occurrence / trip / verified complaint	\$ 443	\$ 588	\$ 588
4	Life Safety Training (CPR / First Aid/AED/Fire Extinguisher/Evacuation Drills, etc.)		hourly/ per instructor	\$ 295	\$ 392	\$ 392
5	Emergency Preparedness Planning and Education		hourly	\$ 295	\$ 392	\$ 392
6	Emergency Response (DUI, Patient Assist w/Doctor on Scene, HazMat Response, etc.)	[4]				
	Command Vehicle		hourly	\$ 132		\$ 53
	Engine Apparatus		hourly	\$ 179		\$ 173
	Truck Apparatus		hourly	\$ 225		\$ 205
	HazMat Vehicle		hourly	New		\$ 173
	Water Craft		hourly	New		\$ 86
	Personnel (each responder)		hourly	\$ 432		\$ 392
7	Fire Research and Reports		per half hour	\$ 148	\$ 196	\$ 196
8	Fire Watch		hourly	New	\$ 392	\$ 392
9	Hazardous Material- Paperwork Review (SDS, other regulatory paperwork)					
	Dispense, Use, Storage and Handling					
	Up to 5 chemicals		flat	\$ 369	\$ 490	\$ 490
	Each additional chemical		each	\$ 48	\$ 63	\$ 63



San Mateo Consolidated Fire Department
 Fire Prevention and Life Safety
 Mandated & Fire Code Permits

Fee No.	Fee Description	Notes	Fee Unit Type	Current Fee	Full Cost Recovery	Recommended Fee
10	Hazardous Material Mitigation Fee		hourly	New	\$ 392	\$ 392
11	Incident Reports	[5]	per page	\$ 0.12		\$ 0.12
12	Penalty Fees					
	False Alarm		per violation/ per day	\$ 685		\$ 685
	Failure to Obtain Permit		per violation/ per day	Double Fees plus administrative violation per day		Double Fees plus administrative violation per day
	Reactivation of Expired Permit		per violation/ per day	\$ 296		\$ 296
13	Returned Check Processing Charge	[6]				
	First returned check		flat	\$ 25		\$ 25
	Each subsequent returned check		per occurrence	\$ 35		\$ 35
14	Staff Time Consultation (General) 2 hour minimum		hourly / per person	\$ 295	\$ 392	\$ 392
15	USB		each	\$ 69	\$ 98	\$ 98
16	Additional Plan Review/Inspection					
	During Business Hours		hourly	\$ 295	\$ 392	\$ 392
	After Business Hours		hourly (2 hr min)	\$ 339	\$ 459	\$ 459
17	Fire Code Variance Application / Alternate Means and Methods (AMMR)		hourly	\$ 295	\$ 392	\$ 392
18	Key Box Administration					
	Admin Processing Fee (One time - Lifetime of box)		per box	\$ 466	\$ 619	\$ 619
19	Construction Site Safety Plans Review		hourly	New	\$ 392	\$ 392
20	Staff Time Consultation (New Construction)		hourly (2 hr min)	\$ 295	\$ 392	\$ 392
21	Planning Application Review					
	During Business Hours		hourly	\$ 295	\$ 392	\$ 392
	After Business Hours		hourly	\$ 295	\$ 459	\$ 459
22	Inspection, Testing and Maintenance Filing Fee		per report	\$ 30	\$ 980	\$ 30
23	Hourly Fee (Everything not covered elsewhere)		hourly	\$ 295	\$ 392	\$ 392

[Notes]

- [1] All fees in this section are minimum base fees and include an initial inspection and one reinspection. Failure to comply with inspection program or second re-inspection will result in additional inspection fees per Section D, Item 16 of this fee schedule.
- [2] Inspections not allowed to be charged per Health and Safety Code Section 1569.84
- [3] Inspections allowed to be charged per Health and Safety Code Section 13235
- [4] Per Government Code Sections 53150-58. DUI billed upon conviction.
- [5] Subject to Public Records Request Act - Gov Code 7922.530
- [6] Per Civil Code Section 1719



San Mateo Consolidated Fire Department
 Fire Prevention and Life Safety
 Plan Review & Inspections

