

RESOLUTION NO. 61-2024

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
TO APPROVE AND INCREASE CERTAIN USER FEES AND CHARGES
AS DESCRIBED IN ADMINISTRATIVE POLICY NO. 2**

WHEREAS, Administrative Policy 2 sets forth procedures for the review and approval of City fees and charges and

WHEREAS, it is City policy to establish fees and charges for City services which fully reimburse the City or maximize the City cost recovery for the associated services; and

WHEREAS, all fees and charges shall be reviewed and updated annually in conjunction with the review of the City's budget to ensure that they are adequate and to relate them to their associated program cost;

WHEREAS, the Assistant City Manager has requested City departments to review their fees and charges to utilize the previously performed fee study to ensure compliance with the City policy for full recovery of City costs; and

WHEREAS, regular review and modifications to fees and charges are necessary to ensure that they are adequate; and

WHEREAS, the City of Pacifica uses the San Francisco – Oakland – Hayward (Bay Area) Price Index for All Urban Consumers (CPI-U) in December of each year as a guideline for future annual increases, which was 2.6% in December 2023; and

WHEREAS, staff has modified fees and charges as is described in the Administrative Policy 2, attached hereto as Attachment "A"; and

NOW THEREFORE, THE PACIFICA CITY COUNCIL RESOLVES AS FOLLOWS:

BE IT RESOLVED that based on evidence in the record, the amounts recommended for fees and charges, including increases, do not exceed the reasonable cost of providing the services.

BE IT FURTHER RESOLVED THAT:

1. The modifications to fees and charges set forth as subject to regular CPI increase (or below CPI), and marked as such in Attachment A, are hereby approved and become effective on July 1, 2024;
2. All fees and charges listed in the Attachment A - City of Pacifica Fees & Charges Master Fee Schedule will become part of Administrative Policy 2. Any fees and charges that have been previously adopted by resolution and are not being modified in Attachment A are incorporated for ease of reference only and without modifying or amending such fees or the underlying approvals in any manner.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 24th day of June, 2024, by the following vote:

AYES, Councilmembers: *Beckmeyer, Brer, Bigstuck, Bales, Vaterlaus*

NOES, Councilmembers: *n/a*

ABSENT, Councilmembers: *n/a*

ABSTAIN, Councilmembers: *n/a*



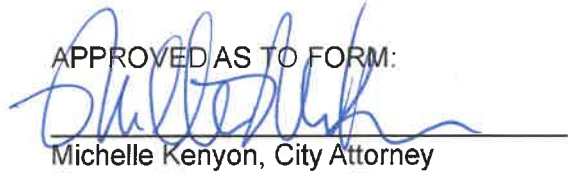
Sue Vaterlaus, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Kenyon, City Attorney

ATTACHMENT A

City of Pacifica 2024-2025 Fees & Charges Master Schedule

Fee Description	Adopted 2024-2025	Adopted 2023-2024
CITY CLERK		
City Council Agenda Packets		
Photocopies (per page; 8 1/2" x 11"/black)	\$0.25	\$0.25
Storage Media Fee (CDs, thumb drives, etc.)	\$17.00	\$17.00
Photocopies		Per page Fee
8 1/2" x 11"; black (per page)	\$0.25	\$0.25
8 1/2" x 11"; color (per page)	\$1.00	\$1.00
8 1/2" x 14"; black (per page)	\$0.50	\$0.50
8 1/2" x 14"; color (per page)	\$1.50	\$1.50
11" x 17"; black (per page)	\$1.00	\$1.00
11" x 17"; color (per page)	\$2.00	\$2.00
Photocopies - Large Format	Per Sq. Ft.	Per Sq. Ft.
24" x 36" or larger; black (per Square Foot Fee)	\$3.00	\$3.00
24" x 36" or larger; color (per Square Foot Fee)	\$4.00	\$4.00
Appeals to the City Council	\$592.00	\$577.00
Short-Term Rental - Appeal Notice of Violation, Suspension or Revocation to Hearing Officer	\$592.00	\$577.00

* All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024

City of Pacifica
2024-2025 Fees & Charges Master Schedule

Fee Description	Adopted 2024-2025	Adopted 2023-2024
FINANCE		
Fireworks Permit		
Part 1 (Per Booth due March 31)	\$861.00	\$839.00
Part 2	8% of gross receipts due September 1, 2024	8% of gross receipts due September 1, 2023
Sidewalk Vendor Permit Fee	\$115.00	\$112.00
Annual Cannabis Operation Registration Fee (PMC Sec. 3-18.05(c))	\$539.00	\$525.00
Photocopies (per page)	See City Clerk Page	See City Clerk Page
Storage Media Fee (CDs, thumb drives, etc.)	\$17.00	\$17.00
On Website	Free	Free
Non-Sufficient Funds Charge	\$27.00	\$26.00
Short Term Rental Application Fee	\$1,664.00	\$1,622.00

* All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024

City of Pacifica
2024-2025 Fees & Charges Master Schedule

Fee Description	Adopted 2024-2025	Adopted 2023-2024
FIRE		
Operational Permits		
Annual Fire Code Permits (Each)	\$279.00	\$272.00
Permitted activities less than 90-days. Hourly charge. Temporary Permit Required. Per Hour - 1 hour minimum	\$197.00	\$192.00
Plan Review New Construction and/or Tenant Improvements		
Base rate- all occupancies. New Construction, major changes, additions, or as- builts Initial fee includes first hour, hourly charge thereafter.	\$328.00	\$320.00
Plan Check Re-Submittals, minor changes, additions, or as-builts for approved plans ; initial fee includes first hour; hourly charge thereafter.	\$197.00	\$192.00
Misc. items w/o sq. footage- e.g. Install hazardous material, storage tank, HVAC smoke detection, partition wall, etc. hourly charge.	\$197.00	\$192.00
Additional Plan review beyond the first hour; per hour	\$197.00	\$192.00
Subdivision map review; per hour fee.	\$210.00	\$205.00
Construction Permits		
Underground		
Alteration/repair of existing underground pipe system. Includes hydro/flush, rough and final each - Flat Rate "Plan review fee may be required check with Fire Marshal"	\$481.00	\$469.00
Commercial underground pipe system installations. Includes hydro/flush, rough and final each - Flat Rate	\$679.00	\$662.00
Fire Suppression Systems		
Fire Sprinklers and standpipes		
New commercial & residential sprinkler installations. Includes hydro/flush, rough and final inspections. \$.15 per square foot - Minimum	\$592.00	\$577.00
New manufactured home sprinkler systems. Includes hydro/flush, rough and final inspections each - Flat Rate	\$632.00	\$616.00
Standpipe system installation, includes hydro/flush, rough and hydro, flow test, and final inspections each - Flat Rate	\$828.00	\$807.00
Tenant improvements. 9 or less sprinkler heads Unlimited head change-outs each - Flat Rate	\$188.00	\$183.00
Tenant Improvements- installation/alteration of 10 or more heads. (Head change-outs are not included in count). \$.15 per square foot - Minimum	\$342.00	\$333.00

Fee Description	Adopted 2024-2025	Adopted 2023-2024
FIRE		
Plan Review and Field Inspection/ Acceptance	\$710.00	\$692.00
Other Fire Protection Systems, New & Upgraded installations (Hood and Duct, FM 200, Fixed Extinguisher, Pre-engineered) each - Flat Rate	\$975.00	\$950.00
Fire Alarms		
Existing Fire Alarm Panel Upgrades. includes rough and final inspections. \$.15 per square foot - Minimum	\$342.00	\$333.00
Installation of additional devices on existing system, includes rough and final inspections - Minimum	\$535.00	\$521.00
New installations. , includes rough and final inspections. \$.15 per square foot - Minimum	\$632.00	\$616.00
New installations-- Other Fire Protection Systems, includes rough and final inspections. \$.15 per square foot - Minimum	\$592.00	\$577.00
Fire alarms- repair or exchange devices and radio transmitters - Per Device	\$188.00	\$183.00
Requested Services		
All Other Reports. Cost per report.	\$50.00	\$49.00
Digital Photographs- CD, plus 1 for CD cost.	\$89.00	\$87.00
Digital Photographs- Print. Plus \$1.40 per photo cost.	\$95.00	\$93.00
Fire Code Variance Application - per request and none-refundable.	\$813.00	\$792.00
Fire incident reports (per report charge)	\$50.00	\$49.00
Non-Subpoenaed Fire Investigation Reports (per report)	\$50.00	\$49.00
Pre-Inspection I Consultation for daycare facilities, construction projects, etc. Initial	\$166.00	\$162.00
Pre-Inspection of care facilities with 25 or fewer occupants. (Flat Fee)	\$166.00	\$162.00
Pre-Inspection of care facilities with 26 or more occupants. (Flat Fee)	\$312.00	\$304.00
Processed Photographs, plus cost of developing	\$101.00	\$98.00
Site Inspections		
Additional inspections beyond the first, Inspection for which no fee is indicated.	\$188.00	\$183.00
Installation of hazardous materials storage tank	\$246.00	\$240.00
Removal of hazardous material storage tank. Per tank charge. Temporary permit required.	\$188.00	\$183.00
Replacement of hazardous material storage tank piping, dispensers. Per tank charge. If piping work is done as part of tank installation, there is no charge.	\$246.00	\$240.00
Inspection Outside Normal Business Hours (Per hour, O.T. rate)	O.T. Rate	O.T. Rate

