

Hea (3)  
04/05/05

Ordinance 771

Repealing and replacing CCC 5.100, Consolidated Fee Schedule, to include separate tables for all fees and to add schedules for the Department of Community Development and the Sheriff's Department Civil Processes

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

**Chapter 5.100**

**CONSOLIDATED FEE SCHEDULE**

Sections:

- 5.100.010 Purpose.
- 5.100.020 Hourly rates to be adjusted.
- 5.100.030 Fees do not supersede state law.
- 5.100.040 Tables to be updated.
- 5.100.110 Fees for records.
- 5.100.111 Fees for administrative services.
- 5.100.112 Fees for permits and licenses issued by the Board of Commissioners.
- 5.100.300 Fees for Planning Division services.
- 5.100.310 Fees for Building Division services.
- 5.100.400 Fees for Sheriff's Department Civil Processes.
- 5.100.470 Fees for animal license and registration.
- 5.100.471 Fees for impound, shelter, and animal services costs.
- 5.100.700 Severability.
- 5.100.720 Repealer.
- 5.100.730 Effective date.

**5.100.010 Purpose.**

The Board of Commissioners finds that the public would best be served if the various fees collected by Clallam County were in a consolidated fee schedule rather than spread throughout the County Code. The purpose of this chapter is to group county fees into a consolidated schedule.

**5.100.020 Hourly compensation rates to be adjusted.**

The hourly compensation rates herein shall be automatically adjusted on January 1 of each year by the Seattle/Tacoma Consumer Price Index (CPI-W) for the previous year, October to October.

**5.100.030 Fees do not supersede state law.**

The fees established in this chapter do not supersede those established in State law, unless specified.

**5.100.040 Tables to be updated.**

Tables shall be updated annually without further action of the Board to include any automatic adjustments to fees as detailed in this Chapter. Updated fee schedules are incorporated as a part of this Chapter by reference

**5.100.110 Fees for records – See fee schedule 110-A.**

Fee schedule 110-A is hereby adopted for records fees.

**5.100.111 Fees for administrative services – See fee schedule 111-A**

Fee schedule 111-A is hereby adopted for the administrative services contained therein.

**5.100.112 Fees for permits and licenses issued by Board of Commissioners – See fee schedule 112-A**

Fee schedule 112-A is hereby adopted for permits and licenses issued by the Board of Commissioners.

**5.100.300 Fees for Planning Division services – See fee schedule 300-A.**

Fee schedule 300-A is hereby adopted for planning division services.

In accordance with County resolution, certain planning permits may also be reviewed on an expedited basis utilizing contractual/consulting services as retained by Clallam County. Fees for these reviews shall be at time and materials as set by the County contractor, plus an administrative charge of 25 percent. Fees plus the administrative charges are payable to the Clallam County Department of Community Development in advance based upon an estimated amount agreed to between the County contractor and the applicant, and in accordance with the standards as set in County resolution.

The application fee for an Official Comprehensive Plan Land Use and Zoning Map Amendment may be waived by the Director of the Department of Community Development for applications that: propose to opt-in to the Commercial Forest or Agricultural Retention designation; propose to change the designation of rural residential lands to a rural residential land use designation that provides for a lower maximum residential density standard (e.g., Rural Moderate to Rural Low); or propose to change the designation of rural commercial or industrial lands to rural residential lands.

**5.100.310 Fees for Building Division services – See fee schedule 310-A.**

Fee schedule 310-A is hereby adopted for administrative and inspection services provided by the Clallam County Building Division of the Department of Community Development.

Building, mechanical, and plumbing permit fees shall be determined by schedule 310-A. Building valuation shall be determined by the building evaluation data and the regional cost modifier for Washington State, specified in the 2002 March-April issue of the "Building Standards Magazine" as published by the International Conference of Building Officials. Subsequent evaluation data and regional cost modifiers shall be taken from the "Building Safety Journal" or other subsequent publication as published by the International Code Council and shall commence with the June 30, 2007 Washington State Building Code update cycle and on June 30 every three years thereafter.

