

DEPARTMENT: Building

By: John Davis, Building Director

Phone: 966-3934

(Policy Item: Yes\_X\_ No\_\_)

**RECOMMENDED ACTION AND JUSTIFICATION:**

Public Hearing: FY 99/00 Fees

Conduct a Public Hearing to add a \$20 Encroachment Permit Administration fee for Building Department for handling any Encroachment Permit application, and to delete the current Encroachment Permit Fee from the Building Department's Fee Schedule. Public Works will be requesting the fee be changed to their department in a separate action. See attached memo for justification of the request.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has considered fee changes during the budget hearing process in the past.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Not approving will not allow the Building Department to recover monies expended in the process.

COSTS: ( X ) Not Applicable	
A. Budgeted current FY	\$ _____
B. Total anticipated Costs	\$ _____
C. Required additional funding	\$ _____
D. Internal transfers	\$ _____

COSTS: ( ) 4/5th Vote Required	
A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____
Balance in Reserve Contingencies, If Approved:	
\$	_____

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

1. Public Hearing Notice
2. Fee Structure
3. Letter to Board (justification)

**CLERK'S USE ONLY**

Res. No.: 99-297      Ord. No.: \_\_\_\_\_  
 Vote - Ayes: \_\_\_\_\_      Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_      Abstained: \_\_\_\_\_

Approved       Denied  
 Minute Order Attached       No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
 MARGIE WILLIAMS, Clerk of the Board  
 By: \_\_\_\_\_  
 Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

This item on agenda as:  
 \_\_\_\_\_ Recommended  
 \_\_\_\_\_ Not Recommended  
 \_\_\_\_\_ For Policy Determination  
 \_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_  
ATTEST: \_\_\_\_\_

A.O. Initials: \_\_\_\_\_



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

**BOB PICKARD, CHAIRMAN**  
**GARRY R. PARKER, VICE-CHAIRMAN**  
**PATTI A. REILLY**  
**DOUG BALMAIN**  
**ROBERT C. STEWART**

**DISTRICT V**  
**DISTRICT IV**  
**DISTRICT I**  
**DISTRICT II**  
**DISTRICT III**



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JOHN DAVIS, Building Director  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Final Budget for Fiscal Year 1999/2000

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 23, 1999

#### ACTION AND VOTE:

**PUBLIC HEARING** to Consider Adding a Twenty Dollar Encroachment Permit Administrative Fee for the Building Department Handling of any Encroachment Permits and to Delete the Current Encroachment Permit Fee from the Building Department Fee Schedule (Building)

**BOARD ACTION:** Mike Edwards, Public Works Director, provided the staff report for the encroachment permit fees for County roads and roads served by zones of benefit. He advised that they are recommending a new fee for renewal of permits in the amount of \$25 and increasing the fee for the original permit which will be valid for one year to \$120. He responded to a question from the Board relative to what is required for a renewal.

John Davis, Building Director, provided the staff report for their request to add a \$20 encroachment permit administrative fee for the Building Department's handling of any encroachment permits, and to delete the current permit fee from their fee schedule with the transfer of the encroachment permits to Public Works.

Mike Edwards clarified that if the encroachment permit is not part of a building permit application, then application would be made directly to Public Works and a Building Department fee would not apply.

Public portion of the hearing was opened and input was provided by the following:

Mark Long asked where the fee increases will stop. He referred to previous increases and stated he feels that the property taxes people pay should cover the cost for some of the services.

Public portion of the hearing was closed and Board commenced with deliberations. Staff responded to questions from the Board relative to the services provided by the Resource Conservation District for grading and how that works with the permit fees; actual cost incurred by Public Works for their portion of the fees; and relative to the possibility of consolidating inspection trips to cut the costs. (M)Parker, (S)Balmain, Res. 99-297 adopted denying the request for the additional \$20 fee for the Building Department; approving the \$25 permit renewal fee for Public Works; and approving the transfer of the \$120 permit fee from Building to

Public Works/Ayes: Unanimous. Supervisor Balmain asked for clarification of the language in the fee schedule for the Building Department. Board concurred with clarifying that valuations per square foot include reference to the UBC, and with changing zero to 50 cubic yards for the minimum before a grading permit is required. Supervisor Balmain stated he feels that the building permit renewal fee of 50% is too high. Hearing was closed.