Fee Description	Adopted 2024-2025	Adopted 2023-2024
FIRE		
Penalties		
Unpermitted construction work Fee plus 2 times fee		
False Alarms- 1st Response	\$0.00	\$0.00
False Alarms- 2nd Response	\$393.00	\$383.00
False Alarms- 3rd Response	\$501.00	\$488.00
False Alarms- 4th+ Response	\$716.00	\$698.00
Annual Fire Safety Inspection & Re-inspections		
A 1 -4 Assembly Occupancies	\$219.00	\$213.00
B Business Office Occupancies	\$126.00	\$123.00
E Educational Occupancies	\$219.00	\$213.00
F Factory Occupancies	\$219.00	\$213.00
H Hazard Occupancies	\$219.00	\$213.00
I Institutional (Nursing Homes) Occupancies	\$219.00	\$213.00
M Mercantile Occupancies	\$164.00	\$160.00
M Mercantile Occupancies (Motor Fuel Sales)	\$181.00	\$176.00
R-1 Occupancies Hotels	\$219.00	\$213.00
R-2 Residential 3 to 20 units	\$112.00	\$109.00
R-2 Residential 21 - 40 Units	\$133.00	\$130.00
R-2 Residential 41- 70 Units	\$164.00	\$160.00
R-2 Residential 71- 90 Units	\$198.00	\$193.00
R-2 Residential 91 - 120 Units	\$259.00	\$252.00
R-2 Residential Over 120 units	\$325.00	\$317.00
R-3 Residential Care less than 24 hours	\$181.00	\$176.00
R-3.1 Licensed Residential Care 24 hour 6 or less	\$219.00	\$213.00
R-4 Residential care 6 or more	\$219.00	\$213.00
S Storage Facilities	\$181.00	\$176.00
U Utility Structures	\$181.00	\$176.00
* All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024		

City of Pacifica
2024-2025 Fees & Charges Master Schedule

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PARKS, BEACHES & RECREATION		
Special Classes		
General recreation class fees will be adjusted as required to insure that program revenues fund 100% of total program costs. The non-resident fee is \$5.00 more than the resident fee. All registration transactions have a \$7.00 administrative fee. Senior Discount: 10% at age 60.	Please contact 738-7381 for more information	Please contact 738-7381 for more information
Recreational Facilities Rental other than the Pacifica Community Center		
The following rental charges shall apply for the use of recreational buildings or portions thereof. Rates are per hour and shall not be prorated for part of an hour. If additional City personnel are needed to assist with rental, the additional amount will be actual cost of salary, plus administrative charges.		
Community Picnic Areas		
Frontierland Park – Small Group Picnic Area	\$82.00	\$79.00
Frontierland Park – Large Group Picnic Area	\$269.00	\$262.00
Fairmont/Oddstad Park	\$108.00	\$105.00
4th of July - info/craft booth	\$54.00	\$52.00
4th of July - food booth	\$70.00	\$68.00
Inflatable Bounce House Fee	\$31.00	\$30.00
Aquatic Classes		
Evening - 8 lessons/30 min. per lesson:		
Semi-Private	\$140.00	\$136.00
Private	\$216.00	\$210.00
Little Bobbers and Tiny Tots	\$78.00	\$76.00
Preschool Levels I, II, III	\$86.00	\$84.00
Learn to Swim Levels I - III	\$86.00	\$84.00
Learn to Swim Levels IV - VI	\$86.00	\$84.00
Daytime - (summer only):		
Semi-Private	\$88.00	\$86.00
Private	\$134.00	\$131.00
Little Bobbers and Tiny Tots	\$48.00	\$47.00
Preschool Levels I, II, III	\$53.00	\$52.00
Learn to Swim Levels I - VI	\$53.00	\$52.00
Oceana Pool Rental		
Swim meets	\$185.00/hour	\$180.00/hour
PSL swim team (home team)	\$135.00	\$131.00
Pool Party Program	\$185.00/hour	\$180.00/hour

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PARKS, BEACHES & RECREATION		
Recreation Swim, Water Aerobics, Lap Swim		
Youth (17 and younger)	\$5.00	\$5.00
Adults (18 to 59)	\$6.00	\$6.00
Senior Citizens (60 & over)	\$5.00	\$5.00
All Access Pass: Adults	\$75/mo, \$215/qrt., or \$795/yr.	\$75/mo, \$215/qrt., or \$795/yr.
All Access Pass: Seniors 60+	\$65/mo, \$185/qrt., or \$715/yr.	\$65/mo, \$185/qrt., or \$715/yr.
Swim Pass (20 swims) - Adults	\$107.00	\$104.00
Swim Pass (20 swims) - Children/Senior Citizens	\$91.00	\$89.00
Swim Pass (10 swims) - Adults	\$59.00	\$57.00
Swim Pass (10 swims) - Children/Senior Citizens	\$48.00	\$47.00
Water Polo Drop In	\$6.00	\$6.00
Recreation Playground Program		
Membership Fee: September thru June	\$295.00	\$288.00
Membership Fee: July/August	\$295.00	\$288.00
J-Teen Center/Afterschool Program		
Membership Fee: September-May	\$377.00	\$367.00
NEW -Membership Fee: January-May	\$269.00	\$262.00
LITE (Leadership in Training Education)	\$81.00	\$79.00
LITE Fieldtrip fees for additional weeks	\$26.00/week	\$26.00/week
Special Interest Classes		
For special interest classes where no fee has been charged because instructor volunteers his/her time, a \$5.00 per student fee will be assessed to cover program administration costs.	Please contact 738-7381 for more information	Please contact 738-7381 for more information
Senior Programs		
Annual membership (includes monthly newsletter and additional costs for special events)	\$30.00	\$30.00
Replacement Membership or CaR Card	\$5.00	\$5.00
Child Care Services		
Child care registration fees:		
Wait list fee	Remove Fee \$0.00	\$26.00
One-time, non-refundable fee per child at the time of entry into full cost program (pre-school and school age).	\$80/ Child	\$80/child
Annual registration per child for summer program slot.	Remove Fee \$0.00	Remove Fee \$0.00
Annual registration, non-refundable fee per child at the time of entry into program (state preschool).	Remove Fee \$0.00	Remove Fee \$0.00
Late Payment per month for payment after 10th operating day.	Remove Fee \$0.00	\$26.00
Late Pick-up: for pick-up after 6:01 p.m. or other designated closing time.	\$2.00 per minute	\$2.00 per minute

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PARKS, BEACHES & RECREATION		
Preschool Monthly Rates -- Per Child:		
Flat rate. (includes field trips.) 7a.m. -6 p.m.	\$1005/mo	\$990/mo
Preschool ½ day (Ocean Shore School)	\$445/mo	\$445/mo
State Preschool ½ day (Fairmont Park & Sunset Ridge School)	\$665/mo	\$660/mo
Kindergarten/School-age School Year (September-June) Monthly Rates Per Child		
Annex Program: Before school and includes additional time during breaks and June after school ends.	\$295/ mo	\$295/mo
Annex Program: Before and/or after school-School age. Includes school breaks and last two weeks in June.	\$590/mo	\$585/mo
State Sponsored Child Care Program: Before and/or after school, School-age. Includes school breaks and last two weeks in June.	\$670/mo	\$665/mo
Daily rate: drop in - school year; non-school days, 24-hours notice for space availability; additional charge for field trips and special events; both Kindergarten and School age.		
Kindergarten/School-age Summer Rates (July-August) Monthly Rates Per Child		
Annex Summer Program: Flat rate per month for families who are currently enrolled in the year-round program, includes field trips.	\$595/ mo	\$595/mo
Annex Summer Program: 4 week Summer School / Thinkbridge 1/2 day program.	Remove Fee \$0	Remove Fee \$0
State Sponsored Child Care Summer Program: Flat rate per month for families includes field trips.	Remove Fee \$0	\$800/mo
Drop-in: per blocks of 10 days: 24 hour advance notice for space available or each day used; field trips & special events are extra.	Remove Fee \$0	Remove Fee \$0
Field trip charge per child, per event, drop-ins.	Remove Fee \$0	\$16.00
Beach Parking		
Annual Beach Parking Pass	\$76.00	\$76.00
Daily Parking		
0 - 4 hours	\$7.00	\$7.00
5 - 8 hours	\$9.00	\$9.00
Pacifica Beach Resource Parking Pass (annual)		
	\$26.00	\$26.00
*eligibility - income is 80% or less of the median income level (of where they reside in California) determined by the Pacifica Resource Center		
Beach Use (not including surf events): Contest/beach event - (small beach events with 50 or fewer participants and spectators). Fees based on city staff time required for general review, administrative duties and approval.	\$215/day/event	\$210/day/event

