2014
Fee Schedule

BP-4

Department of Building and Planning

The Building and Planning Department is responsible for construction and land use permit application/issuance and enforcement of various construction and site development regulations related to the use and occupancy of buildings. Fees collected are placed in a dedicated fund, where the department operates within the revenues it receives. Following is the latest fee schedule for most construction and land use related permits. Please consult with office staff to verify specific fees for your project. This fee schedule has been separated into two parts:
Part 1: Construction and Related Permit Fees
Part 2: Land Use and Development Fees

PART 1
CONSTRUCTION AND RELATED PERMIT FEES

Effective January 1, 2011, construction permits are no longer based on the valuation of a project, but on the actual average cost to the Building Department for processing permits, reviewing plans, and inspecting work under a permit. Note that other program and agency fees, including but not limited to the Land Use Program, Engineering and Roads Department, Health District, Fire District, and environmental fees may apply.

All processing, land use review, and plan review fees are due at the time of application and plan submittal for all commercial projects, and for residential projects such as, but not limited to: new single family residence, substantial additions or alterations, grading, relocation, retaining walls, and shell-only. The inspection fees and any other agency fees are due and will be collected once the permit is ready to be issued. For the remaining projects, all fees are due and payable at the time the permit is ready to be issued. **Please note that application processing fees are nonrefundable.**

Any "drop-off" applications and plans shall be accompanied by the appropriate fee payment as stated above. Again, please consult with office staff to verify specific fees for your project.

Section I
Commercial Permits

New construction or additions

Processing fee:	$530.17
Plan Review fee:	See Fee Table
Inspection fee:	See Fee Table

Alterations/TI*

Processing fee:	$342.27
Plan Review fee:	$287.85
Inspection fee:	$427.79

*Alteration, reconfiguration, or remodeling of a project encompassing a building greater than 4,000 sq./ft., or a space within a building, in excess of 4,000 sq./ft. in project area and does not change the use or occupancy group of the space/building. (See also Minor Alteration Definition.)

Minor Alterations*

Processing fee:	$71.67
Plan Review fee:	$143.93
Inspection fee:	$234.97

*Work is limited in nature, involving a building of less than 4.000 sq./ft., or space within a building that is less than 4,000 sq./ft. in area. Work does not change the use or occupancy group of the space/building; does not involve structural components; reconfiguring the required exiting (unless adding an exit for

compliance purposes) or fire-safety features. Examples of work contemplated under the Minor Alteration permit: Removal of architectural barriers for improved accessibility; widening/installation of an exit door to improve exit flow/capacity; removal or reconfiguration of non-bearing partitions; typically do not require circulation/review of multiple agencies.

Change of use

Processing fee:	$530.17
Plan Review fee:	See Fee Table
Inspection fee:	$430.77

Commercial Coach

Processing fee:	$530.17
Plan review fee:	$143.93
Inspection fee:	$381.82

Demolition

Processing fee:	$ 71.67
Inspection fee:	$313.29

Duplicate buildings on one site when processed at the same time as the first

Processing fee:	25% of original fee
Plan Review fee:	25% of original fee
Inspection fee:	100% of original fee

Fast track permits

Processing fee:	$530.17
Plan review fee:	See Fee Table, and then multiply x 2
Inspection fee:	See Fee Table, and then multiply x 2

Grading

Processing fee:	$530.17
Inspection fee:	$ 78.32

Phased approvals/Shell Only*

Processing fee:	$342.27 1st phase 25% reduction 2ND /3RD phase; or 100% fee if new circulation & approvals are required
Plan review fee:	See Fee Table*
Inspection fee:	See Fee Table*

*Apply % of phase for each phase up to total fee as follows:
20% footing/foundation +
60% shell structure +
20% completion/final

* Contemplates a code compliant exterior facade structure capable of withstanding weather/seismic/wind elements as required, and may contain insulation materials in the outer shell elements and interior concrete slab. Interior spaces typically lack improvements such as; tenant demising walls, restroom facilities, lighting, HVAC systems, defined exiting plan. (Tenant improvements necessary for occupancy approval are of a nature that would require an Alteration/TI permit along with ancillary plumbing, mechanical, or fire permits. Minor Alteration permits are not applicable for these structures unless an alteration is taking place in a previously occupied and approved tenant space.)

