

2019

City of Happy Valley Fee Schedule



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## PLANNING DIVISION FEES

Application	Application Fee	1% Surcharge	Total	Deposit Required *	Resolution
<b>Accessory Dwelling Unit</b>	\$100		\$100		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Addressing</b>					
Change of existing address (Commercial/Single Family Res.)	\$216		\$216		
Assign Single Family Residences	\$54 + \$7 per lot		Varies		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Multi Family less than 50 units	\$66 + \$7 per unit		Varies		
Multi Family 50+	\$66 + \$4 per unit		Varies		
Commercial (tenant or unit assignment)	\$66 for address or range + \$44 per tenant or unit		Varies		
<b>Amendment to Approved Applications</b>					<a href="#">Res. 09-08, Eff. 6/02/09</a>
Type I	\$250		\$250		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Minor Amendments	\$1,000		\$1,000		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Major Amendment	½ original application fee (subject to review by the Planning Official)		Varies		<a href="#">Res. 18-14 Eff. 9/18/18</a>
Hearings Officer (if required) based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500	<a href="#">Res. 18-14 Eff. 9/18/18</a>
<b>Annexation (Non-Election)</b> Based on hourly rate-requires deposit	Actual cost		Actual cost	\$3,000	<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Annexation (Election)</b> Based on hourly rate – requires deposit	Actual cost		Actual cost	\$3,000 Standard \$10,000 for special election	<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>De-Annexation</b> (Withdraw of Territory) Based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500	<a href="#">Res. 09-08, Eff. 6/02/09</a>

Application	Application Fee	1% Surcharge	Total	Deposit Required	Resolution
<b>Appeals</b>					
Administrative Decision Based on hourly rate – requires deposit	\$500 + attorney fees		Actual Cost	\$1,500	<a href="#">Res. 09-08, Eff. 6/02/09</a>
Hearings Officer based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500	<a href="#">Res. 18-47 Eff. 9/18/18</a>
Planning Commission/Design Review Board Decision Based on hourly rate – requires deposit	\$1,000 + attorney fees		Actual cost	\$2,500	
<b>Athletic Court Review</b>	\$100		\$100		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Conditional Use (normally paired with Design Review)</b>					
Pre-Application Conference					
Mid Level <5 acres	\$500		\$500		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Major Level >5 acres	\$1,000		\$1,000		
Application	\$3,109	\$31	\$3,140		
Traffic Impact Study Review (if required) Based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500- \$10,000	
Certified Landscape Architect and/or Environmental Consultant Review (if required) Based on hourly rate – requires deposit	Actual cost		Actual cost	\$500- \$2,500	<a href="#">Re Res. 18-47 Eff. 9/18/18</a>
Hearings Officer/Architectural Services (if required) Based on hourly rate – requires deposit	Actual Cost		Actual Cost	\$3,500	<a href="#">Res. 16-42 Eff. 11/01/16</a>
<b>Condominium Plat Review Fee</b>	\$1,000 +\$100 per lot/tract		\$1,000 0 +\$100 per lot/tract		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Density Transfer</b>	\$1,400		\$1,400		<a href="#">Res. 11-08, Eff. 5/3/11</a>
<b>Design Review</b>					
Pre-Application Conference					
Mid Level <5 acres	\$500		\$500		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Major Level >5 acres	\$1,000		\$1,000		
Application					
Type I	\$500	\$5	\$505		

Minor Design Review	\$1,500	\$15	\$1,515		<a href="#">Res. 16-42</a> <a href="#">Eff. 11/01/16</a>
Major Design Review					
<\$500K CV Hearings Officer/Architectural Services (if required). Based on hourly rate – requires deposit.	\$1539 + actual cost	\$15	\$1,554 + actual cost	\$3,500	

Application	Application Fee	1% Surcharge	Total	Deposit Required	Resolution
\$500K to 3M CV Hearings Officer/Architectural Services (if required). Based on hourly rate – requires deposit	\$2,565 + actual cost	\$26	\$2,591+ actual cost	\$3,500	
>3M CV Hearings Officer/Architectural Services (if required) Based on hourly rate – requires deposit	\$8,722 + actual cost	\$87	\$8,809 + actual cost	\$3,500	<a href="#">Res. 16-42, Eff. 11/01/16</a>
Traffic Study Review Based on hourly rate – requires Deposit	Actual cost		Actual cost	\$2,500 - \$10,000	<a href="#">Res. 09-08, Eff. 6/02/09</a>
Certified Landscape Architect and/or Environmental Consultant Review Based on hourly rate – requires deposit	Actual cost		Actual cost	\$500 - \$2,500	<a href="#">Res. 18-47 Eff. 9/18/18</a>
<b>Development Agreement/Memorandum of Agreement</b>	Actual cost			\$500- \$2,500	<a href="#">Res. 11-08, Eff. 5/3/11</a>
<b>Development Code/Comprehensive Plan Amendments</b>					<a href="#">Res. 09-08, Eff. 6/02/09</a>
Pre-Application Conference	\$500		\$500		
Development Code or Comprehensive Plan Text Amendments	\$3,553	\$36	\$3,589		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Comprehensive Plan Map/Zoning Map Amendments					
Less than 20 acres	\$3,553	\$36	\$3,589		
More than 20 acres	\$ 10,880	\$109	\$10,989		
Traffic Study Review Based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500 - \$10,000	<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Development Re- Inspection</b> Conformance with Conditions of Approval, re-inspection of preliminary “walk-through” - Based on hourly rate	Actual Cost		Actual Cost		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Environmental Review Permit</b> (Steep Slopes, Natural Resources, Flood Management Overlay Zones)					<a href="#">Res. 09-08, Eff. 6/02/09</a>
Type I	\$500	\$5	\$505		
Type II	\$2,500	\$25	\$2,525		

