



2024

Fee Schedule

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Planning Division Fees

Application	Application Fee
Accessory Dwelling Unit	\$111
Addressing New or Change of Address/Unit/Suite Road Naming	\$73 + \$8 per Lot/Unit/Suite \$116
Amendment to Approved Applications Type I Minor Amendments Major Amendment	\$277 \$1,106 + Cost of Consulting Services ½ Original Application Fee + Cost of Consulting Services
Annexation Non-Election Election De-Annexation Metro Mapping Fee <1 Acre 1-5 Acres 5.1-40 Acres >40 Acres Legal Description	Cost of Staff and Consulting Services (\$3,000 Deposit) – Cost of Staff and Consulting Services (\$2,500 Deposit) \$166 \$277 \$332 \$443 \$553
Appeals Administrative Decision Hearings Officer Decision Planning Commission or Design Review Board Decision	\$553 + Attorney Fees (\$1,500 Deposit) Cost of Staff and Attorney Fees (\$2,500 Deposit) \$1,106 + Attorney Fees (\$2,500 Deposit)
Architectural Consulting Services	Cost of Consulting Services (\$1,000 Deposit)
Athletic Court Review	\$111
Code Interpretation Type I Type II	\$109 \$518
Conditional Use	\$3,552* + Cost of Consulting Services
Condominium Plat Review Fee	\$1,106 + \$104 per Lot/Tract
Density Transfer	\$1,549
Design Review Duplex, Townhome Type I Design Review, Triplex, Quadplex, Cottage Clusters Minor Design Review Major Design Review <\$500K Construction Value ≥\$500K to 3M Construction Value ≥\$3M Construction Value	\$116* \$559* \$1,754* + Cost of Consulting Services \$1,797* + Cost of Consulting Services (\$3,500 Deposit) \$2,944* + Cost of Consulting Services (\$3,500 Deposit) \$9,824* + Cost of Consulting Services (\$3,500 Deposit)

Application	Application Fee
Development Agreement/Memorandum of Agreement	Cost of Staff and Consulting Services (\$1,500 Deposit)
Development Code / Comprehensive Plan Amendments Development Code Comprehensive Plan Text Amendments Comprehensive Plan Map/Zoning Map Amendments Less than 20 Acres ≥20 Acres Public Notices (if needed)	 \$3,971* + Cost of Consulting Services \$3,971* + Cost of Consulting Services \$3,971* + Cost of Consulting Services \$12,159* + Cost of Consulting Services Cost of Consulting Services
Development Re- Inspection	\$111
Environmental Consulting Services	Cost of Consulting Services (\$1,000 Deposit)
Environmental Review Permit <i>Each Steep Slopes, Natural Resources, or Flood Management Overlay Application</i> Type I Type II	 \$559* + Cost of Consulting Services \$2,871* + Cost of Consulting Services
Expedited Land Division	\$12,473* + Cost of Consulting Services
Hearings Officer Consulting Services	Cost of Consulting Services (\$2,500 Deposit)
Historic Consulting Services	Cost of Consulting Services (\$1,000 Deposit)
Historic Properties Overlay Zone Designation Alteration New Construction/Demolition	 \$0 \$553 Cost of Consulting Services \$1,106 + Cost of Consulting Services
Home Business Home Occupation Permit Home Based Business License	 \$830 + Cost of Consulting Services (\$2,500 Deposit) \$55
Land Development Time Extension	\$111
Land Partition	\$4,285* + \$311 per Lot + Cost of Consulting Services
Landscape Architect Consultant Review	Cost of Consulting Services (\$500 Deposit)
Master Plan Simple <10 acres Complex ≥10 acres	 \$5,155* + Cost of Consulting Services \$13,343* + Cost of Consulting Services
Measure 37 Application	Cost of Staff and Consulting Services + Cost of Independent Appraisal if Requested
Model Homes/Units Application Type I Review Type II/Type III Review	 \$332 \$1,106
Non-Conforming Review Type I Type II	 \$109 \$553