Reservoir

Processing fee:	$530.17
Plan review fee:	$143.93
Inspection fee:	$597.21

Retaining wall

Processing fee:	$342.28
Inspection fee:	$362.24

Roofing

Processing fee:	$ 71.67
Inspection fee:	$205.60

Safety inspection

Processing fee:	$ 71.67
Inspection fee:	$205.60

Siding

Processing fee:	$ 71.67
Inspection fee:	$127.27

Signs - Pylon

Processing fee:	$342.27
Inspection fee:	$205.60

Signs - On-building

Processing fee:	$55.56
Inspection fee:	$137.06 (zoning verification only)

Signs - Marquee/Cabinet Replacement

Processing fee:	$55.56
Inspection fee:	$137.06 (zoning verification only)

Speculative Building*

Processing fee:	$530.17
Plan Review fee:	See Fee Table
Inspection fee:	See Fee Table

*Generally assumes a code compliant single, or multi-tenant structure with tenant/interior spaces defined by associated demising walls, restroom facilities are rough plumbed with wall and floor finishes applied, with or without plumbing fixtures installed, HVAC and area lighting roughed in for each space, suspended ceilings may or may not be complete, fire sprinkler system/alarms installed (if required), required exits are established, essentially ready to occupy with only minor tenant improvements necessary. (Generally Minor Alteration permit only, unless expanding into an adjoining space or structural modifications, then Alteration permit)

State Surcharge

Processing fee:	$4.50 applied to all construction permits + $2.00 for each additional (multi-family) unit

Swimming pool

Processing fee:	$342.27
Inspection fee:	$234.97

Temporary certificate of occupancy

Processing fee:	10% of original fee
Inspection fee:	10% of original fee

Towers

Processing fee:	$530.12 ($342.24 if collocation)
Plan review fee:	$143.93
Inspection fee:	$293.71

Windows

Processing fee:	$ 71.67
Inspection fee:	$166.44

Fee Table
Commercial Permits by Occupancy Group

Group A Occupancy	.30¢ sq. ft. Inspection fee ($1566.45 min. fee) .29¢ sq. ft. Plan review fee ($5037.49 min. fee)
Group B Occupancy	.27¢ sq. ft. Inspection fee ($1458.76 min. fee) .09¢ sq. ft. Plan review fee ($1295.35 min. fee)
Group E Occupancy	.09¢ sq. ft. Inspection fee ($3504.94 min. fee) .07¢ sq. ft. Plan review fee ($5037.49 min. fee)
Group F Occupancy	.19¢ sq. ft. Inspection fee ($930.08 min. fee) .11¢ sq. ft. Plan review fee ($1151.43 min. fee)
Group H Occupancy	.19¢ sq. ft. Inspection fee ($930.08 min. fee) .11¢ sq. ft. Plan review fee ($1151.43 min. fee)
Group I Occupancy	.58¢ sq. ft. Inspection fee ($3475.57 min. fee) .42¢ sq. ft. Plan review fee ($5037.49 min. fee)
Group M Occupancy	.30¢ sq. ft. Inspection fee ($1027.98 min. fee) .14¢ sq. ft. Plan review fee ($1295.35 min. fee)
Group R Occupancy	.29¢ sq. ft. Inspection fee ($1556.66 min. fee) .10¢ sq. ft. Plan review fee ($1295.35 min. fee)
Group S Occupancy	.18¢ sq. ft. Inspection fee ($675.53 min. fee) .12¢ sq. ft. Plan review fee ($575.71 min. fee)
Group U Occupancy	.32¢ sq. ft. Inspection fee ($234.97 min. fee) .22¢ sq. ft. Plan review fee ($143.93 min. fee)
Group (none) Occupancy	$234.97 Inspection fee $143.93 Plan review fee

Example:
Joe Smith wants to build a storage facility that includes an office space. The permit fee is calculated as follows:

Separate the occupancy groups by type,
calculating the square feet:
25 x 15 Office = 375 sq. ft. Group B Occupancy
50 x 40 Storage Area = 2,000 sq. ft. Group S
Occupancy