Future fee increases shall be based on the evaluation data and regional cost modifiers specified in the "Building Safety Journal" or other subsequent publication as published by the International Code Council and shall commence with the June 30, 2007 Washington State Building Code update cycle and on June 30 every three years thereafter. The minimum permit fee is \$50.

(1) Plan review fee. When the Building Official requires plans and other data to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fee for all permits that require plan review shall be 65 percent of the building permit fee as determined by schedule 310-A. The plan review fees are separate from and in addition to the permit fee.

(2) Administrative fee. When the Building Official requires plans and other data to be submitted and such plans have been reviewed by a private contractor and paid for by the applicant, the Building Official may accept such plans provided that the contractor has been approved by the Building Official to perform such reviews. An administrative fee shall be paid at the time of plan submittal. The administrative fee for all occupancies shall be 35 percent of the building permit fee as determined by schedule 310-A. The administrative fee shall be paid in lieu of the plan review fee and is separate and in addition to the permit fee.

(3) Investigation fees. Whenever any work requiring a permit is commenced without first obtaining a building permit, a special investigation may be made before a permit may be issued. An investigation fee, in addition to the permit fee, may be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee determined by schedule 310-A. The minimum investigation fee shall be the same as the minimum fee set forth in schedule 310-A. The payment of the investigation fee shall not exempt any person from compliance with all other provisions of the code nor from any penalty prescribed by law.

(4) The valuation of separate mechanical, plumbing, fire, and or foundation permits, when required, shall be based upon bid price or as determined by the Building Official.

(5) The renewal fee for permits issued prior to the adoption of this ordinance shall be \$25.

**5.100.400 Fees for Sheriff's Department Civil Processes – See fee schedule 400-A.**

Fee schedule 400-A is hereby adopted for Sheriff's Department civil processes.

**5.100.470 Fees for animal license and registration – See fee schedule 470-A.**

Fee schedule 470-A is hereby adopted for animal licenses and registrations.

License fees may be reduced, upon the request of the owner at the time the license is purchased, by 10 percent upon presentation of an AKC good citizenship certificate for the animal.

**5.100.471 Fees for impound, shelter , and animal services costs – See fee schedule 471-A.**

Fee schedule 471-A is hereby adopted for impound, shelter, and animal service costs.

(1) The Director shall have the authority to determine what transportation, boarding, euthanasia, disposal, and veterinarian costs are reasonable in connection with services provided to the County by any agent of the Animal Control Authority.

(2) The Director or designee shall have the authority to waive licensing fees, registration fees, and impound fees and costs, in whole or in part, when to do so would further the goals of the Animal Control Authority and be in the public interest. In determining whether a waiver should apply, the following elements must be taken into consideration:

- (a) The reason the animal was impounded;
- (b) The reason or basis for the violation, the nature of the violation, the duration of the violation, and the likelihood the violation will not recur;
- (c) The total amount of the fees charged as compared with the gravity of the violation;
- (d) The effect on the owner, the animal's welfare, and the Animal Control Authority if the fees or costs are not waived and no payment is received.

**5.100.700 Severability.**

If any section, sub-section, paragraph, sentence, clause, or phrase of this title is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this chapter; it being herein expressly

declared that this chapter and each section, sub-section, paragraph, sentence, clause and phrase thereof would have been adopted irrespective of the fact that one (1) or more other sections, sub-sections, paragraphs, sentences, clauses, or phrases be declared invalid or unconstitutional.

**5.100.720 Repealer.**

The fees set in this chapter supersede any prior fees set by ordinance or resolution for the services covered herein, and fees previously adopted by ordinance for the services covered herein are expressly repealed.

Specifically repealed is Ordinance 114, 1979 codified at Chapter 3.30 and the ordinances amending it enumerated as follows: 162, 1982; 180, 1983; 282, 1986; 324, 1988; 348, 1989; 359, 1989; 382, 1990; 420, 1991; 475, 1992; 482, 1992; 487, 1992; 540, 1994; 678, 1999; and 691, 2000.

