

Master Fee Schedule

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Administrative Services Fees

ADMINISTRATIVE SERVICES			
Fee Name	Fee Unit/Type	Fee	Deposit
Water Meter Test Charge			
On-Site	each	\$109.00	
3 rd party			
City Administrative Fee	each	\$109.00	
Consultant Fee	Actual Cost	Actual Cost	
New Water Account			
Owner & Renter	Deposit		\$200.00
Backflow Device			
<u>Annual Administration</u>			
Annual Monitoring Administrative Fee	Per Year	\$83.00	
<u>City-Tested Devices</u>			
City Staff Testing Administration	Per Year	\$83.00	
3 rd Party Provider/Contractor	Actual Cost	Actual Cost	
Water Test Fee			
City Administrative Fee	Each	\$225.00	
Consultant Fee	Actual Cost	Actual Cost	
Bill Delinquency Charge	Per Bill	\$23.00	
Delinquent Account Reconnection Charge	Each	\$53.00	
Inspection of Modification of Service			
City Administrative Fee	Per Service	\$3754.00	
Consultant Fee	Actual Cost	Actual Cost	
Fire Hydrant Meter/Water ATM/Temporary Meter			
Deposit	Deposit		\$1250.00
Usage Deposit	Deposit		Est. Cost of Temp Service in Advance
City Administrative Fee	Per Month	\$53.00	
Water Usage	Actual Cost	Actual Cost Charges at Tier 3 Rates	
After-Hours Service Fee	Each	\$160.00	

ADMINISTRATIVE SERVICES			
Fee Name	Fee Unit/Type	Fee	Deposit
Return Check Fee (CA Civil Code §1719(a))			
First Returned Check	Per Check	\$25.00	
Each Additional Check	Per Check	\$35.00	
Void and Reissue Vendor Checks	Per Check	\$25.00	
Penalties		Greater of \$15 or Current LAIF Interest for Penalization Period	
Tampering Fee			
First Occurrence	Each	\$164.00	
Each Subsequent Occurrence	Each	\$657.00	
For services requested of Administrative Services City Staff which have no fee listed in this fee schedule, the City Manager or the City Manager's Designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the Applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	Hourly	\$168.00	

¹ When water service is discontinued for non-payment of bills, the City will apply the non-refundable Delinquent Account Reconnection Charge (above) to the delinquent account. The City may demand that the full amount of the delinquent bill, any subsequent bills, as well as any applied fees, be paid in full before service is restored. Additionally, a non-refundable After-Hours Service Fee is payable for service requests outside City Hall business hours as stated in footnote 2.

² For after-hours water service (turn-on service), the After-Hours Service Fee (non-refundable), plus any account balance due, as noted in footnote 1 above, is to be paid at the Cotati Police Department before the Public Works Department will be called out.

GENERAL ADMINISTRATIVE FEES			
Fee Name	Fee Unit/Type	Fee	Deposit
Copy Fees			
8.5" x 14" or smaller	Per Page	\$0.10	
Oversize documents, or documents requiring special processing	Each	Actual Cost	
Electronic Copy (readily available)	Each	No Charge	
Electronic Copy (requiring data compilation, extraction, or programming to produce the record)	Each	Actual Cost	
CD Copy	Each	Actual Cost	
DVD Copy	Each	Actual Cost	
USB Drive Copy	Each	Actual Cost	
Solicitor Permit			
501 (c) (3)	Each	\$34.00	
All Others – Blanket Permit	Each	\$34.00	
Identification Card	Each	\$34.00	
Subpoena			
Deposition Subpoena	Per Day		\$275 per day as deposit in advance, plus actual cost. GC §6809.1; §68097.2
Records Subpoena	Per Request	\$15.00	
For services requested of General Administrative City Staff which have no fee listed in this fee schedule, the City Manager or the City Manager's Designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	Hourly	\$135.00	



