

City of Roy Fee Schedule

Administration

Public Records Request. City may require a deposit not to exceed 10% of estimated cost (RCC 1-8-9)

Actual cost	Customized service charge (in addition to fees for copies – see copying fees below).
Copies:	
15 cents /page	Photocopies, printed copies of electronic records when requested by the requester, or for the use of city equipment to make photocopies.
10 cents/page	Scanned records, or use of city equipment for scanning.
5 cents/each 4 electronic files or attachment	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
10 cents/gigabyte	Records transmitted in electronic format or for use of city equipment to send records electronically.
Actual cost	Digital storage media or devices.
Actual cost	Any container or envelope used to mail copies.
Actual cost	Postage or delivery charges.
↑ <i>Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request</i>	
Option for Copies:	
Up to \$2 flat fee	As an alternative to the copy charges above, the city may charge a flat fee of up to \$2 for any request when the city reasonably estimates and documents that the costs are equal to or more than \$2. If applied to the initial installment, additional flat fees shall not be charged for subsequent installments.

Finances & Taxation

\$30.00 handling fee plus
any resulting costs incurred
by the city

Dishonored check (RCC 3-2-2, Resolution 758)

\$1.00 plus \$.75/page

Scan & send electronically a printed page or image (RCC 3-2-3, Resolution 758)

to be set
to be set

DUI, Electronic Home Monitoring (RCC 3-2-4)
Civil Service Application Filing fee (RCC 3-2-5)

no fee

Library Card issuance fee (RCC 3-2-6, Resolution 758)

\$2.00

Library Card replacement (RCC 3-2-6, Resolution 854)

\$2.00 annually

Library Card renewal fee (RCC 3-2-6, Resolution 854)

\$0.15 per page

Library printer, black and white (RCC 3-2-6, Resolution 758)

\$0.40 per page

Library printer, color (RCC 3-2-6, Resolution 758)

\$0.15 per item per day*

Late Return Fines (RCC 3-2-6, Resolution 758)

*up to one month late, then replacement value of item

\$0.15

Copy, black and white (RCC 3-2-7, Resolution 758)

\$0.40

Copy, color (RCC 3-2-7, Resolution 758)

\$1.00 per page	Fax, incoming (RCC 3-2-8, Resolution 758)
\$1.75 for first page,	Fax, outgoing, to Washington State or toll-free number
\$0.75/each additional page	(RCC 3-2-8, Resolution 758)
\$2.25 for first page,	Fax, outgoing, to out of state number
\$1.75/each additional page	(RCC 3-2-8, Resolution 758)

\$10.00 per stamp	Notary Fee (RCC 3-2-9, Resolution 758)
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\$903.00	Parks Impact fee (RCC 3-5-2, Resolution 794)
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Business & License Regulations

Tax rates and penalties are found in RCC Title 4.

\$45.00	Annual Business License (RCC 4-1A-5)
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\$15.00	Special Limited Business License (RCC 4-1A-5)
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\$50.00	Administrative Appeal filing fee (RCC 4-1A-17)
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\$500.00/yr	Adult Entertainment License (RCC 4-3-2)
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\$75.00/yr	Adult Entertainment Manager or Entertainer License (RCC 4-3-2)
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\$50.00	Hearing on suspended/revoked Adult Entertainment License (RCC 4-3-16)
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\$480.00/yr	Cabaret License (RCC 4-4-5)
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\$120.00/qtr	Cabaret License (RCC 4-4-5)
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\$25.00/single event	Cabaret License (RCC 4-4-5)
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\$480.00/yr	Dance Hall License (RCC 4-5-2)
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\$25.00	Single Dance License (RCC 4-5-2)
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\$45.00	Solicit or Peddle License (RCC 4-7-2)
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\$10.00/yr	Sale of Fireworks License (RCC 4-8-2)
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\$5.00	Garage Sale Permit – up to 3 consecutive days (RCC 4-9-2)
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\$50.00	Special Event Permit - requiring street closure (RCC 4-10-3)
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\$25.00	Special Event Permit - not requiring street closure (RCC 4-10-3)
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Public Safety