**5.100.730 Effective date.**

This chapter shall take effect ten (10) days after adoption.

ADOPTED this fifth day of April 2005

BOARD OF CLALLAM COUNTY COMMISSIONERS

M. Chapman  
Michael C. Chapman, Chair

Howard V. Doherty, Jr.  
Howard V. Doherty, Jr.

ATTEST:

Trish Perrott  
Trish Perrott, CMC, Clerk of the Board

Stephen P. Tharinger  
Stephen P. Tharinger

**RECORDS FEE SCHEDULE 110-A  
EFFECTIVE 2005**

COPIES OF PUBLIC RECORDS	FEE	REFERENCE
Copier or Printer up to 11" x 17" black and white	\$0.15 per page side	
E-mail or FTP	Actual time to copy, zip, and e-mail at hourly rate	
Color copier or printer up to 11" x 17"	\$2 for first page side; \$1 per page side after	
Microfilm reader	\$0.15 per page side	
Color plotter large planning map	\$15 per sheet	
Assessor map (color)	\$10 each	
Comprehensive plan/zoning, road maps	\$25 per sheet	
Black and white section map	\$5 per sheet	
Blueprints 18" x 24" 24" x 36" 42" x 48" 42" x 72" 42" x 96"	\$1 per sheet \$1.50 per sheet \$3 per sheet \$4 per sheet \$5 per sheet	
CD	Actual copy time at custom records hourly rate	
Audio Cassette Tape County-supplied tape Citizen-supplied tape	\$7 per tape <sup>1</sup> \$5 per tape <sup>1</sup>	
County-supplied video tape	\$25 per tape	
AS400 media	Actual cost of media plus time at AS400 technical rate	
Preliminary or final budget (B&W)	\$0.15 per page side	
Mailing a public record	Actual cost	
RATES FOR RECORDS' TASKS	FEE	REFERENCE
Performed by clerical personnel	\$40/hour <sup>4</sup>	
Performed by technical/management personnel (PC-based)	\$50/hour <sup>5</sup>	
Performed by technical/management personnel (AS400-based)	\$70/hour <sup>6</sup>	

<sup>1</sup> Calculated at 10 minutes, Salary Range 50, Step 9, includes indirect costs, cost of CD or tape

<sup>2</sup> Subject to County Policy

<sup>3</sup> Total attendees over the entire event

<sup>4</sup> Calculated at Salary Range 50, Step 9, includes indirect costs and \$10 per hour for computer time and application costs

<sup>5</sup> Calculated at Salary Range 62, Step 9, includes indirect costs and \$10 per hour for computer time and application costs – includes IT, GIS, engineering, management and professional personnel

<sup>6</sup> Calculated at Salary Range 62, Step 9, includes indirect costs and \$30 per hour for computer time and application costs – includes IT, GIS, engineering, management and professional personnel.

\* The salary ranges and steps are established by resolution adopted by the Board of County Commissioners and are incorporated herein, as amended.

ADMINISTRATIVE SERVICES FEE SCHEDULE 111-A  
EFFECTIVE 2005

SERVICE	FEE	REFERENCE
Notary <sup>2</sup>	\$5	
Certification of copy	See Auditor's fees	
Returned check (NSF)	\$25	

**PERMITS AND LICENSES ISSUED BY BOARD OF COMMISSIONERS  
FEE SCHEDULE 112-A  
EFFECTIVE 2005**

PERMIT/LICENSE	FEE	REFERENCE
Assembly or festival permit 200 to 1,000 Attendees <sup>3</sup> 1,001 to 5,000 Attendees <sup>3</sup> 5,001 and Above <sup>3</sup>	\$150 \$700 \$1,500	CCC 15.02
Outdoor festival permit	\$2,500	CCC 15.08
Dance permit Single dance Annual permit	\$25 \$150	CCC 7.12
Junk dealer license	\$100 annually	CCC 7.01
Second-hand dealer license	\$100 annually	CCC 7.01
Pawnbroker license	\$250 annually	CCC 7.02
Massage parlor license	\$100 annually	CCC 7.08
Amusement device license Mini-bowling and shuffleboard Other Owner license Proprietor license	\$50 annually  \$300/5;\$50 each additional \$50 each	CCC 7.16 CCC 7.16.050(1)  CCC 7.16.050(2)(a) CCC 7.16.050(2)(b)