Building & Development Fees

Important Information on Fees

If you are submitting an application for building permit or review by Planning or Engineering, you will be required to pay various fees associated with review and processing of your application(s). The following information is provided as a guide, but the specific circumstances of your application may result in multiple fees being assessed. Please ensure that you have a complete understanding of the various fees that may apply to your application before you submit. Most building permit costs are one-time fees, while Planning and Engineering reviews are completed on a full cost recovery basis with initial deposits. The time to review, and therefore the cost, varies by the complexity of the project, completeness of the information provided, and applicant responsiveness. Building fees based on the valuation and details of your project are due at time of permit issuance, with some deposits due at application if outside plan check or inspection services are required. The vast majority of amounts listed in the Planning and Engineering sections are deposits unless otherwise noted as a fee, and are due at time of application. Applicants are responsible for actual costs incurred, including consultant costs and staff costs at fully burdened rates. For requested services of City Staff for which no fee is listed in the Fee Schedule, the Director or Directors of the department or departments whose services are requested shall determine the appropriate fee based on current hourly rates of staff.

Please also note that the Cotati-Rohnert Park Unified School District and the Rancho Adobe Fire Protection District may also levy fees on your project. Those fees are not included here. You should contact those agencies directly to determine if additional fees apply.

If you have questions about fees that may apply to your project, please feel free to contact the Community Development Department at (707) 665-3636.

Adopting Ordinances / Resolutions

Fees for Services, Ord. 692

Development Impact Fees Update, eff. 10/13/2025 (Reso 2025-46). Updated Park & Recreation, Water Capacity, Sewer Capacity, Traffic, and General Plan impact fees. Rescinded Downtown Specific Plan fee.

Water Conservation Fee – Reso. 93-83

Annual Impact Fee Inflationary Adjustments – CMC 4.20

Affordable Housing In-Lieu (Ord. 782, Reso. 88-33A)

Commercial Linkage Fee, eff. 4/12/2006 (Ord. 782, Reso. 06-21)

Growth Management, eff. 4/24/1991 (Ord. 548)

Penalties for Unpermitted Construction, eff. 11/9/2016 (Ord. 864)

Bed Tax, eff. 6/11/1974 (Ord. 204)

PLANNING DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Affordable Housing Monitoring Fee	Annual	\$123.00	
Annexation	Deposit		\$8,420.00
Appeals	Flat	\$548.00	
Commercial Cannabis Permit			
Application	New Application	\$7,609.00	
Renewal (Refer to cannabis permit section for detail)	Every Two Years	\$3,014.00	
Design Review			
Administrative Review	Flat	\$2,184.00	
Preliminary Review	Deposit		\$6,575.00
Final Review	Deposit		\$2,394.00
Environmental Review			
CEQA Exemption Determination	Hourly	\$201	
Initial Study / Negative Declaration / Mitigated Negative Declaration			
City Administrative Fee	Deposit		\$8,305.00
Consultant Costs	Actual Cost	Actual Cost	
Initial Study / Environmental Impact Report			
City Administrative Fee	Deposit		\$8,305.00
Consultant Costs	Actual Cost	Actual Cost	
General Plan Amendment	Deposit		\$17,610.00
Hillside Development Permit	Deposit		\$2,394.00
Limited Term Permits	Deposit		\$1,096.00
Planning Plan Check (of Building Plans / Permits)	Hourly	\$201.00	
Pre-Application Reviews			
Single Family Home (Owner Occupied)	Flat	Actual Cost	
Formal Conceptual Plan Review or Preliminary (with written comments)	Flat	\$2,636.00	
Public Noticing / Re-Noticing	Flat	Actual Cost	

PLANNING DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Signs			
New Sign	Flat	\$274.00	
Replacement	Flat	\$108.00	
Master Sign Program / Planning Commission Review	Deposit		\$2,410.00
Subdivisions			
Parcel Map	Deposit		\$9,574.00
Tentative Subdivision Map	Deposit		\$17,610.00
Time Extension			
	Deposit		\$5,022.00
Tree Removal			
Standard Tree Removal Application Fee			
First 5 Trees	Each	\$54.00	
Each Additional	Each	\$101.00	
Removal Requiring Arborist			
City Staff Review	Flat	\$803.00	
Consultant Review	Actual Cost	Actual Cost	
Tree Replacement In-Lieu Fee	Each	\$131.00	
Penalty for Removal Without Permit	2x Removal Application Fee + 2x In-Lieu Fee		
Use Determination			
	Hourly	\$201.00	
Use Permit			
Minor Use Permit	Deposit		\$1,991.00
Modification to Previously Approved Use Permit	Deposit		\$3,599.00
Major Use Permit	Deposit		\$4,787.00
Variance			
Minor	Flat	\$1,608.00	
Major	Deposit		\$4,008.00
Zoning Code / Zoning Map / PUD Amendment			
	Deposit		\$12,054.00
Zoning Clearance or Research			
	Actual Cost	Actual Cost	
Zoning Compliance Review – Business License			
	Flat (New Businesses)	\$10.00	