cc: Janet Hogan, County Administrative Officer  
Ken Hawkins, Auditor  
Jeffrey G. Green, County Counsel  
Mike Edwards, Public Works Director  
File



# BUILDING DEPARTMENT

JOHN DAVIS  
Building Director

5100 Bullion Street  
P.O. Box 1268  
Mariposa, CA 95338-1268

(209) 966-3934  
FAX (209) 742-5024

September 9, 1999

## MEMORANDUM

**TO: Board of Supervisors**

**FROM: John E. Davis, Building Department**

**RE: Justification for a Road Encroachment Administrative Fee for the Building Department**

In an effort to recoup our fees for services rendered, we are requesting that a \$20.00 administrative fee be added to the cost of the encroachment permit. The justification for this administrative fee is as follows:

1. Time is spent with the owner, contractor or agent at the counter to obtain the proper information on the encroachment form. Also, we impress upon the applicant the importance of posting the pink card at the driveway so Public Works can find the correct location.
2. Once the paperwork has been filled out, a copy is made for our files and the original is sent to Public Works for processing.
3. The fees are deposited into the Road Department fund and a copy of the deposit form is sent to Public Works for verification of funds paid for encroachments that have been issued.
4. Once the road encroachment has been approved, a copy is placed in the file and prior to a project final, it is our responsibility to see that the road encroachment is signed off prior to closing the file. This office does a lot of interfacing with the owner/contractor prior to finalization.
5. At a minimum, we spend 1 – 1 ½ hours inclusive of paperwork, telephone contact and finalization of the project encroachment. The \$20.00 increase is well spent on our efforts to enforce this requirement.

Hopefully, this information is what you were looking for to draft a justification to the Board. If you have any questions, please give me a call.

SW

**EFFECTIVE SEPTEMBER \_\_\_\_, 1999**  
**BUILDING DEPARTMENT FEE SCHEDULE**

Fees for building, plumbing, mechanical, and electrical permits will be based on the fee charts found in the 1994 edition of the "Uniform Building Code" and the "Uniform Mechanical Code: published by the International Conference of Building Officials, Whittier, CA., and the "Uniform Plumbing Code" published by the International Association of Plumbing and Mechanical Officials, Walnut, CA., and as listed below. Separate building, plumbing, mechanical and electrical fees will be charged on each permit if applicable.

Valuations used to compute the building fee will be taken from the most recent issued of "Building Standards" magazine published by the International Conference of Building Officials, such valuations to be calculated without the Regional Modifiers; and as listed below.

A \$20.00 "Permit Issuance Fee" will be included on all non-structure permits.

A \$40.00 "Permit Issuance Fee" will be included on all structure permits.

The "Strong-Motion Instrumentation and Seismic Hazard Mapping Fee" (SMIP), will be included on all permits, for any structure, based on the valuation as determined by using "Building Standards" magazine or the chart below. This fee will be included, whether or not a building fee is charged.

A \$30.00 fee for checking the California Title 24 energy requirements shall be assessed if applicable.

Valuations: (per square foot)

Storage Buildings, residential.....	same as garage
Enclosed Ag Buildings (over 5000 sq. ft.).....	\$ 10.00
Unenclosed Ag Buildings (over 5000 sq. ft.).....	4.00
Foundation Only (future development).....	2.00
Cabana.....	same as dwelling
Ramada.....	same as carport
Swimming Pools, Spas, Hot Tubs (permanent).....	22.00
Uncovered decks	
(as part of permit for dwelling or commercial building).....	4.00
Covered porches and decks	
(as part of permit for dwelling or commercial building).....	7.50
Shell Buildings.....	80% of new building valuation
Remodel, major.....	20% of new building valuation
	calculated on remodeled area
Remodel, minor.....	10% of new building valuation
	calculated on remodeled area

(Whether a remodel is major or minor is to be determined by the Building Official)

Change of Occupancy Classification, without an increase in square Footage.....	50% of new building valuation
Retaining Walls.....	1.00
Fences, over 6' tall (valuation per lineal foot).....	3.00

All others shall be based upon the most similar building classification listed in the Building Standards Magazine published by the International Conference of Building Officials.