**PLANNING DIVISION FEE SCHEDULE 300-A  
EFFECTIVE 2005**

SERVICE	FEE	REFERENCE
Additional permit review required by changes, additions, or revisions to Type I-III permit applications.	\$50 per hour – minimum charge of ½ hour	
Type I, II, III appeals	\$400	CCC 26.10
Boundary line adjustments	\$150 plus \$50 per additional lot line	CCC Title 29
Code interpretations	\$200	CCC 26.10
Comprehensive plan land use and zoning Amendment Suggestion Type A amendment Type B amendment (County initiated) Type C amendment Master planned resort overlay	No fee \$250 No Fee \$1,200 \$2,000 plus 50 per hour over 40 hours	CCC 31.08 and CCC 33.35
Conditional use permit	\$1,000; \$500 (permit amendment)	CCC 33.27; CCC Title 35
Conversion option harvest plan	\$500	CCC 27.12
Critical area certificate of compliance (no other associated permit)	\$150 + \$50 per hour over 3 hours	CCC 27.12
Critical area special report review and Approval	\$75 + \$50 per hour over 2 hours	CCC 27.12
Current use assessment application New current use assessment Change of current use assessment	\$300 \$150	CCC 27.08
Land divisions Preliminary short plat Preliminary large lot division Preliminary subdivision Preliminary planned unit/cluster) Preliminary (binding site plan)  Final	\$1,000 + \$50 per lot \$1,000 + \$50 per lot \$1,200 + \$50 per lot \$1,000 with no per lot fee \$1,200 + \$50 per hour over 24 hours \$250	CCC Title 29 CCC 33.23
Legal publication notice of Type III permits	\$100	CCC 26.10
Lot combination	\$75	CCC Title 29
Notice of development application	\$25 per mailer	CCC 26.10
Plat alteration and vacation Short plats and large lot divisions (no new lots) Subdivisions (no new lots)	\$200 + \$50 per additional line or easement \$350 + \$50 per additional line or easement	CCC Title 29



**PLANNING DIVISION FEE SCHEDULE 300-A  
EFFECTIVE 2005**

SERVICE	FEE	REFERENCE
Pre-application (fee applied to permit application fees upon filing if proposal is substantially similar)	\$150	CCC 26.10
Reasonable use exception	\$1,000	CCC 27.12
Reconsideration of hearing examiner decision	\$75	CCC 26.10
Sign certificate of compliance	\$50	CCC 33.57
Site visit (first site visit included in application base fee) for review of Type I, II, or III Permits	\$75	
Shoreline exemption permit (includes amendments)	\$150	CCC Title 35
Shoreline substantial development permit	\$1,000 (project total cost and fair market value is less than \$500,000 )  \$2,000 (project total cost or fair market value is  \$500,000 or greater) \$500 (permit amendment)	CCC Title 35
State Environmental Policy Act (SEPA) review Environmental checklist review and threshold determination Environmental impact statement (EIS) review (County lead agency)	\$250  \$1,000 + \$50 per hour over 20 hours	CCC 27.01
Technical assistance	\$50 per hour	
Variance Type I and II (administrative) Type III (hearing examiner)	\$400 \$1,000; (\$500 permit amendment)	CCC 26.10
Wireless Communication Facility (WCF) Type I (temporary WCF) Type I (permanent WCF) Type II Type III Multiple co-location proposals	\$400 \$650 \$750 \$1,500 Type I-III applicable permit fee + \$200 per co-location proposal (single tower and application)	CCC 33.49