Application	Application Fee
Planned Unit Development 4 – 9 Lots 10 – 29 Lots 30 – 59 Lots ≥60 Lots	\$4,285* + \$332 per Lot + Cost of Consulting Services \$4,285* + \$221 per Lot + Cost of Consulting Services \$4,285* + \$138 per Lot + Cost of Consulting Services \$4,285* + \$111 per Lot + Cost of Consulting Services
Planning Document Fees (<i>copies of</i>) Development Code Comprehensive Plan Rock Creek Comprehensive Plan Zoning Map (11"x17") Zoning Map Full-size Transportation System Plan Parks Master Plan	\$111 \$22 \$28 \$6 \$28 \$28 \$72
Planning Review of Building Permits Single-Family Detached/Attached, Duplex, Triplex, Quadplex, and each Cottage in a Cottage Development Multi-Family, Commercial, Office, Industrial, Non-Residential, and Institutional Development	\$116 5% of Building Permit Fee (\$116 Minimum)
Plat Vacation	\$1,660 + Cost of Contract Surveyor/Attorney (\$2,500-\$10,000 Deposit)
Pre-Application Conference Mid-Level (Overlay Districts, Middle Housing, Home Occupation Permit, Model Home, Variance, Minor Amendment, Land Partition, or Similar as Determined by the Planning Official) Major-Level (Subdivision, PUD, Major Design Review, Major Amendments, Conditional Use, Design Review, Master Plan, Development Code/Comprehensive Plan Amendment, Expedited Land Division, Middle Housing Land Division, or Similar as Determined by the Planning Official)	\$553 \$1,106
Property Line Adjustment or Abandonment	\$1,660
Re-Naming of Approved Development <i>Post Land-Use Approval</i>	\$1,106
Re-Submittal/Incompleteness Fees After Second Incomplete Type II-IV or Legislative Determination Application Exceeds 180 Incomplete Date Modification of Land Use Application Under Review	\$553 25% of Fee (Max of \$553) + Consulting Fees \$830

Application	Application Fee
Signs Permanent Temporary	\$166 \$55
Similar Use Determination	\$553
Steep Slopes Consulting Services	Cost of Consulting Services (\$1,000 Deposit)
Subdivision 4 – 9 Lots 10 – 29 Lots 30 – 59 Lots ≥60 Lots	\$4,285* + \$332 per Lot + Cost of Consulting Services \$4,285* + \$221 per Lot + Cost of Consulting Services \$4,285* + \$138 per Lot + Cost of Consulting Services \$4,285* + \$111 per Lot + Cost of Consulting Services
Temporary Use Permit Seasonal and Special Event Temporary Building	\$332 \$111
Traffic Study Review 1 - 9 Lots/Units/Minor Traffic Impact Development ≥10 Lots/Units/Minor Traffic Impact Development	Cost of Consulting Services (\$500 Deposit) Cost of Consulting Services (\$2,500 Deposit)
Tree Removal Permit Type “A” (1 – 3 Trees) Type “B” (4 or more Trees)	\$55 \$83 + \$55 per tree to a Max of \$5,180
Tree Mitigation Fund	\$277
Urban Growth Boundary (UGB) Expansion Request	\$3,971* + Cost of Consulting Services
Variance Class “A” Class “B” Class “C” Vertical Housing Development Zone	\$335 \$1,642 \$3,206 Initial Application \$1,000 + 0.03% of Total Permit Valuation Annual Monitoring \$400
Withdrawn Application Prior to Complete Prior to Notice After Noticed	25% of Fee (Max of \$553) + Consulting Fees 50% of Fee (Max of \$1,660) + Consulting Fees No Refund
Zoning Verification Letter	Based on hourly rate (billed at 15-minute increments)

Engineering Division Fees

SITE DEVELOPMENT PERMIT

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

Deposit Amount (Required with initial submittal of construction plans for residential developments)	
1 to 10 Lots	\$553 deposit per lot
11 to 30 Lots	\$442 deposit per lot
Over 30 Lots	\$332 deposit per lot

Final fee will be assessed on the construction value provided by the design engineer as follows:	
Construction Value	Assessed Fee
0 to \$10,000	8% of Construction Value
\$10,001 to \$50,000	\$800 + 7% of Construction Value
\$50,001 to \$100,000	\$3,600 + 6% of Construction Value
Over \$100,001	\$6,600 + 5% of Construction Value