\$60.00/calendar year	Sound Amplification Permit (RCC 6-2-7)
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\$40.00/calendar quarter	Sound Amplification Permit (RCC 6-2-7)
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\$20.00 single day event	Sound Amplification Permit (RCC 6-2-7)
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\$30.00/response	2nd-5th Emergency Service Agency response to a false alarm within a calendar year (RCC 6-5-5)
\$60.00/response	6th-12th Emergency Service Agency response to a false alarm within a calendar year (RCC 6-5-5)
\$90.00/response	13th-20th Emergency Service Agency response to a false alarm within a calendar year (RCC 6-5-5)
\$200.00/ea	After the 20th Emergency Service Agency response to a false alarm within a calendar year (RCC 6-5-5)
\$50.00 Redemption fee	1st Impound of any animal (RCC 6-7-18)
\$80.00 Redemption fee	2nd Impound of same animal (RCC 6-7-18)
\$110.00 Redemption fee	3rd Impound of same animal (RCC 6-7-18)
\$25.00/day	Impounding Fee (RCC 6-7-18)
\$55.00/dog	Unaltered Dog License (RCC 6-7-19)
\$20.00/dog	Fixed, Neutered, Spayed Dog License (RCC 6-7-19)
10% Discount	Microchip or Registered Tattoo (RCC 6-7-19)
50% Discount	License for dog owned by senior over age 65 (RCC 6-7-19)
\$5.00	Replacement Dog Tag (RCC 6-7-19)
\$25.00	Cat Registration (RCC 6-7-19)
\$30.00 late fee	Failure to License Dog within 30 days or to renew by January 31 each year (RCC 6-7-19)
\$500.00	Dangerous Dog Certificate of Registration (RCC 6-7-19)

Motor Vehicles & Traffic

\$100.00 Administrative Fee **Impounded Vehicle, Redemption** (RCC 7-5A-5)

Public Ways & Property

\$50.00/first 100 lineal feet, \$ 0.20/additional foot	Excavation Permit (RCC 8-3-3)
\$25.00/day	Delay of Written Notice to the city upon completion of acts or work done under permit (RCC 8-3-4)
\$20.00/hr	Inspection of Work Completed if needed/required (1hr min) (RCC 8-3-5)
\$25.00 up to 4 hours, \$40.00 more than 4 hours of a day	City Park nonrefundable reservation fee (RCC 8-4-2, Resolution 752)
\$50.00	Park Deposit for cleaning and repairing damages if needed. Any portion not used will be refunded to applicant (RCC 8-4-2, Resolution 752)
\$15.00 per hour	Community Center Building rental fee (RCC 8-5-4)
\$25.00	Community Center Building reservation deposit (RCC 8-5-4)
\$75.00	Community Center Building damage deposit (RCC 8-5-4)

Public Utilities

WATER SERVICE RATES AND CHARGES Effective December 1, 2018 (Resolutions No. 784, 854, 882):

Meter Size	Monthly Charge, Current Care & Maintenance	Monthly Charge, Capital Care & Maintenance	Consumption Rate
Less than 1"	\$30.82	\$19.23	\$0.00512 per gallon used
1"	39.14	24.43	0.00512 per gallon used
1 1/2"	47.16	29.43	0.00512 per gallon used
2" and greater	75.21	46.93	0.00512 per gallon used

For water supplied through meters to users outside the city limits, or for purposes of building sprinkler fire protection, there shall be an additional surcharge of fifty percent (50%) of rates, fees and charges for water service and usage.

