

RESOLUTION NO. 24-12-155

A RESOLUTION OF THE CITY OF NAPA VINE, WASHINGTON, SETTING THE CITY
OF NAPA VINE 2024 FEE SCHEDULE, Attachment A.

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WHEREAS, in connection with the municipal functions and operations of the City of Napavine, the City requires certain fees; and

WHEREAS, it is appropriate to review such fees and make adjustments to appropriately address costs; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs and adopted cost recovery goals associated with various City functions and facilities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. That the Fee Schedule of the City of Napavine is set forth in Exhibit A.

Section 2. Severability. If any sections, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstances, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution or its application to any other person, property or circumstance.

Section 3. This Resolution shall be in full force and effect January 1, 2025.

Section 4. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers any references thereto.

PASSED this 10th day of December, 2024.

APPROVED:



Shawn O'Neill, Mayor

Attest:



Rachelle Denham, City Clerk

Approved as to form and content:

James Buzzard, WSBA #33555
City Attorney



2025 FEE SCHEDULE Attachment A
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Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A.	Copies/Duplication	
	Legal/City Clerk	
	Certification of documents and Affixing City	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	Various Departments to include Clerks Office, Treasurers Office, Police Department, Court and Community Development	
	Public Records:	
	Copies of all Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Body worn camera request – Staff Redaction time per minute* Large req-% of estimated costs**	\$0.62 10%
	<p>*the city will charge all requestors that request body camera footage except those listed in RCW 42.56.24 (e) (i) for the time it takes the city to redact the footage</p> <p>**for the purposes of providing requestors estimated costs of a request under RCW 42.56.120 (2)(f), the city estimates that redaction takes 10 minutes of staff time per 1 minute of raw footage for targeted video redaction (with or without audio redaction)</p>	
	<p>Note:</p> <ul style="list-style-type: none"> - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Napavine is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: <p>(1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.</p>	
	Non Sufficient Funds (NSF) Fee	\$40.00
	Public Works	
	Engineering Standards Manual	Cost plus 15%
	Public Works Standards	Available on line
	Development Standards	Available on line
	Stormwater Plan	\$40
	Comprehensive Plan	Available on line
	Subdivision and Zoning Standards	Available on line
	Capital Facilities Plan	\$10
	Road Standards	Available on line
	Light Standards	\$2



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B. City Hall Rental Fees - Two-hour minimum reservation required for facility use		
	Council Chambers Fee (non-refundable)	\$25.00 * fee waived for non profit organizations
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required because of an event.	

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES		
	Administrative Fee	
	Plat/Subdivision Fees (includes Binding Site Plans and Planned Unity Developments)*	
	Preliminary Plat:	
	2-5 lots	\$650.00*
	6-10 lots	750.00*
	11-15 lots	850.00*
	16-20 lots	950.00*
	21-25 lots	1,050.00*
	26-35 lots	1,150.00*
	36-50 lots	1,250.00*
	51-75 lots	1,350.00*
	76-100 lots	1,450.00*
	101 +	1,450.00*
	Additional per lot over base	\$5*
	Plat Amendment (before final plat approval)	
	Major	\$1,320.00* plus \$100 per lot;
	Minor	\$660.00* plus \$100 per lot;
	Final Plat	\$500.00*
	Plat Alterations (after final plat approval)	\$2,500.00 *
	Binding Site Plans	\$500.00*
	Short Plat	\$500.00*
	Short Plat Amendments	\$1,000.00
	Boundary Line Adjustments (BLA)/Lot	\$500.00*
	Recording Fees	Fees Not Included
	Discretionary Land Use Permits	