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PARKS, BEACHES & RECREATION		
Surf Events/Skatepark Events - (security/cleaning deposit required)		
Whole skatepark contest	\$379/day plus cleaning deposit of \$251	\$370/day plus cleaning deposit of \$251
Half day skatepark	\$230/day plus cleaning deposit of \$125	\$225/day plus cleaning deposit of \$125
Surf event for local surf clubs, local businesses and non-profit groups.	\$375 per day	\$370 per day
Out of town and commercial groups per surf contest/event with. Maximum participants are 150. An event with vendors, demonstrations, major sponsors, expo-like environment, fees based on city staff time required for general review, administrative duties and approval, as well as impact on public works department and police department.	\$820 per day (Additional fees MAY be determined based on impact on the area and staff FOR ALL EVENTS.)	\$800 per day (Additional fees MAY be determined based on impact on the area and staff FOR ALL EVENTS.)
Skate Park Camp Fee	\$102 per hour	\$100 per hour
Surf Camps		
Small Camp (maximum 12 students) & Large Camp (maximum 25 students) for a facility use permit per year, covers all camps in a calendar year. Camp operators must have a Pacifica business license, insurance and adhere to Parks, Beaches and Recreation surf camp requirements. Rates change each January.		
Small Camp	\$1,205.00	\$1,175.00
Large Camp	\$1,442.00	\$1,406.00
Community Access Partner Permit/Non-profit (25 students)	\$205.00	\$200.00
Film/Photo Shoots		
Student/amateur rate/non-profit; Students must show current student ID and non-profits must submit non-profit status letter.	\$102 per day	\$100 per day
Commercial filming (less than 3 support vehicles)	\$615 per day	\$600 per day
Major commercial filming. (Additional fees may be determined based on vehicles/additional staff time/impact on area.)	\$1,231 per day	\$1200 per day
Weddings/Ceremonies/Races on Beaches, Pier, Trails or in Parks		
99 or fewer participants	\$256 per day	\$250 per day
100 or more participants (maximum 150)	\$359 per day	\$350 per day
Recreation Trail Use	\$179.00 per day/event	\$175.00 per day/event

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PARKS, BEACHES & RECREATION		
Community Center Rentals - Weekdays (per hour)		
Pacifica Community Center Rental		
All rates are hourly. Warming Kitchen (\$100.00 flat fee with rental of Auditorium) and additional rooms may be added for an additional fee. Weekend rates begin Friday after 1:30pm through Sunday.	Please contact 738-7381 for more information	Please contact 738-7381 for more information
Resident - Weekdays		
Auditorium	\$64.00	\$63.00
Dance Studio	\$48.00	\$47.00
Card Room	\$43.00	\$42.00
Portola Room	\$43.00	\$42.00
Craft Room	\$37.00	\$37.00
Ceramics Room	\$21.00	\$21.00
Game Room	\$21.00	\$21.00
Art Gallery	\$21.00	\$21.00
Meeting Room	\$21.00	\$21.00
Non-Resident - Weekdays		
Auditorium	\$107.00	\$105.00
Dance Studio	\$64.00	\$63.00
Card Room	\$48.00	\$47.00
Portola Room	\$48.00	\$47.00
Craft Room	\$43.00	\$42.00
Ceramics Room	\$26.00	\$26.00
Game Room	\$26.00	\$26.00
Art Gallery	\$26.00	\$26.00
Meeting Room	\$26.00	\$26.00
Non-Profit - Weekdays		
Auditorium	\$37.00	\$37.00
Dance Studio	\$26.00	\$26.00
Card Room	\$21.00	\$21.00
Portola Room	\$21.00	\$21.00
Craft Room	\$16.00	\$16.00
Ceramics Room	\$16.00	\$16.00
Game Room	\$16.00	\$16.00
Art Gallery	\$16.00	\$16.00
Meeting Room	\$16.00	\$16.00
Commercial - Weekdays - provided no items are sold		
Auditorium	\$134.00	\$131.00
Dance Studio	\$91.00	\$89.00
Card Room	\$53.00	\$52.00
Portola Room	\$53.00	\$52.00
Craft Room	\$48.00	\$47.00
Ceramics Room	\$31.00	\$31.00
Game Room	\$31.00	\$31.00
Art Gallery	\$31.00	\$31.00
Meeting Room	\$31.00	\$31.00

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PARKS, BEACHES & RECREATION		
Community Center Rentals - Weekends (per hour)		
Resident - Weekends		
Entire Building	\$225.00	\$220.00
Auditorium	\$107.00	\$105.00
Dance Studio	\$86.00	\$84.00
Card Room	\$81.00	\$79.00
Portola Room	\$81.00	\$79.00
Craft Room	\$69.00	\$68.00
Ceramics Room	\$53.00	\$52.00
Game Room	\$53.00	\$52.00
Art Gallery	\$53.00	\$52.00
Meeting Room	\$53.00	\$52.00
Non-Resident - Weekends		
Entire Building	\$285.00	\$278.00
Auditorium	\$161.00	\$157.00
Dance Studio	\$117.00	\$115.00
Card Room	\$86.00	\$84.00
Portola Room	\$86.00	\$84.00
Craft Room	\$74.00	\$73.00
Ceramics Room	\$59.00	\$58.00
Game Room	\$59.00	\$58.00
Art Gallery	\$59.00	\$58.00
Meeting Room	\$59.00	\$58.00
Non-Profit		
Entire Building	\$210.00	\$205.00
Auditorium	\$81.00	\$79.00
Dance Studio	\$64.00	\$63.00
Card Room	\$59.00	\$58.00
Portola Room	\$59.00	\$58.00
Craft Room	\$48.00	\$47.00
Ceramics Room	\$48.00	\$47.00
Game Room	\$48.00	\$47.00
Art Gallery	\$48.00	\$47.00
Meeting Room	\$48.00	\$47.00
Commercial - Weekends - provided no items are sold		
Entire Building	\$295.00	\$288.00
Auditorium	\$182.00	\$178.00
Dance Studio	\$129.00	\$126.00
Card Room	\$86.00	\$84.00
Portola Room	\$86.00	\$84.00
Craft Room	\$81.00	\$79.00
Ceramics Room	\$59.00	\$58.00
Game Room	\$59.00	\$58.00
Art Gallery	\$59.00	\$58.00
Meeting Room	\$59.00	\$58.00

City of Pacifica
2024-2025 Fees & Charges Master Schedule

Fee Description	Adopted 2024-2025	Adopted 2023-2024
POLICE		
False Alarms		
First Response	No Charge	No Charge
Second through fifth responses	\$164.00	\$160.00
Six or more responses	\$257.00	\$250.00
False Alarms without permit		
First Response	No Charge	No Charge
Second through fifth responses	\$257.00	\$250.00
Six or more responses	\$257.00	\$250.00
Photograph (digital)		
Disc of photos	\$89.00	\$87.00
Audio/Video Request		
Audio/Video Request	\$104.00	\$101.00
Audio/Video Request with Redaction Required (per hour)	\$194.00	\$189.00
Arcade Permit		
Annual Renewal Fee	\$66.00	\$64.00
Application Fee	\$39.00	\$38.00
Block Party Permits	\$67.00	\$65.00
Masseur/Masseuse		
New - Non-State Certified (Non-Practitioner)	\$426.00	\$424.00
Non-State Certified Live Scan (Plus DOJ & FBI Fee)	\$36.00	\$34.00
New - State Certified (Owner-Practitioner)	\$67.00	\$65.00
Renewal	\$35.00	\$33.00
Amendment to City Registration Certificate	\$35.00	\$33.00
Administrative Fee for Firearms (Per Penal Code 12021.3J)		
For release to owner	\$432.00	\$430.00
Taxi Cab Operation		
Permit / Background Investigation	\$167.00	\$165.00
Taxi Cab Permit Live Scan (Plus DOJ & FBI Fee)	\$36.00	\$34.00
Vehicle Inspection	\$129.00	\$127.00