<b>Expedited Land Decision</b>	\$10,112	\$101	\$10,203		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Home Occupation Permit</b> Hearings Officer based on hourly rate – requires deposit				\$2,500	<a href="#">Res. 16-42, Eff. 11/01/16</a>

Application	Application Fee	1% Surcharge	Total	Deposit Required	Resolution
+\$50 home based business license (pro-rated per calendar year)	\$750 + actual cost		\$750 + actual cost		<a href="#">Res. 12-16, Eff. 7/17/12</a>
<b>Land Development Time Extension</b>	\$100		\$100		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Land Partition</b>					<a href="#">Res. 09-08, Eff. 6/02/09</a>
Pre-Application Conference	\$250		\$250		
Application	\$2,775	\$28	\$2,803		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Final Plat Review	\$1,000		\$1,000		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Traffic Study Review based on hourly rate – requires deposit	Actual cost		Actual cost	\$500- \$2,500	<a href="#">Res. 18-47 Eff. 9/18/18</a>
<b>Master Plan</b>					
Pre-Application Conference					<a href="#">Res. 09-08, Eff. 6/02/09</a>
Simple <10 acres	\$500		\$500		
Complex >10 acres	\$1,000		\$1,000		
Application					
Simple <10 acres	\$3,553	\$36	\$3,589		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Complex >10 acres	\$10,880	\$109	\$10,989		
Traffic Study Review Based on hourly rate – requires Deposit	Actual cost		Actual cost	\$2,500- 10,000	<a href="#">Res. 18-47 Eff. 9/18/18</a>
Certified Landscape Architect and/or Environmental Consultant Review Based on hourly rate – requires deposit	Actual cost		Actual cost	\$1,000- \$2,500	
Final Master Plan	\$1,000			\$1,000	<a href="#">Res. 18-47 Eff. 9/18/18</a>
<b>Measure 37 Applications</b> Based on hourly rate – requires deposit, plus cost for an independent appraisal if requested	Actual cost		Actual cost	\$2,000	<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Model Homes/Units Application</b>					<a href="#">Res. 09-08, Eff. 6/02/09</a>
Type I Review	\$300		\$300		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Type II/Type III Review	\$1,000		\$1,000		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Planned Unit Development</b>					
Pre-Application Conference					
4 – 9 lots	\$250		\$250		<a href="#">Res. 09-08, Eff. 6/02/09</a>
10 – 99 lots	\$500		\$500		
100 lots or more	\$1,000		\$1,000		



Application					
4 – 9 lots	\$2,775 + \$300 per lot	\$28	\$2,803 +\$300 per lot		<a href="#">Res. 11-08, Eff. 5/3/11</a>
10 – 29 lots	\$2,775 + \$200 per lot	\$28	\$2,803 +\$200 per lot		
30 – 59 lots	\$2,775 + \$125 per lot	\$28	\$2,803 +\$125 per lot		
60 lots or more	\$2,775 + \$100 per lot	\$28	\$2,803 +\$100 per lot		

Application	Application Fee	1% Surcharge	Total	Deposit Required *	Resolution
Hearings Officer (if required) based on hourly rate – requires deposit				\$2500	<a href="#">Res. 16-42</a> <a href="#">Eff. 11/01/16</a>
Traffic Study Review - Based on hourly rate plus deposit	Actual cost		Actual cost		<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
4 – 9 lots	Actual cost		Actual cost	\$500	<a href="#">Res. 11-08,</a> <a href="#">Eff. 5/3/11</a>
More than 10 lots	Actual cost		Actual cost	\$2,500 - \$10,000	<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
Certified Landscape Architect and/or Environmental Consultant Review Based on hourly rate – requires deposit	Actual cost		Actual cost	\$500- \$2,500	<a href="#">Res. 18-47 Eff.</a> <a href="#">9/18/18</a>
Final Plat	\$1,000 + \$100 per lot/tract		\$1,000 + \$100 per lot/tract		<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
Re-naming of Approved PUD (post land-use approval)	\$1,000		\$1,000		
<b>Planning Document Fees (copies of)</b>					<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
Development Code	\$100		\$100		
Comprehensive Plan	\$20		\$20		
Rock Creek Comprehensive Plan	\$25		\$25		
Zoning Map (11"x17") Zoning Map Full Size	\$5 \$25		\$5 \$25		
Transportation System Plan	\$25		\$25		
Parks Master Plan	\$65		\$65		
<b>Property Line Adjustment</b> Proof of deed required with submission of application	\$500		\$500		<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
<b>Public Easement Vacation</b>	\$500		\$500		<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
<b>Reimbursement District Formation</b>	\$1,500		\$1,500		<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
<b>Re-Submittal Fees</b>					
After first incomplete	\$250		\$250		
After second incomplete	\$500		\$500		
Modification of Proposal	\$750		\$750		<a href="#">Res. 09-08,</a> <a href="#">Eff. 6/02/09</a>
Re-schedule Public Hearing	\$500		\$500		

New Public Hearing due to voluntary remand caused by applicant - Based on hourly rate – requires deposit	Actual cost		Actual cost	\$2500	
<b>Road Naming</b>	\$105		\$105		<a href="#">Res. 09-08, Eff. 6/02/09</a>