**BUILDING DIVISION FEE SCHEDULE 310-A  
EFFECTIVE 2005**

SERVICE	FEE	REFERENCE
<u>Construction Permit</u>		
\$1 to \$500	\$50	
\$501 to \$2,000	\$50 for first \$500 plus \$3.05 for each additional \$100 or fraction thereof	
\$2,001 to \$25,000	\$69.25 for first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof	
\$25,001 to \$50,000	\$391.75 for first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof	
\$50,001 to \$100,000	\$643.75 for first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof	
\$100,001 to \$500,000	\$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof	
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof	
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof	
Manufactured (mobile) home installation	\$300	
Modular structures	\$25 per square foot	
Sunrooms	\$30 per square foot	
Building permit renewal	50 percent of original fee	
Inspection outside of normal business hours	\$50 per hour – minimum charge of 2 hours	
Reinspection	\$50 per hour	
Inspections for which no fee is specifically indicated	\$50 per hour	
Additional plan review required by changes, additions, or revisions to approved plans	\$50 per hour – minimum charge of ½ hour	
Address stake and placard fees	\$50	

**SHERIFF'S DEPARTMENT CIVIL FEE SCHEDULE 400-A  
EFFECTIVE 2005**

LICENSE	FEE	REFERENCE
Summons and complaint, notice and complaint, summons and petition, notice of small claim on one defendant at any location	\$20 plus mileage	
Summons and complaint, notice and complaint, summons and petition, notice of small claim on two or more defendants at the same residence	\$25 plus mileage	
Making a return, besides mileage traveled	\$10	
Levying each writ of attachment or writ of execution upon real or personal property	Hourly rate plus mileage, minimum 1 hour	
Filing copy of writ of attachment or writ of execution with Auditor	\$20 plus Auditor's filing fee	
Serving writ of possession or restitution without aid of the County	\$40 plus mileage	
Serving writ of possession or restitution with aid of the County	Hourly rate plus mileage; minimum 1 hour	
Serving an arrest warrant in any action or proceeding	\$50 plus mileage	
Executing any other writ or process in a civil action or proceeding	Hourly rate plus mileage; minimum 1 hour	
Mileage going or returning from any place of service or attempted service	\$0.58 per mile; \$10 minimum charge	
Service of a document within jurisdiction area known as C1 (Sequim)	\$10 fixed mileage from Port Angeles office to Sequim Detachment not including actual mileage traveled from Detachment to place of service	
Service of a document within the jurisdictional areas known as C3 (Beaver, Forks, LaPush) and C4 (Clallam Bay, Neah Bay, Seiku)	\$15 fixed mileage from Port Angeles office to West End Detachment, not including actual mileage traveled from Detachment to place of service	
Deed to lands sold upon execution or order of sale or other decree of court	\$50 paid by purchaser	
Copies of papers when insufficient copies are furnished	\$1 for first page and \$0.50 for each additional page	RCW 36.18.040(1)(k)

**SHERIFF'S DEPARTMENT CIVIL FEE SCHEDULE 400-A  
EFFECTIVE 2005**

LICENSE	FEE	REFERENCE
Service of any other document and supporting papers for which no other fee is provided herein	\$25	
Posting notice of sale or postponement	\$15 plus mileage	
Certificate or bill of sale of property; or certificate of redemption	\$50	
Conducting sale of property	\$40 per hour spent at a sheriff's sale	
Fingerprinting for non-criminal purposes	\$10 for each person up to two sets; \$3 for each additional set	
Internal criminal history records check	\$10	
Hourly rate for clerical staff	\$35.46 <sup>1</sup>	
Overtime rate for clerical staff	\$53.19 <sup>1</sup>	
Hourly rate for commissioned deputies	\$41.67 <sup>2</sup>	
Overtime rate for commissioned deputies	\$62.50 <sup>2</sup>	