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

Deposit Amount (Required with initial submittal of construction plans)	
Construction Value	Assessed Fee
0 to \$10,000	\$500
\$10,001 to \$50,000	\$3,108
\$50,001 and over	\$5,180

Final fee will be assessed on the construction value provided by the design engineer as follows:	
Construction Value	Assessed Fee
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

Miscellaneous Site Development Permit Fee

Changes to legal documents templates including developer guarantee agreements and surety forms	Actual cost (requires \$1000 deposit)
Determination of FILO Frontage Improvements	\$73
Permit Extension Fee	\$83
Private Gate Permit	\$228
Proportionality Analysis	Actual cost (requires \$250 deposit)

EARLY GRADING PERMIT

Administrative/Review Fee	\$1,106
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EROSION CONTROL PERMIT

Base fee up to ONE acre	\$553
Over ONE acre	Add \$111 per acre for every fraction thereof above base

PUBLIC RIGHT-OF-WAY PERMIT

Type of Work	Description of Work	Permit Fee
Type 1*	Sidewalk, Driveways, Encroachments (Storage Pods/Dumpsters, etc.)	\$166
Type 2	Utilities	\$332 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 \$830 (<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 \$111 per inspection.	
Permit Extension Fee, Types 1-3	\$83	
Permit Extension Fee, Type 4	\$311	
Public Easement Vacation	\$553	
Public Street (Right-of-Way) Vacation	\$1,660 + Actual Cost Based on Hourly Rate of Contract Surveyor and Attorney (\$2,500-\$10,000 Deposit)	
Right-of-Way Encroachment Permit	\$526	

* 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.

RIGHT OF WAY USAGE FEE

Annual Registration/License Fee	\$250
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Annual Fee Rate	
Utility Service	ROW Usage Fee Rate
Electric – Public Utility (ORS 757.005 (1)(a))	8.5% of gross revenue
Electric – All others (ORS 757.005 (1)(b))	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.

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	\$5,000

Small Cell Wireless Facilities Permits

Five-Node Initial Permitting Fee	\$518
Additional Node(s) Permit Fee	\$104 per additional node
Annual Administrative Fee	\$270 per provider

REIMBURSEMENT DISTRICT FORMATION

Modification of Reimbursement District Proposal	\$777
Reimbursement District Formation and Admin Fee	\$1,936
Rescheduling of Reimbursement District Hearing	\$518

SDCs

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

SDC Deferral Plan Fee:(Combined Transportation & Parks)	\$1500
SDC Deferral Plan Fee: Parks	\$1,000
SDC Deferral Plan Fee: Transportation	\$1000
Transportation SDC Alternative Trip Generation Study Review Fee	Actual Cost (requires \$1000 deposit)
Credit Voucher Program Administration Fee	\$1036
SDC Refund Application Fee	\$1000
SDC Hearings Officer Appeal Fee	Actual Cost (requires \$2500 deposit)
Transportation and Parks SDC Credit Voucher Transfer Fee	\$100
Delayed Payment Agreement Administration Fee	\$1,500
Credit Voucher Processing Fee per Permit	\$30

The City Engineer may waive or reduce fees as necessary. Fees are adjusted each year on July 1st.

Building Division Fees

Section 1: 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 based on the occupancy and construction type. The applicant may also submit a cost estimate, but the greater value will be used.

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

Valuation	Fee
\$1 - \$4,000	\$98.42 Minimum
\$4,001 - \$25,000	\$98.42 + \$12.65 for each add'l \$1000 over \$4,000
\$25,001 - \$50,000	\$364.07 + \$9.41 for each add'l \$1000 over \$25,000
\$50,001 - \$100,000	\$599.32 + \$6.33 for each add'l \$1000 over \$50,000
\$100,001 and up	\$915.82 + \$5.30 for each add'l \$1000 over \$100,000

Building Plan Review Fees

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

Solar Structural Installation Permits per OAR 918-050-180

Prescriptive Path as described in the Oregon Solar Installation Specialty Code, Flat fee that includes Plan Review	\$149.18
Non-Prescriptive All other installations are considered non-prescriptive and shall be based on the valuation of the structural elements for the solar panels, including racking, mounting elements, rails, and the cost of labor to install. The cost of the solar electrical equipment, including collector panels, and inverters shall be excluded from the permit valuation. The valuation shall be applied to the permit fee schedule. The standard plan review fee will be added to the permit.	

