



2022

# Master 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		Res. 09-08, Eff. 6/2/09
<b>Addressing</b>					
Change of existing address (Commercial/Single Family Res.)	\$216		\$216		Res. 09-08, Eff. 6/2/09
Assign Single Family Residences	\$54 + \$7 per lot		Varies		
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> Res. 09-08, Eff. 6/2/09					
Type I	\$250		\$250		Res. 11-08, Eff. 5/3/11
Minor Amendments	\$1,000		\$1,000		Res. 09-08, Eff. 6/2/09
Major Amendment	½ original application fee (subject to review by the Planning Official)		Varies		Res. 18-14 Eff. 9/18/18
Hearings Officer (if required) based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500	Res. 18-14 Eff. 9/18/18
<b>Annexation (Non-Election)</b> Based on hourly rate-requires deposit	Actual cost		Actual cost	\$3,000	Res. 09-08, Eff. 6/2/09
<b>Annexation (Election)</b> Based on hourly rate – requires deposit	Actual cost		Actual cost	\$3,000 <b>(waived by City Council)</b>	Res. 09-08, Eff. 6/2/09
<b>De-Annexation</b> (Withdraw of Territory) Based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500	Res. 09-08, Eff. 6/2/09

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	Res. 9-08, Eff.6/2/09
Hearings Officer based on hourly rate – requires deposit	Actual cost		Actual cost	\$2,500	Res.18-47 Eff.9/18/18
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		Res. 09-08, Eff. 6/2/09
<b>Conditional Use (normally paired with Design Review)</b>					
Pre-Application Conference					
Mid Level <5 acres	\$500		\$500		Res. 09-08, Eff. 6/2/09
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	Res. 18-47 Eff. 9/18/18
Hearings Officer/Architectural Services (if required) Based on hourly rate – requires deposit	Actual Cost		Actual Cost	\$3,500	Res. 16-42 Eff. 11/1/16
<b>Condominium Plat Review Fee</b>	\$1,000 +\$100 per lot/tract		\$1,000 +\$100 per lot/tract		Res. 09-08, Eff. 6/2/09
<b>Density Transfer</b>	\$1,400		\$1,400		Res. 11-08, Eff. 5/3/11
<b>Design Review</b>					
Pre-Application Conference					
Mid Level <5 acres	\$500		\$500		Res. 11-08, Eff. 5/3/11
Major Level >5 acres	\$1,000		\$1,000		

Application	Application Fee	1% Surcharge	Total	Deposit Required*	Resolution
Application					Res. 16-42 Eff. 11/01/16
Type I	\$500	\$5	\$505		
Minor Design Review	\$1,500	\$15	\$1,515		
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	
\$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	Res. 16-42, Eff. 11/01/16
Traffic Study Review Based on hourly rate – requires Deposit	Actual cost		Actual cost	\$2,500 - \$10,000	Res. 09-08, Eff. 6/2/09
Certified Landscape Architect and/or Environmental Consultant Review Based on hourly rate – requires deposit	Actual cost		Actual cost	\$500 - \$2,500	Res. 18-47 Eff. 9/18/18
<b>Development Agreement/Memorandum of Agreement</b>	Actual cost			\$500 - \$2,500	Res. 11-08, Eff. 5/3/11
<b>Development Code/Comprehensive Plan Amendments</b> Res. 09-08, Eff. 6/2/09					
Pre-Application Conference	\$500		\$500		
Development Code or Comprehensive Plan Text Amendments	\$3,553	\$36	\$3,589		Res. 11-08, Eff. 5/3/11
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	Res. 09-08, Eff. 6/2/09
<b>Development Re-Inspection</b> Conformance with Conditions of Approval, re-inspection of preliminary “walk-through” - Based on hourly rate	Actual Cost		Actual Cost		Res. 09-08, Eff. 6/2/09

Application	Application Fee	1% Surcharge	Total	Deposit Required*	Resolution
<b>Environmental Review Permit</b> (Steep Slopes, Natural Resources, Flood Management Overlay Zones)					Res. 09-08, Eff. 6/2/09
Type I	\$500	\$5	\$505		
Type II	\$2,500	\$25	\$2,525		
<b>Expedited Land Decision</b>	\$10,112	\$101	\$10,203		Res. 09-08, Eff. 6/2/09
<b>Home Occupation Permit</b> Hearings Officer based on hourly rate – requires deposit				\$2,500	Res. 16-42, Eff. 11/1/16
+\$50 home based business license (pro-rated per calendar year)	\$750 + actual cost		\$750 + actual cost		Res. 12-16, Eff. 7/17/12
<b>Land Development Time Extension</b>	\$100		\$100		Res. 09-08, Eff. 6/2/09
<b>Land Partition</b>					Res. 09-08, Eff. 6/2/09
Pre-Application Conference	\$250		\$250		
Application	\$2,775	\$28	\$2,803		
Final Plat Review	\$1,000		\$1,000		Res. 09-08, Eff. 6/2/09
Traffic Study Review based on hourly rate – requires deposit	Actual cost		Actual cost	\$500-\$2,500	Res. 18-47 Eff. 9/18/18
<b>Master Plan</b>					Res. 09-08, Eff. 6/2/09
Pre-Application Conference					
Simple <10 acres	\$500		\$500		
Complex >10 acres	\$1,000		\$1,000		Res. 11-08, Eff. 5/3/11
Application					
Simple <10 acres	\$3,553	\$36	\$3,589		
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	Res. 18-47 Eff. 9/18/18
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	Res. 18-47 Eff. 9/18/18

