



County of Lassen
Department of Planning and Building Services

• Planning • Building Permits • Code Enforcement • Surveyor • Surface Mining

November 13, 2019

Maurice L. Anderson, *Director*
707 Nevada Street, Suite 5
Susanville, CA 96130-3912
Phone: 530 251-8269
Fax: 530 251-8373
email: landuse@co.lassen.ca.us
website: www.co.lassen.ca.us

TO: Board of Supervisors
Agenda Date: November 19, 2019

Zoning & Building
Inspection Requests
Phone: 530 257-5263

FROM: Maurice L. Anderson, Director

A handwritten signature in black ink, appearing to read "M. Anderson".

SUBJECT: The proposed ordinance repeals and replaces Lassen County Code section 3.18.020 (Planning Department fees), adds section 3.18.130 (Surveyor fees) and repeals and replaces section 3.18.100 (Waiver or Refund of Fees). File 335.09

ACTION REQUESTED:

1. Receive report regarding proposed fees presented to the Budget Committee on August 26, 2019; and
2. Conduct a public hearing; and
3. Introduce the ordinance and read (or waive).

At the November 12, 2019, public hearing considering the above referenced ordinance to amend Planning fees, Surveyor fees and the waiver/refund of fees, the Board asked the Department to return with information regarding the cost to submit a typical building permit application for a newly constructed single family residence. As stated in the staff report for the November 12, 2019, hearing, the proposed ordinance does not propose any changes to any building permit application fee. However, the Board determined that information regarding the typical permitting costs to construct a new residence may be beneficial for the consideration of this proposed ordinance.

A mock building permit application, showing "typical" permitting costs for a single family residence, is attached. Said permit shows a total Lassen County permitting cost of \$4,067.55 for the residence listed. This cost includes the required building plan check and all inspections (including sprinkler). The fee was calculated for a 2,000 square foot residence with a 680 square foot garage, deck, well and onsite sewage disposal. While the above is provided as a "typical" building permit fee, in reality there can be big difference in cost, even for a residence of the same size, depending on the construction. This fee does not include any applicable school and fire fees (see tables below for costs by district).

Fire fees in Lassen County are summarized in the following table, showing the cost for the above "typical" residence:

Fire District	Fee per Square Foot. <i>These fees also apply to any additions adding to the footprint of the building (applies to all living and garage space)</i>	Total fire district fee for the example residence (2,000 sq. ft. with 680 sq. ft. garage)
Doyle	\$0.75 (same cost with or without sprinklers installed)	\$2,010.00
Herlong	\$0.69 (same cost with or without sprinklers installed)	\$1,843.20
Janesville	\$0.59 (same cost with or without sprinklers installed)	\$1,581.20
Milford	\$0.33 (fee is with sprinklers)	\$884.40
Spalding	\$0.83 (same cost with or without sprinklers installed)	\$2,224.40
Standish	\$0.33 (fee is with sprinklers)	\$884.40
Susan River	\$0.29 (fee is with sprinklers)	\$777.20

NOTE: The above is a summary only. Information regarding fire fees should be directed to the pertinent fire district. Lassen County does not have any control over these fees.

The following table summarizes school fees:

School District	Fee per Square Foot of residential living space. <i>These fees also apply to any additions adding over 500 square feet to the footprint of the building (applies to all living space – garage space is not considered).</i>	Total school district fee for the example residence (2,000 sq. ft. with 680 sq. ft. garage)
Fort Sage	100 percent of \$2.97 per square foot	\$5,940
Westwood	100 percent of \$2.97 per square foot	\$5,940
Janesville	65 percent of \$3.79 per square foot	\$4,927
Johnstonville	65 percent of \$3.20 per square foot	\$4,160
Lassen High School	35 percent of \$3.79 per square foot	\$2,653
Ravendale/Termo	65 percent of \$2.63 per square foot	\$3,419

Richmond	65 percent of \$3.79 per square foot	\$4,927
Schaffer	65 percent of \$2.97 per square foot	\$3,861
Susanville	65 percent of \$3.48 per square foot	\$4,524

NOTE: 1. Commercial school fees are not shown, but are significantly lower. 2. Areas within the jurisdiction of the Lassen High School must pay the High School and Elementary school fee. 3. The above is a summary only. Information regarding school fees should be directed to the pertinent school district. Lassen County does not have any control over these fees.