For the inspection fee, multiply the square feet using the chart above:
375 x .27 = $101.25 Group B
2,000 x .18 = $360.00 Group S

Since the minimum fee is greater, the inspection fee would be:
$ 1458.76 Group B Inspection Fee
$ 675.53 Group S Inspection Fee
$2,134.29 Total Inspection Fee

For the plan review, multiply the square feet using the chart above:
375 x .09 = $33.75 Group B
2,000 x .12 = $240.00 Group S

Since the minimum fee is greater, the plan review fee would be:

$1295.35	Group B Plan Review Fee
$ 575.71	Group S Plan Review Fee
$1,871.02	Total Plan Review Fee

The total fee to be paid is:

$ 530.17	Processing Fee (paid at time of application & plan submittal)
$1,871.02	Plan Review Fee (paid at time of application & plan submittal)
$2,401.19	Total to be paid at application & plan submittal
$2,134.29	Inspection Fee (paid at time of permit issuance)
$ 4.50	State Surcharge
$4,539.98	Total Permit Fee

Section II
Residential Permits

New single family residence

Processing fee:	$135.84
Plan Review fee:	$ 88.11
Inspection fee:	$ .23 sq. ft. ($920.29 minimum fee)

Additions

Processing fee:	$235.07
Inspection fee:	$ .63 sq. ft. ($489.52 minimum fee)

Alterations

Processing fee:	$190.97
Inspection fee:	$323.08

Minor Alterations*

Processing fee:	$55.57
Inspection fee:	$323.08

*Examples include but are not limited to: truss repair (not replacement) after fire damage has occurred, completion of a basement or portion thereof where partition walls/furring are existing, water damage repairs.

Change of use/occupancy

Processing fee:	$190.97
Inspection fee:	$391.61

Deck

Processing fee:	$190.97
Inspection fee:	$205.60

Demolition

Processing fee:	$ 26.64
Inspection fee:	$303.50

Fence

Processing fee:	$102.32
Inspection fee:	$186.02

Garage or other residential accessory structure

Processing fee:	$190.97
Inspection fee:	$ .09 sq. ft. ($244.76 minimum fee)

Grading

Processing fee:	$235.07
Inspection fee:	$ 78.32

Lean to/Carport/Accessory Structure Additions

Processing fee:	$190.97
Inspection fee:	$205.60

Manufactured home

Processing fee:	$ 102.32 ($190.97 with basement)
Inspection fee:	$372.03 ($636.40 with basement)

Phased approvals

Processing fee:	$190.97 1st phase 25% reduction 2ND/3RD phase; or 100% fee if new circulation & approvals are required
Inspection fee:	See Permit Type (i.e.: Residence, Garage) then apply % of phase for each phase up to total fee as follows: *20% footing/foundation +* *60% shell structure +* *20% completion/final*

Relocation

Processing fee:	$190.97
Pre-relocation inspection:	$117.49
Inspection fee:	$939.87

Retaining wall

Processing fee:	$190.97
Inspection fee:	$362.24

Roofing

Processing fee:	$ 26.64
Inspection fee:	$205.60

Safety inspection

Processing fee:	$ 55.57
Inspection fee:	$205.60

Shell only*

Processing fee:	$135.84
Plan review fee:	$70.49
Inspection fee:	23% reduction from Permit Type

* Shell buildings contemplate a code compliant protective structure, lacking only those interior improvements necessary to grant occupancy.

Siding

Processing fee:	$ 26.64
Inspection fee:	$127.27

State Surcharge

Processing fee:	$4.50 applied to all construction permits + $2.00 for each additional (residential) unit

Stock Plan

Processing fee:	10% reduction

Swimming pool

Processing fee:	$102.32
Inspection fee:	$234.97

Temporary certificate of occupancy

Processing fee:	10% of original fee
Inspection fee:	10% of original fee

Windows

Processing fee:	$ 26.64
Inspection fee:	$166.44

Example – New Single Family:

Jane Doe's application for a new single family residence permit contains the following:

500 sq. ft. unfinished basement
500 sq. ft. finished basement
1,000 sq. ft. main floor
750 sq. ft. second floor
600 sq. ft. attached garage
100 sq. ft. deck
3,450 sq. ft.