PLANNING DEPARTMENT

Fee Name	Fee Unit/Type	Fee	Deposit
For services requested of Building and Planning City Staff which have no fee listed in this fee schedule, the City Manager or the City Manager’s Designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	Hourly *1/2 hour minimum	\$196.00	

BUILDING PERMIT AND PLAN CHECK FEES		
Fee Name	Fee Unit / Type	Fee
Building Permit / Inspection – Single Family Residential		
\$500	Base fee up to \$500	\$109.58
Each additional \$100 or fraction thereof	Each additional \$100	\$5.50
\$2,001	Base fee @ \$2,000	\$191.77
Each additional \$1000 or fraction thereof	Each additional \$1000	\$36.86
\$25,001	Base fee @ \$25,000	\$1,039.93
Each additional \$1000 or fraction thereof	Each additional \$1000	\$17.78
\$50,001	Base fee @ \$50,000	\$1,483.74
Each additional \$1000 or fraction thereof	Each additional \$1000	\$9.80
\$100,001	Base fee @ \$100,000	\$1,973.57
Each additional \$1000 or fraction thereof	Each additional \$1000	\$3.95
\$500,001	Base fee @ \$500,000	\$3,555.93
Each additional \$1000 or fraction thereof	Each additional \$1000	\$5.91
\$1,000,001	Base fee @ \$1,000,000	\$6,508.06
Each additional \$1000 or fraction thereof	Each additional \$1000	\$6.51
Building Permit / Inspection – Commercial / Multi-Family / Industrial		
\$500	Base fee up to \$500	\$109.58
Each additional \$100 or fraction thereof	Each additional \$100	\$5.48
\$2,001	Base fee @ \$2,000	\$191.77
Each additional \$1000 or fraction thereof	Each additional \$1000	\$28.36
\$25,001	Base fee @ \$25,000	\$843.78
Each additional \$1000 or fraction thereof	Each additional \$1000	\$15.96
\$50,001	Base fee @ \$50,000	\$1,242.65
Each additional \$1000 or fraction thereof	Each additional \$1000	\$13.71
\$100,001	Base fee @ \$100,000	\$1,928.63
Each additional \$1000 or fraction thereof	Each additional \$1000	\$6.78
\$500,001	Base fee @ \$500,000	\$4,640.79
Each additional \$1000 or fraction thereof	Each additional \$1000	\$11.81
\$1,000,001	Base fee @ \$1,000,000	\$10,546.15
Each additional \$1000 or fraction thereof	Each additional \$1000	\$1.21
\$5,000,001	Base fee @ 5,000,000	\$15,336.93
Each additional \$1000 or fraction thereof	Each additional \$1000	\$1.41
\$10,000,001	Base fee @ 10,000,000	\$22,448.91
Each additional \$1000 or fraction thereof	Each additional \$1000	\$2.25
Building Plan Check		
In-House Plan Check	Percentage	65% of Building Permit Fee
Third-Party Consultant	Actual Cost	Actual Cost

MISCELLANEOUS FEES – FLAT RATE PERMITS		
Fee Name	Fee Unit/Type	Fee
Photovoltaic Systems (Solar Systems)¹		
Residential Roof Mount (Up to 15 kW)	Flat	\$450.00
Per kW over 15 kW	Flat	\$15.00
Commercial (Up to 50 kW)	Flat	\$1,000.00
Per kW between 51 kW – 250 kW	Flat	\$7.00
Per kW above 250 kW	Flat	\$5.00
Energy (T24 / CALGREEN)	Each	\$131.00
Re-roof		
Residential	Each	\$493.00
Commercial	Each	\$1,010.00
Minor Repair	Each	\$570.00