Fee Description		Adopted 2024-2025	Adopted 2023-2024
POLICE			
General			
	Case Reports (Per Public Records Act)	No Charge	No Charge
	Good conduct letter for Visa (record review)	\$70.00	\$68.00
	Bingo Permit: New	\$40.00	\$38.00
	Bingo Permit: Annual Renewal Fee	\$40.00	\$38.00
	Second Hand Dealers	\$168.00	\$166.00
	Tow Service Contract	\$254.00	\$252.00
	Tow Driver Live Scan (<i>Plus DOJ & FBI Fee</i>)	\$36.00	\$34.00
	Alarm Permit	\$108.00	\$106.00
	Alarm Permit Renewal	\$56.00	\$56.00
	Subpoena Deuces Tecum for Records (1563(b)(6) CA Evidence Code)	\$15.00	\$15.00
	Fortune Telling	\$75.00	\$73.00
	Private Property abatement	\$288.00	\$281.00
	Vehicle Release Administrative Costs (all but victims)	\$173.00	\$170.00
	Franchise Tow Fee	\$50.00	\$50.00
	General Research (per hour)	\$103.00	\$100.00
	Storage of Property (Per Civil Code 2080.1(b))	1.00/Per Day	1.00/Per Day
	Tobacco Retailer License	\$103.00	\$97.00
	Police Officer Subpoena (Per G.C. 68097.2)	\$297.00	\$297.00
	Ink Roll Fingerprinting	\$32.00	\$31.00
	Live Scan Fingerprinting	\$32.00	\$31.00
	San Mateo County Booking Fee	Based on Current County Fee	Based on Current County Fee
	DUI with Incident	Cost of hours and car	Cost of hours and car
	Tape Transaction Cost of Outside Service	Cost of Outside Service	Cost of Outside Service
	Dance Permit	\$79.00	\$63.00
	Repossession Fee (Per G.C. 26751)	\$15.00	\$15.00
	Temporary Recreational Vehicle Loading/Unloading Permit	\$16.00	\$16.00

Fee Description	Adopted 2024-2025	Adopted 2023-2024
POLICE		
Municipal Code Violations		
4-10.118(a)(5) Parked in Unmarked Parking	\$45.00	\$43.00
4-10.304(a) Parking w/o Valid Permit	\$45.00	\$43.00
4-10.304(a) Parking w/o Valid Permit (Pacifica State Beach)	\$50.00	\$50.00
4-7.1101(a) Parked in Posted No Parking Zone	\$45.00	\$43.00
4-7.1102(a) Making Repairs on Roadway	\$45.00	\$43.00
4-7.1104(b) Parking Where Prohibited	\$45.00	\$43.00
4-7.1106(b) No Parking on Narrow Street-Where Posted	\$43.00	\$43.00
4-7.1108(b) Parking in Violation of Temporary No parking Sign	\$45.00	\$43.00
4-7.1109(a) Parked the Wrong Way on One-Way Street	\$45.00	\$43.00
4-7.1109(b) Parked the Wrong Way on Divided Highway	\$45.00	\$43.00
4-7.1110(b) Improper Angle-Marked Angle Parking (Not within Marks)	\$45.00	\$43.00
4-7.1111 Failed to Curb Wheel – 3% Grade	\$45.00	\$43.00
4-7.1112 Trailer Parked over 12 Hours	\$80.00	\$78.00
4-7.1113(a) Selling from Vehicle without Permit	\$45.00	\$43.00
4-7.1114(b) Occupied Motorhome on Public Property	\$55.00	\$53.00
4-7.1201 Parked in Excess of Posted Limit	\$45.00	\$43.00
4-7.1203(2) Restricted parking (Council Chambers)	\$45.00	\$43.00
4-7.1204(c) Unlawful Parking of Oversized Vehicle	\$80.00	\$78.00
4-7.1302(b) Red Curb	\$45.00	\$43.00
4-7.1306(d) No Stopping/Standing/Parking in Bus Zone	\$45.00	\$43.00
4-7.1403 Operate vehicle on Fassler/Sharp Park Rd. with Weight over 14,000 GVWR	\$45.00	\$43.00
4-7.1404 Parking Commercial Vehicle in Commercial Area (0200-0600) 10,000 GVWR	\$80.00	\$78.00
5-1.13 Abandon Vehicle	\$205.00	\$203.00
5-2.03(a) Vehicle Parked over 72 Hours	\$45.00	\$43.00
5-13.03 Operate Vehicle - Private Property without written Permission	\$55.00	\$53.00
5-18.03 Operate/Park/Stand Vehicle Off Road (Beach Area)	\$55.00	\$53.00
9-4.2808(a) Parking on Residential Property (other than driveway)	\$45.00	\$43.00
9-4.2809(a) Parking Commercial in Residential Area Anytime (10,000 GVWR)	\$80.00	\$78.00
9-4.2809(b) No Parking in Vacant Lot	\$45.00	\$43.00
9-4.2809(e) Parking on Commercial Property. Not in Conjunction with Business	\$80.00	\$78.00
9-4.2801(a) Repairing Vehicle on Vacant Lot	\$45.00	\$43.00

Fee Description	Adopted 2024-2025	Adopted 2023-2024
POLICE		
Administrative Violations		
4.3.202(a) Sale, Use, or Discharge of dangerous Fireworks	\$1,000.00	\$1,000.00
4-3.202(b) Possession of 25 pounds or less of dangerous fireworks*	\$1,000.00	\$1,000.00
4-3.203(a) Discharge of "safe and sane" fireworks during prohibited hours	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.203(b) Discharge of "safe and sane" fireworks at prohibited location	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.203(c) Prohibited discharge of "safe and sane" by minors (under 18 years of age)	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4.3204(a) Sale of "safe and sane" fireworks without a valid permit	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.204(b) Sale of "safe and sane" fireworks outside of approved stand	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.204(c) Sales of "safe and safe" fireworks during prohibited hours	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$100.00	\$100.00
4-3.204(d) Sales of "safe and sane" fireworks to minors	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00
4-3.209 (a) Adult responsible for minor strictly liable for dangerous fireworks violation	\$1,000.00	\$1,000.00
4-3.209(a) Adult responsible for minor strictly liable for "safe and sane" fireworks violation	\$200.00	\$200.00
Second Offense	\$400.00	\$400.00
Third Offense	\$1,000.00	\$1,000.00

Fee Description	Adopted 2024-2025	Adopted 2023-2024
POLICE		
4-3.209(b) Social Host strictly liable for dangerous fireworks violation	\$1,000.00	\$1,000.00
*In addition to the fine, the citee shall be assessed and shall be liable for the payment of the actual costs associated with the collection, transportation, and disposal of any seized fireworks.		
5-28.04(b) Social Host-allow minor to be in possession, consume or served alcohol, alcoholic beverage, cannabis, or controlled substance at any gathering.**	\$1,000.00	\$1,000.00
5-28.05 Allow a loud or unruly gathering after a first response warning has been issued**	\$500.00	\$500.00
Second Offense**	\$750.00	\$750.00
Third Offense**	\$1,000.00	\$1,000.00
Cannabis Public Safety License Fee - Phase 1 (Plus Background Fee)	\$425.00	\$425.00
Cannabis Public Safety License Fee - Phase 2	\$787.00	\$787.00
Cannabis Operation - Employee Background : Live Scan (Plus DOJ & FBI Fee)	\$31.00	\$31.00
Cannabis Operation- Owner/Operator Background: Live Scan (Plus DOJ & FBI Fee) and Consultant Background Fee (Payable to City Consultant)	\$355.00	\$346.00
Cannabis Public Safety License Fee - Yearly License Renewal	\$25,375.00	\$24,732.00