Conditional Use Permits	\$350.00 *
Master Facilities Plan	\$2,200.00 *
Major Variances	\$500.00 *
Major Variances for single family dwelling (where project valuation does not exceed \$12,000)	\$500.00*
Administrative Variances	\$400.00
Administrative Use Permits	\$1500.00
Temporary Use Permits	\$150.00*
Fee Type	Fee Amount
C. PLANNING AND DEVELOPMENT FEES (continued)	
Major Modifications of Permit Approval	1/2 of original permit cost
Minor Modifications of Permit Approval	1/4 of original permit cost
Shoreline Substantial Development Permit	\$3,500*
Shoreline Conditional Use Permit/Shoreline Variance	\$500.00*
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)	\$175.00*
Appeals & Reconsiderations	
Reconsideration of a Decision of the Hearing Examiner	\$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽¹⁾
Appeal of the Administrative Officer's Decision	\$450.00
Appeal of SEPA Determination	\$450.00
Amendments to Plans & Regulations	
Amendments to the Comprehensive Plan & other related policy documents	\$1,000.00*
Amendments to Development Regulations	\$1,000.00 *
Amendments to the Shoreline Master Program	\$3,200.00
Site-Specific Rezone	\$3,100.00



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C. PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
<u>Construction Value:</u>		
\$0 - \$74,999		\$50.00
\$75,000 - \$124,999		\$100.00
\$125,000 - \$224,999		\$150.00
Over \$225,000		\$300.00
Other Developments: All new buildings or exterior tenant improvements in commercial or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
Construction Value	CED Zoning Certification Fee	Compliance check w/ permit conditions
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	



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Fee Type		Fee Amount
C.	PLANNING AND DEVELOPMENT FEES - continued	
	Miscellaneous Planning Fees	
	Accessory Living Quarters	\$100.00
	Design Review	\$200.00 Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.
	Time Extensions	\$240.00
	Annexation Petition	
	Petition to Annex	\$250.00*
	Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.	
	Other Fees	
	Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)	\$92.00 hr
	Development Agreement	\$250.00*
	Pre-Application Conference	\$1500.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
	Final Certification of Occupancy/Site	\$100.00
	Certification Home Occupation with customers	\$350.00
	Limited Home Occupation	\$20.00

Fee Type		Fee Amount
C.	PLANNING AND DEVELOPMENT FEES -	
	SEPA & Wetland Fees	
	Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Department that the project is exempt from the requirements of SEPA)	\$50.00
	Environmental Checklist for applicable Process I and II applications	\$350.00*
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes)	\$1,840.00
	Environmental Checklist for applicable Process V applications(e.g. generalized or comprehensive ordinance text amendments, area wide amendments, annexations, and adoption of new planning related ordinances-	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Impact Statement (EIS)	\$350.00 *
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.

Fee Type		Fee Amount
D.	Tree Removal Permit	
	<u>Note:</u> I. Must Get a Street Right -of-way Permit for all tree removals	
	Removal of trees, all types and species, in association with rights of-way and/or utility easements	public agency, and/or utility is required to provide notification to the City.



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Fee Type		Fee Amount
E.	GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS	
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI Construction Costbook may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	Valuation	Corresponding Permit Fee
	\$0 - \$500	\$23.50
	\$501 - \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 -and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof



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Fee Type		Fee Amount
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
<u>Plan Review Fees</u>		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00) Plan review for residential site specific base plans shall be \$500.		
<u>Other</u>		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential	\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085	
State Building Code Council (SBCC) Surcharge - Commercial	\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085	
<u>General Comments</u>		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation per square foot.	



