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RESOLUTION NO. 21-1948 OF THE CITY COUNCIL OF THE CITY OF MILTON,
WASHINGTON, AMENDING RESOLUTION NO. 21-1942 ADOPTED ON
FEBRUARY 1, 2021 AND REPEALING ALL PRIOR VERSIONS OF THE FEE SCHEDULE.

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PASSED BY THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON
AT ITS REGULAR MEETING ON THE 16TH DAY OF AUGUST, 2021
AND SIGNED IN AUTHENTICATION OF ITS PASSAGE.

Approved:

Shanna Styron Sherrell, Mayor

Attest:

Trisha Summers, City Clerk

Reference	I. BUSINESS LICENSES	Rate/Fee/Charge
MMC 5.04.080	New Business Application Fee (One Time Application Fee)	\$63.00
	Business Employees/Including Owner	
	0-2 employees	\$38.00
	3-5 employees	\$75.00
	6-12 employees	\$150.00
	13-25 employees	\$380.00
	26-50 employees	\$750.00
	51+ employees	\$1,150.00
	Late Fees: After January 31st 50% of total license fee plus an additional 10% per month thereafter, not to exceed 100% of license fee. Licenses expire on the due date issued by the Washington State Dept. of Licensing. The City is not required to send out renewal notices.	
	Processing Fee for Denied or Withdrawn Applications	\$35.00
Reference	II. ADMINISTRATIVE AND PUBLICATIONS	Rate/Fee/Charge
	All Departments	
	Administrative Fee for All Reimbursable Expenses	15% per consultant billing and/or other reimbursable event, not to exceed \$100 per invoice
RCW 42.56.20	Photocopying	\$0.15 per page
RCW 42.56.20	Copies on Compact Disc	Copy charges plus actual cost of disc
RCW 42.56.20	Copies on Thumb Drive	Copy charges plus actual cost of drive
RCW 42.56.20	Scanning	\$0.10 per page
RCW 42.56.20	Files uploaded to email, cloud-based data storage, or other means of electronic delivery	\$0.05 per each four (4) electronic files or attachment
RCW 42.56.20	Transmission of public records in an electronic format or for use of City equipment to send records electronically	\$0.10 per gigabyte
	Mailing costs for public records, including container or envelope and postage/delivery charge	Actual costs
	Printed Bound Documents- will be based on actual cost of printing	Actual costs
	Returned Item (check or electronic payment) for any reason	\$35.00
	Verbatim Transcription	\$55.00 per hour
	Lien Filing Fee	Respective County Filing Fee
RCW 42.45.170	Notary fee for documents unrelated to official City business	\$10.00

Reference	III. RECREATION	Rate/Fee/Charge
	A. Rentals	
	The Mayor is authorized to waive the rental fee and/or deposit for registered non-profit organizations, whose mission provides services to the general Milton community or to groups of persons in need within the City. Most of the services provided by the organization should be of the type that government could provide itself. 'Persons in need' shall include poor, infirm, elderly and youth.	
	Community Building Rental	
	Refundable Damage/Cleaning and Key Deposit	\$250.00
	Standard Rental Fees (2-hour minimum)	
	City of Milton Residents	\$25.00 per hour
	Non-Residents	\$35.00 per hour
	Non-Profit Rental Fees	\$10.00 for first 2 hours. For additional hours, standard rates applied.
	Governmental Agencies	No Charge
	Activity Center Rental	
	Refundable Damage/Cleaning and Key Deposit	\$350.00
	Business Hours	
	Full Center (2-hour minimum)	\$70.00 per hour – resident \$80.00 per hour – non-resident
	Main Room (2-hour minimum)	\$50.00 per hour – resident \$60.00 per hour – non-resident
	Small Meeting Room (2-hour minimum)	\$25.00 per hour – resident \$35.00 per hour – non-resident
	Evenings & Weekends	
	Full Center (4-hour minimum)	\$110.00 per hour – resident \$120.00 per hour – non-resident
	Main Room (4-hour minimum). Main room cannot be rented separately on weekends	\$85.00 per hour – resident \$95.00 per hour – non-resident
	Small Room (4-hour minimum). Small Room cannot be rented separately on weekends	\$65.00 per hour – resident \$75.00 per hour – non-resident
	Non-profits and Governments	25% Discount
	Recurring Rental Fees	
	Pre-paid, non-refundable rentals for a minimum of six occurrences within a six-month period and only for classes or programs which are open to the public. Mondays - Thursdays only (1-hour minimum, full center), provided that such rentals could be superseded at the sole discretion of the City for Standard Rentals or citywide events.	\$30.00 per hour
	Other Fees	
	Additional fee for evening/weekend rentals booked and/or changed within 10 business days of rental date	\$250.00
	Business hours are 8:00 AM to 5:00 PM Monday through Friday excluding City holidays (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day). Rentals are available until 10:00 PM Sunday to Thursday and until 11:00 PM Friday and Saturday.	
	B. Events	
	Milton Days	
	Food Vendors	\$125.00
	All Non-Food Vendors	\$90.00
	Non-Profit Clubs, Organizations & Government Agencies	\$50.00
	Electric Connection Fee	\$55.00
	Bazaar	
	Booth	\$40.00
	Late Registration, additional fee	\$10.00
	C. Activities	
	Activity Center Fitness Classes	\$5.00 per session