**City of Pacifica
2024-2025 Fees & Charges Master Schedule**

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Planning Division		
Planning / Engineering Hourly Rate	\$257.00	\$250.00
All development applications shall require a deposit based on estimated number of staff hours to process an application (including materials, postage, etc.). The deposit will be expended during application processing according to the adopted hourly rate, billed at each quarter hour. Additional funds may be requested if necessary. Remaining deposit will be returned at project completion.	Deposit based on estimated number of staff hours.	Deposit based on estimated number of staff hours.
City Attorney's Review of Projects and Permits - If necessary, an additional deposit amount will be required for City Attorney review of projects.	Deposit based on estimated number of attorney hours. Hourly cost of Contract Attorney	Deposit based on estimated number of attorney hours. Hourly cost of Contract Attorney
Study Sessions - payment of deposit and staff hourly rate as stipulated above.	Payment of deposit and staff hourly rate as stipulated above	Payment of deposit and staff hourly rate as stipulated above
Request for extension of Development Application permits	\$770.00	\$750.00
Applicant shall pay CEQA document filling fees adopted by the San Mateo County Clerk and California Department of Fish and Wildlife. These fees are pass through to other agencies and amounts are not controlled by the City of Pacifica. See Planning Division staff for current fee schedules or visit https://www.wildlife.ca.gov/Conservation/CEQA/Fees	Fees as adopted by State of California and San Mateo County Clerk.	Fees as adopted by State of California and San Mateo County Clerk.
Specialized Planning Services inc. Environmental Document Preparation with Supporting Technical Studies		
Applicant shall pay full consultant cost.	Full Contract amount	Full Contract amount
General Planning Fees		
General Research Fee	\$257.00/hr, plus actual material cost	\$250.00/hr, plus actual material cost
Business License request for zoning consistency (half-hourly rate)	\$128.00 (half hour of staff time) New fee required if License is denied and resubmitted	\$125.00 (half hour of staff time) New fee required if License is denied and resubmitted
Home Occupation Permits	\$128.00	\$125.00

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Tree Permit (removal, encroachment, or substantially trim) not associated with a building permit; hourly rate (PMC Title 4, Chapter 12)	\$250.00	\$1,000.00
Tree Permit (removal, encroachment, or substantially trim) associated with a building permit application; hourly rate	\$257.00	\$250.00
Tree Permit Appeal Fee	\$450.00	\$577.00
Other Administrative Permits; hourly rate plus actual material cost	\$257.00/hr	\$250.00/hr
Appeal of Planning Director/Zoning Administrator administrative approvals and zoning interpretations	\$577.00	\$577.00
General Plan maintenance fee	See Building Division section of schedule	See Building Division section of schedule
Review of Building Permit (hourly rate)	\$257.00/hr	\$250.00/hr
Zoning verification letter	\$128.00	\$125.00
Biennial Wireless Communications Facility Certification (PMC 9-4.2608(a)(7))	\$257.00/hr	\$250.00/hr
Banner /Temporary Signage Requests (private property)	\$128.00/hr	\$125.00
Requests for Public Necessity and Convenience Determinations for ABC License	\$257.00	\$250.00
Special Events on Private Property	\$257.00	\$250.00
Pumpkin /X-Mas Tree Lots	\$771.00, plus \$500 refundable deposit	\$750.00, plus \$500 refundable deposit
Requests for Address Assignment/Change	\$257.00	\$250.00
Growth Management Allocations pursuant to PMC Title 9, Chapter 5	\$257.00	\$250.00
Mobile Home Fair Return Adjustment Requests	Deposits and payment of actual costs based on estimated number of staff hours, Hearing Officer costs, and City Attorney costs.	Deposits and payment of actual costs based on estimated number of staff hours, Hearing Officer costs, and City Attorney costs.
General		
Planning Agenda Packets, Planning Related Documents, and oversized plan sets	Actual Cost of Reproduction	Actual Cost of Reproduction
Code Books or Other Technical Manuals	Publisher's Cost + 10% Handling Fee	Publisher's Cost + 10% Handling Fee

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Building Division		
Building Permit Fee (Based on Dollar Valuation)**		
\$1.00 to \$500	\$73.00	\$71.00
\$501 to \$2,000	\$73.00 for the first \$500 plus \$4.00 for each additional \$100 or fraction thereof.	\$71.00 for first \$500 plus \$4.00 for each additional \$100 or fraction thereof.
\$2,001 to \$25,000	\$134.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.	\$131.00 for first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof.
\$25,001 to \$50,000	\$583.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.	\$568.00 for first \$25,000 plus \$17.00 for each additional \$1,000 or fraction thereof.
\$50,001 to \$100,000	\$1,019.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.	\$993.00 for first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof.
\$100,001 to \$500,000	\$1,480.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.	\$1,443.00 for first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof.
\$500,001 to \$1,000,000	\$4,764.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.	\$4,643.00 for first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof.
\$1,000,000 and above	\$7,842.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.	\$7,643.00 for first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.
** Building Valuation Data is published by the ICC. Construction cost valuation is adjusted by the Building Cost Index (BCI) in the San Francisco Bay Area, published in the Engineering News Record (ENR) by McGraw-Hill Publishing Company.		

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Plan Check and Other Building Permit and Inspection Fees		
Plan Check fee	65% of Permit Fee	65% of Permit Fee
Building Standards Administrative Fee \$1– 25,000 valuation = \$1 fee \$25,001 – 50,000 valuation = \$2 fee \$50,001 – 75,000 valuation = \$3 fee \$75,001 – 100,000 valuation = \$4 fee Every \$25,000 or fraction thereof above \$100,000 Add \$1	Fees shall be calculated at a rate of \$4 per \$100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof, as shown to the left.	Fees shall be calculated at a rate of \$4 per \$100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof, as shown to the left.
Education Fee	\$2 per permit	\$2 per permit
General Plan Maintenance	0.252% of construction value	0.252% of construction value
Archive Fee	\$15 plus one dollar per plan page for sheets larger than 11x17	\$15 plus one dollar per plan page for sheets larger than 11x17
Certified Assess Specialist Consultation Fee	Actual Consultant Cost + 10% Administrative Fee	Actual Consultant Cost + 10% Administrative Fee
Hourly plan check fee - Planning, Engineering, Wastewater, etc.	\$257.00	\$250.00
Swimming Pools and Spas	Building Permit fee based on contract valuation. All other applicable fees apply	Building Permit fee based on contract valuation. All other applicable fees apply
Inspections outside normal business hours	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum
Grading Permits	Actual Time and Materials	Actual Time and Materials
Changes to existing permits	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification.

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Inspection Fee. Hourly rate with a minimum 30 minutes.	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum
Building without Permit	Double Building Permit Fee	Double Building Permit Fee
See Engineering for other encroachment, plan check, drainage fee, and other applicable fees		
Solar Photovoltaic System, pursuant to Government Code Section 66015		
Residential	\$257 flat fee, plus \$15 per kilowatt (kw) above 15 kw. State required SMIP and Building Standards Fee based on valuation will be applied.	\$250 flat fee, plus \$15 per kilowatt (kw) above 15 kw. State required SMIP and Building Standards Fee based on valuation will be applied.
Commercial	\$385 flat fee up to 50 kw, plus \$7 per kw between 51-250 kw and plus \$5 per kw above 250kw. State required SMIP and Building Standards Fee based on valuation will be applied.	\$375 flat fee up to 50 kw, plus \$7 per kw between 51-250 kw and plus \$5 per kw above 250kw. State required SMIP and Building Standards Fee based on valuation will be applied.
Solar Thermal System, pursuant to Government Code Section 66015		
Residential	\$257 flat fee, plus \$15 per kilowatt thermal (kwth) above 10 kwth. State required SMIP and Building Standards Fee based on valuation will be applied.	\$250 flat fee, plus \$15 per kilowatt thermal (kwth) above 10 kwth. State required SMIP and Building Standards Fee based on valuation will be applied.
Commercial	\$385 flat fee up to 30 kwth, plus \$7 per kwth between 31-260 kwth and plus \$5 per kw above 260kwth. State required SMIP and Building Standards Fee based on valuation will be applied.	\$375 flat fee up to 30 kwth, plus \$7 per kwth between 31-260 kwth and plus \$5 per kw above 260kwth. State required SMIP and Building Standards Fee based on valuation will be applied.
Strong-Motion Instrumentation Program (SMIP) Fees pursuant to California Codes, Public Resources Code Section 2700-2709.1		
SMIP (All other structures)	0.00028 times valuation	0.00028 times valuation
SMIP (Residential up to three stories)	0.00013 times valuation	0.00013 times valuation