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Fee Type		Fee Amount
<u>General Comments (continued)</u>		
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS		
Mechanical Permit Fees		
New Single Family Residences and Duplex (per unit) Flat Fee		\$175.00
Residential (Prescriptive Design)		\$175.00
Commercial and Non-Prescriptive Residential		Per Valuation w/ Minimum \$175.00
New Commercial Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
<u>Project Valuation</u>		<u>Fee</u>
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
> \$100,000		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
Mechanical Review Fees		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:		
<u>Equipment Unit Schedule Description</u>		<u>Fee</u>



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Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Furnaces over 100,000 BTU	\$29.00
Appliance vents	\$12.00
Repair or additions to A/C systems	\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
Boilers, compressors and absorption systems over 50 horsepower	\$123.00
Air handlers up to and including 25 tons	\$18.00
Air handlers over 25 tons	\$29.00
Evaporative coolers	\$41.00
Ventilation and exhaust (fans and hoods)	\$18.00
Incinerators, domestic type	\$29.00
Incinerators, international type	\$41.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Miscellaneous	\$18.00

Fee Type	Fee Amount
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued	
PLUMBING PERMIT FEES	
New Single Family Residences and Duplex (per unit) flat fee	\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<u>Project Valuation</u>	<u>Fee</u>
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
PLUMBING REVIEW FEES	
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	



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Equipment Unit Schedule	Fixture Fee
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including	\$22.00
Each plumbing fixture with one trap	\$12.00
Each building sewer	\$22.00
Each drain for indoors rainwater system	\$12.00
Each cesspool	\$35.00
Each private sewage disposal system	\$59.00
Each water heater and vent	\$12.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Each waste incinerator	\$12.00
Water piping or water treating system	\$12.00
Repair or alteration of drainage or vent	\$12.00
Backflow device for lawn sprinklers	\$12.00
Vacuum breakers from 1 to 5	\$12.00
- Additional units over 5 per each	\$3.00
Backflow device for other systems over 2 inches in diameters	\$24.00
Cross connection of reclaimed water system	\$47.00
Each graywater system	\$59.00
Medical gas system from 1 to 5 outlets	\$71.00
- Additional outlets over 5 per each	\$12.00

Fee Type		Fee Amount
F.	OTHER FEES	
	Administrative Services	
	Lien Filing Fee	\$50.00 plus all recording fees
G.	PUBLIC WORKS PERMIT FEES	
	Permits	
	Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)	
	Project Value	Permit Fee
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
	Project Value is defined as the value of all improvements outside the building footprint.	
	Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	\$25.00 plus any staff time at \$92.00 per hour
	Annual Right-of-Way Permit (authorization for utility companies to use rightof-way for non-intrusive maintenance activities)	\$500.00
	Pavement Degradation Fee : (recovers loss in pavement serviceability due to pavement cuts):	
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard

	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard



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Fee Type		Fee Amount
G.	PUBLIC WORKS PERMIT FEES - continued	
	Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)	\$500*
	Street Opening Permit (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	Oversize Load Permit (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Napavine streets)	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	Reinspection Fee (to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)	\$92.00
	General Inspection Fee (for inspection not otherwise listed)	\$92.00 per hour
	Miscellaneous Permits (any Public Works permit not covered by the fee schedule, if performed by an employee)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	Professional Services Contracts (any private or public professional service contract needed)	Rate will be billed 100%, plus 10% administrative charges

Fee Type		Fee Amount
H.	PARKS AND RECREATION PROGRAMS (Facility/Use)	
	Parks, Recreation & Community Services	
	Special Use Permit*	
	Mayme Shaddock Park- Jim Haslett Kitchen	Full Day \$100.00 Half Day \$50.00
	Napavine Amphitheater	\$100.00* \$300 refundable deposit Proof of insurance required
	Additional event fees and services may include permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)	Market rate + 15%
	Alcohol Permit Fee ** (must be purchased in addition to a special use permit)	
	Small events	\$200.00
	Large events	\$500.00
	Major events	\$1,000.00
	** Special conditions apply	
	Facility Use Cancellation/Reschedule Fees	
	- Recreation Administrative Fee	\$10.00 (non-refundable)
	- Special Use Permit - less than 30	(0%) 100% retained by City
	- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
	- Special Use - more than 61 days prior	(75% refunded) 25% retained by City