¹ Fees in this section are set by Government Code § 66015

MECHANICAL, ELECTRICAL, PLUMBING PERMIT (MEP) AND PLAN CHECK FEES

Fee Name	Fee Unit/Type	Fee
Single Item Permit – Single Family Residential		
Water Heater	Base*	\$198.00
HVAC	Base*	\$198.00
Panel Upgrade	Base*	\$274.00
<i>*Does not include required state fees</i>		
Electric Vehicle Charging Station		
Residential – Up to 50 Amps	Flat	\$219.00
Commercial – Up to 50 Amps	Flat	\$542.00
Commercial – Over 50 Amps	Flat	\$738.00
Stand Alone MEP Permit – Single Family Residential		
\$500	Base fee up to \$500	\$98.62
Each additional \$100 or fraction thereof	Each additional \$100	\$23.04
\$2,001	Base fee @ \$2,000	\$444.90
Each additional \$1000 or fraction thereof	Each additional \$1000	\$7.53
\$25,001	Base fee @ \$25,000	\$618.04
Each additional \$1000 or fraction thereof	Each additional \$1000	\$3.02
\$50,001	Base fee @ \$50,000	\$692.55
Each additional \$1000 or fraction thereof	Each additional \$1000	\$5.42
\$100,001	Base fee @ \$100,000	\$964.32
Each additional \$1000 or fraction thereof	Each additional \$1000	\$1.30
\$500,001	Base fee @ \$500,000	\$1,483.74
Each additional \$1000 or fraction thereof	Each additional \$1000	\$1.28
\$1,000,001	Base fee @ \$1,000,000	\$2,124.79
Each additional \$1000 or fraction thereof	Each additional \$1000	\$2.13
For MEP work as part of larger Building Permit	Percentage of Permit	25% of Building Permit Fee

MECHANICAL, ELECTRICAL, PLUMBING PERMIT (MEP) AND PLAN CHECK FEES

Fee Name	Fee Unit/Type	Fee
Stand Alone MEP Permit – Commercial / Multi-Family /Industrial (Includes T24 Energy / CALGREEN		
\$500	Base fee up to \$500	\$98.62
Each additional \$100 or fraction thereof	Each additional \$100	\$23.05
\$2,001	Base fee @ \$2,000	\$444.90
Each additional \$1000 or fraction thereof	Each additional \$1000	\$8.51
\$25,001	Base fee @ \$25,000	\$639.95
Each additional \$1000 or fraction thereof	Each additional \$1000	\$6.93
\$50,001	Base fee @ \$50,000	\$813.10
Each additional \$1000 or fraction thereof	Each additional \$1000	\$5.42
\$100,001	Base fee @ \$100,000	\$1,084.86
Each additional \$1000 or fraction thereof	Each additional \$1000	\$2.70
\$500,001	Base fee @ \$500,000	\$2,169.72
Each additional \$1000 or fraction thereof	Each additional \$1000	\$2.46
\$1,000,001	Base fee @ \$1,000,000	\$3,404.70
Each additional \$1000 or fraction thereof	Each additional \$1000	\$0.71
\$5,000,001	Base fee @ 5,000,000	\$6,207.80
Each additional \$1000 or fraction thereof	Each additional \$1000	\$0.81
\$10,000,001	Base fee @ 10,000,000	\$10,244.80
Each additional \$1000 or fraction thereof	Each additional \$1000	\$1.02
For MEP work as part of larger Building Permit	Percentage of Permit	25% of Building Permit Fee