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Electrical Permit Fees		
Private Swimming Pools	\$85.00	\$83.00
Nonresidential Appliances; cost for each	\$7.00	\$7.00
Temporary Power Service; cost for each	\$43.00	\$42.00
(N) Residential Bldg.; cost per square foot	\$0.14	\$0.13
Electrical Services (<=200 AMP); cost for each	\$53.00	\$52.00
Electrical Services (<200 to 1000 AMP); cost for each	\$110.00	\$107.00
Electrical Services (<1000 AMP); cost for each	\$221.00	\$215.00
Residential Appliances; cost for each	\$7.00	\$7.00
(N) Multi-Family Bldg.; cost per square foot	\$0.13	\$0.12
Signs, Outline Lighting and Marquees; cost for each	\$30.00	\$29.00
Misc. Apparatus, Conduits and Conductors; cost for each	\$34.00	\$33.00
Light Fixtures (First 20 fixtures); cost for each	\$1.00	\$1.00
Light Fixtures (Additional fixtures); cost for each	\$1.00	\$1.00
Power Apparatus (Up to and including 1)	\$7.00	\$7.00
Power Apparatus (Over 1 and not over 10)	\$22.00	\$21.00
Power Apparatus (Over 10 and not over 50)	\$44.00	\$43.00
Power Apparatus (Over 50 and not over 100)	\$88.00	\$86.00
Power Apparatus (Over 100)	\$132.00	\$129.00
Receptacles, Switch & Light Outlets (First 20 fixtures); cost for each	\$1.00	\$1.00
Receptacles, Switch & Light Outlets (Additional fixtures)	\$1.00	\$1.00
Electrical Permit Issuance; cost for each	\$44.00	\$43.00
Electrical Permit Issuance (Special Cases)	\$16.00	\$16.00
Mechanical Permit Fees		
Furnace (<=100k BTU)	\$29.00	\$28.00
Furnace (>100k to 500k BTU)	\$38.00	\$37.00
Appliance Vents	\$15.00	\$15.00
Boilers, Compressors, and Absorption Systems (<=3hp or 100k BTU)	\$27.00	\$26.00
Boilers, Compressors, and Absorption Systems (<=15hp or 500k BTU)	\$51.00	\$50.00
Boilers, Compressors, and Absorption Systems (<=30hp or 1000k BTU)	\$71.00	\$69.00
Boilers, Compressors, and Absorption Systems (<=50hp or 1750k BTU)	\$104.00	\$101.00
Boilers, Compressors, and Absorption Systems (>=50hp or 17500k BTU)	\$104.00	\$101.00
Hood	\$22.00	\$21.00
Air Handlers (<=10k CFM)	\$22.00	\$21.00
Air Handlers (>10k CFM)	\$36.00	\$35.00
Evaporative Cooler	\$22.00	\$21.00
Vent Fan (Single Duct)	\$15.00	\$15.00
Vent System	\$22.00	\$21.00
Incinerators (Residential)	\$22.00	\$21.00
Incinerators (Comm)	\$22.00	\$21.00
Miscellaneous Mechanical	\$22.00	\$21.00
Mechanical Permit Issuance	\$44.00	\$43.00
Mechanical Permit Issuance (Special Cases)	\$16.00	\$16.00

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Plumbing Permit Fees		
Fixtures & Vents;	\$15.00	\$15.00
Fixtures & Vents (Repair/Alteration)	\$15.00	\$15.00
Cesspool	\$20.00	\$19.00
Sewage Disposal System	\$75.00	\$73.00
Grease Interceptors	\$13.00	\$13.00
Rainwater systems	\$20.00	\$19.00
Water Piping	\$20.00	\$19.00
Water heater	\$20.00	\$19.00
Public Spa	\$115.00	\$112.00
Gas Piping	\$9.00	\$9.00
Public Pool	\$174.00	\$170.00
Private Pool	\$115.00	\$112.00
Private Spa	\$115.00	\$112.00
Sewer	\$29.00	\$28.00
Backflow	\$20.00	\$19.00
Backflow device over 2"	\$20.00	\$19.00
Miscellaneous Plumbing	\$20.00	\$19.00
Plumbing Permit Issuance; cost for issuing each permit.	\$44.00	\$43.00
Plumbing Permit Issuance (Special Cases). For issuing each supplemental permit for which the original permit has not expired, been cancelled or finalized.	\$16.00	\$16.00
New Construction Development Impact Fees (calculated by Public Works, Engineering Division)		
In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)		
Contact Engineering Division for fee calculation		
Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)		
Contact Engineering Division for fee calculation		
See Engineering Section for other encroachment, plan check, drainage fee, and other applicable fees		
Capital Improvement Fee	As required by Pacifica Municipal Code Title 7, Chapter 4.	As required by Pacifica Municipal Code Title 7, Chapter 4.
Sewer Connection, Inspection, and Plan Check Fees	See Wastewater Treatment Plant Section of Master Fee Schedule	See Wastewater Treatment Plant Section of Master Fee Schedule

Fee Description	Adopted 2024-2025	Adopted 2023-2024
PLANNING		
Code Enforcement		
Administrative Citations (PMC1-6.06)		
First Violation	\$100.00	\$100.00
Second Violation	\$200.00	\$200.00
Third Violation	\$500.00	\$500.00
Misdemeanor Citation	\$1,000.00	\$1,000.00
Late Fees - Failure to pay a civil fine within 10 calendar days of citation issuance, or within 10 calendar days following decision on an appeal to uphold the citation when a hardship waiver has been granted for the appeal hearing shall result in the following late charge.	50% of fine, plus full fine amount	50% of fine, plus full fine amount
Public Nuisance Abatement Assessment	Actual abatement cost - 100% to property owner plus 10% administrative fee	Actual abatement cost - 100% to property owner plus 10% administrative fee
* All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024		

**City of Pacifica
2024-2025 Fees & Charges Master Schedule**

Fee Description	Adopted 2024-2025	Adopted FY2023-2024
PUBLIC WORKS		
Encroachment permits and inspection; hourly charge rate basis	\$257.00	\$250.00
Sidewalk repair and street openings by private contractor; hourly charge rate basis	\$257.00	\$250.00
Penalties		
Unpermitted construction work	Double Engineering Permit Cost	Double Engineering Permit Cost
Publication vending machine permit	\$554.00	\$540.00
City Maps 24" x 36'		
Printed: 24" x 36" or larger; \$3/sq ft - black; \$4/sq ft - color	Per Square Foot Fee	Per Square Foot Fee
Electronic Copy on CD	\$17.00	\$17.00
Electronic Copy on USB Portable Thumb Drive	\$51/4MB Drive	\$51/4MB Drive
Photocopies		
	Per page Fee	Per page Fee
8 1/2" x 11"; black (per page)	\$0.25	\$0.25
8 1/2" x 11"; color (per page)	\$1.00	\$1.00
8 1/2" x 14"; black (per page)	\$0.50	\$0.50
8 1/2" x 14"; color (per page)	\$1.50	\$1.50
11" x 17"; black (per page)	\$1.00	\$1.00
11" x 17"; color (per page)	\$2.00	\$2.00
Photocopies - Large Format		
	Per Sq. Ft.	Per Sq. Ft.
24" x 36" or larger; black (per Square Foot Fee)	\$3.00	\$3.00
24" x 36" or larger; color (per Square Foot Fee)	\$4.00	\$4.00
Engineering Standard Drawing		
Picked up	Per page fee	Per page fee
Mailed (Regular mail -Series 100)	Per page fee + Mailing	Per page fee + Mailing
Mailed (Regular mail -Series 200)	Per page fee + Mailing	Per page fee + Mailing
Mailed (Regular mail -Series 300)	Per page fee + Mailing	Per page fee + Mailing
Street Excavation Handbook	\$41.00	\$40.00