Application	Application Fee	1% Surcharge	Total	Deposit Required*	Resolution
<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	Res. 09-08, Eff. 6/2/09
<b>Model Homes/Units Application</b> Res. 09-08, Eff. 6/2/09					
Type I Review	\$300		\$300		Res. 11-08, Eff. 5/3/11
Type II/Type III Review	\$1,000		\$1,000		Res. 09-08, Eff. 6/2/09
<b>Planned Unit Development</b>					
Pre-Application Conference					Res. 09-08, Eff. 6/2/09
4 – 9 lots	\$250		\$250		
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		Res. 11-08, Eff. 5/3/11
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		
Hearings Officer (if required) based on hourly rate – requires deposit				\$2500	Res. 16-42 Eff.11/1/16
Traffic Study Review - Based on hourly rate plus deposit	Actual cost		Actual cost		Res. 09-08, Eff. 6/2/09
4 – 9 lots	Actual cost		Actual cost	\$500	Res. 11-08, Eff. 5/3/11
More than 10 lots	Actual cost		Actual cost	\$2,500 - \$10,000	Res. 09-08, Eff. 6/2/09
Certified Landscape Architect and/or Environmental Consultant Review Based on hourly rate – requires deposit	Actual cost		Actual cost	\$500- \$2,500	Res. 18-47 Eff. 9/18/18

Application	Application Fee	1% Surcharge	Total	Deposit Required*	Resolution
Final Plat	\$1,000 + \$100 per lot/tract		\$1,000 + \$100 per lot/tract		Res. 09-08, Eff. 6/2/09
Re-naming of Approved PUD (post land-use approval)	\$1,000		\$1,000		
<b>Planning Document Fees (copies of)</b>					
Development Code	\$100		\$100		Res. 09-08, Eff. 6/2/09
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		Res. 09-08, Eff. 6/2/09
<b>Public Easement Vacation</b>	\$500		\$500		Res. 09-08, Eff. 6/2/09
<b>Reimbursement District Formation</b>	\$1,500		\$1,500		Res. 09-08, Eff. 6/2/09
<b>Re-Submittal Fees</b>					
After first incomplete	\$250		\$250		Res. 09-08, Eff. 6/2/09
After second incomplete	\$500		\$500		
Modification of Proposal	\$750		\$750		
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		Res. 09-08, Eff. 6/2/09
<b>Signs</b>					
Permanent Commercial/Industrial/Institutional signs	\$150		\$150		Res. 11-08, Eff. 5/3/11



Application	Application Fee	1% Surcharge	Total	Deposit Required*	Resolution
Temporary Commercial/Industrial/Institutional (including large "For Sale") signs	\$50		\$50		
Temporary subdivision entrance/large "For Sale" sign	\$50		\$50		Res. 09-08, Eff. 6/2/09
Subdivision Entrance/monument sign (permanent)	\$150		\$150		Res. 09-08, Eff. 6/2/09
<b>Similar Use Determination/Code Interpretation/Non-Conforming Use Expansion</b>	\$500		\$500		Res. 09-08, Eff. 6/2/09
<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	Res. 11-08, Eff. 5/3/11
<b>Subdivision</b>					
Pre-application conference					Res. 09-08, Eff. 6/2/09
Minor (4 – 9 lots)	\$250		\$250		
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		Res. 11-08, Eff. 5/3/11
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	Res. 16-42 Eff.11/1/16
Traffic Study Review - Based on hourly rate + deposit	Actual cost		Actual cost		Res. 09-08, Eff. 6/2/09
4 - 9 lots	Actual cost		Actual cost	\$500	Res. 11-08, Eff. 5/3/11
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	Res. 18-47, Eff. 9/18/18

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

### SITE DEVELOPMENT PERMIT

(Res. 06-10, Effective 5/04/06)

**Note: The following fees are based on a maximum allowance of four reviews per project.** Additional reviews are charged at an hourly rate based on the individual assigned to review the project.