Using the example provided above to calculate Lassen County's building permit costs, construction of a 2,000 square foot residence with a 680 square foot garage, deck, well and onsite sewage disposal, located in the Susan River Fire Protection District and Susanville School District, would cost:

Lassen County, building permit fee; plan check and inspections:	\$4,067.55
Susan River Fire Protection District, fire fees:	\$777.20
Susanville School District, school fees:	\$4,524.00
Lassen High School, school fees:	\$2,653.00

TOTAL: \$12,021.75

As directed, staff contacted adjoining jurisdictions regarding their permit fee for a similar residence, and was provided the following estimates. As shown, some jurisdictions listed below have not yet provided estimates. Also, please note that staff did not contact fire and school districts in these jurisdictions, so the estimates do not include school and fire fees (e.g. this is the building permit fee only). Staff will update this list at the November 19, 2019, Board meeting to include any jurisdictions that may report on building permit fees prior to said Board meeting:

- Shasta County - \$4,701.28
- Plumas County - \$5,689.55
- Modoc County - \$
- Sierra County - \$
- Butte County - \$
- Tehama County - \$4,587.93

Summary:

As stated, the building permit fees discussed herein do not apply to the proposed ordinance. At a future Board date, the Department intends to present an ordinance proposing to amend building

fees (Lassen County Code section 3.18.090). Any changes that may be proposed at that time are expected to be minor, as, for the most part, building permit costs have kept pace with inflation. However, some minor modification of specific permit types may be recommended following the Department's review of the building fee ordinance. It is anticipated that a report will be provided to the Budget Committee by February 2020, with a report to the Board to follow.

The only permit fees included in the proposed ordinance are planning and surveyor fees. Again, these are applications that Lassen County is required to process in accordance with State law or County ordinance. Unlike building fees, it has been about 30 years since planning fees have been raised.

A copy of the ordinance presented on November 12, 2019, is attached. Please note that the Department recommends a small change to the class 1 use permit (page 2 of the proposed ordinance; section 3.18.020). Specifically, it is recommended that the "Details" for a class 1 use permit include the statement "or as specifically indicated." This will provide authority for the Board to designate use permits as class 1, if it so chooses (as opposed to a class 2 or 3 which cost more and may not be appropriate for all applications).

MLA:gfn

Enclosures:

s/pla/admin/files/335.09/Board letter

LASSEN COUNTY DEPARTMENT OF PLANNING AND BUILDING SERVICES

707 Nevada Street, Suite 5 Susanville, CA 96130
(530) 251-8269 - www.co.lassen.ca.us

PERMIT No.: EST19-0012

INSPECTION REQUESTS: (530) 257-LAND (257-5263)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">OCCUPANCY</th> <th style="width: 33%;">SQ. FEET</th> <th style="width: 33%;">BUILDING VALUE</th> </tr> <tr> <td>GARAGE - VB</td> <td>680.00</td> <td>\$32,844.00</td> </tr> <tr> <td>R-3 VB RESIDENTIAL, ONE- AND TWO-FAMILY</td> <td>2000.00</td> <td>\$242,480.00</td> </tr> <tr> <td>UNCOVERED DECK</td> <td>360.00</td> <td>\$8,946.00</td> </tr> <tr> <td colspan="2">TOTAL VALUATION</td> <td>\$284,270.00</td> </tr> <tr> <td colspan="2">Document Scanning Fee</td> <td>\$28.45</td> </tr> <tr> <td colspan="2">Sprinkler Value</td> <td>\$125.25</td> </tr> <tr> <td colspan="2">CAsP Fee</td> <td>\$4.00</td> </tr> <tr> <td colspan="2">SMIP Residential</td> <td>\$36.95</td> </tr> <tr> <td colspan="2">Building Permit Fee</td> <td>\$2,029.75</td> </tr> <tr> <td colspan="2">Plan Check Fee</td> <td>\$1,319.34</td> </tr> <tr> <td colspan="2">CA Building Standards Fee</td> <td>\$12.00</td> </tr> <tr> <td colspan="2">Septic System Permit Fee</td> <td>\$50.00</td> </tr> <tr> <td colspan="2">Well Permit Fee</td> <td>\$50.00</td> </tr> <tr> <td colspan="2">TOTAL BUILDING FEES</td> <td>\$3,655.75</td> </tr> </table>		OCCUPANCY	SQ. FEET	BUILDING VALUE	GARAGE - VB	680.00	\$32,844.00	R-3 VB RESIDENTIAL, ONE- AND TWO-FAMILY	2000.00	\$242,480.00	UNCOVERED DECK	360.00	\$8,946.00	TOTAL VALUATION		\$284,270.00	Document Scanning Fee		\$28.45	Sprinkler Value		\$125.25	CAsP Fee		\$4.00	SMIP Residential		\$36.95	Building Permit Fee		\$2,029.75	Plan Check Fee		\$1,319.34	CA Building Standards Fee		\$12.00	Septic System Permit Fee		\$50.00	Well Permit Fee		\$50.00	TOTAL BUILDING FEES		\$3,655.75																							
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OFFICIAL USE ONLY

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NOTICE	
<p>EXPIRATION: Every permit issued by the Building Official, under the provisions of the Code, shall expire by limitation and become null and void if the building work authorized by such permit is not commenced within one year from the date of such permit, or at any time said building or work is suspended or abandoned for a period of one year. Work shall be considered "abandoned" or "not commenced" if the project has not had and passed one of the inspections required in the most current edition of the California Codes (Title 24). Before such work can be recommenced, a permit renewal shall first be obtained to do so. The fee therefor shall be one-half of the amount required for a new building permit for such work, provided no changes have been made or will be made in the original plans and specification for such work; and provided further that such suspension or abandonment has not exceeded two years and the property is under the same ownership as when the permit was issued. In order to renew a permit which has been expired two years or more, the permittee shall pay a new full permit fee (LCC 12.24.075 [e]). And see LASSEN COUNTY PERMIT RENEWAL POLICY.</p> <p>Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence or continue work within the one year period. The Building Official may extend the time for action by the permittee for a period not exceeding one year, on written request by applicant made prior to the expiration of the permit. No permit shall be extended more than once (LCC 12.24.075 [e]).</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law or Code regulating construction or the performance of construction.</p> <p>We agree to save, indemnify, and keep harmless the County of Lassen against liabilities, judgments, costs, and expenses which may in any way accrue against said County in consequence of the granting of this permit.</p> <p>Signature of Applicant: _____ Date: _____</p>	<p style="text-align: center;">LICENSED CONTRACTOR DECLARATION</p> <p><input type="checkbox"/> I am a California State Licensed Contractor, Lic. nr. _____ U.C. class _____ Initials: _____</p> <p style="text-align: center;">OWNER-BUILDER DECLARATION</p> <p><input type="checkbox"/> I hereby affirm that I am exempt from the Contractors Licensing Law for the following reasons:</p> <p><input type="checkbox"/> I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (B&P Code 7044).</p> <p><input type="checkbox"/> I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.</p> <p>Owner, Contractor, or Authorized Agent _____ Date: _____</p> <p style="text-align: center;">IN COMPLIANCE WITH SECTION 3800, LABOR LAW, STATE OF CALIFORNIA</p> <p><input type="checkbox"/> "I certify under penalty that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workman's Compensation Laws of the State of California."</p> <p><input type="checkbox"/> "I am herewith filing a Certificate of Workman's Compensation Insurance, issued by an admitted insurer, or a Certificate of Consent to Self-Insure, issued by the Director of Public Relations."</p> <p style="text-align: center;">WORKMAN'S COMPENSATION POLICY / SELF-INSURER CERTIFICATE</p> <p>Number: _____ Expiration Date: _____</p> <p>I hereby make application for permit to execute the work as outlined hereon, and described in the accompanying plans, drawings, and specifications which are made a part thereof. It is understood that this application is also made subject to all provisions of Federal, State, and County Ordinances applicable thereto.</p> <p>Signature of Owner or Authorized Agent: _____ Date: _____</p>

APPLICANT COMPLETES

CONTRACTOR COMPLETES

ORDINANCE NO. _____

Ordinance revising Lassen County Code Section 3.18.020 (Planning Department Fees),
adding Section 3.18.130 (Surveyor Fees) and revising Section 3.18.100 (Waiver or
Refund of Fees).