Fee Description	Adopted 2024-2025	Adopted FY2023-2024
PUBLIC WORKS		
General		
General Engineering Development Application Reviews; hourly charge	\$257.00	\$250.00
Residential and non-residential public improvement plan checking and inspection; hourly charge	\$257.00	\$250.00
Final Subdivision Map Checking. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services including legal shall be charged separately to the applicant as additional cost and may require additional deposit. 10 hours minimum and contract or consultant services including legal shall be charged separately to the applicant as additional cost. Total \$5,000 initial deposit	\$5,000 initial deposit; charged at the rate of \$257/hour and for Contract or consultant services	\$5,000 initial deposit; charged at the rate of \$250/hour and for Contract or consultant services
Certificate of Compliance, notices of violation, property mergers, parcel map waivers, minor boundary line adjustments, reversions to acreage, and parcel map checking; hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum and contract or consultant services including legal shall be charged separately to the applicant as additional cost. Total \$5,000 initial deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$5,000 initial deposit; charged at the rate of \$257/hour and for Contract or consultant services	\$5,000 initial deposit; charged at the rate of \$250/hour and for Contract or consultant services
Street/curb openings by utilities; hourly charge	\$257.00	\$250.00
Subdivision Improvement Plan check and construction inspection, hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum and contract or consultant services including legal shall be charged separately to the applicant as additional cost. Total \$5,000 initial deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$5,000 initial deposit; charged at the rate of \$257/hour and for Contract or consultant services	\$5,000 initial deposit; charged at the rate of \$250/hour and for Contract or consultant services
Subdivision Improvement Plan check and construction inspection, hourly charge. Staff may require an initial deposit equivalent to 10 hours minimum. All costs for contract or consultant services shall be charged separately to the applicant as additional cost and may require additional deposit. Applicant shall pay full consultant services cost plus 10% of contract amount for administration	\$2,226 initial deposit; charged at the rate of \$257/hour	\$2,226 initial deposit; charged at the rate of \$250/hour
Applicant shall pay full consultant services cost plus 10% of contract amount for administration	Contract amount plus 10% admin fee	Contract amount plus 10% admin fee
Barricade Rentals for Block Party (8 Barricades Minimum)	\$2/Barricade +\$50 deposit	\$2/Barricade +\$50 deposit
Surface Mining and Reclamation Annual Inspection Fee; hourly charge	\$257.00	\$250.00
Surface Mining Violation (found during inspection)		
Paint Driveway Curb Tips	\$257.00	\$250.00
Pollution Prevention Inspection Fee, Hourly charge, Per Municipal Code Sec. 6-12.301	\$257.00	\$250.00

Fee Description	Adopted 2024-2025	Adopted FY2023-2024
PUBLIC WORKS		
New Construction Development Impact Fees		
Highway 1 Improvement Fee (PMC 8-15.04)	As required by Pacifica Municipal Code PMC 8-15.04	As required by Pacifica Municipal Code PMC 8-15.04
<i>Contact Engineering Division for fee calculation</i>		
In-Lieu Park Dedication Fee (PMC 10-1.803 and 8-19.02)	As required by Pacifica Municipal Code PMC 10-1.803 and 8-19.02, and updated by Ordinance 878-C.S., adopted May 9, 2022.	As required by Pacifica Municipal Code PMC 10-1.803 and 8-19.02, and updated by Ordinance 878-C.S., adopted May 9, 2022.
<i>Contact Engineering Division for fee calculation</i>		
Oceana/Manor/Palmetto Mitigation Fee (PMC8-18.04)	As required by Pacifica Municipal Code PMC8-18.04	As required by Pacifica Municipal Code PMC8-18.04
<i>Contact Engineering Division for fee calculation</i>		
Capital Improvement Fee	As required by Pacifica Municipal Code Title 7, Chapter 4.	As required by Pacifica Municipal Code Title 7, Chapter 4.
<i>Contact Building Department for fee calculation</i>		
Subdivision Drainage Fee (PMC 7-4.101)	As required by Pacifica Municipal Code PMC 7-4.101	As required by Pacifica Municipal Code PMC 7-4.101
<i>Contact Engineering Division for fee calculation</i>		
Rockaway Beach Specific Plan Parking In-Lieu Fee (PMC 3-13.02(d)(6), Updated by Resolution 22-2020)	\$46,814.00	\$45,628.00
<i>Per Parking Space. (Fee adjusted each year based on CCI as of July 1st as required by Pacifica Municipal Code PMC 7-4.02.)</i>		

Fee Description	Adopted 2024-2025	Adopted FY2023-2024
PUBLIC WORKS		
Sharp Park Specific Plan Parking In-Lieu Fee (Established by Resolution 25-2020)	\$46,814.00	\$45,628.00
<i>Per Parking Space. (Fee adjusted each year based on CCI as of July 1st as required by Pacifica Municipal Code PMC 7-4.02.)</i>		
Utility Pavement Cut Fee*		
		Adopted 2024-2025 Unit Cost Cut Area (Percent Section Area)
Functional Class	Age Group	<10% of Section Area ≥10% of Section Area
Arterials/Collectors	<10 years	\$2.54 \$4.07
	≥10 years	\$1.53 \$2.54
Residential	<10 years	\$1.53 \$3.05
	≥10 years	\$1.02 \$2.54
*Adopted 2024-2025 Unit Cost Cut Area as required by Pacifica Municipal Code PMC 7-2.214		
Accessory Dwelling Units (ADU): Utility Pavement Cut Fee shall not be charged for any ADU that is under 750 square feet or an ADU of any size when the ADU is being constructed at the same time, under the same permit, as a new main residential unit or an expansion of the main unit that make payment of the fees as required.		
Partial or Full Credit Utility Cut Fees for Developments with Pavement Improvements: A credit may be applied against the Utility Cut Fees for completing frontage roadway paving.		
Reduced Utility Cut Fees Related to Sewer Lateral Repairs Not Requiring a Lateral Compliance Certificate: A minimal fee of \$500 will be charged for pavement cut fees related to fixing a sewer lateral not requiring a Sewer Lateral Compliance Certificate.		
Construction Vehicle Impact Fee		
Per Square Foot	Residential Unit / Multi-Family & Non-Residential Unit Fee	Residential Unit / Multi-Family Fee
	\$1.28 / sq. ft.	\$1.19 / sq. ft.
Accessory Dwelling Units (ADU): Construction Vehicle Impact Fees shall not be charged for any ADU that is under 750 square feet or an ADU of any size when the ADU is being constructed at the same time, under the same permit, as a new main residential unit or an expansion of the main unit that make payment of the fees as required.		
* All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024		

City of Pacifica
2024-2025 Fees & Charges Master Schedule

Fee Description	Adopted 2024-2025	Adopted FY2023-2024	
WASTEWATER TREATMENT PLANT			
DEVELOPMENT CONNECTION FEES (Account No. 34.900000.46751.0000.000)			
Connection Fees (Sec. 6-11.102)			
Residential Units (Single, Town, Condo) and Multi-Family Dwellings	Water Meter Size	Cost	Cost
	1"	\$12,497	\$12,180
	1 1/2"	\$24,994	\$24,361
	2"	\$39,990	\$38,977
	3"	\$74,982	\$73,082
	4"	\$124,970	\$121,804
	6"	\$249,941	\$243,607
	8"	\$372,674	\$363,230
Commercial Units	Water Meter Size	Cost	Cost
	1"	\$12,497 x Commercial Strength Factor	\$12,180 x Commercial Strength Factor
	1 1/2"	\$24,994 x Commercial Strength Factor	\$24,361 x Commercial Strength Factor
	2"	\$39,990 x Commercial Strength Factor	\$38,977 x Commercial Strength Factor
	3"	\$74,982 x Commercial Strength Factor	\$73,082 x Commercial Strength Factor
	4"	\$124,970 x Commercial Strength Factor	\$121,804 x Commercial Strength Factor
	6"	\$249,941 x Commercial Strength Factor	\$243,607 x Commercial Strength Factor
	8"	\$372,674 x Commercial Strength Factor	\$363,230 x Commercial Strength Factor
Accessory Dwelling Unit "ADU"	Cost will be based on the Total Drainage Fixture Unit "DFU" as defined in the latest Uniform Plumbing Code Table 702.1		
	Multiply by Cost Per DFU		
	Cost Per DFU	\$658	\$641
	Cost Per ADU	Total DFU x \$658	Total DFU x \$641
Inspection and Plan Review Fee	Plan review and inspection; hourly charge rate basis	\$257	\$250