Building Fees: See UBC Table 3A

Fixed Building Fees:

Uncovered Decks (30" or more above finished grade).....	\$30.00
Covered Decks or Porches.....	50.00
Re-roof.....	60.00
Re-side.....	60.00
Building Demolition (two inspections maximum).....	60.00
Temporary Trailer (in conjunction with dwelling permit).....	25.00
Mobile Home Utilities (not State Certified).....	275.00
Mobile Home Utilities (State Certified).....	250.00
Mobile Home Installation.....	120.00
Awning.....	30.00
Solar Water Heater.....	30.50
Wood Roofing Material (wood shakes, shingles, etc.) (in addition to re-roof fee).....	25.00
Ag Buildings (under 5000 sq. ft.) when used in conjunction With a bonafide agricultural enterprise.....	15.00

Plan Check Fees:

All permits requiring plan check..... 65% of building fee

Additional Plan Check Fees, at the rate of \$30.00 per hour of fraction thereof, may be assessed at the discretion of the Building Official. Reasons for this additional fee may include changes to approved drawings, or uncorrected drawings re-submitted after corrections had been requested.

Miscellaneous Fees:

Engineered Grading.....	\$ .02 per cubic yard \$100.00 minimum
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Permit and Inspection

Minor Grading.....\$100.00  
(0 – 5000 cubic yards, no engineering required)

Engineered Grading..... \$0.02 per cubic yard  
\$100.00 minimum

Minor grading when performed in conjunction with a permit for single  
Family residence.....\$50.00

Note: cubic yards include both cut and fill volumes

Encroachment Permit Administrative Fee.....\$20.00

Permit Renewal Fees: (original permit expires after one year)

Two year extensions.....\$25.00

After the extension has expired, a one-year renewal fee of 50% of the current building fee required for a new permit will be charged. Additional extensions may be approved by the Building Official for owner built dwellings and other residential structures.





# BUILDING DEPARTMENT

JOHN DAVIS  
Building Director

5100 Bullion Street  
P.O. Box 1268  
Mariposa, CA 95338-1268

(209) 966-3934  
FAX (209) 742-5024

September 9, 1999

## NOTICE OF PUBLIC HEARING

In accordance with California Government Code, the Mariposa County Board of Supervisors has set a public hearing to consider the addition of an Encroachment Permit Administrative Fee to be charged by the Building Department for handling any Encroachment Permit applications.

At the time set for hearing, the testimony of all interested persons or permit applicants (affected by the proposed increase in fees), for or against the proposed administrative fee increase, will be heard. The Board of Supervisors will determine the charges for services provided.

The public hearing will be held as follows:

**THURSDAY, SEPTEMBER 23, 1999 AT 1:30 P. M.**

**MARIPOSA COUNTY GOVERNMENT CENTER BOARD ROOM**

**5100 BULLION STREET, MARIPOSA, CALIFORNIA**

DEPARTMENT: Public Works

By: Marty Allan

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No X)

**PUBLIC HEARING FY 99-00 FEES**

Conduct a Public Hearing to add encroachment permit fees and encroachment permit renewal fees to the Public Works fee schedule. Currently, encroachment permit fees are charged by the Building Department and would be deleted from their fee schedule. Although fees would be collected at the Building Department in order for the "one stop permit process" to remain in affect, revenue would be brought back to the Public Works Department. Public Works is responsible for the processing, field inspections and follow-up of all encroachment permits.

The permit renewal fee is proposed to allow Public Works to recoup the cost of having to re-issue expired encroachment permits and the additional follow-up involved in the process.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has considered fee changes during the budget hearing process in the past.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Leave encroachment permit fees in the Building Department and not recoup cost of permit renewal in Public Works.

COSTS: (X) Not Applicable	
A. Budgeted current FY>	\$ _____
B. Total anticipated Costs>	\$ _____
C. Required additional funding>	\$ _____
D. Internal transfers>	\$ _____

SOURCE: ( ) 4/5th Vote Required	
A. Unanticipated revenues>	\$ _____
B. Reserve for contingencies>	\$ _____
C. Source description: >	_____
Balance in Reserve Contingencies, If Approved:	
\$	_____

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:

Notice of Public Hearing \_\_\_\_\_

Fee Structure \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY**

Res. No.: 99-297 Ord. No.: \_\_\_\_\_

Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved  Denied

Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MARGIE WILLIAMS, Clerk of the Board

By: \_\_\_\_\_

Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

This item on agenda as:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_ For Policy Determination