ADDITIONAL SERVICES		
Fee Name	Fee Unit/Type	Fee
Inspections Outside of Normal Business Hours	Hourly (2 hr. min.)	\$313.00
CASP Consultant	Actual Cost	Actual Cost
City Processing	Hourly	\$313.00
Re-Inspection	Hourly (1 hr. min.)	\$313.00
Growth Management Review	Per Unit	\$150.00
Additional plan review required by changes, additions, or revisions to plans	Hourly (1 hr. min.)	\$313
Technology Fee		
\$500 to \$100,000 Valuation	Each	0.001 x Value (min. \$6.00)
\$100,001 to \$500,000 Valuation	Each	0.0008 x Value (min. \$80.00)
\$500,001 and Above Valuation	Each	0.0006 x Value (min. \$300, max. \$500)
California Building Standards		
\$1 - \$25,000	Each	\$1.00
\$25,001 - \$50,000	Each	\$2.00
\$50,001 - \$75,000	Each	\$3.00
\$75,001 - \$100,000	Each	\$4.00
Every \$25,000 or fraction thereof above \$100,000	Each	\$1.00
SMIP Fee		
Single-Family Residential / ADU	Each	0.00013% of Valuation
Commercial / Multi-Family / Industrial	Each	0.00028% of Valuation
Penalty Fee – Working without a Permit	Each	2 x Building Permit Fee
Permit Renewal	Hourly (1/2 hr. min.)	\$313.00

DEVELOPMENT IMPACT FEES^{1,2}	
Fee Name	Fee / Deposit Amount
Affordable Housing In-Lieu	Based on sales price of unit, calculated as follows: \$2,532 first \$125,000 of sales price + \$211 for each \$5000 increment thereafter
Bed Tax (all new residential construction)	
2 Bedrooms	\$369.00
ADU – 2 Bedrooms ¹	\$185.00
3 Bedrooms	\$422.00
4 or more Bedrooms	\$473.00
General Plan Recovery Fee	
Residential	\$0.21 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects ³	\$0.00 per sq. ft.
Commercial	\$0.09 per sq. ft.
High Quality Lodging ⁴	\$0.00 per sq. ft.
Industrial	\$0.05 per sq. ft.
Office	\$0.14 per sq. ft.
Non-Residential Linkage Fee	
Commercial	\$2.55 per sq. ft.
High Quality Lodging ⁴	\$0.00 per sq. ft.
Industrial	\$2.74 per sq. ft.
Retail	\$4.40 per sq. ft.
Parks & Recreation Fee	
Residential	\$12.36 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects ³	\$0.00 per sq. ft.
Non-Residential	Not applicable.
Traffic Impact Fee	
Residential	\$4.03 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects ³	\$0.00 per sq. ft.
Commercial	\$14.56 per sq. ft.
High Quality Lodging ⁴	\$0.00 per sq. ft.
Industrial	\$8.84 per sq. ft.
Office	\$15.26 per sq. ft.
Sewer Capacity	

Residential	\$4.91 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects ³	\$0.00 per sq. ft.
Commercial	\$3.54 per sq. ft.
High Quality Lodging ⁴	\$0.00 per sq. ft.
Industrial	\$1.42 per sq. ft.
Office	\$3.54 per sq. ft.

DEVELOPMENT IMPACT	
Fee Name	Fee/Deposit Amount
Water Capacity	
Residential	\$4.03 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects ³	\$0.00 per sq. ft.
Commercial	\$2.63 per sq. ft.
High Quality Lodging ⁴	\$0.00 per sq. ft.
Industrial	\$1.09 per sq. ft.
Office	\$2.63 per sq. ft.
Water Conservation (Resolution 93-83)	
Residential	\$1,750.00 / unit
Affordable Units in Inclusionary Multi-Family Residential Projects ³	\$0.00 per sq. ft.
Industrial / Commercial / Mixed-Use	\$1,500.00 / acre
High Quality Lodging ⁴	\$0.00 per sq. ft.
Fire Impact Fees⁵	
Single Family Residential	\$2.00 per sq. ft.
Multi-Family Residential	\$2.77 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects ³	\$0.00 per sq. ft.
Mobile Home	\$1.57 per sq. ft.
Retail/Commercial	\$2.51 per sq. ft.
High Quality Lodging ⁴	\$0.00 per sq. ft.
Industrial	\$1.75 per sq. ft.
Office	\$4.15 per sq. ft.