Application	Application Fee	1% Surcharge	Total	Deposit Required *	Resolution
<b>Signs</b>					
Permanent Commercial/ Industrial/Institutional signs	\$150		\$150		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Temporary Commercial/Industrial/Institutional (including large "For Sale") signs	\$50		\$50		
Temporary subdivision entrance/large "For Sale" sign	\$50		\$50		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Subdivision Entrance/monument sign (permanent)	\$150		\$150		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Similar Use Determination/Code Interpretation/Non- Conforming Use Expansion</b>	\$500		\$500		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Street or Plat Vacation</b> Based on hourly rate for contract surveyor and attorney's fees – requires deposit	\$1,500 + actual cost		\$1,500 + actual cost	\$2,500 - \$10,000	<a href="#">Res. 11-08, Eff. 5/3/11</a>
<b>Subdivision</b>					
Pre-application conference					<a href="#">Res. 09-08, Eff. 6/02/09</a>
Minor (4 – 9 lots)	\$250		\$250		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Mid-level (10 – 100 lots)	\$500		\$500		
Major (more than 100 lots)	\$1,000		\$1,000		
<b>Application</b>					
4 – 9 lots	\$2,775 + \$300 per lot	\$28	\$2,803 +\$300 per lot		<a href="#">Res. 11-08, Eff. 5/3/11</a>
10 – 29 lots	\$2,775 + \$200 per lot	\$28	\$2,803 +\$200 per lot		
30 – 59 lots	\$2,775 + \$125 per lot	\$28	\$2,803 +\$125 per lot		
60 or more lots	\$2,775 + \$100 per lot	\$28	\$2,803 +\$100 per lot		
Hearings Officer (if required) based on hourly rate – requires deposit				\$2500	<a href="#">Res. 16-42 Eff. 11/01/16</a>
Traffic Study Review - Based on hourly rate + deposit	Actual cost		Actual cost		<a href="#">Res. 09-08, Eff. 6/02/09</a>
4 - 9 lots	Actual cost		Actual cost	\$500	<a href="#">Res. 11-08, Eff. 5/3/11</a>

More than 10 lots	Actual cost		Actual cost	\$2,500 - \$10,000	
Certified Landscape Architect and/or Environmental Consultant Review Based on hourly rate – requires deposit	Actual cost		Actual cost	\$1,000 - \$2,500	<a href="#">Res. 18-47</a> <a href="#">Eff. 9/18/18</a>

Application	A,pplication Fee	1% Surcharge	Total	Deposit Required *	Resolution
Final Plat	\$1,000 + \$100 per lot/tract		\$1,000 + \$100 per lot/tract		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Re-naming of Approved Subdivision (post land-use approval)	\$1,000		\$1,000		
<b>Temporary Use Permit</b>					
Seasonal and Special Event	\$300		\$300		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Temporary Sales Office (Non-Model Home)	\$100		\$100		
Temporary Building (Commercial/Industrial)	\$100		\$100		
Temporary Building (Construction Site)	\$100		\$100		<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Traffic Study Review</b>					
1 - 9 lots	Actual cost		Actual cost	\$500	<a href="#">Res. 11-08, Eff. 5/3/11</a>
More than 10 lots	Actual cost		Actual cost	\$2,500 - \$10,000	<a href="#">Res. 09-08, Eff. 6/02/09</a>
<b>Tree Removal Permit</b>					
Type "A" (1 – 3 trees)	\$50		\$50		<a href="#">Res. 12-16, Eff. 7/17/12</a>
Type "B" (4 or more trees)	\$75 application fee + \$50 per tree to a maximum of \$5,000		\$75 - \$5,000		
<b>Variance</b>					
Class "A"	\$300	\$3	\$303		<a href="#">Res. 11-08, Eff. 5/3/11</a>
Class "B"	\$1,400	\$14	\$1,414		<a href="#">Res. 09-08, Eff. 6/02/09</a>
Class "C"	\$2,800	\$28	\$2,828		
Hearings Officer (if required) based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500	<a href="#">Res. 18-47 Eff. 9/18/18</a>

### \*Deposit Information

When deposits are required it is to ensure that the City's actual expenses are covered. Remaining balance from a deposit will be refunded. If deposit amount is depleted, additional monies may be required. All base fees are nonrefundable.



**ENGINEERING DIVISION FEES**

**Plan Reviews - Public Improvement Plans** ([Res. 06-10, Effective 5/04/06](#))

0 to \$10,000 Construction	Value 8% of Construction Value
\$10,001 to \$50,000 Construction Value	\$800.00 + 7% of Construction Value
\$50,001 to \$100,000 Construction Value	\$3,600.00 + 6% of Construction Value
Over \$100,001	\$6,600.00 + 5% of Construction Value
<b>Deposit upon initial submittal of construction plans</b>	
1 to 10 Lots	\$500.00 deposit per lot
11 to 30 Lots	\$400.00 deposit per lot
Over 30 Lots	\$300.00 deposit per lot

**Plan Reviews – Grading and Civil Site Plan review for all non-single family (detached and attached), duplex and triplex development<sup>1</sup>** ([Res. 06-10, Effective 5/04/06](#))

		Required Deposit
0 to \$10,000 Construction	10% of Construction Value	\$500
\$10,001 to \$50,000 Construction Value	\$2500.00 + 5% of Construction Value	\$3000
\$50,001 to \$100,000 Construction Value	\$5500.00 + 5% of Construction Value	\$5000
\$100,001 to \$500,000	\$7500.00 + 5% of Construction Value	\$5000
Over \$500.001	\$28,500.00 + 2.5% of Construction Value	\$5000
Fourth Plan Review (and beyond)	Hourly Rate	

**Erosion and Sediment Control Plan Review and Inspection Fees** ([Res. 06-10, Effective 5/04/06](#)) Development requiring land division, Multi-Family, Commercial, Industrial and Institutional Development

Base fee up to one acre	\$500
Sites over one acre	add \$100 per acre or fraction thereof

**Public Right-of-Way Permit** ([Res. 16-42, Effective 11/1/2016](#))

Type I (Example: Driveways and Approaches) <a href="#">Res. 18-47 Eff. 9/18/18</a>	\$150.00*
Type II (Franchise Utility Work) and Type III (Full Scale Development)	5% of construction value or minimum \$300.00
Re-Inspection Fee	\$100

\* For sidewalk panel replacement and other minor work in the ROW caused by street trees and associated root systems, public right-of-way fees shall not apply.