#### Public Improvement Plan Review Fees

<b>Deposit Amount</b> (Required with initial submittal of construction plans for residential developments)	
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

<b>Final fee</b> will be assessed on the construction value provided by the design engineer as follows:	
<b>Construction Value</b>	<b>Assessed Fee</b>
0 to \$10,000	8% of Construction Value
\$10,001 to \$50,000	\$800.00 + 7% of Construction Value
\$50,001 to \$100,000	\$3,600.00 + 6% of Construction Value
Over \$100,001	\$6,600.00 + 5% of Construction Value

#### Grading & Civil Site Plan Review Fee (Non-Single Family, Commercial, Duplex, Triplex, etc.)

<b>Deposit Amount</b> (Required with initial submittal of construction plans)	
<b>Construction Value</b>	<b>Assessed Fee</b>
0 to \$10,000	\$500
\$10,001 to \$50,000	\$3,000
\$50,001 and over	\$5,000

<b>Final fee</b> will be assessed on the construction value provided by the design engineer as follows:	
<b>Construction Value</b>	<b>Assessed Fee</b>
0 to \$10,000	10% of Construction Value
\$10,001 to \$50,000	\$2,500 + 5% of Construction Value
\$50,001 to \$100,000	\$5,500 + 5% of Construction Value
\$100,001 to \$500,000	\$7,500 + 5% of Construction Value
Over \$500,001	\$28,500 + 2.5% of Construction Value

### EARLY GRADING PERMIT (Res. 20-30, Effective 11/17/20)

Site Review for Grading Only	\$1,000
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**EROSION CONTROL PERMIT** (Res. 06-10, Effective 5/04/06)

Base fee up to ONE acre	\$500
Over ONE acre	Add \$100 per acre for every fraction thereof above base

**PUBLIC RIGHT-OF-WAY PERMIT** (Res. 16-42, Effective 11/1/2016)

Type of Work	Description of Work	Permit Fee
Type 1* Res. 18-47 Eff. 9/18/18	Sidewalk, Driveways, Encroachments (Storage Pods/Dumpsters, etc.)	\$150
Type 2	Utilities	\$300 or 5% of the construction value <i>(whichever is greater)</i>
Type 3	Major Development (has land use decision associated with it)	Based on construction Value <i>(Is determined during the Site Development Review process)</i>
Type 4	Road Closure	Minimum \$750 <i>(Requires a Traffic Order obtained from Code Enforcement)</i>
Reinspection fee	Types 1&2 have a maximum of 3 inspections allowed. Additional inspections are charged at \$100 per inspection.	

\* For sidewalk panel replacement caused by street trees and associated root systems, the right of way permit fee is waived. However, a permit must be submitted, and all other requirements of the permit apply including, but not limited to contractor requirement for a Happy Valley Business License and a Certificate of Insurance naming the City of Happy Valley as additional insured.

**REIMBURSEMENT DISTRICT FORMATION** (Res. 11-08, Effective 5/3/2011)

Engineering Admin Fee	\$250
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**RIGHT OF WAY USAGE FEE** (Res. 16-13, Effective 7/1/2016) see also MC12.05.130)

Annual Registration/License Fee	\$250
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Annual Fee Rate	
<i>Utility Service</i>	<i>ROW Usage Fee Rate</i>
Electric	5% of gross revenue
Natural Gas	5% of gross revenue
Communication	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

"Gross revenue" means any and all revenue, of any kind, nature or form, without deduction for expense, less net uncollectible, derived from the operation of utility facilities and the provision of utility service in the City, subject to all applicable limitations in federal or state law.

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

<b>Attachment Fee</b>	\$5,000
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**Small Cell Wireless Facilities Permits** ([Res. 20-30, Effective 11/17/20](#))

Five-Node Initial Permitting Fee	\$500
Additional Node(s) Permit Fee	\$100 per additional node
Annual Administrative Fee	\$270 per provider

## 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)

Setup 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
Ice Maker	\$26
Interceptor	\$26
Primer	\$26
Roof Drain (Commercial)	\$26
Sink, Basin, Lavatory	\$26
Tub, Shower, Shower Pan	\$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