Reference	IV. PUBLIC SAFETY	Rate/Fee/Charge
	A. Pet Licenses	
MMC 6.01.010	Fees established by Metro Animal Services	
	B. Police	
MMC 03.10.020	Parking Tax - per vehicle per day	\$1.00
	Reimbursable Security Services (three hour minimum)	\$150.00/hour
	Police Alarms Systems	
MMC 9.44.100	Required User Permit	\$25.00/annual fee
MMC 9.44.100	Changes to the Permit	\$5.00
MMC 9.44.100	Failure to obtain Permit within 30 day requirement	\$100.00
	False Alarms	
MMC 9.44.120	First and Second false alarm/activation per calendar year	Warning
MMC 9.44.120	Third and subsequent false alarm/activation	\$ 100.00 per false
MMC 9.44.120	Failure to obtain a valid alarm permit will result in a fee for each false alarm/activation	\$ 250.00 per false alarm/activation
	C. Fireworks	
MMC 8.04	Sale License	\$75.00 per year
	D. Other Public Safety Services	
	Fingerprinting, concealed weapons permits and police reports available through South Sound 911	

Reference	V. Planning, Zoning, Land Division and Environmental	Fee/Rate/Charge
	A. Impact Fees	
MMC 13.45	Parks Impact Fee	Per code
MMC 13.42	School Impact Fee	Per code
MMC 13.44	Traffic Impact Fee	Per code
	Impact Fee Deferral Application	\$300.00
	B. Planning and Land Use Fees	
	Accessory Dwelling Unit	\$300.00
	Alteration/Amendment of Short Plat (0-4 lots)	\$1,200.00
	Alteration/Amendment of Subdivision (5+ lots)	\$3,600.00
	Annexation	\$4,800.00
	Appeal of Administrative Decision	\$1,200.00
	Binding Site Plan	\$2,400.00
	Boundary Line Adjustment	\$900.00
	Code Interpretation MMC Titles 8-18	\$600.00
	Comprehensive Plan Amendment or Rezone	\$7,500.00
	Conditional Use Permit	\$3,600.00
	Critical Area Exemption MMC 18.16	\$600.00
	Design Standards Review	\$1,200.00
	Deviation From Standards	\$300.00
	Final Subdivision	\$1,200.00
	Hearing Examiner Decision	Cost + 15%
	Hearing Examiner Appeal	\$1,800.00
	Hearing Examiner Reconsideration	\$900.00
MMC 17.44.110	Home Occupation	\$300.00
	Major Site Plan Approval	\$4,800.00
	Minor Site Plan Approval	\$1,800.00
	Major Wireless Communication Facility	\$6,000.00
	Minor Modification to Existing Wireless Communication Facility	\$300.00
	Minor Wireless Communication Facility	\$2,400.00
	Mobile Home Park	\$6,000.00
	Non-Conforming Use Letter	\$300.00
	Planned Development Master Plan	\$12,000.00
	Planned Development Master Plan Amendment	\$4,800.00
	Pre-Application – Major	\$1,500.00
	Pre-Application – Minor – (to be used with existing commercial structures, where there is a change of use or occupancy. The project will have no environmental issues and no design review required.)	\$600.00
	Preliminary Subdivision	\$4,800.00
	Reasonable Use Exception	\$1,200.00
	SEPA	\$1,200.00
	Shoreline Substantial Development	\$2,400.00
	Short Plat	\$1,800.00
	Variance	\$2,400.00
	Additional plan review required by changes, additions or revisions to plan. (1 hour minimum)	\$150.00/hour
	For use of outside plan review, inspection, or other professional services	Actual cost plus 15% overhead cost, not to exceed \$100.00 per invoice