Section 2: MECHANICAL PERMITS – Residential

Minimum Mechanical Permit	\$98.42 minimum
Standard New Dwelling with gas appliances (furnace, water heater, fireplace, gas piping, exhaust fans, AC, radon, fresh air intake)	\$341.06
Standard New Dwelling with all electric appliances (heat pump, AC, electric water heater, exhaust fans, dryer exhaust)	\$219.66
Air Conditioner	\$25.90
Boiler, Including Vent	\$25.90
Duct Work	\$25.90
Furnace (includes ductwork) New or Replacement	\$25.90
Gas Heaters	\$25.90
Heat Pump (single or multiple heads)	\$25.90
Hydronic Piping System	\$25.90
Flue for any of the above	\$25.90
Attic, Crawlspace Fan	\$16.58
Chimney, Liner, Flue, Vent, w/o Appliance	\$25.90
Clothes Dryer Exhaust	\$16.58
Flue for Water Heater or Gas Fireplace	\$25.90
Gas Fireplace	\$25.90

Gas Log Lighter at Fire Pit	\$25.90
Gas Water Heater	\$25.90
Oil Tank, Gas or Diesel Generator	\$25.90
Pool or Spa Heater	\$25.90
Radon Mitigation System	\$25.90
Range Hood	\$16.58
Single-Duct Exhaust (bathrooms, toilet compartments, utility rooms)	\$16.58
Wood Stove, Pellet Stove, Wood Burning Fireplace	\$25.90
Fuel Piping and Distribution	\$25.90

Mechanical Permits - Commercial (Fees are per schedule below based on valuation of mechanical work.)	
Valuation	Fee
\$1 - \$5,000	\$98.42 Minimum
\$5,001 - \$10,000	\$98.42 + \$1.90 for each add'l \$100 over \$5,000
\$10,001 - \$100,000	\$193.42 + \$11.62 for each add'l \$1000 over \$10,000
\$100,001 and up	\$1239.22 + \$7.98 for each add'l \$1000 over \$100,000
Mechanical Plan Review Fee (Commercial Only)	25% of Mechanical Fee

Section 3: ELECTRICAL
Electrical Permits, Fees and Inspections are issued and regulated through Clackamas County.

Section 4: PLUMBING PERMITS – Residential & Commercial	
Minimum Plumbing Permit	\$98.42 Minimum
Single Dwelling Unit: 1-Bath (includes first 100 lf of water, storm & sewer)	\$795.65
Single Dwelling Unit: 2-Bath (includes first 100 lf of water, storm & sewer)	\$895.10
Single Dwelling Unit: 3-Bath (includes first 100 lf of water, storm & sewer)	\$994.56
Each additional half bathroom, full bathroom, or kitchen	\$132.61
Site Utilities	
Catch Basin or Area Drain	\$33.15
Drywell, Leach Line, or Trench Drain	\$33.15
Manufactured Home Utilities	\$107.74
Manholes	\$33.15
Rain Drain	\$33.15
Sanitary Sewer (100 Linear ft.)	\$124.32
Storm Sewer (100 Linear ft.)	\$124.32
Water Service (100 linear ft.)	\$124.32
Fixture or Item	
Backflow	\$33.15
Clothes Washer	\$33.15
Dishwasher	\$33.15
Drinking Fountain	\$33.15
Ejector Pump, Sump Pump	\$33.15
Expansion Tank	\$33.15
Fixture Removal, Sewer Cap	\$33.15
Floor Drain, Floor Sink, Hub Drain	\$33.15
Garbage Disposal	\$33.15
Hose Bibb	\$33.15
Ice Maker	\$33.15
Interceptor/Grease Trap	\$33.15

Primer	\$33.15
Roof Drain (Commercial)	\$33.15
Sink, Basin, Lavatory	\$33.15
Tub, Shower, Shower Pan	\$33.15
Water Closet, Urinal	\$33.15
Water Heater	\$33.15
Water Piping/Re-piping per floor	\$33.15
Plumbing Plan Review Fee for complex structures only	30% of Plumbing Permit Fee