**Road Closure Permit** ([Res. 11-08, Effective 5/3/2011](#)) ..... \$750

**Reimbursement District Formation** ([Res. 11-08, Effective 5/3/2011](#)) ..... \$250

**Right of Way Usage Fee** ([Res. 16-13, Effective 7/1/2016](#))  
 Registration Fee/License Fee..... \$250

Annual Fee Rate

Utility Service	ROW Usage Fee Rate
Electric	5% of gross revenue
Natural Gas	5% of gross revenue
Communications	7% of gross revenue
Cable	5% of gross revenue
Water	5% of gross revenue
Sanitary Sewer	5% of gross revenue
Storm Sewer	5% of gross revenue

Minimum Annual Fee

Total Linear Feet of Utility Facilities in Right of Way	Minimum Annual ROW Usage Fee
Up to 5,000 feet	\$5,000
5,001 to 10,000 feet	\$7,500
10,001 to 20,000 feet	\$10,000
More than 20,000 feet	\$15,000

Attachment Fee ..... \$5000

1 All applicable System Development Charges due in conjunction with grading, paving or other improvement projects not requiring a building permit are required to accompany Engineering Plan Review permits.





**BUILDING DIVISION FEES** ([Res. 11-04, Effective 4/1/2011](#)), ([Res. 13-25, Effective 12/3/2013](#))  
 Section 8 can be found on ([Res. 05-14, Effective 7/1/05](#))

**Section 1: Building (Structural) Permits - Residential and Commercial**

Minimum Building (Structural) permit fee..... \$ 85.00  
 Building (Structural) Permits - Residential & Commercial - Valuation and Permit Fees shall be calculated per OAR 918-050-0100 based on the total valuation of all construction work. This work includes all finish work, painting, roofing, electrical, plumbing, HVAC, elevators, fire sprinklers, contractor's profit, and other permanent work or equipment. ICC publishes a Building Valuation Data Table or the applicant may submit a cost estimate. The greater of the two values shall be used.

**Permit Fee Schedule – Residential and Commercial (based on the total valuation of all construction work)**

Less than \$4,000	\$85.00 Minimum
\$4,001-\$25,000	\$85.00 plus \$11.10 for each add'l \$1000 over \$4,000
\$25,001-\$50,000	\$318.10 plus \$8.25 for each add'l \$1000 over \$25,000
\$50,001-\$100,000	\$524.35 plus \$5.55 for each add'l \$1000 over \$50,000
\$100,001 and up	\$801.85 plus \$4.65 for each add'l \$1000 over \$100,000

**Structural Plan Review Fees (Residential and Commercial)** .....65% of the permit fee  
**Fire Life Safety Plan Review Fee (Commercial only)** .....40% of the permit fee  
**State Surcharge Fee** ..... 12% of the permit fee

The State of Oregon charges a 12% surcharge on all Building, Mechanical, Plumbing and Electrical permits for the statewide building codes programs. There is no surcharge for plan review fees.

**Master Plan Program (1&2 Family Dwelling Only)** [Res. 18-47 Eff. 9/18/18](#)

Set up fee for Master plan	\$250
Initial Plan Review	65% of the building permit fee
Plan Review fee for subsequent submittals of identical plan	50% of the initial plan review fee

**Section 2: Mechanical Permits - Residential and Commercial**

**Minimum Mechanical Permit Fee** ..... \$ 85.00

**Mechanical Permits – Residential: Heating / Cooling**

Furnace	\$17.50
Air Conditioner	\$17.50
Heat Pump	\$17.50
Duct Work	\$17.50
Hydronic Piping System	\$17.50

Boiler, Including Vent	\$17.50
Gas Heaters, Unit In-Wall, In-Duct, Suspended, etc...	\$17.50
Flue for any of the above	\$17.50

### Other Fuel Appliances

Gas Water Heater	\$17.50
Gas Fireplace	\$25.00
Flue for Water Heater or Gas Fireplace	\$17.50
Gas Log, Log Lighter	\$25.00
Pool or Spa Heater, Kiln	\$45.00
Wood Stove, Pellet Stove	\$45.00
Chimney, Liner, Flue, Vent, w/o Appliance	\$17.50
Oil Tank, Gas or Diesel Generator	\$25.00
Range Hood, Other Kitchen Equipt.	\$7.50
Clothes Dryer Exhaust	\$7.50
Single-Duct Exhaust (bathrooms, toilet compartments, utility rooms)	\$7.50
Attic, Crawlspace Fan	\$7.50
Radon Mitigation System	\$17.50

### Fuel Piping and Distribution

First four (4) Gas Appliances	\$20
Each additional Gas Outlet (Gas piping plan required with > 4 appliances)	\$1.50

**Mechanical Permits – Commercial –** Fees are per schedule below based on valuation of mechanical work.

### Permit fee Schedule (Based on the total valuation of the mechanical work)

Less than \$5,000	85.00 minimum permit
\$5,001 - \$10,000	\$85.00 plus \$1.66 for each add'l \$100 over \$5,000
\$10,001 - \$100,000	\$168.00 plus \$10.20 for each add'l \$1000 over \$10,000
\$100,001 and up	\$1,086.00 plus \$7.00 for each add'l \$1000 over \$100,000

**Mechanical Plan Review Fee (Commercial Only)** ..... 25% of Mechanical Fee

**Section 3: Plumbing Permits - Residential and Commercial**

**Minimum Plumbing Permit Fee** .....\$ 85.00

**Residential Plumbing Permits**—New Dwellings: (Includes first 100 ft. of water piping, sanitary and storm sewer lines.)