Reference	VI. PUBLIC WORKS	Fee/Rate/Charge
	Development Standards Manual - includes CD	Actual Costs
	Color Copy of Zoning or Other Available Maps or Plans	Cost of map or plans
	A. Clearing and Grading Permits	
	Less than 7,000 square feet	\$156.00
	More than 7,000 square feet	\$366.00 plus staff time OR consultant fees
	B. Stormwater Permits	
	Add or replace less than 2,000 square feet of impervious surface	\$300.00
	Add or replace between 2,000-5,000 square feet of impervious surface	\$730.00 plus staff time OR consultant fees
	Add or replace more than 5,000 square feet of impervious surface	\$960.00 plus staff time OR consultant fees
	Additional staff review time - Planner, City Engineer, Stormwater Official, Building Official, Water/Streets Supervisor, Fire Official. Permit fees cover up to three plan reviews by the Planner. Additional review time will be billed by the hour.	\$150.00/hour
	Civil Inspection Fees	To be billed at outside consultant's rate + 15% administrative fee not to exceed \$100 per invoice
	Storm Inspection Fees	To be determined
	C. Staff Billable Hourly Rates	
	Building Official/Inspector	\$150.00 per hour
	Planner	\$150.00 per hour
	Prearranged Consultation w/ Building Official or Planner	\$75.00/30 mins
	Administrative Staff	\$120.00/hour
	Other outside consultants	Cost plus 15% overhead fee (not to exceed \$100 per event)
	Other staff- Directors, Electric, Water, & Storm	\$150.00/hour

Reference	VII. BUILDING	Fee/Rate/Charge
	Plan Review Fees	65% of Building Permit Fee
	Energy Code Plan Review	\$150.00/hr, 1hr minimum for IRC, 2 hour minimum for IBC
	Expedited Plan Review	2 X Plan Review Fee
	A. Building Permit Fees Based on Current International Code Council Building Valuation Data Table as Follows:	
	Single Family Residential Housing Valuation	Fee based on City of Milton Building Division Valuation Table
	Total Valuation	
	\$1 to \$2,000	\$101.00
	\$2,001 to \$25,000	\$101.00 for the first \$2,000 plus \$20.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
	\$25,001 to \$50,000	\$560.98 for the first \$25,000 plus \$16.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$960.97 for the first \$50,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$1,460.96 for the first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
	\$500,001 to \$1,000,000	\$4,660.96 for the first \$500,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
	\$1,000,001 and greater	\$7,910.96 for the first \$1,000,000 plus \$6.50 for each additional \$1,000 or fraction thereof
	B. Plumbing Permit Fees	*Plumbing plan review fee of 65% of the permit is required, unless waived by the Building Official
	For issuing each permit	\$156.00
	Unit Fee Schedule (in addition to permit fee)	
	For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage pipe and backflow prevention)	\$13.00
	For each building sewer and each trailer park sewer	\$25.00
	Rainwater systems – per drain (inside building)	\$13.00
	For each private sewage disposal system	\$68.00
	For each water heater and/or vent	\$13.00
	For each industrial waste pretreatment interceptor including its trap and vent, and kitchen-type grease interceptors	\$13.00
	For each installation, alteration or repair of water piping and/or water treating equipment	\$13.00
	For each installation, alteration or repair of drainage or vent piping, each fixture	\$13.00
	For each landscape sprinkler system on any one meter including backflow protection devices thereof	\$13.00

Reference	VII. BUILDING - Continued	Fee/Rate/Charge
	B. Plumbing Permit Fees - Continued	
	For each atmospheric-type vacuum breakers not included in item above.	\$13.00
	For each backflow protective device other than atmospheric- type vacuum breakers:	
	2 inches (51 mm) in diameter and smaller	\$13.00
	Greater than 2 inches (51 mm) in diameter	\$26.00
	For each graywater system	\$68.00
	For each medical gas piping system serving one to five inlets/outlets for a specific gas	\$85.21
	For each additional medical gas inlet/outlet	\$13.00
	For other plumbing units not specifically listed	\$13.00
	C. Mechanical Fees	*Mechanical plan review fee of 65% of the permit fee is required, unless waived by the Building Official
	For issuing each mechanical permit	\$156.00
	Unit Fee Schedule (in addition to permit fee)	
	Furnaces	
	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliances.	\$28.42
	For the installation or relocation of each floor furnace, including vent	\$28.42
	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$28.42
	Appliance Vents	
	For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$13.00
	Repairs, Additions, and Miscellaneous Equipment	
	For the repair, alteration or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls, and miscellaneous equipment regulated by the Mechanical Code	\$28.42
	Boilers, Compressors, and Absorption Systems	
	For the installation or relocation of each boiler or compressor to and including 15 horsepower (52.7 kW), or each absorption system to and including 500,000 Btu/h (146.6 kW)	\$34.60
	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW), or each absorption system over 500,000 Btu/h (146.6 kW)	\$101.35
	For each air-handling unit, including ducts attached thereto	\$28.42