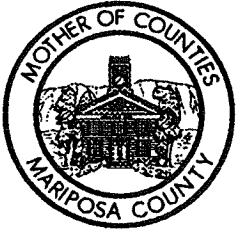
\_\_\_\_\_ Submitted with Comment

\_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

\_\_\_\_\_

C.A.O. Initials: \_\_\_\_\_



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

**BOB PICKARD, CHAIRMAN**  
**GARRY R. PARKER, VICE-CHAIRMAN**  
**PATTI A. REILLY**  
**DOUG BALMAIN**  
**ROBERT C. STEWART**

**DISTRICT V**  
**DISTRICT IV**  
**DISTRICT I**  
**DISTRICT II**  
**DISTRICT III**



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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**TO:** JOHN DAVIS, Building Director  
**FROM:** MARGIE WILLIAMS, Clerk of the Board *MW*  
**SUBJECT:** Final Budget for Fiscal Year 1999/2000

---

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 23, 1999

#### ACTION AND VOTE:

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**BOARD ACTION:** Mike Edwards, Public Works Director, provided the staff report for the encroachment permit fees for County roads and roads served by zones of benefit. He advised that they are recommending a new fee for renewal of permits in the amount of \$25 and increasing the fee for the original permit which will be valid for one year to \$120. He responded to a question from the Board relative to what is required for a renewal.

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Mike Edwards clarified that if the encroachment permit is not part of a building permit application, then application would be made directly to Public Works and a Building Department fee would not apply.

Public portion of the hearing was opened and input was provided by the following:

Mark Long asked where the fee increases will stop. He referred to previous increases and stated he feels that the property taxes people pay should cover the cost for some of the services.

Public portion of the hearing was closed and Board commenced with deliberations. Staff responded to questions from the Board relative to the services provided by the Resource Conservation District for grading and how that works with the permit fees; actual cost incurred by Public Works for their portion of the fees; and relative to the possibility of consolidating inspection trips to cut the costs. (M)Parker, (S)Balmain, Res. 99-297 adopted denying the request for the additional \$20 fee for the Building Department; approving the \$25 permit renewal fee for Public Works; and approving the transfer of the \$120 permit fee from Building to

Public Works/Ayes: Unanimous. Supervisor Balmain asked for clarification of the language in the fee schedule for the Building Department. Board concurred with clarifying that valuations per square foot include reference to the UBC, and with changing zero to 50 cubic yards for the minimum before a grading permit is required. Supervisor Balmain stated he feels that the building permit renewal fee of 50% is too high. Hearing was closed.

cc: Janet Hogan, County Administrative Officer  
Ken Hawkins, Auditor  
Jeffrey G. Green, County Counsel  
Mike Edwards, Public Works Director  
File

# COUNTY of MARIPOSA



**Michael D. Edwards**  
**Director**

4639 Ben Hur Road  
Mariposa, CA 95338  
(209) 966-5356  
(209) 966-2828 (FAX)

## **DEPARTMENT OF PUBLIC WORKS**

Divisions of:

- Design & Construction
- Administration
- Operations

**September 3, 1999**

## **NOTICE OF PUBLIC HEARING**

In accordance with California Government Code, the Mariposa County Board of Supervisors has set a public hearing to consider fee changes to establish a renewal fee for encroachment permits and to add the encroachment permit fees to the Public Works fee schedule.

At the time set for the hearing, the testimony of all interested persons or rate payers (affected by the proposed change in fees), for or against the proposed change, will be heard. The Board of Supervisors will determine the charges for services provided.

The public hearing will be held as follows:

***THURSDAY, SEPTEMBER 23, 1999 AT 1:30 P.M.***

***MARIPOSA COUNTY GOVERNMENT CENTER BOARD ROOM***

***5100 BULLION STREET, MARIPOSA, CALIFORNIA***

**PUBLIC WORKS DEPARTMENT  
ENGINEER/SURVEY DIVISION  
ENCROACHMENT PERMIT FEES**

**JUSTIFICATION**

1. Significant Public Works staff time is required to issue the permit, do follow-up field inspections, file written reports and final approval.
2. The permit is valid for a period of one year, which requires staff time to track.
3. The renewal fee is valid for an additional six months and requires a new permit to be issued and additional follow-up.

**FEES:**

Encroachment Permit Valid for one year.	\$120.00
Encroachment Permit Renewal Valid for additional six months.	\$ 25.00