Fee No.	Fee Description	Fee Unit	Notes	Current Fee	Full Cost Recovery	Recommended Fee
E. DEVELOPMENT PLAN REVIEW AND INSPECTION						
1	Building Construction					
	Single Family Residential / Duplex					
	Plan Review (initial review) (required)	minimum fee		\$ 295	\$ 325	\$ 325
	Resubmittal Plan Review (as requested)	hourly		\$ 295	\$ 392	\$ 392
	Pre-construction Site Visit / Meeting (as requested)	hourly		\$ 295	\$ 392	\$ 392
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		\$ 295	\$ 392	\$ 392
	Commercial / Industrial / Multi-Family					
	Plan Review/Inspection (incl. initial review & fire final inspection) (required)					
	0-5,000 s.f.	minimum fee		\$ 688	\$ 882	\$ 882
	5,001-10,000 s.f.	minimum fee		\$ 909	\$ 1,078	\$ 1,078
	10,001-50,000 s.f.	minimum fee		\$ 1,130	\$ 1,273	\$ 1,273
	each additional 10,000 s.f. or fraction thereof	each add'l		\$ 226	\$ 882	\$ 882
	Resubmittal Plan Review	hourly		New	\$ 392	\$ 392
	Pre-construction Site Visit / Meeting (as requested)	hourly		New	\$ 392	\$ 392
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		New	\$ 392	\$ 392
2	Sprinkler Systems/Underground/Hydrants/Standpipes/Pumps					
2.1	Plan Review (up to 1hr) / Inspection (includes initial and final inspections (up to 1hr/ea) and 2-hr Hydrostatic Test (if needed)					
	NFPA 13/13R Systems					
	1-10 heads	each		\$ 1,056	\$ 1,371	\$ 1,371
	11-100 heads (includes 1 riser)	each		\$ 1,056	\$ 1,763	\$ 1,763
	100+ heads (includes 1 riser)	each	[1]	\$ 1,204	\$ 1,959	\$ 1,959
	Each additional riser	each		New	\$ 196	\$ 196
	Additional 2hr Hydrostatic Test (phasing)	each		New	\$ 784	\$ 784
	Hydraulic Calculations (review)	hourly		New	\$ 392	\$ 392
	Resubmittal Plan Review	hourly		New	\$ 392	\$ 392
	Weld Inspection	hourly		New	\$ 392	\$ 392
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		New	\$ 392	\$ 392
	NFPA 13D Single Family System	each		\$ 664	\$ 686	\$ 686
	Resubmittal Plan Review	hourly		New	\$ 392	\$ 392
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		New	\$ 392	\$ 392
2.2	Underground Fire Line Plan Review (up to 1hr) / Inspection (includes visual (up to 1hr), 2hr hydrostatic test, flush (up to 1hr))	each		\$ 811	\$ 3,331	\$ 3,331
	Resubmittal Plan Review	hourly		New	\$ 392	\$ 392
	Additional Inspection	hourly		New	\$ 392	\$ 392
2.3	Hydrant Flow (Test and Inspection)	per hydrant		\$ 369	\$ 490	\$ 490
2.4	Standpipe Systems Plan Review (up to 1hr) / Inspection (includes visual (up to 1hr), 2hr hydrostatic test)	per system		\$ 738	\$ 3,527	\$ 3,527
2.5	Fire Pump					
	First pump	each		\$ 1,180	\$ 1,567	\$ 1,567
	Each additional pump	each		\$ 738	\$ 882	\$ 882



San Mateo Consolidated Fire Department
 Fire Prevention and Life Safety
 Plan Review & Inspections

Fee No.	Fee Description	Fee Unit	Notes	Current Fee	Full Cost Recovery	Recommended Fee
2.3	Other Systems					
	Gas Systems (Med Gas, Industrial Gas, LPG)	each		\$ 738	\$ 686	\$ 686
	Hood & Duct Extinguishing System	each		\$ 738	\$ 980	\$ 980
	Each additional system	each		\$ 443	\$ 980	\$ 980
	Pre-Action System with Alarm	each		\$ 1,033	\$ 980	\$ 980
	Refrigeration Systems	each		\$ 738	\$ 784	\$ 784
	Special Equipment (Ovens, Dust, Battery)	each		\$ 738	\$ 784	\$ 784
	Special Extinguishing System	each		\$ 785	\$ 784	\$ 784
	Spray Booths	each		\$ 959	\$ 980	\$ 980
	Water Tanks	per tank		\$ 1,033	\$ 784	\$ 784
	Underground and above ground storage tanks	per tank		New	\$ 980	\$ 980
	Energy Storage Systems (ESS)	per system		New	\$ 980	\$ 980
	Photovoltaic Systems	per system		New	\$ 980	\$ 980
4	Alarm Systems					
4.1	Plan Review					
	0-10 devices	flat		\$ 369	\$ 588	\$ 588
	11-100 devices	flat		\$ 516	\$ 784	\$ 784
	101+-devices	flat		\$ 664	\$ 1,176	\$ 1,176
	Inspection					
	1-10 devices	flat		New	\$ 588	\$ 588
	Each additional device	each		New	\$ 98	\$ 98
	Battery Calculations (review)	hourly		New	\$ 392	\$ 392
	Resubmittal Plan Review	hourly		New	\$ 392	\$ 392
	Progress/Additional/Re-Inspection (as requested or required/phasing)	hourly		New	\$ 392	\$ 392
	Smoke Controls (smoke & heat vents, barriers, enclosures, etc.) (includes plan review and inspection/test (up to 4 hrs/ea.))	minimum fee / per system		\$ 1,328	\$ 1,567	\$ 1,567
	Emergency Responder Radio Coverage System (ERRCS) (includes plan review and inspection/FD test (up to 2 hrs/ea.))	each	[1]	\$ 738	\$ 784	\$ 784

[Notes]

[1] All fees in this section are minimum base fees and include an initial inspection and one reinspection. Failure to comply with inspection program or second re-inspection will result in additional inspection fees per Section D, Item 16 of this fee schedule.