\$3.18/month	Fee for annual testing of backflow assembly (RCC 9-2-25B)
\$29.12 plus actual cost of contractor fees	Fee to hire City's contractor to install or repair a backflow assembly (RCC 9-2-25C)
\$100.00	Permit for New Water Service Connection (RCC 9-2-4B)
\$30.00	Establishment of Service Account Fee (RCC 9-2-4E)
\$10.00, or 10% of the total delinquent, whichever is greater	Late Payment Penalty (RCC 9-2-6A)
\$10.00	Second/Final Notice of Delinquency (RCC 9-2-7A.3 and B.4)
\$25.00	Trip Fee to Shut Off Water (RCC 9-2-7B.1 and 9-2-21)
\$25.00	Reconnect Fee to Turn on Water (RCC 9-2-7A.1.d, B.1 and 9-2-21)
\$50.00	Surcharge for Reconnect After Hours (RCC 9-2-7B.2)
\$250.00 plus the cost of any damages incurred	Reconnect Service for Unauthorized Turn On (RCC 9-2-7B.3)
\$35.00	Temporary Reconnect Fee, initial trip (RCC 9-2-7C)
\$35.00	Temporary Reconnect Fee, each trip thereafter to turn off or reconnect (RCC 9-2-7C)
\$50.00	Administrative Fee to Assign Account to Collections Agency, in addition to actual costs of doing so (RCC 9-2-7D)
\$50.00	Administrative Fee to Assign or Record Lien, in addition to actual costs of doing so, such as lien processing and court proceedings, as permitted by law (RCC 9-2-7B.5 and D)
\$30.00	Extra Meter Reading at end of service or upon request (RCC 9-2-8E.1)
\$200.00	Permanently Remove a Metered Connection (RCC 9-2-8E.2)
\$25.00	Posting Notice at Service Location (RCC 9-2-8E.3 and 4)
\$25.00	Trip Charge (RCC 9-2-8E.5)
\$30.00	Certificate of Availability or Non-availability (RCC 9-2-8E.6)
\$50.00	Replacement of Lock (RCC 9-2-8E.7)

Monthly Fire Sprinkler Standby Charges, by service size (RCC 9-2-9A):

\$2.00	2" or less
\$4.00	3"
\$6.00	4"
\$8.00	6"
By contract with city council	greater than 6"

System Development Charges (SDC), by meter size (RCC 9-2-13A):

\$2900.00	¾" and less
\$4843.00	1"
\$9657.00	1 ½"
\$15457.00	2"
To be determined by the city prior to site plan approval, based on the site's proportionate share of the city's distribution, storage, and transmission facilities	Larger than 2"

\$60.00	Fee to Inspect Installation Connection (RCC 9-2-13B and G)
\$6.00	Installation Charge per Linear Foot (RCC 9-2-13C)
\$35.00 plus actual cost of consulting engineer fees	Water Main Extension Plan Review Fee (RCC 9-2-14A)
\$35.00 plus actual cost of inspector fees	Water Main Extension Field Inspection Fee (RCC 9-2-14B)
\$50.00	Meter Check with meter found to be correct (RCC 9-2-18B.2)
\$50.00	Hydrant Use connection/alteration fee (RCC 9-2-19A.1)
Actual cost of operator, \$35.00 minimum	Hydrant Connection Operator (RCC 9-2-19C.2)
\$700.00	Hydrant Meter Operated by Applicant , deposit (RCC 9-2-19E)
\$25.00 per week or portion thereof	Hydrant Meter Operated by Applicant , rental fee (RCC 9-2-19E)
\$300.00	Meter Tampering administrative fee, in addition to any fines, penalties, water charges, or other fees or costs (RCC 9-2-20C)

PLANNING & ENVIRONMENTAL SERVICES (Resolution No. 854)

No application or request authorized by Roy City Code shall be examined or considered by the City until the applicable intake fee and deposit fees have been paid in full by an applicant. The city planner determines the proper classification for each project permit application. An application involving two or more classification types may be processed collectively under the highest type required, if the applicant wishes. (RCC 11-4-2)

Calculation of Total Fees

1. The total fee for which the applicant shall be responsible shall include the actual costs incurred by the City in processing the application or request as follows:

a) All services provided by City staff shall be charged at a rate equal to current hourly wages and benefits, plus 15% overhead;

- b) All services provided by the City Attorney and Hearing Examiner shall be charged at the same standard hourly rate charged to the City for his or her services;
- c) The actual costs of mailing, publishing and posting required legal notices;
- d) The actual costs of reproducing maps or other graphics;
- e) Recording fees paid by the City of Roy; and
- f) Planning, Engineering, or other consultant services as required in the review and/or processing of the application.