Fee Type		Fee Amount
H.		
	Community & Economic Development	
	Fireworks Fees	
	1) Fees for temporary fireworks stand permit	\$100.00
	2) Fees for a public display permit	\$245.00
	3) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
	4) A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00
Fee Type		Fee Amount
I.	BUSINESS LICENSE FEE SCHEDULE	
	***All Business Licenses must be obtained via WA State Department of Revenue	
	General Business License (GBL)	\$50.00
	Renewal of GBL	\$25.00
	Temporary Business License (one day)	\$5.00
	Late Renewal fee per month to original fee	\$5.00
	Carnivals and Circuses	\$25.00 per day
	Solicitors and Peddlers	\$10.00 per solicitor or peddler



2025 FEE SCHEDULE Attachment A

Resolution 2024-12-155 Adopted by City Council on December 10, 2024

J. SMALL WIRELESS FACILITIES		
Community & Economic Development		
Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.		\$5,000.00
Small Wireless Facility Permit Fee (per facility)		\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$270.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.		\$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$1,000.00



2025 FEE SCHEDULE Attachment A
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Fee Type		Fee Amount
K.	ANIMAL CONTROL LICENSING FEES	
	Police	
	The annual license fees for the ownership, keeping, or having control of dogs in the City shall be as follows:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$25.00
	- Replacement License	\$3.00
	-Late License Fee an additional fee if not licensed by Jan 31 each year	\$10.00
	- Register Potentially Dangerous dog	\$100.00
	-Register Dangerous Dog	\$200.00
	- Late registration of Dangerous Dog	\$25.00
	- Disposal Fee (relinquished animal)	\$20 minimum/plus actual cost
	- Kennel fee over 4 dogs (plus license fee per animal)	\$100.00
	- Impound fee (1 st Day)	\$35.00
	-(plus holding fee – beginning 2 nd day)	\$10 per day
	- County Impound Fee	Actual Cost of fee
	Reduced rates for physically disabled and senior citizens, 55 years of age or older:	
	- Dogs	\$5.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proper documents)	No Fee
	In order to receive the fee advantage for altered dogs, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
L.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	
	The fee for burglar/security alarm systems operating within the City of Napavine as defined in the Napavine Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent

M.	CPL	
	Police	
	Original CPL	\$50.75 + .50 lamination
	CPL - Renewal	\$32.00 + .50 lamination
	Replacement CPL	\$10.00

N.	WATER SERVICE MONTHLY RATES		
	Public Works		
	Single Family monthly base rate	Inside city limits	Outside city limits
	• 5/8"-3/4" meter	\$21	\$36
	• 1"	\$26	\$51
	• 2"	\$51	\$107
	• Consumption per 100 c.f.	\$4.00	\$4.50
	Multi Family monthly base (Apartment, duplex, triplex) w/1 meter serving all units		
	• Per unit	\$21.00	\$36.00
	• Consumption per 100 c.f.	\$4.00	\$4.50
	Commercial/Industrial monthly base including Government and Schools		
	• 5/8"-3/4"	\$26	\$41
	• 1"	\$31	\$56
	• 2"	\$56	\$112
	• + ERU charge per section 13.04.020 (J)		
	• Consumption per 100 c.f.	\$5	\$5
	Fire Protection per 13.04.010 monthly fee		
	• 2" meter	\$15	\$23
	• 4" meter	\$30	\$40
	Unmetered Residential monthly fee		
	• 5/8"-3/4"	\$69	
	• 1"	\$74	
	• 2"	\$99	
	Meter re-read during office hours if customer requested, and meter was originally read correctly	\$10	\$10
	After hours service call – cost of each employee involved, including travel time w/ minimum fee of \$75		
	Late Charge		10% of outstanding bill
	Disconnect Charge		\$25
	Service Call for Temporary Shutoff		\$10
	Door Knocker Fee/ Turn on Fee		\$10
	NSF Fee		\$40
	Hydrant Fee – plus usage of \$4.00 per 100 c.f.		\$50
	Backflow Assembly Testing – Annually for those with devices. After testing and any issues, devices must be fixed immediately, or this will cause a disconnection of service.		Fee based on actual cost of BAT.