The following ordinance, consisting of nine sections, was duly and regularly passed and
adopted by the Board of Supervisors of the County of Lassen, State of California, at a
regular meeting of the Board of Supervisors held on the ____th day of _____,
20__, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Chairman of the Board of Supervisors,
County of Lassen, State of California

Attest: JULIE BUSTAMANTE
Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of the Board of Supervisors,
County of Lassen, do hereby certify that the foregoing ordinance was adopted by the said
Board of Supervisors at a regular meeting thereof held on the ____th day of
_____, 20__.

Deputy Clerk of the County of Lassen Board of Supervisors

THE BOARD OF SUPERVISORS OF THE
COUNTY OF LASSEN ORDAINS AS FOLLOWS:

SECTION ONE: This ordinance shall take effect thirty (30) days after its passage, and before the expiration of fifteen (15) days after its passage a summary shall be published with the names of the members voting for and against the same, once in a local newspaper of the County of Lassen, State of California.

SECTION TWO: The County of Lassen provides certain services which primarily benefit individual property owners. Applications are required for said services as authorized or required by the Police Powers of the State Constitution (Article 11, section 7), by various State Statutes and Regulations, and other applicable requirements.

SECTION THREE: The County Department of Planning and Building Services has calculated an average cost for providing these services and determined that certain fees, rates and charges must be adjusted to an amount reasonably necessary to recover a portion of the County's cost of providing said services or products.

SECTION FOUR: The County Department of Planning and Building Services presented its analysis and calculations to the Budget Committee at its August 26, 2019 meeting.

SECTION FIVE: The Board of Supervisors finds that it is in the public interest for the County to continue to provide these services, that the proposed fees, rates and charges represent the reasonable cost of providing the services, and thus such fees, rates and charges comply with all legal requirements of section 66014 of the California Government Code.

SECTION SIX: Section 3.18.020 of the Lassen County Code is hereby repealed and replaced with the following:

3.18.020 Planning Fees

- a) Planning fees shall be as follows (these fees do not include applicable fees charged by other County Departments):

APPLICATION	FEE	DETAILS
Use Permit, Class 1	\$742	Includes signs and single family residential structures or as specifically indicated.
Use Permit, Class 2	\$1,350	All other uses requiring a use permit which are not classified as a Class 1 or a Class 3.
Use Permit, Class 3	\$1,350	Includes: A. power projects: to be applied to use permit applications for proposed production projects to generate electrical power for private or public utility uses, as well as exploratory and production wells; or otherwise to supply an

		<p>energy resource by any means for sale or use other than use strictly by the applicant. Also applies to transmission facilities including power lines and pipelines.</p> <p>B. Projects in which a major component of the operation is the handling or disposal of solid or hazardous wastes, or the handling of hazardous or toxic materials.</p> <p>C. Cannabis dispensary and testing use permit application pursuant to section 18.108.045 and 18.108.046.</p> <p>In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.</p>
Subdivision	\$1,750 Plus \$56 per lot	Five or more parcels.
Parcel Map	\$1,600	Four or fewer parcels, not including any remainder.
Lot Line Adjustment/Merger	\$500	Four or fewer existing adjoining parcels.
Rezone	\$1,350	
Agricultural Preserve Contract	\$1,350	
Initial Study, Class I	\$2,000	A Class I negative declaration (ND) results from a routine initial study in which no or few mitigation measures are applied.
Initial Study, Class II	\$2,000	<p>A Class II ND results from an initial study process that identifies potential significant mitigation measures. An initial study process that results in a determination that an Environmental Impact Report is required is also a Class II initial study.</p> <p>The upgrading of an initial study from a Class I to a Class II is to be determined by the planning director during the environmental review process.</p> <p>In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.</p>
Preliminary Review	\$500	
Appeal to Planning Commission	\$500	
Appeal to Board of Supervisors	\$500	