2. The total fee referred to in subsection 1 shall be reduced by the amount of the deposit paid. The applicant shall remit to the City the amount by which the City’s actual costs exceed the deposit fee within 30 days of request for additional payment. Failure on the part of the applicant to remit this amount within the 30-day period may, at the City’s discretion, cause further work by the City on the application to be delayed. If the deposit fee exceeds the City’s actual costs, the balance shall be refunded within 30 days of final approval.

Consultant Costs and Guarantee of Payment

If the City contracts directly with a consultant to prepare required studies or documentation, the City shall advise the applicant of the projected costs of the study prior to actual preparation. The applicant shall post a cash deposit to ensure payment of such costs and the City’s anticipated actual costs associated with the engagement of the consultant, prior to commencement of work on the studies or documentation.

Cancellation, Withdrawal or Denial of Application or Request

If any application or request is withdrawn or cancelled, the applicant shall remain responsible for payment of the City’s actual costs incurred prior to its receipt of a written cancellation or withdrawal notification. If City action on any such application or request is denied, the applicant shall remain responsible for payment of the City’s actual costs incurred prior to the denial. If an application or request is withdrawn, cancelled or denied, the actual costs incurred by the City for which the applicant is responsible shall be calculated as outlined above.

Application for	Application fee	Deposit for city costs	Development type	City Code reference
Variance – Minor	\$200	\$1,200	II	11-32
Variance - Major	\$200	\$2,400	III-A	11-32
Conditional Use Permit	\$200	\$2,400	III-A	11-34
Administrative Use Permit	\$200	\$600	II	11-33
Site Plan Review (Preliminary) – Minor	\$200	\$1,200	II	11-35
Site Plan Review (Preliminary) – Major	\$200	\$2,400	III-A	11-35
Site Plan Review (Final)	\$100	\$600	II	11-35
Development Plan (Preliminary)	\$300	\$3,000	III-B	11-31
Development Plan (Final)	\$100	\$800	II	11-31
Discretionary Permit Amendment	\$200	50% of original	I-IV	11-30
Preliminary Plat	\$300	\$4,000 + \$50 per resulting lot	III-B	11-43
Final Plat	\$200	\$2,000 + \$25 per resulting lot	IV	11-44
Short Plat	\$200	\$1,500 + \$50 per resulting lot	II	11-42
Binding Site Plan	\$200	\$1,500 + \$50 per resulting lot	III-B	<i>pending (see 11-31,42,43)</i>
Boundary Line Adjustment or Lot Combination	\$200	\$800	I	11-41
Plat Alteration or Vacation	\$200	\$1,000 + \$25 per affected lot	III-B	11-45

Right of Way Vacation	\$200	\$1000	n/a	
Zoning Map Amendment	\$200	\$2,400	III-B	11-36
Zoning Text Amendment	\$200	\$2,400	V	11-36
Comprehensive Plan Text Amendment	\$200	\$2,400	V	14-2
Comprehensive Plan Map Amendment	\$200	\$2,400	V	14-2
Appeal – Planning Commission Action (Appeal to Council)	\$200	\$1,000	II-V	11-4
Appeal – Administrative Decision (Appeal to Examiner)	\$200	\$2,000	II-III-B	11-4
Appeal – SEPA	\$200	\$1,000	n/a	5-3-7
Reconsideration	\$100	\$500	I-V	
SEPA Checklist Environmental Review	\$200	\$800	n/a	11-7-2
Environmental Impact Statement (EIS) Review or Preparation	\$300	Projected Cost	n/a	5-3-10
Critical Areas Initial Study	\$200	\$600	II	10-5-8
Critical Areas Reasonable Use Exception	\$200	\$2,400	III-A	10-5-14
Critical Areas Technical Study Review	\$200	\$600	II	10-5-12
Shoreline Permit - Substantial Development	\$200	\$2,400	III-A	12-6E
Shoreline Permit – Variance	\$200	\$2,400	III-A	12-6E
Shoreline Permit – Conditional Use	\$200	\$2,400	III-A	12-6E
Annexation Petition (unless waived by Council)	\$200	\$3,000	n/a	
Home Occupation Permit	\$50	\$50	n/a	11-22-13
Sign Permit	\$50	\$50 per sign	n/a	11-26-5
Time Extension	\$100	25% of original	n/a	11-5-5, 11-8-9, 11-30-3
Continuation Request in Advance of Hearing	\$100	\$100	n/a	
Revocation	\$200	50% of original	n/a	
Technical Review Committee	\$100	\$600	n/a	
Engineering Services – Inspections	Actual Cost	Projected cost	n/a	
Western Design Review	\$100	\$600	II	11-19-7
Floodplain Development Permit	\$100	\$600	I	13-1-4