1. Development Impact Fees only apply to ADUs over 750 square feet (Resolution 2025-50).
2. Residential alterations, remodels, or reconstruction up to 500 square feet of additional living space (within the past 5 years) is not subject to development impact fees. Nonresidential alterations,

remodeling, or reconstruction that does not increase the gross floor area that was in existence at the date of the City Council resolution is not subject to development impact fees. (Resolution 2025-50)

3. Project must have 10 or more residential units, limited to no more than 25% of total number of units, deed restricted affordable for a minimum of 55 years, up to 1,500 sq. ft. of conditioned space per affordable unit and must satisfy the City's outstanding RHNA requirements. Fees are eliminated on a per unit basis (not project). City will eliminate impact fees for 24 months after date of entitlement at which time all vertical building permits must be issued. Commitment of eliminated impact fees subject to adequate funds in the City's inclusionary housing or linkage funds. Impact fee elimination expires on October 13, 2028, unless extended by the City Council. (Resolution 2025-48)

4. AAA 3 diamond or better, minimum of 25 room, includes associated structures. Extended stay hotels not eligible. (Resolution 2025-49).

5. Fire impact fees paid directly to Rancho Adobe Fire District, with proof of payment provided to the City at time of permit issuance.

ENGINEERING DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Certificate of Compliance	Each	\$548.00	
Encroachment Permits			
Minor (No Construction / No Inspection)	Each	\$289.00	
Major (Short Duration / Inspection Required)	Each	\$1,153.00	
Major (Long Duration / Inspection Required)			
City Staff	Deposit		\$6,153.00
Consultant	Actual Cost	Actual Cost	
Engineering Review of Planning Application			
Simple	Each	\$576.00	
Complex			
City Staff	Hourly	\$191.00	
Consultant	Actual Cost	Actual Cost	
Engineering Review of Building Application			
Simple	Each	\$576.00	
Complex			
City Staff	Hourly	\$191.00	
Consultant	Actual Cost	Actual Cost	
Flood Plain Certificate Review	Each	\$191.00	
Flood Plain Review	Deposit		\$769.00
Grading Plan Check, Permit & Inspection			
Plan Check			
< 50 CY	Flat	\$769.00	
> 50 CY			
City Staff	Flat	\$1,538.00	
Consultant	Actual Cost	Actual Cost	
Permit & Inspection			
< 50 CY	Flat	\$1,538.00	
> 50 CY			
City Staff	Flat	\$3,076.00	
Consultant	Actual Cost	Actual Cost	
Improvement Plan Review			
4 Lots or Less			
City Staff	Deposit		\$3,845.00
Consultant	Actual Cost	Actual Cost	

ENGINEERING DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Improvement Plan Review			
5 Lots or More			
City Staff	Deposit		\$7,650.00
Consultant	Actual Cost	Actual Cost	
Real Property Document Review			
City Staff	Deposit		\$6,153.00
Consultant	Actual Cost	Actual Cost	
Maps			
Parcel Map – 4 Lots or Less			
City Staff	Deposit		\$6,153.00
Consultant	Actual Cost	Actual Cost	
Final Map – 5 Lots or More			
City Staff	Deposit		\$7,650.00
Consultant	Actual Cost	Actual Cost	
Lot Line Adjustment / Lot Merger			
City Staff	Deposit		\$3,845.00
Consultant	Actual Cost	Actual Cost	
Public Improvement Inspections			
4 Lots or Less			
City Staff	Deposit		\$6,153.00
Consultant	Actual Cost	Actual Cost	
5 Lots or More	Fee Specified by Agreement		
Street or Right-of-Way Vacation			
City Staff	Each		\$7,650.00
Consultant	Actual Cost	Actual Cost	
Certificate of Correction			
	Per Application	\$769.00	

ENGINEERING DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Water Meter Installation / Charge			
Turn-On Service (City Administrative Processing)	Each	\$38.00	
Installation			
2-inch or less	Each	\$281.00	
3-inch or more	Each	\$366.00	
Meter Charge			
¾-inch	Each	Actual Cost	
1-inch	Each	Actual Cost	
1.5-inch	Each	Actual Cost	
2-inch	Each	Actual Cost	
3-inch	Each	Actual Cost	
4-inch	Each	Actual Cost	
Downsizing Meter Size	Each	Actual Cost	
Outside Utility Service Agreement			
City Staff	Deposit		\$7,650.00
Consultant	Actual Cost	Actual Cost	
Condominium Plats			
City Staff	Deposit		\$7,650.00
Consultant	Actual Cost	Actual Cost	
Reconciliation of Deposit Billing	Annual	\$39,313.00	
For services requested of Engineering and Public Works City Staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	Hourly	\$191.00	