Single Family Residential (1) Bath	\$629
Single Family Residential (2) Bath	\$714
Single Family Residential (3) Bath	\$790
Each additional half bathroom, full bathroom, or kitchen	\$170

**Residential & Commercial Plumbing - Site Utilities:**

Catch Basin or Area Drain	\$26
Drywell, Leach Line, or Trench Drain	\$26
Manufactured Home Utilities	\$104
Manholes	\$26
Rain Drain	\$26
Sanitary Sewer (100 Linear ft.)	\$96
Storm Sewer (100 Linear ft.)	\$96
Water Service (100 linear ft.)	\$96

**Residential & Commercial - Fixture or Item:**

Backflow	\$26
Backwater Valve	\$26
Clothes Washer	\$26
Dishwasher	\$26
Drinking Fountain	\$26
Ejector, Sump	\$26
Expansion Tank	\$26
Fixture, Sewer Cap	\$26
Floor Drain, Floor Sink, Hub Drain	\$26
Garbage Disposal	\$26
Hose Bibb	\$26

IceMaker	\$26
Interceptor	\$26
Primer	\$26
RoofDrain(Commercial)	\$26
Sink,Basin,Lavatory	\$26
Tub,Shower,ShowerPan	\$26
Urinal	\$26
Water Closet	\$26
Water Heater	\$26
Interior Piping –waste or water per floor	\$26

**Fire sprinklers, Multi Purpose or Continuous Loop (Residential), Use Plumbing Permit Application, includes Plan Review**

Less than 2,000 sq. ft	\$164
2,001 sq. ft. to 3,600 sq. ft	\$234
3,601 sq. ft. to 7,200 sq. ft	\$270
7,201 sq. ft. and up	\$304

**Rain Water Harvesting Fee Schedule (based on valuation of work)**

Less than \$5,000	\$100
\$5,001 - \$10,000	\$100.00 plus \$1.50 for each add'l \$100 over \$5,000
\$10,001 - \$100,000	\$175.00 plus \$10.20 for each add'l \$1000 over \$10,000
\$100,001 and up	\$1,093.00 plus \$7.00 for each add'l \$1000 over \$100,000

**Medical Gas Fee Schedule (based on valuation of work)**

Less than \$5,000	\$100
\$5,001 - \$10,000	\$100.00 plus \$1.50 for each add'l \$100 over \$5,000
\$10,001 - \$100,000	\$175.00 plus \$10.20 for each add'l \$1000 over \$10,000
\$100,001 and up	\$1,093.00 plus \$7.00 for each add'l \$1000 over \$100,000

**Plan Review Fee for complex structures only:** .....30% of Plumbing Permit Fee

**Section 4: Sewer Permit Fees**

Reversal of building drain without individual fixture connection	\$40
Connection to each individual fixture	\$26
Sewer Connection Permit	\$42
Abandonment Permit	\$30

**Section 5: Electrical**

**Permit Fees**

Electrical Permits, Fees and Inspections are issued and regulated through Clackamas County. The City of Happy Valley will process Residential Permits through Clackamas County at no additional charge. Commercial Permit Applications should be submitted directly to Clackamas County.

**Section 6: Grading Permit Fees<sup>2</sup>**

**Grading Permit Fee Schedule** (Fees based on the number of cubic yards being removed or added to a site).

25 cubic yards or less	10,001 to 100,000 cubic yards
26 to 100 cubic yards	\$85.00 Minimum Permit
101 to 1,000 cubic yards	\$67.50 plus \$31.50 for each add'l 100cys over 100cys
1,001 to 10,000 cubic yards	\$351.00 plus \$27.00 for each add'l 1000cys over 1000cys
10,001 to 100,000 cubic yards	\$594.00 plus \$121.50 for each add'l 10,000cys over 10,000cys
100,001 cubic yards or more	\$1687.50 for 100,000cys plus \$67.50 for each add'l 10,000cys

<sup>2</sup>Building Division Grading Permit Fees are applied to work not covered by a foundation permit for single-family attached and detached, duplex and triplex developments and grading activities not involving significant cuts and fills or structural construction as determined by the City Engineer and Building Official. All other developments are subject to Engineering Division Grading Permit plan review fees.

**Grading Plan Review Fee Schedule**

50 cubic yards or less	No charge
51 to 100 cubic yards	\$100
101 to 1,000 cubic yards	\$200
1,001 to 10,000 cubic yards	\$250
10,001 cubic yards or more	\$250.00 for the first 10,000cys + \$50.00 for each add'l 10,000cys

**Section 7: Erosion**

## Control/Code Enforcement

Residential	\$400 per single family attached and detached <sup>3</sup> , duplex and triplex development
Multi-Family, Commercial, Industrial and Institutional development	Assigned fee on a per building basis

## Section 8: Plan Review Fees [\(Res. 05-14, Effective 7/1/05\)](#)

### Planning Division Plan Review Fee

Single-Family detached and attached, duplex and triplex development	\$105
Multi-Family, Commercial, Industrial and Institutional development	5% of Building Permit Fee
Deferred Submittal Fee (OAR 918-050-0170) For plan review on each phase of a phased project, not to exceed \$1,500 for each phase.	\$250 plus 10% of the total project permit fee
Third Party Plan Review Fee	10% of the permit fee (\$85 minimum)
Energy Plan Review	Actual plan review costs plus 10% administrative processing fee Applies to all building permits with valuation over \$2.5 million and to any subsequent tenant improvements.