Fire sprinklers, Multi-Purpose (Residential) Use Plumbing Permit Application, includes Plan Review	
Fire sprinklers, Stand Alone (Residential) Use Building Permit Application, includes Plan Review	
Less than 2,000 sq. ft	\$186.48
2,001 sq. ft. to 3,600 sq. ft	\$266.25
3,601 sq. ft. to 7,200 sq. ft	\$307.69
7,201 sq. ft. and up	\$346.02

Medical Gas Fee Schedule (based on valuation of medical gas work)	
\$1 - \$5,000	\$98.42
\$5,001 - \$10,000	\$98.42 + \$1.90 for each add'l \$100 over \$5,000
\$10,001 - \$100,000	\$193.42 + \$11.62 for each add'l \$1000 over \$10,000
\$100,001 and up	\$1,239.22 + \$7.98 for each add'l \$1000 over \$100,000

Section 5: SEWER PERMIT FEES	
Reversal of building drain without individual fixture connection	\$46.62
Connection to each individual fixture	\$33.15
Sewer Connection Permit	\$51.80
Septic Abandonment Permit	\$36.26

Section 6: GRADING PERMIT FEES¹ (Fees based on the number of cubic yards being removed or added to a site).	
25 cubic yards or less	No Permit Required, No Plan Review fee
26 to 100 cubic yards	\$95 Minimum + \$100 Plan Review
101 to 1,000 cubic yards	\$67.50 + \$31.50 for each add'l 100cys over 100cys + \$200 Plan Review
1,001 to 10,000 cubic yards	\$351 + \$27.00 for each add'l 1000cys over 1000cys + \$250 Plan Review
10,001 to 100,000 cubic yards	\$594 + \$121.50 for each add'l 10,000cys over 10,000cys + \$300 Plan Review
100,001 cubic yards or more	\$1687.50 for 100,000cys plus \$67.50 for each add'l 10,000cys + \$400 Plan Rev
¹ Building Division Grading Permit Fees are applied to work not covered by a foundation permit for residential dwellings and grading activities not involving significant cuts and fills, or structural construction as determined by the City Engineer and/or Building Official. All other developments are subject to Engineering Division Grading Permit and Plan review fees.	

Section 7: EROSION CONTROL/CODE ENFORCEMENT	
Residential, Multi-Family, Commercial	\$414.40 per building (attached or detached) \$207.20 if less than 500sf of soil is disturbed

Section 8: MANUFACTURED HOMES	
This single installation 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. (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 \$30.00 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.	
Installation Permit	\$461.02
State Manufactured Dwelling and Cabana Fee	\$30.00
Earthquake-resistant bracing when installed separately	\$88.06
Section 9: MISCELLANEOUS PERMITS & FEES	
A. Appeals Fees – (per appeal)	
One and Two- Family Dwellings	\$103.60
All other occupancies	\$207.20
B. Certificate of Occupancy	
Final	No Charge
Temporary – Commercial	\$259.00
Temporary – Residential	\$259.00
C. Consultation Fee	
For an optional meeting held prior to application for building permits for projects with complex and detailed issues in one or two areas of expertise (e.g., building and fire officials). Limited to two City staff members.	\$155.40
D. Demolition Permit	
Per Building	\$113.96
E. Inspection Fees	
Minimum Inspection Fee	\$98.42 per hour
Re-Inspection Fee	\$98.42 per hour
Inspections outside of normal working hours	\$113.96 per hour (2 hr. minimum)
Inspection or Plan Review for which no fee is specifically indicated	\$113.96 per hour
Hourly Rates	See fee schedule
Inspection/Investigation fee for unpermitted work	\$98.42 per hour
F. Permit Reinstatement Processing Fee. 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.	
	50% the amount required for a new permit or \$98.42 minimum
G. 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.	
H. Plan Review – Misc.	
Seismic Site Hazard Report Review	1% of Total Structural Fee

Deferred Submittal Review Fee (OAR 918-050- 0170)	65% of structural permit fee, calculated using deferred portions of the project, with a min fee of \$259 per item.
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.
3 rd Party Plan Review Fee	10% of the permit fee
Phased construction review fee	\$259 plus 10% of the total project permit fee
I. Master Plan Program (1&2 Family Dwelling Only)	
Setup fee for Master Plan	\$310.80 per plan
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
J. Architect/engineer as certified plans examiner for plan residential plan review.	\$310.80

The Building Official may waive or reduce fees as necessary. Fees are adjusted each year on July 1st.