Reference	VII. BUILDING - Continued	Fee/Rate/Charge
	C. Mechanical Fees - Continued	
	Air Handlers and Evaporative Coolers	NOTE: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code
	Ventilation and Exhaust	
	For each ventilation fan connected to a single duct	\$13.00
	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$13.00
	For the installation of each commercial-type hood which is served by mechanical exhaust, including the ducts for such hood	\$93.00
	For other mechanical units not specifically listed	\$13.00
	Fuel Gas, Medical Gas and Process Piping	
	medical gas requires a plumbing permit	
	Fuel Tanks - Permit & Inspection: Propane, Heating Oil	\$350.00
	For each piping system of one to four outlets	\$13.00
	For each additional outlet exceeding four, each	\$13.00
	D. Signs (fee includes plan review)	
	Pole	\$900.00
	Monument	\$900.00
	Building	\$630.00
	Multi-Group	\$630.00
	Temporary Banners, A-Boards-Annually	\$156.00
	Minimum Fee Unless Noted Otherwise	\$150.00 per hour
	E. Miscellaneous Permits	
	Reroof	Fee based on City of Milton Building Division Valuation Table but no less than \$234 for IRC and \$312 for IBC
	Demolition or Building Move	457 IRC; \$675 IBC
	<i>In addition, buildings moved into jurisdiction will require a building permit and complete plan review. This category requires Assignment of Funds to equal twice the assessed value of the estimated work (i.e. demolition cost or moving costs), but no less than \$10,000.</i>	
	Swimming Pool and Spa	Fee based on the City of Milton Building Division Valuation Table. Not less than \$450.00
	F. Inspections and Fees	
	Inspections outside of normal business hours (3 hours minimum)	\$450
	Inspection for which no fee is specifically indicated 1 hour minimum)	\$150.00/hour
	Deferred submittals and Substantial Revisions	\$150/hour
	State Building Code Council Fee	\$6.50 for IRC, \$25.00 for IBC plus additional \$2.00 per dwelling

Reference	VII. BUILDING - Continued	Fee/Rate/Charge
	G. Other Inspections and Fees	
	Inspections outside normal business hours (minimum charge 3 hours)	\$225.00/hour
	Reinspection Fee (1 hour minimum)	\$150.00/hour
	Inspection for which no fee is specifically indicated (1 hour minimum)	\$150.00/hour
	Technology Fee	5% of each permit
	<i>Actual cost shall include all administrative and overhead costs. Additional plan review fee may be charged in addition to permit fee (½ hour minimum)</i>	
	H. Violations and Penalties	
	Work commencing prior to permit issuance	Fee equal to triple the required permit fee plus mitigation fees and legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs at \$150.00/hour (5 hr minimum)
	Grading, clearing, or land modifications commencing prior to permit issuance	Fee equal to triple the required permit fee plus mitigation fees and legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs at \$160.00/hour (5 hr minimum)
	Unlawful continuance of work after a stop work order is issued	\$1,000/day plus legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs and material charges plus 15% overhead fee.
	Reinspection Fee	\$150.00/hour
	Investigation Fee	\$624.00 plus staff fees plus attorney and consultant fees plus 15% overhead
	Investigation Fee (minimum charge includes four hours)	\$900 minimum plus \$225/hour for each hour over four plus attorney and consultant fees plus 15% overhead