### Senate Bill 2003-711

1&2 family homes with architect/engineer as certified plans examiner for plan review	\$275
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## Section 9: Miscellaneous Permits and Fees

### A. Appeals Fees – (per appeal)

One and Two- Family Dwellings	\$100
All other occupancies	\$200

### B. Certificate of Occupancy

Final	No Charge
Temporary – Commercial	\$250
Temporary – Residential	\$250

### C. Consultation Fee..... \$150

For an optional meeting held prior to application for building permits for projects with complex and fairly detailed issues in one or two areas of expertise (e.g., building and fire codes). Limited to two City staff members.

**D. Demolition Permit** ..... \$110

<sup>3</sup>Multiple single-family attached structures are inspected and charged the fee per group of buildings.

**E. Fire sprinklers, Stand Alone Fire Suppression System (Residential), Use Building Permit Application**

Less than 2,000 sq. ft	\$164
2,001 sq. ft. to 3,600 sq. ft	\$234
3,601 sq. ft. to 7,200 sq. ft	\$270
7,201 sq. ft. and up	\$304

**F. Inspection Fees**

Minimum Inspection Fee	\$85
Re-Inspection Fee	\$85
Inspections outside of normal working hours	\$110 per hour (2 hr. minimum)
Inspection or Plan Review for which no fee is specifically indicated	\$110 per hour
Permit Specialist & Administration	\$69 per hour

**G. Manufactured Homes**

All jurisdictions in the Tri-County area shall charge a single fee for the installation and set-up of manufactured homes. This single fee shall include concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling standard, electrical feeder, and plumbing connections, and all cross-over connections.

Installation Permit	\$445
State Manufactured Dwelling and Cabana Fee  (ORS 446.176(1)) ORS 446.176(1) and OAR 918-500-0105 require all local governments providing construction permits or inspections for manufactured dwelling and cabana installations to collect and remit to the Department of Consumer and Business Services a \$30 fee for each installation permit issued. This fee is to be added to manufactured dwelling and cabana installation permits only and should not be added to accessory structures or building, electrical, plumbing, mechanical permits or plan reviews.	\$30
Earthquake-resistant bracing when installed separately	\$85

**H. Penalty for work commencing before permit issuance**.....investigation fee equal to the permit fee.

**I. Permit Reinstatement Processing Fee** - 50% the amount required for a new permit or \$85.00

minimum. This fee is for renewal of a permit that has been expired for six months or less provided no changes have been made in the original plans and specifications for such work.

**J. Refunds**

If a building permit has been issued and no work has been done under the permit, and provided the City receives a request in writing for a refund within 180 days, 75% of the building permit shall be refunded, less the \$60.00 refund processing fee. If the City receives a request for an extension in writing within the original 180 days, the permit may be renewed and the refund period extended for an additional 180 days.

**K. Seismic Site Hazard Report Review** ..... 1% of total structural fee

**Section 10: SDC’s effective 12-9-17 resolution #17-50**

The City of Happy Valley has adopted Transportation and Parks System Development Charges (“SDC’s) Ordinances and Methodologies that include related fees for the administration of the SDC Program.

SDC Deferral Plan Program Fee Combined (Transportation & Parks)	\$1500
Transportation SDC Deferral Plan Program Fee	\$1000
Transportation SDC Alternative Trip Generation Study Review Fee	Actual Cost (requires \$1000 deposit)
Credit Voucher Program Administration Fee	\$1000
SDC Refund Application Fee	\$1000
SDC Hearings Officer Appeal Fee	Actual Cost (requires \$2500 deposit)

**Park SDC’s** effective January 1, 2018, resolution 17-48

*(The City of Happy Valley adopted Ordinance No. 530 (12-5-17) creating a new Chapter 3.05 of the Municipal Code, amending the Parks and Recreation System Development Charge.)*

<b>DEVELOPMENT CATEGORY</b>	<b>PARKS SDC RATE</b>
Single-Family Residential	\$7000
Multi-Family Residential	\$6095
Non-Residential Development	\$0 per employee