Administration General Fees

Audio Recordings	based on hourly staff rate + cost of CD			
Bond Adjustment	\$125 (Interim Bond Reduction)			
City Attorney Review Fee	based on hourly rate (billed at 15-minute increments)			
City Council Position Filing Fee	\$50			
City Lien Fee	\$50			
Copy of City Council Packet	based on hourly staff rate (billed at 15-minute increments)			
Copy of Planning Commission Packet	based on hourly staff rate (billed at 15-minute increments)			
Depositor Administration Fee	\$250 (Money held by City in abeyance until work is done)			
Document Copying		Standard	Legal	11"x17"
	Black/White Single Sided	.20	.30	.40
	Black/White Double Sided	.25	.35	.45
	Color Single Sided	.30	.40	.50
Full Size Sheets	\$10			
Document Research	based on hourly staff rate (billed at 15-minute increments)			
Duplication of CC/PC Minute Tapes	\$20 each			
Fee-in-Lieu Agreement Admin.	\$250			
Financial Guarantee in Lieu of Bond Admin. Fee	\$250 (Payments in lieu of bond made to City, City performs the work)			
Reimbursement District and Local Improvement District Fee	5% of District cost per lot within District			
Returned Check Processing	\$100			

City of Happy Valley		
Fiscal Year 2024-25		
Hourly Rates for Billing Purposes		
	Position	Hourly Rate
Building Department	Building Official	\$ 182.00
	Building Department Plan Review	\$ 142.00
	Building Inspector	\$ 133.00
	Permit Supervisor	\$ 113.00
	Permit Tech	\$ 88.00
Community Development	Community Development Director	\$ 224.00
	Engineering Manager	\$ 176.00
	Senior Engineer	\$ 148.00
	Engineering Tech	\$ 125.00
	Planning Manager	\$ 180.00
	Senior Planner	\$ 135.00
	Planning Assistant	\$ 105.00
Community Services	Community Service Director	\$ 215.00
	Code Enforcement Officer	\$ 116.00
	Program Supervisor	\$ 109.00
	Community Engagement Specialist	\$ 82.00
	Court Clerk	\$ 105.00
	Administrative Assistant	\$ 65.00
Parks & Recreation	Program Supervisor	\$ 109.00
	Program Technician	\$ 79.00
Library	Library Director	\$ 172.00
	Library Supervisor	\$ 122.00
	Library Program Coordinator	\$ 128.00
	Librarian	\$ 108.00
	Library Assistant	\$ 75.00
	Library Aide	\$ 67.00
Administration	City Manager	\$ 363.00
	Assistant City Manager	\$ 288.00
	IT	\$ 218.00
	HR Director	\$ 266.00
	City Recorder	\$ 176.00
	Analyst	\$ 137.00
	Communications Coordinator	\$ 173.00
	Finance Director	\$ 268.00
	Accounting Supervisor	\$ 204.00
	Admin Assistant	\$ 162.00
Public Works	Public Works Director	\$ 253.00
	PW Administrative Assistant	\$ 117.00
	Public Works Staff	\$ 128.00

Facility Use Fees

Facility Usage Fees not including Happy Valley Library		Happy Valley Library Usage Fees	
Non-Profit serving Happy Valley		Application Fee	\$35
Application Fee	\$35		
Hourly Usage Fee	\$25	Resident/Non-Profit in Library Service Area	
		Hourly Usage Fee	\$25
Non-Profit serving outside Happy Valley			
Application Fee	\$35	For-Profit Business in Library Service Area	
Hourly Usage Fee	\$35	Hourly Usage Fee	\$50
Commercial Filming		Non-resident/Non-Profit out of Library Service Area	
Application Fee	\$35	Hourly Usage Fee	\$35
Hourly Usage Fee	\$100		
		For-Profit Business Out of Library Service Area	
Cleaning Fee		Hourly Usage Fee	\$75
Base Cleaning Fee	\$250		
		Commercial Filming	
Change Reservation Fee	\$20	Application Fee	\$35
		Hourly Usage Fee	\$100
		Room Set Up Fee	
		Hourly staff rates may apply (1 hour minimum when charged)	
		Cleaning Fee	
		Base cleaning fee \$250 additional charges may be applied at an hourly rate of \$62/hr.	\$250
		After Hours Fee	
		Hourly Staff Supervision rates may apply (2 hours minimum when charged)	