For the inspection fee, multiply the square feet by the inspection cost per square foot:
3,450 x .23 = $793.50
Since the minimum fee is greater, the inspection fee would be $920.29

$ 135.84	Processing Fee
$ 88.11	Plan Review Fee
$ 920.29	Inspection Fee
$ 4.50	State Surcharge
$1,148.74	Permit Fee – new single family residence

Section III
Plumbing Permits

Processing fee = $26.64
Inspection Fee = $11.18 for each plumbing fixture (minimum inspection fee is $79.91)

- Toilets
- Urinals
- Tubs
- Showers (Per Trap)
- Sinks
- Dishwasher
- Clothes Washer
- Garbage Disposal/Grinder
- Water Softener
- Electric Hot Water Tanks
- Floor Drains
- Roof Drains/Overflow Drains (Ea.)
- Fountains, Drinking
- Water Piping/Drain-In Waste-Vent/Plumbing Reversals
- Sewage Ejectors
- Water Using Devices
- Cross Connection Devices
- Interceptors
- Medical Gas (Per Outlet/Bottle Station)
- Miscellaneous Fixtures

$79.91 credit for new single family only

Example – Plumbing for New Single Family
Jane Doe's plumbing application for her new single family residence contains the following:

3 Toilets
2 Tubs
5 Sinks
1 Dishwasher
1 Clothes Washer
1 Garbage Disposal
1 Electric Hot Water Tank
1 Floor Drains
2 Roof Drains
17 Plumbing Fixtures x $11.18 per fixture = $190.06

The total fee to be paid is:

$190.06	Inspection Fee
- $79.91	New SFR credit
$110.15	Total inspection fee
$ 26.64	Processing fee
$136.79	Permit fee – plumbing

Section IV
Mechanical Permits

Processing fee = $26.32
Inspection Fee (minimum inspection fee is $79.91)

Installation Of Each Fuel Burning Forced-Air Furnace Or Unit Heater: Less Than 400,000 BTU (Does Not Include Duct System)	$50.61
Installation Of Each Fuel Burning Forced-Air Furnace, Burner, Or Unit Heater: Equal To Or Greater Than 400,000 BTU (Does Not Include Duct System)	$50.61
Ventilating Fan	$25.30
Domestic Kitchen Range (Includes Hood & Duct Connection)	$50.61
Comm./Domestic Clothes Dryer (Includes Duct System)	$50.61
Duct System	$50.61
Heat Pump, Air Conditioner, Or Air Handler	$50.61
Gas Stove, Gas Fireplace, Gas Log, Or Gas Insert	$50.61
Gas Piping (1-5 Outlets)	$14.65
Water Heater, Fuel Burning	$50.61
Wood Or Pellet Stove/Insert	$50.61
Hydronic Piping – (1-5 Zones)	$50.61
Hydronic Piping – Ea. Additional Zone	$11.18
Installation Of Each Boiler (Elec.) Or Commercial Compressor	$50.61
Fuel Burning Boiler	$50.61
Commercial Cooking Appliance	$50.61
Type I Hood (Does Not Include Suppression)	$50.61
Type II Hood	$50.61
Hood Suppression	$50.61
Duct Detector System	$50.61
Smoke/Fire Damper	$50.61 1st Device $25.30 Ea. Additional Device
LPG Storage/Dispensing Tank	$50.61
Each Appliance Or Piece Of Equipment Regulated By Code, Not Classified In Other Appliance Categories, Or For Which No Other Fee Is Listed In This Fee Schedule	$50.61
Two-Family / Townhouse / Multifamily Structures Ventilating Fans (Includes Connection To A Single Duct)	$25.30 1st Fan (EA BLDG) $ 5.33 Ea. Additional Fan
Two-Family / Townhouse / Multifamily Structures Clothes Dryer (Includes Connection To A Single Duct)	$50.61 1st Dryer (EA BLDG) $25.30 Ea. Additional Dryer
Two-Family / Townhouse / Multifamily Structures Domestic Kitchen Ranges (includes ventilating hood and duct connection)	$50.61 1st Range (EA BLDG) $25.30 Ea. additional range

$79.91 credit for new single family only

Example – Mechanical for New Single Family
Jane Doe's mechanical application for her new single family residence contains the following:

1 Furnace	$ 50.61
3 Ventilating Fans	$ 75.90
1 Range	$ 50.61
1 Clothes Dryer	$ 50.61
4 Gas piping	$ 14.65
Inspection Fee	$242.38

The total fee to be paid is:

$242.38	Inspection Fee
- $79.91	New SFR credit
$162.47	Total inspection fee
$ 26.64	Processing fee
$189.11	Permit fee – mechanical

Section V
Fire Code Permits

Blasting
Processing fee: $ 71.67

Fire Alarm System
Processing fee: $ 71.67
Plan Review fee: $143.93
Inspection fee: $186.02

Fire Alarm Maintenance/Repair
Processing fee: $71.67
Inspection fee: $186.02

Fire Service Main, Underground
Processing fee: $ 71.67
Inspection fee: $186.02

Fire Sprinkler System
Processing fee: $ 71.67
Plan Review fee: $143.93 x # of systems
Inspection fee: $186.02 x # of systems

Fireworks Display
Processing fee: $ 71.67

Tank Installation
Processing fee: $ 71.67
Inspection fee: $254.55

Tank Removal
Processing fee: $ 71.67
Inspection fee: $146.85

Tank Abandonment
Processing fee: $ 71.67
Inspection fee: $146.85

Temporary Tent
Processing fee: $ 71.67
Inspection fee: $127.27
Surety or Cash Bond: $500.00
$1 million liability insurance showing the county as co-insured

Temporary Assembly
Processing fee: $ 71.67
Inspection fee: $127.27
Surety or Cash Bond: $500.00
$1 million liability insurance showing the county as co-insured

Paint Booth
Processing fee: $ 71.67
Plan Review fee: $143.93
Inspection fee: $146.85

Other Fire Code
Processing fee: $ 71.67
Inspection fee: $127.27

Section VI
Inspection Fees/Plan Review - Other

Outside Normal Business Hours
Inspection fee: $234.98 (2 hours minimum)

All other, not otherwise specified
Inspection fee: $117.49 (1 hour minimum)

Project/Plan Revisions*
Processing fee: $ 55.57
Inspection fee: $ 70.68

*Applies to current/active permits and/or approved plans/specifications where the alteration or revision is minor in nature and does not necessitates the transfer of permit records or the review of activities by other agencies.

Other Fees Not Specified
Processing fees, plan review fees, and inspection fees shall be charged at the rate closest to the actual average cost to the department of the work being performed as determined by the Director.

Recording Fees
Actual cost to the Department as reflected in the Auditor's Fee Schedule

Miscellaneous Plan Review Fee
$143.93 (Minimum of One Hour)

Reinspection
Processing fee: $26.63
Inspection fee: $117.49 (1 hour minimum)

Investigation Fee
Processing fee: 100% original fee
Plan Review fee: 100% original fee
Inspection fee: 100% original fee

Safety Inspection
Processing fee: $55.57 (res.) $71.67 (comm.)
Inspection fee: $205.60

Section VII
Other Fees

Septic Review
Processing fee: $55.57

Sewer Permit
Processing fee: $26.64

Permit Reissuance after Expiration
Processing fee: Current fee for original project
Inspection fee: Prorated for remaining work/inspections required for final approval
Plan Review Current fee if work has changed from original approvals

Timber Harvest
Processing fee: $ 71.67
Inspection fee: $323.10 (when property is impacted by a critical area or buffer)

Title Elimination Certification
Processing fee: $117.49

Release of Moratorium
Processing fee: $530.18
Inspection fee: $75.48

PART 2
LAND USE AND DEVELOPMENT FEES

Note that other program and agency fees, including but not limited to the Hearing Examiner, Engineering and Roads Department, Health District, Fire District, and environmental fees may apply to your submittal. Once determined complete, all land use and other agency fees are due and payable at the time of application. "Drop-off" applications will not be accepted. Please consult with office staff to verify specific fees for your project.