<sup>1</sup> Calculated at civil deputy pay scale, top step, plus indirect costs

<sup>2</sup> Calculated at deputy pay scale, top step, plus indirect costs

**ANIMAL LICENSE AND PERMIT FEE SCHEDULE 470-A  
EFFECTIVE 2005**

LICENSE	FEE	REFERENCE
Neutered or spayed dog with current rabies vaccination	\$10	CCC 17.02.015
Neutered or spayed cat with current rabies vaccination	\$8	CCC 17.02.045
Non-neutered or non-spayed dog or cat	\$35	CCC 17.02.015 and CCC 17.02.045
Certified assist dog for the disabled – lifetime license with free renewal every 3 years with proof of rabies vaccination	\$15	CCC 17.02.015
Unlicensed impounded dogs	2 times licensing fee	CCC 17.06.040
Late penalty	\$5	CCC 17.02.015 and CCC 17.02.045
Replacement tag	\$5	CCC 17.02.015 and CCC 17.02.045
Private licensing outlet service fee	\$3	CCC 17.02.015 and CCC 17.02..045
Commercial kennel or cattery	\$100	CCC 17.09.020
Private kennel or cattery	\$75	CCC 17.09.030
REGISTRATION	FEE	REFERENCE
Potentially dangerous dog – Initial	\$100	CCC 17.03.040
Potentially dangerous dog - Renewal	\$50	CCC 17.03.040
Dangerous dog – Initial	\$150	CCC 17.03.050
Dangerous dog – Renewal	\$100	CCC 17.03.050
Late penalty	\$20	CCC 17.03.040 and CCC 17.03.050
Replacement tag	\$3	CCC 17.03.040 and CCC 17.03.050

IMPOUND, SHELTER, AND ANIMAL SERVICES FEE SCHEDULE 471-A EFFECTIVE 2005		
<b>IMPOUND</b>	<b>FEE</b>	<b>REFERENCE</b>
First redemption within 12 month period	\$25	CCC 17.05.030 and CCC 17.06.040
Second redemption within 12 month period	\$50	CCC 17.05.030 and CCC 17.06.040
Third or subsequent redemption within a 12 month period	\$75	CCC 17.05.030 and CCC 17.06.040
Potentially dangerous dog	\$50	CCC 17.05.030 and CCC 17.06.040
Dangerous dog	\$100	CCC 17.05.030 and CCC 17.06.040
Livestock (each animal)	\$100	CCC 17.05.030 and CCC 17.06.040
Inherently dangerous animals	\$100 (minimum)	CCC 17.05.030 and CCC 17.06.040
<b>TRANSPORTATION</b>	<b>COST</b>	<b>REFERENCE</b>
By Animal Control Officer	\$0	CCC 17.05.030 and CCC 17.06.040
By others	Reasonable cost	CCC 17.05.030 and CCC 17.06.040
<b>DAILY BOARDING</b>	<b>COST</b>	<b>REFERENCE</b>
At shelter	Not more than \$20	CCC 17.05.030, CCC 17.06.040, and, CCC 17.06.060
Animals requiring specialized care	Not more than \$40	CCC 17.05.030, CCC 17.06.040, and CCC 17.06.060
By others	Reasonable cost	CCC 17.05.030, CCC 17.06.040, and 17.06.060
<b>EUTHANASIA</b>	<b>COST</b>	<b>REFERENCE</b>
At County shelter	Not more than \$45	CCC 17.06.060
By others	Reasonable cost	CCC 17.06.060
<b>DISPOSAL AT COUNTY SHELTER</b>	<b>COST</b>	<b>REFERENCE</b>
0-30 lbs	\$20	CCC 17.06.060
31-70 lbs	\$30	CCC 17.06.060
71-100 lbs	\$45	CCC 17.06.060
101-300 lbs	\$60	CCC 17.06.060
Greater than 300 lbs	\$1 per pound	CCC 17.06.060
By others	Reasonable cost	CCC 17.06.060
<b>OTHER SHELTER SERVICES</b>	<b>COST</b>	<b>REFERENCE</b>
Veterinarian (including medications)	Reasonable cost	CCC 17.06.060
Rabies vaccination	As negotiated with local veterinarians	CCC 17.06.060