Fee Description	Adopted 2024-2025	Adopted FY2023-2024																									
WASTEWATER TREATMENT PLANT																											
Sewer Service Charges* (Account No. 18.940000.46755.0000.000)																											
Annual Sewer Service Charges (Sec. 6-6.401 to 6-6.408)	Measurement Period	March 2023 to February 2024	March 2022 to February 2023																								
Residential	Annual Minimum Service Charge	\$1,001.24 (48 Annual Units of Water Consumption x \$20.15374)	\$967.38 (48 Annual Units of Water Consumption x \$20.15374)																								
	Annual Service Charge	Actual Annual Units of Water Consumption x 90% x \$20.85912	Actual Annual Units of Water Consumption x 90% x \$20.15374																								
Commercial	Annual Service Charge	Actual Annual Units of Water Consumption x \$20.85912 x strength factor	Actual Annual Units of Water Consumption x \$20.15374 x strength factor																								
<p>*Strength Multiplier / Factor = 44% + (28% x (BOD + TSS)/175)</p> <p>1. BOD = Biochemical Oxygen Demand</p> <p>2. TSS = Total Suspended Solids</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;"><u>Typical Strength Multiplier/Factor</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Residential:</td> <td style="text-align: center;">1</td> <td style="text-align: right;">Gymnasium:</td> <td style="text-align: center;">0.9</td> </tr> <tr> <td style="text-align: right;">Cleaners:</td> <td style="text-align: center;">1.2</td> <td style="text-align: right;">Car washes:</td> <td style="text-align: center;">0.9</td> </tr> <tr> <td style="text-align: right;">Restaurants with functioning grease traps:</td> <td style="text-align: center;">1.6</td> <td style="text-align: right;">Laundromats:</td> <td style="text-align: center;">0.75</td> </tr> <tr> <td style="text-align: right;">Restaurants without functioning grease traps:</td> <td style="text-align: center;">1.8</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Any Other Business:</td> <td style="text-align: center;">1</td> <td colspan="2" style="text-align: center;">or Calculated Value whichever is higher</td> </tr> </tbody> </table> <p>**Drainage Fixture Unit Values are based on the latest Uniform Plumbing Code Table 702.1</p>				<u>Typical Strength Multiplier/Factor</u>				Residential:	1	Gymnasium:	0.9	Cleaners:	1.2	Car washes:	0.9	Restaurants with functioning grease traps:	1.6	Laundromats:	0.75	Restaurants without functioning grease traps:	1.8			Any Other Business:	1	or Calculated Value whichever is higher	
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** All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024																											

**City of Pacifica
2024-2025 Fees & Charges Master Schedule**

Fee Description	Adopted 2024-2025	Adopted FY2023-2024																								
SEWER SERVICE CHARGES*																										
(Account No.)																										
Annual Sewer Service Charges (Sec. 6-6.401 to 6-6.408)	Measurement Period	March 2023 to February 2024																								
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* Sewer Service Charges are established through a sewer rate study and not subject to the annual CPI increase																										
** All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024																										

City of Pacifica
2024-2025 Fees & Charges Master Schedule

Fee Description	Adopted 2024-2025	Adopted 2023-2024
ANIMAL CONTROL AND LICENSING FEES*		
Animal License Fees - DOGS		
Unaltered Dog: 1-year License	\$55.00	
Unaltered Dog: 3-year License	\$160.00	
Unaltered Dog - Senior Pet Owner (over 60 yrs.): 1-year License	\$23.00	
Unaltered Dog - Senior Pet Owner (over 60 yrs.): 3-year License	\$64.00	
Altered Dog: 1-year License	\$25.00	
Unaltered Dog: 3-year License	\$70.00	
Altered Dog - Senior Pet Owner (over 60 yrs.): 1-year License	\$10.00	
Altered Dog - Senior Pet Owner (over 60 yrs.): 3-year License	\$25.00	
Misc. Dog Fees		
Late Fee (Dog License)	\$20.00	
Duplicate Tag (Dog)	\$10.00	
Animal License Fees - CATS		
Unaltered Cat: 1-year License	\$20.00	
Unaltered Cat: 3-year License	\$55.00	
Unaltered Cat - Senior Pet Owner (over 60 yrs.): 1-year License	\$12.00	
Unaltered Cat - Senior Pet Owner (over 60 yrs.): 3-year License	\$31.00	
Altered Cat: 1-year License	\$8.00	
Altered Cat: 3-year License	\$19.00	
Altered Cat- Senior Pet Owner (over 60 yrs.): 1-year License	\$5.00	
Altered Cat - Senior Pet Owner (over 60 yrs.): 3-year License	\$12.00	
Redemption Charges		
Type A & B (large or medium size animals - horses, cows, hogs, sheep, etc.)		
Impound Cost	\$100.00	
Board Cost per Day	\$30.00	
Trailing Cost (per use)	\$100.00	

Fee Description		Adopted 2024-2025	Adopted 2023-2024
ANIMAL CONTROL AND LICENSING FEES*			
Type C (dogs and cats)			
Impound Costs - First Impound:			
	Altered - licensed, wearing tag	\$40.00	
	Unaltered - licensed, wearing tag	\$65.00	
	Altered - unlicensed, no tag	\$55.00	
	Unaltered - unlicensed, no tag	\$85.00	
Impound Costs - Second Impound:			
	Altered - licensed, wearing tag	\$90.00	
	Unaltered - licensed, wearing tag	\$125.00	
	Altered - unlicensed, no tag	\$105.00	
	Unaltered - unlicensed, no tag	\$140.00	
Impound Costs - Third Impound:			
	Altered - licensed, wearing tag	\$135.00	
	Unaltered - licensed, wearing tag	\$155.00	
	Altered - unlicensed, no tag	\$155.00	
	Unaltered - unlicensed, no tag	\$180.00	
Impound Costs - Fourth Impound:			
	Altered - licensed, wearing tag	\$180.00	
	Unaltered - licensed, wearing tag	\$215.00	
	Altered - unlicensed, no tag	\$200.00	
	Unaltered - unlicensed, no tag	\$240.00	
Impound Costs - Fifth Impound and Up:			
	Altered - licensed, wearing tag	\$225.00	
	Unaltered - licensed, wearing tag	\$260.00	
	Altered - unlicensed, no tag	\$245.00	
	Unaltered - unlicensed, no tag	\$285.00	
Board Charges (per day):			
	Altered - dogs	\$25.00	
	Unaltered - dogs	\$35.00	
	Altered - cats	\$16.00	
	Unaltered - cats	\$22.00	
Type D (small size animals, e.g. birds, hamsters, or other)			
	Impound cost	\$20.00	
	Board cost	\$10.00	

Fee Description	Adopted 2024-2025	Adopted 2023-2024
ANIMAL CONTROL AND LICENSING FEES*		
Surrender, Euthanasia and DOA (Dead on Arrival) Disposal Fees		
Dog - Licensed or unlicensed:		
Surrender	\$60.00	
Euthanasia	\$50.00	
DOA Disposal	\$30.00	
Cat - Licensed or unlicensed:		
Surrender	\$60.00	
Euthanasia	\$50.00	
DOA Disposal	\$30.00	
Rabbit / Small Animal:		
Surrender	\$40.00	
Euthanasia	\$30.00	
DOA Disposal	\$15.00	
Litter of Three or More:		
Surrender	\$50.00	
Euthanasia	\$40.00	
DOA Disposal	\$20.00	
Bird / Fowl:		
Surrender	\$20.00	
Euthanasia	\$15.00	
DOA Disposal	\$20.00	
All Other Companion Animals (Reptiles, Amphibians, etc.):		
Surrender	\$25.00	
Euthanasia	\$25.00	
DOA Disposal	\$20.00	
Farm Animals:		
Surrender	\$60.00	
Euthanasia: Under 100 pounds	\$60.00	
Euthanasia: Over 100 pounds	\$125.00	
DOA Disposal: Under 100 pounds	\$30.00	
DOA Disposal: Over 100 pounds	\$100.00	

Fee Description	Adopted 2024-2025	Adopted 2023-2024
ANIMAL CONTROL AND LICENSING FEES*		
Other Animal Control Fees:		
Quarantine Fee	\$60.00	
Dangerous Animal Permit (DAP) Fee	\$300.00	
Dangerous Animal Permit (DAP) Inspection Fee	\$100.00	
Dangerous Animal Permit (DAP) Signage	\$15.00	
Field Retrieval / Return Fee	\$40.00	
Breeding Permit Fee	\$150.00	
Fancier Permit and/or Exotic Pet Fee	\$100.00	
Return Check Fee	\$25.00	
Service Dog Application Processing Fee	\$50.00	
Spay/Neuter Fee in addition to impound fee upon redemption of impounded unaltered animal (PMC Sec. 6-1.228)	\$100.00	
Administrative Citation Fines - Animal Control Program (PMC Sec. 6-1.224):		
First Citation	\$100.00	
Second Citation for Same Violation within One-Year Period	\$200.00	
Each Additional Citation for Same Violation within One-Year Period	\$500.00	
* Fees as Established by City of Pacifica Ordinance No. 895-C.S.; Animal Control and Licensing Program is administered by the County of San Mateo		
** All debit or credit card payments will be subject to 3.0% service fees effective July 1, 2024		