**Rainwater 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 ClackamasCounty.

**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)
Transportation and Parks SDC Credit Voucher Transfer Fee	\$100

## Administration General Fees

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

City of Happy Valley  
 Fiscal Year 2022-23  
 Hourly Rates for Billing Purposes

	Position	Hourly Rate
Building Department	Building Official	\$ 171.00
	Building Department Plan Review	\$ 134.00
	Building Inspector	\$ 127.00
	Permit Specialist	\$ 101.00
Community Development	Community Development Director	\$ 213.00
	Engineering Manager	\$ 158.00
	Engineer	\$ 127.00
	Engineering Tech	\$ 111.00
	Planning Manager	\$ 171.00
	Senior Planner	\$ 121.00
	Planning Assistant	\$ 94.00
Community Services	Community Service Director	\$ 204.00
	Code Enforcement Officer	\$ 99.00
	Community Involvement Specialist	\$ 113.00
	Court Clerk	\$ 95.00
Library	Library Director	\$ 201.00
	Librarian	\$ 110.00
	Library Aide	\$ 60.00
Administration	City Manager	\$ 355.00
	Assistant City Manager	\$ 250.00
	IT	\$ 194.00
	HR Director	\$ 239.00
	City Recorder	\$ 155.00
	Analyst	\$ 122.00
	Finance Director	\$ 232.00
	Accounting Supervisor	\$ 183.00
	Admin Assistant	\$ 151.00
Public Works	Public Works Director	\$ 236.00
	PW Admin Assistant	\$ 112.00
	Public Works Staff	\$ 123.00

**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.

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

## Permits

### Alarm Permits (Ord. 209, Effective 9/19/00)

Residential - every 2 years (Res. 21-18, Effective 8/17/2021)	\$60	
Resident 65+years (Res. 21-18, Effective 8/17/2021) Resident Military Veteran (Res. 21-18, Effective 8/17/2021)	\$0	
Business – every 2 years (Res. 21-18, Effective 8/17/2021)	\$100	
Late fee for residential/commercial past 30 days (Ord. 209, Effective 9/19/00)	\$25	
False Alarm fee (Res. 21-18, Effective 8/17/2021)	1 <sup>st</sup> – 2 <sup>nd</sup> false alarm	\$0
	3 <sup>rd</sup> false alarm	\$50
	4 <sup>th</sup> false alarm	\$75
	5 <sup>th</sup> false alarm	\$150
	6 <sup>th</sup> or more false alarms	\$500 and/or suspension of call response
<b>Burn Permit</b> (Res. 06-11, Effective 4/04/06)	Onetime fee \$30	
<b>Special Events Permit</b> – Processing Fee (Res. 11-08, Effective 5/3/2011)	\$150 (plus hourly staff rate)	
<b>Commercial Filming Permit</b> – Processing Fee (Res. 11-08, Effective 5/3/2011)	\$150 (plus hourly staff rate)	

### 4th of July Vendor Permit Fee (Res. 11-08, Effective 5/3/2011)

Business Vendor	\$200
Food Vendor	\$300

### Summer Concerts Vendor Permit (Res. 11-08, Effective 5/3/2011)

Business Vendor	50 or 10%, whichever is higher
Food Vendor	50 or 10%, whichever is higher

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

### Business License (Res. 12-16, Effective 7/17/12)

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	

### Liquor License (Res. 18-16, Effective 1/2/18)

OLCC App. & Plan Review – Per ORS 471.166 Fee	\$25
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### Dog License (Res. 07-22, Effective 11/16/07)

Duplicate Registration \$10

	Altered Dog	Fertile Dog
1 year	\$18	\$35
2 years	\$34	\$67
3 years	\$38	\$88
<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

### Sports Fields – Team/Club Fees – Organized (Res. 06-35, Effective 12/05/06)

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

### Sports Field - User Fee (Res. 11-07, Effective 4/5/11)

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
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## Happy Valley Park Reservations (Res. 21-17, Effective 07/20/21)

Administration Fee	\$25	
	<b>3-hr</b>	
	In-City	Out of City
Reservation Fee blocks charged hourly.	\$30	\$60

## Code Enforcement

<b>Construction Site Re-Inspection Fee for Non-Compliance</b>	\$75
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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
Oregon Parks Pass	2 Days
DVD/Video Game	14 Days
New Adult Fiction and Magazines	14 Days
Lucky Day	14 Days/ No renewal
General Materials	28 Days

### Overdue Fines

Materials Per Day	\$0.10
Maximum Materials Per Item	\$1.00
Oregon Parks Pass Per Day	\$5.00 (maximum cost of replacement)
Out of Area Library Card	Non-Mix Household \$95.00 per year

### OUT OF AREA LIBRARY CARD

Non-Mix Household	\$95.00 per year
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### Copy Machine (First 5 copies of non-circulating items n/c)

Per Copy	\$0.10
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### Internet Printing (First \$0.50 is waived for card holders)

Black and White (per sheet)	\$0.10
Color (per sheet)	\$0.50

**LOST MATERIAL** (45 days after the last due date) ..... List Price

**DAMAGED MATERIAL**..... Dependent on Damage