N.	SEWER SERVICE MONTHLY RATES		
	Public Works		
	Single Family monthly base rate	Inside city limits	Outside city limits
	• Monthly base rate ¾"	\$61	\$70
	• Monthly base rate 2"	\$120	
	• Usage based off water consumption per 100 cf up to 3,500 cf	\$4.50	\$5.00
	Exceeding 3,500 cf	\$5.00	\$5.50
	• Summer Sewer Rate for the months of June/July/August/September for all consumption	\$4.50	\$5.50
	Multi Family monthly base (Apartment, duplex, triplex) w/1 meter serving all unity		
	• Per Unit	\$61	\$70
	Commercial/Industrial monthly base including Government and Schools		
	• 5/8"	\$63	\$70
	• 1"	\$88	\$100
	• 1 ½ "	\$95	\$135
	• 2"	\$126	\$190
	• Usage based off water consumption per 100 cf	\$5	\$5.50
	Unmetered Sewer per month	\$112	
	Sewer service for water lines larger than 2" will be determined after review of application		

N.	CONNECTION FEES			
	Public Works			
	To connect to City lines, the following charges apply and must be paid with the City building permit fees for new connections inside the city limits. For new connections outside the city limits, proof of a county building permit is required prior to accepting payment of the connection fee and placement of any service. The fee covers the continuous cost of maintenance and operations of the water/sewer lines, system, and reservoirs by the City of Napavine.			
	WATER- per unit			
		Inside City Limits	Outside City Limits	Commercial/Industrial/Govt/School
	5/8"-3/4"	\$6,200	\$9,300	\$6,200
	1"	\$6,800	\$10,200	\$9,000
	1 ½"	\$11,000	\$33,000	\$16,500
	2"	\$18,000	\$54,000	\$27,000
	ADU per RCW 36.70A.681	\$3,100 + \$500 Infrastructure fee	\$4,650 +\$1,000 Infrastructure fee	
	1" Irrigation	\$4,700	\$5,700	\$4,700
	Infrastructure fee per unit	\$1,000	\$2,000	\$2,000
	Water connection charges for meters larger than a 2" meter shall be negotiated on a case-by-case basis and will consider applicable water usage information and requirements related to the proposed type of use. If information regarding the type of usage or water usage estimate for a new service is not available, the connection fee shall be based upon the base connection fee (above) multiplied by the applicable meter capacity factor for the size meter required per the City' s adopted plumbing codes in NMC.			
	Hotel/Motel – rates are determined by .5 ERU per room			
	SEWER- per unit			
		Inside City Limits	Outside City Limits	Commercial/Industrial/Govt/School

	• Gravity	\$8,200	\$12,300	As determined by review of application
	• Gravity - ADU	\$4,100 + \$500 Infrastructure fee	\$6,150 + \$1,000 Infrastructure fee	
	• Pressure	\$8,350	\$12,525	As determined by review of application
	• Pressure - ADU	\$4,175 + \$500 Infrastructure Fee	\$6,262.50 + \$1,000 Infrastructure fee	
	Infrastructure Fee per unit	\$1,000	\$2,000	As determined by review of application
	• Interceptor Fee	\$1,000 per each connection	\$1,000 per each connection	\$1,000 per each connection
	• Inspection fee			
	In addition to the above connection fee, a meter parts bill will be mailed to you upon completion of the connection. The Customer is responsible for all connection costs associated with the connection. Once the meter is in place, it is the customer's responsibility to take the water from the meter to the intended place of residence. If the customers' s meter is installed in a zone of high-water pressure, a pressure reducing valve (PRV) will be installed after the meter. This PRV will henceforth be the customer's responsibility along with all piping downstream from the meter.			