Foreclosure Registration Fees

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	4thYearFee
Residential	\$100	\$200	\$300	\$400
Multi-Family	\$250	\$350	\$450	\$550
Commercial	\$250	\$350	\$450	\$550
Industrial	\$250	\$350	\$450	\$550

Permits

Alarm Permits

Residential - every 2 years	\$60	
Resident 65+years Resident Military Veteran	\$0	
Business – every 2 years	\$100	
Late fee for residential/commercial past 30 days	\$25	
False Alarm fee	1 st – 2 nd false alarm	\$0
	3 rd false alarm	\$50
	4 th false alarm	\$75
	5 th false alarm	\$150
	6 th or more false alarms	\$500 and/or suspension of call response
Burn Permit	Onetime fee \$30	
Special Events Permit – Processing Fee	\$150 (plus hourly staff rate)	
Commercial Filming Permit – Processing Fee	\$150 (plus hourly staff rate)	

Community Event Sponsor Fees

Corporate Sponsor	\$3500
Summer Concert Sponsor	\$3500

4th of July Vendor Permit Fee

Business Vendor	\$200
Food Vendor	\$300

Summer Concerts Vendor Permit

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

Alcohol Vendor Permit	\$50 or 10%, whichever is higher
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Licenses

Business License

Commercial (Wholesale/Retail) and Industrial Business Class A	\$100	
Daycare Class B	\$100	
Rental Property (Single-Family and Multi-Family) Class C	\$100	
Short Term Rental Property Application Fee	\$250 Applications filed with less than six months remaining in the fiscal year shall receive a 50% discount.	
Home Based Business Class D1	\$53	
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

OLCC App. & Plan Review – Per ORS 471.166 Fee	\$25
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Dog License Duplicate Registration \$10

	Altered Dog	Fertile Dog
1 year	\$18	\$35
2 years	\$34	\$67
3 years	\$50	\$100
Senior Discount <age 62		
1 year	\$14	\$31
2 years	\$26	\$59
3 years	\$38	\$88

Passports 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

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

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

3 Hour Minimum for Facility Reservations

	In-City	Out of City
Reservation Fee blocks charged hourly.	\$30	\$90
Administration Fee	\$25	\$25

Recreation Programming Fees

The following fees shall be charged for the Parks & Recreation activities of the City: Recreation Services and Activities.

Happy Valley Recreation Programming Fee	\$0 to \$999
Recreational Partner Fees	10%
Refund Administration Fee	\$5

Code Enforcement

Construction Site Re-Inspection Fee for Non-Compliance	\$75
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Construction Variance Noise Variance Fee

1 day Variance	\$100
Multiple day variance, not to exceed 5 days	\$250
Multiple Day Variance, not to exceed 10 days	\$500

Parking Citation Fees

Hazard	\$60
On Sidewalk	\$60
On Crosswalk/Within 20 FT. of Sidewalk	\$60
Within Intersection	\$60
In Violation of Signs and Markings That Prohibit Parking	\$40
Double Parking	\$40
Blocking Driveway	\$40
10 FT. From Fire Hydrant	\$60
Over 12 Inches From Curb	\$40
Wrong Side of Street	\$40
In Park in Violation of Signs or When Park Closed	\$50
Parked In Bicycle Lane/Bicycle Trail	\$40
Less Than (18) FT. Of Unobstructed Roadway	\$40
Parking Any Place Where Official Signs or Marking Prohibit Stopping, Standing Or Parking	\$40
Parking During Prohibited Time	\$40
Within 12 FT From a Mailbox	\$40
Parked Over 72 Hours	\$40
Trailer Not Attached	\$40
Between Roadways/Divided Hwy	\$40
Not Parked Parallel to the Curb	\$40
Parked in an Emergency Zone	\$80
Parked in Safety Zone	\$80
Parking in disabled space	\$250 min. /\$600 max.

Trespassing Sign

		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