## Administration GENERAL FEES

<b>Audio Recordings</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	based on hourly staff rate + cost of CD			
<b>Bond Adjustment</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	\$25 (Interim Bond Reduction)			
<b>City Council Position Filing Fee</b> <a href="#">(Res. 10-07, Effective 5/04/10)</a>	\$50			
<b>City Attorney Review Fee</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	based on hourly rate (billed at 15 minute increments)			
<b>Copy of Planning Commission Packet</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	based on hourly staff rate (billed at 15 minute increments)			
<b>Copy of City Council Packet</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	based on hourly staff rate (billed at 15 minute increments)			
<b>Depositor Administration Fee</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	\$250 (Money held by City in abeyance until work is done)			
<b>Document Copying</b> <a href="#">(Res. 09-08, Effective 6/02/09)</a>		Standard	Legal	11"x17"
	Black/White Single Sided	.20	.30	.40
	Black/White Double Sided	.25	.35	.45
	Color Single Sided	.30	.40	.50
<b>Full Size Sheets</b> <a href="#">(Res. 11-04, Effective 4/1/2011)</a>	\$10			
<b>Document Research</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	based on hourly staff rate (billed at 15 minute increments)			
<b>Duplication of CC/PC Minute Tapes</b> <a href="#">(Res. 09-08, Effective 6/02/2009)</a>	\$20 each			
<b>Fee-in-Lieu Agreement Admin.</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	\$250			
<b>Financial Guarantee in Lieu of Bond Admin. Fee</b> <a href="#">(Res. 11-08, Effective 5/3/2011)</a>	\$250 (Payments in lieu of bond made to City, City performs the work)			
<b>Reimbursement District and Local Improvement District Fee</b> <a href="#">(Res. 12-16, Effective 7/17/2012)</a>	5% of District cost per lot within District			
<b>Returned Check Processing</b> <a href="#">(Res. 09-08, Effective 6/02/2009)</a>	\$100			
<b>City Lien Fee</b> (Res. 13-08, Effective 5/31/2013)	\$25			

## Hourly Staff Rate

	Position	Hourly Rate
Building Department	Building Official	\$ 132.00
	Building Department Plan Review	\$ 100.00
	Building Inspector	\$ 94.00
	Permit Specialist	\$ 68.00
Community Development	Community Development Director	\$ 157.00
	Planning Manager/Development Services Manager	\$ 135.00
	City Engineer	\$ 137.00
	Civil Engineer	\$ 103.00
	Engineering Tech	\$ 85.00
	Planner	\$ 111.00
	Planning Assistant	\$ 68.00
Community Services	Community Service Director	\$ 151.00
	Code Enforcement Officer	\$ 94.00
	Community Involvement Specialist	\$ 89.00
	Court Clerk	\$ 77.00
Library	Library Director	\$ 158.00
	Librarian	\$ 91.00
	Library Aide	\$ 44.00
Administration	City Manager	\$ 259.00
	Assistant City Manager	\$ 184.00
	IT	\$ 142.00
	HR Manager	\$ 164.00
	City Recorder	\$ 115.00
	Finance Director	\$ 211.00
	Senior Accountant	\$ 139.00
	Admin Assistant	\$ 109.00
Public Works	Public Works Director	\$ 171.00
	Public Works Staff	\$ 89.00

## Foreclosure Registration Fees

Res. 17-03, effective 1/24/17

The fee schedule begins with the 1st year initial registration and increases each year up to the 4th year. The 5th year thereafter the fee will remain the same annually as year number 4 in each category.

Application	Registration Fee	2nd Year Fee	3rd Year Fee	4th Year Fee
Residential	\$100	\$200	\$300	\$400
Multi-Family	\$250	\$350	\$450	\$550
Commercial	\$250	\$350	\$450	\$550
Industrial	\$250	\$350	\$450	\$550

## PERMITS

<b>Alarm Permits</b> ( <a href="#">Ord. 209, Effective 9/19/00</a> )									
Residential - every 2 years ( <a href="#">Res. 11-08, Effective 5/3/2011</a> )	\$40								
Residents 65+years ( <a href="#">Ord. 209, Effective 9/19/00</a> )	\$0								
Business – every 2 years ( <a href="#">Res. 11-08, Effective 5/3/2011</a> )	\$80								
Late fee for residential/commercial past 30 days ( <a href="#">Ord. 209, Effective 9/19/00</a> )	\$25								
False Alarm fee ( <a href="#">Ord. 209, Effective 9/19/00</a> )	<table border="1"> <tbody> <tr> <td>1<sup>st</sup> – 3<sup>rd</sup> false alarm</td> <td>\$0</td> </tr> <tr> <td>4<sup>th</sup> false alarm</td> <td>\$40</td> </tr> <tr> <td>5<sup>th</sup> false alarm</td> <td>\$100</td> </tr> <tr> <td>6<sup>th</sup> false alarm</td> <td>\$180</td> </tr> </tbody> </table>	1 <sup>st</sup> – 3 <sup>rd</sup> false alarm	\$0	4 <sup>th</sup> false alarm	\$40	5 <sup>th</sup> false alarm	\$100	6 <sup>th</sup> false alarm	\$180
1 <sup>st</sup> – 3 <sup>rd</sup> false alarm	\$0								
4 <sup>th</sup> false alarm	\$40								
5 <sup>th</sup> false alarm	\$100								
6 <sup>th</sup> false alarm	\$180								

<b>Burn Permit</b> ( <a href="#">Res. 06-11, Effective 4/04/06</a> )	Onetime fee \$30
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<b>Special Events Permit – Processing Fee</b> ( <a href="#">Res. 11-08, Effective 5/3/2011</a> )	\$150 (plus hourly staff rate)
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<b>Commercial Filming Permit – Processing Fee</b> ( <a href="#">Res. 11-08, Effective 5/3/2011</a> )	\$150 (plus hourly staff rate)
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<b>4th of July Vendor Permit Fee</b> ( <a href="#">Res. 11-08, Effective 5/3/2011</a> )	
Business Vendor	\$200
Food Vendor	\$300

<b>Summer Concerts Vendor Permit</b> ( <a href="#">Res. 11-08, Effective 5/3/2011</a> )	
Business Vendor	50 or 10%, whichever is higher
Food Vendor	50 or 10%, whichever is higher

<b>Alcohol Vendor Permit</b> ( <a href="#">Res. 11-08, Effective 5/3/2011</a> )	\$50 or 10%, whichever is higher
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## LICENSES