BUILDING CODE SERVICES (Resolution No. 868, Roy City Code Chapter 10-1)

<p>Calculation of Total Fees The standard permit and other building code fees are below. Valuations are subject to revision by the code official as determined from the most current “<i>Square Foot Construction Costs</i>” table compiled by the International Code Council. Inspections outside of normal business hours; additional plan review required by changes, additions or revisions to plans; and additional use of outside consultants shall all be charged at the total cost to the city, including administrative and overhead costs.</p>	
Service	Fee
Plan review, initial	65% of the associated permit fee

Building permit, valuation \$1.00 to \$25,000.00	\$150.00 for the first \$2,000.00 plus \$12.25 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
Building permit, valuation \$25,001.00 to \$50,000.00	\$431.75 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
Building permit, valuation \$50,001.00 to \$100,000.00	\$731.75 for the first \$50,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
Building permit, valuation \$100,001.00 to \$500,000.00	\$1,131.75 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
Building permit, valuation \$500,001.00 to \$1,000,000.00	\$3,931.75 for the first \$500,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Building permit, valuation \$1,000,001.00 and up	\$6,931.75 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof
Single-Stop permits: demolition; fence (over 6 feet in height); re-roofing (roof covering replacement); siding; window (and/or door) replacement	\$150.00
Mechanical permit, residential "one stop" – includes installation of equipment such as a furnace, heat pump, exhaust fan, fireplace or woodstove, and may include multiple installations if performed at the same time	\$150.00
Mechanical permit, residential "one stop" installation plus a new natural or LP gas piping system and/or storage tank	\$200.00
Mechanical permit, residential, when part of a construction project for which a building permit is issued, provided mechanical equipment is identified and specified in the building plans, and inspections are coordinated with building inspection requirements	15% of the associated building permit fee
Mechanical permit, commercial	based on project valuations above

Plumbing permit, residential “one-stop” – includes installation of plumbing systems such as the addition of supply, vent and drainage piping for a fixture such as a toilet, sink or dishwasher; replacement of a fixture or appliance such as a water heater; or replacement of an exterior building sewer lateral; and may include multiple fixtures if performed at the same time	\$150.00
Plumbing permit, residential, when part of a construction project for which a building permit is issued, provided plumbing system components are identified and specified in the building plans, and inspections are coordinated with building inspection requirements	15% of the associated building permit fee
Plumbing permit, commercial	based on project valuations above
Manufactured or mobile home installation/relocation/ placement permit – singlewide	\$450.00
Manufactured or mobile home installation/relocation/ placement permit – doublewide	\$800.00
Manufactured or mobile home installation/relocation/ placement permit – triplewide	\$1,150.00
Manufactured or mobile home installation/relocation/ placement – each additional inspection beyond three	\$150.00
Commercial Revised Certificate of Occupancy (no work)	\$150.00
Commercial permit for temporary building installation and removal	\$300.00
Re-inspection fee – whenever an inspection is requested but the project is not yet ready for inspection, or if access to the site is prevented, or if temporary silt and erosion control measures are not in place	\$150.00
Investigation fee – whenever any work for which a permit is required by city code has been commenced without first obtaining such permit	equal to the permit fee for such project, in addition to the required plan review and permit fee
Stop Work fee (in addition to investigation fee)	\$50.00
Reactivation fee, final inspection only, when permit is expired for less than one year	\$150.00

Reactivation fee when permit is expired for less than one year, provided no changes have been made, or will be made, in the original plans and specifications	one-half (1/2) the amount required for a new permit, or \$400.00, whichever is less
Reactivation when permit is expired for longer than one year	amount(s) required for a new permit
Washington State Building Code Council fee (surcharge)	as required by RCW 19.27.085