Section I
Plat Administration

	Base Fee	Increment Fee
Preliminary Plat	$5,904.01	$21.31/lot
Final Plat	$2,833.93	$21.31/lot
Change of Conditions	$4,054.09	
Preliminary Short Plat	$3,699.85	$21.31/lot
Final Short Plat	$2,125.44	$21.31/lot
Preliminary Binding Site Plan	$3,384.97	$21.31/lot
Final Binding Site Plan	$2,125.44	$21.31/lot
Extension of Time	$1,023.36	
Certificate of Exemption	$354.24	
Vacation/Alteration	$2,282.88	
Short Plat/Binding Site Plan Change of Conditions	$2,597.76	

Section II
Zoning Administration

	Base Fee	Increment Fee
Zone Reclassification	$9,682.58	$2.13/acre rural $53.27/acre urban
Change of Conditions	$3,975.37	
Minor Map Modification	$817.35	

Section III
Administrative Permits/Reviews/Determinations

	Base Fee
Text Amendment	$3,030.73
Home Profession	$236.16
Temporary Use Permit	$865.92
Accessory Dwelling Unit	$236.16
Top Soil Removal Permit	$1,771.21
General Site Inspection/Plan Review and other services	$157.44/hr.
Seasonal Temporary Use Permit	$305.66
Design Review	$314.89
Administrative Interpretation	$1,102.09
Administrative Exception	$747.84
Nonconforming Use Determination	$1,653.12
Dependent Relative Permit	$275.52
Dependent Relative and other Conditional Use Permit Renewal (Inspection fee not included)	$118.08
Preconference Fee	$551.04
Transfer of Development Rights	$1,102.09
Permits requiring land use review:	
Signs/billboards	$63.15
Residential Permits	$118.08
Commercial Permits	$551.04
Septic Review	$118.08

Section IV
Exceptions and Appeals

Appeal of Administrative Decision	$1,456.32
Variance	$3,739.20
Conditional Use Permit	$3739.20

Section V
Shorelines and Critical Areas

Shoreline Exemption:	
Docks - SFR	$659.69
All Others	$826.56
Substantial Development Permit, Variance, or CUP	$4,014.72
Reasonable Use Exception	$944.64
Buffer Adjustment	$590.40
Stream Typing	$314.88

Section VI
Current Use Assessment

Timber Land	$1,259.51
Open Space	$1,259.51
Farm & Ag Conservation Land	$787.19

Section VII
Planned Unit Development

Planned Unit Development:	
Combined with Plat	$2,243.53
Without Plat	$2,243.53

Section IX
Regional/Comprehensive Planning Fees

	Base Fee	Increment Fee
Siting for Essential Public Facilities	$3,586.80	
Preconference Fee	$551.04	
Map Amendment	$7,391.62	$2.13/acre rural $53.27/acre urban
Text Amendment	$2442.73	

STATE ENVIRONMENTAL POLICY ACT (SEPA) ADMINISTRATION

Environmental (SEPA) Review Fees

Threshold Determination (DNS, MDNS, DS)	$94.93*
Review of Special Studies for Threshold Determination	Hourly rate*
Published legal notice in the newspaper when required	Actual Cost
Appeal of SEPA Determination	$329.58

* The applicant may be billed directly for time in excess of one (1) one hour review time. The current hourly rate is $157.44

Preparation of an Environmental Impact Statement (EIS)
Preparation of an Environmental Impact Statement shall be charged at the actual cost to the department including consultant cost, administrative costs and cost of review by other county departments and governmental agencies.

RECORDING FEES

Actual cost to the Department as reflected in the Auditor's Fee Schedule

OTHER AGENCY FEES

Construction projects and land use fees may incur fees other agencies that review an application. These include, but are not limited to:

Spokane Regional Health District.....324-1560
- Sewage disposal systems
- Food handlers
- Commercial pools

Engineering and Roads.....477-3600
- Road obstruction
- Road approaches
- Site drainage reviews

Utilities 477-3604
- Sewer

Be sure to check with the appropriate agency for current fees.

Other Brochures that may be helpful

BP-31 Rules, Regulations, and Red Tape
BP-40 Information Directory
BP-52 Project Review Checklist

For more information or an appointment contact:
Spokane County Department of Building and Planning
1026 W. Broadway Avenue
Spokane, WA 99260-0050
(509) 477-3675 BP@spokanecounty.org
http://www.spokanecounty.org/bp