<b>Business License</b> ( <a href="#">Res. 12-16, Effective 7/17/12</a> )		
Commercial (Wholesale/Retail) and Industrial Business Class A		\$100
Daycare Class B		\$100
Rental Property (Single-Family and Multi-Family) Class C		\$100
Home Based Business Class D1		\$50
Building Trades/Landscape Contractor	Greater than \$250K annually Class E1	\$100
	Less than \$250K annually Class E2 (Fee waived with copy of a valid Metro Business License)	\$50
Temporary Solicitor/Peddler (10 day) Class F		\$50
<b>Liquor License</b> ( <a href="#">Res. 18-16, Effective 1/2/18</a> )		
OLCC App. & Plan Review – Per ORS 471.166 Fee		\$25

<b>Dog License</b> ( <a href="#">Res. 07-22, Effective 11/16/07</a> )		
Duplicate Registration \$10		
	Altered Dog	Fertile Dog
1 year	\$18	\$35
2 years	\$34	\$67
3 years	\$50	\$100
<b>Senior Discount &lt;age 62</b>		
1 year	\$14	\$31
2 years	\$26	\$59
3 years	\$38	\$88

## Passports ([Res. 18-32, Effective 3/20/18](#)) Fees in addition to the US Dept of State's passport fees

	Under Age 16	Age 16 & Over
U.S. Passport Book	\$35	\$35
U.S. Passport Card	\$35	\$35
U.S. Passport Book & Card	\$35	\$35
Passport Photo	\$10	\$10

## SPORTS FIELDS/PARKS

<b>Sports Fields - Team/Club Fees – Organized</b> ( <a href="#">Res. 06-35, Effective 12/05/06</a> )	
Non-refundable processing fee	\$25
Youth Sports, per Season/per Team	\$400
Adult Sports, per Season/per Team	\$550
Tournament Playoffs – Per day, 2 fields (also require a Special Events Permit)	\$300
	Additional field per day \$100
<b>Sports Field - User Fee</b> ( <a href="#">Res. 11-07, Effective 4/5/11</a> )	
Non-refundable processing fee	\$25
Youth In-District hourly rate per field	\$5 (\$2.50 prorate ½ hour)
Youth Out-of-District hourly rate per field	\$10 (\$5 prorate ½ hour)
Adult hourly rate per field	\$20 (\$10 prorate ½ hour)
All processing fee due at time of application	\$25
Tournament Playoffs – Per day, 2 fields (also require a Special Events Permit)	\$400
	Additional field per day \$100
Mini Tournaments – 10 teams or less, 1 or 2 days – 2 fields in addition to hourly rate	\$200

## Happy Valley Park Reservations ([Res. 06-35, Effective 12/05/06](#))

Application Fee, Non-Refundable			\$22
	# People	In-District	Out of District
Reservation Fee (4 hour block)		\$30	\$60
User Fee (4 hour block)	1 - 20	\$22	\$44
	21 - 40	\$33	\$66
	41 - 60	\$55	\$110
	61 - 80	\$66	\$132
	81 - 100	\$88	\$176
	100+ requires Special Event Permit	\$88 + \$150	\$176 + \$150

## CODE ENFORCEMENT

<b>Construction Site Re-Inspection Fee for Non-Compliance</b>	<b>\$75</b>
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### Parking Citation Fees [\(Res. 04-30, Effective 12/01/04\)](#)

Hazard	\$30
On Sidewalk	\$25
On Crosswalk/Within 20 FT. of Sidewalk	\$25
Within Intersection	\$30
In Violation of Signs and Markings That Prohibit Parking	\$25
Double Parking	\$20
Blocking Driveway	\$25
10 FT. From Fire Hydrant	\$25
Over 12 Inches From Curb	\$20
Wrong Side of Street	\$20
In Park in Violation of Signs or When Park Closed	\$20
Parked In Bicycle Lane/Bicycle Trail	\$25
Less Than (18) FT. Of Unobstructed Roadway	\$15
Parking Any Place Where Official Signs or Marking Prohibit Stopping, Standing Or Parking	\$25
Parking During Prohibited Time	\$15
Within 12 FT From a Mailbox	\$15
Parked Over 72 Hours	\$20
Trailer Not Attached	\$25
Between Roadways/Divided Hwy	\$20
Not Parked Parallel to the Curb	\$20
Parked in an Emergency Zone	\$25
Parked in Safety Zone	\$25
Parking in disabled space	\$250 min. /\$600 max.

### Trespassing Sign [\(Res. 11-06, Effective 3/15/11\)](#)

		Over 65	Indigent
Fee	\$10	\$0	\$0



## Library Fees

### Loan Period

Cultural Passes	1 Day
DVD/Video Game	7 Days
New Adult Fiction and Magazines	14 Days
General Materials	28 Days

### Overdue Fines

Materials Per Day	\$ .10
Maximum Materials Per Item (Adult Materials)	\$3
Maximum Materials Per Item (Children's Materials)	\$1
DVD and Video Games Per Day	\$.25
Maximum DVD/Video Game Per Item (Adult)	\$5
Maximum DVD/Video Game Per Item (Child)	\$3
Cultural Pass Per Day	\$5 Maximum
Cultural Pass Fine	Price of the Pass

### OUT OF AREA LIBRARY CARD

Non Mix Residents	\$95 per year
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### COPY MACHINE (First 5 copies of non-circulating items n/c)

Per Copy	\$.10
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### Internet Printing (First \$.50 is waived for card holders)

Black and White (per sheet)	\$.10
Color (per sheet)	\$.50

**LOST MATERIAL** .....List Price

**DAMAGED MATERIAL**.....Dependent on Damag