Design Review	\$130	
Variance, Zoning	\$1,350	
Variance, Fire Safe	\$571	
Planned Development	\$1,750	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
General Plan Amendment	\$1,750	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Environmental Impact Report	\$2,619	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Specific Plan	\$2,619	In addition to the application fee the cost also includes either: (1) A preparation charge based on actual cost (time and materials) exceeding the application fee if the document is prepared and/or reviewed by county staff; or (2) An administration fee equal to ten percent of the total contract costs if the document is prepared under contract to the county.
Certificate of Conditional Use	\$130	
Notice of Exemption	\$500	Pursuant to the California Environmental Quality Act.
Authorization to Operate	\$200	
Hemp Authorization To Operate	\$200	
Groundwater Exportation (1)	\$500	Agricultural use or domestic service with one connection
Groundwater Exportation (2)	\$1,350	Domestic service with two or more connections
Appeal to Hearing Officer	\$500	Pursuant to Title 12 or Chapter 1.18
Extension Request	\$238	

- b) A funding agreement between Lassen County and the Applicant is required if an outside consultant will be utilized in any capacity (to prepare the document or provide third party review of any document prepared by the applicant's consultant). Until said contract is executed between the applicant and the County and also until a separate contract is executed between Lassen County and the selected consultant, any timelines associated with the project shall be suspended.

The Planning and Building Services Department Director shall be responsible for the selection of any consultant.

SECTION SEVEN: Add Section 3.18.130 to the Lassen County Code, to read as follows:

3.18.130 Surveyor Fees

- a) County Surveyor fees shall be as follows:
 - i) Record of Survey Review \$300
 - ii) Parcel Map Review \$400
 - iii) Subdivision (Final Map) Review \$500
 - iv) Lot Line Adjustment/Merger Review \$250
 - v) Certificate of Compliance \$600
- b) If, during review of a certificate of compliance application, it is determined that the subject property complies with the provisions of Title 16 and the Subdivision Map Act, the Lassen County Surveyor shall cause a certificate of compliance to be recorded in accordance with said Title and Act, and the Planning Director shall cause \$300 of the application fee described in subsection “a” to be refunded to the applicant since it is not necessary to establish conditions for the certificate of compliance.

SECTION EIGHT: Section 3.18.100 of the Lassen County Code is hereby repealed and replaced with the following:

3.18.100 Waiver or Refund of Fees

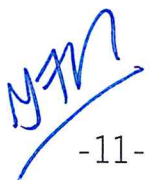
- a) The board of supervisors may waive or refund any fee paid to the county upon presentation of evidence that an exceptional circumstance exists. Whenever a person believes that such exceptional circumstances exist, he/she may file a written application with the board of supervisors for a waiver or refund of fees. A department head may file such application on behalf of such person.
 - i. Fees which are erroneously collected by a department may be refunded without board of supervisors approval regardless of amount and without the requirement that a written request by the original applicant be submitted requesting a refund.
- b) Notwithstanding section 3.18.100(a), a department head may authorize a refund of a fee paid to the department under their authority, upon receipt of a written request by the original applicant, received not later than one year after the date of fee payment.
 - i. When refund of a fee is authorized by a department head, the authorized amount of the refund shall be based upon all costs

incurred by the county including fees paid or owed to be paid to a county vendor.

- ii. A department head shall not authorize a refund when the fee was paid is related to a violation or appeal or following the department's recommendation for a decision to be made on an application.
- iii. A refund in excess of the department head's purchasing authority must be approved by the Board of Supervisors prior to payment.

SECTION NINE: If any section, subsection, sentence, clause, or phase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

s/pla/admin/files/335.09/Board adoption


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PACKET FROM BOARD OF
SUPERVISORS' MEETING

NOVEMBER 12, 2019