Reference	VIII. FIRE SAFETY	Fee/Rate/Charge
	Fire Marshal Plan Review Fee	40% of Building Permit Fee
	Fire Sprinkler System	
	Residential (1-2 family dwelling units) – 1 hour minimum plan review Commercial – 2 hour minimum plan review	\$302.82 for first 10 heads plus \$1.14 for each additional head plus plan review fee at \$89.80/hr
	Fire Alarm	
	Residential (1-2 family dwelling units)	\$302.82 plus \$1.65 per device
	Commercial / Multi Family	\$612.04 plus \$1.65 per device
	Tenant Improvement, Alteration, or Remodel	\$508.61 plus \$1.65 per device
	Fire Suppression (other than Sprinklers)	
	Includes hood and duct and alternative fire-extinguishing systems	\$302.82 plus plan review fee at \$107.69/hour (2 hr. min)
	Re-inspection Fee	\$107.69/hour
	Site Plan	\$302.82
	Developer Agreement	\$302.82
	Pre-Application/Construction	\$302.82
	Short Plat	\$107.69
	Alteration/Amendment of Short Plat (0-4 lots)	\$107.69
	Subdivision	\$302.82
	Alteration/Amendment of Subdivision (5+ lots)	\$302.82
	Inspection outside of normal business hours (3 hours minimum)	\$355.07-plus \$118.30 /hour for each additional hour over 3 hours
	Inspections for which no fee is specifically indicated (1 hour minimum)	\$107.69/hour
	Additional plan review required by changes, additions or revisions to plans after 2 reviews (1 hour minimum)	\$107.69/hour

Reference	IX. Utilities and Public Works Operations	Fee/Rate/Charge
MMC 13.28	A. Water	
	Water (per meter)	
	Permit	\$102.00
	Service Installation Fee (includes connection meter and meter box)	
	5/8" to 3/4" standard residential meters	\$2,128.00
	Larger meter sizes will be charged actual cost of materials over the 3/4" meter installation plus 15% overhead cost, in addition to 3/4" meter service installation fee.	Additional cost plus 15% overhead cost plus \$2,128.00
	Drop Meter Fee	
	Standard residential 5/8" to 3/4" meters	\$428.00
	Larger meters	Actual cost plus 15% overhead
	System Development Charges – per building	
	5/8" to 3/4" meter size	\$4,403.00
	1" meter size	\$7,350.00
	1-1/2" meter size	\$14,659.00
	2" meter size	\$23,465.00
	Greater than 2" meter	Calculated upon request
	Temporary Water Meter attached to fire hydrant	\$36.00
	Rental rate for duration of project	
	Meter Size:	
	5/8" to 3/4"	\$25.00
	1"	\$36.00
	2"	\$51.00
	3" +	\$102.00
	Deposit	
	Meter Size:	
	5/8" to 3/4"	\$51.00
	1"	\$102.00
	2"	\$255.00
	3"+	\$305.00
	(Refundable balance of deposit less rental, damage to water meter, and cost of water used at current rates)	
	Water Availability Letter	
	Residential (up to four-plex)	\$102.00/unit
	Non-residential (includes multiple family larger than four-plex and all commercial)	\$204.00/calculated
	(In the event that an existing certificate needs to be modified for additional units or ERUs, the cost difference between the existing certificate and the higher demand will be charged.)	ERU
	Door Hanger Fee	\$10.00
	Reconnection Fee	
	During normal working hours	\$51.00
	After normal working hours	\$188.00
	Special requested meter readings	\$15.00
	Current monthly base and consumption charges are available here - MMC 13.28.195	

Reference	IX. Utilities and Public Works Operations - Continued	Fee/Rate/Charge
MMC 13.08	B. Electric	
	Permit	\$102.00
	Connection Fee - 1 phase	\$675.00
	Connection Fee - 3 phase	\$1,395.00
	Distribution	\$255.00
	Temporary Power monthly charge	\$25.00 minimum
	(not to exceed 12 months of usage, usage exceeding \$25 in value to be billed at the customer current rate)	
	Reconnection Fee	
	During normal working hours	\$51.00
	After normal working hours	\$188.00
	Splice box	\$250.00
	Special requested meter readings	\$15.00
	Current monthly base and consumption charges are available here - MMC 13.08.280	
	C. Public Works Equipment Rates (charges per hour)	
	All equipment charges are without operators. All charges shall be subject to a 15 percent overhead charge.	
	Backhoe	\$55.00
	Dump truck	\$55.00
	Compactor machine	\$15.00
	Pickup truck	\$28.00
	Digger derrick	\$77.00
	Vactor truck	\$140.00
	Line truck	\$70.00
	Skid steer	\$37.00
	Mini excavator	\$44.00