Cannabis Permit Fees

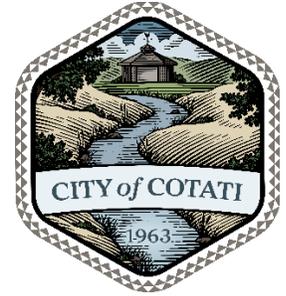
CANNABIS PERMIT SERVICES		
Fee Name	Fee Authority	Fee
Annual Registration Fee	CMC § 5.30.060.C	\$100.00
New Cannabis Permit Fee	CMC § 5.30.320	\$7,609.00
Cannabis Permit Administrative	CMC § 5.30.320	\$3,014.00
Cannabis Permit Non-Administrative	CMC § 5.30.320	\$7,609.00
Cash Business Tax Payment Surcharge (per payment)	CMC 5.30.320	\$548.00
Annual Financial Audit	CMC § 5.30.190.B	Actual Cost + 10%
Delinquency and Appeals – Delinquent Registration²	CMC § 5.30.110	Registration Due + 25% (+25% each additional month)
Delinquent Business Tax Payment	CMC § 5.30.110	Tax Due + 25% (+25% each additional month)
Business Tax Appeal	CMC § 5.30.260	\$5,479.00

Footnotes

CMC = City of Cotati Municipal Code

¹ Permit application fees do not include the cost of any required entitlement processes or building permitting.

² See CMC § 5.04.200 for additional details



Public Safety Fees

PUBLIC SAFETY SERVICES		
Fee Name	Fee Unit/Type	Fee
Animal Control Recovery		
1 st Incident	Per Animal	\$28.00
2 nd Incident	Per Animal	\$54.00
3 rd Incident	Per Animal	\$109.00
Animal Trap Rental		
	Deposit	\$54.00
Animal Control Registration		
Altered Dog	Per Animal	\$20.00
Senior Owner Discounted Altered Dogs	Per Animal	\$6.00
Unaltered Dog	Per Animal	\$40.00
Unlicensed Dog Found	Per Animal	\$53.00
Potentially Dangerous Dog	Annual (3 years)	\$50.00
Dangerous Dog	Annual (Life)	\$150.00
Voluntary Feline Registration (Altered)	Per Animal	\$27.00
Voluntary Feline Registration (Unaltered)	Per Animal	\$37.00
Replacement Animal Tags	Each	\$10.00
Animal Impounding or Quarantine Fee (Dogs & Cats)		
On City Property	Per Day	\$15.00
At Animal Shelter	Per Animal	Actual Cost
Disposal of Deceased Animals	Per Animal	Actual Cost
Annual Taxi Permit		
Initial Deposit for Application	Each	\$548.00
Initial Owner or Driver	Each	\$6,302.00
Annual Owner Renewal	Yearly	\$548.00
Driver Renewal	Yearly	\$109.00
Department of Justice Fee (Payable to DOJ)	Each	Actual Cost
Bicycle Registration		
	Each	No Charge
Citation Sign-Off (Citation Not Issued by Cotati Police)		
	Each	No Charge
Concealed Weapon Permit		
Department of Justice Fee (Payable to DOJ)	Each	Actual Cost
New Permit	Each	\$394.00
Renewal	Annual	\$198.00
ID Cards		
Identification Card	Each	\$5.00
Proximity Card	Each	\$15.00

PUBLIC SAFETY SERVICES		
Fee Name	Fee Unit/Type	Fee
Impounded Vehicle Storage Fee		No Charge
Impound / Abandonment / Abatement Vehicle Release		
72-Hour Impound	Per Incident	\$211.00
Felony Offense	Per Incident	\$211.00
Misdemeanor Offense	Per Incident	\$211.00
Non-Criminal Based	Per Incident	\$109.00
LiveScan Fee		
City Processing Fee	Each	\$964.00
Department of Justice Fee – Payable to DOJ	Actual Cost	Actual Cost
Mandated Firearm Storage		
Intake, Recordation, Return/Disposal – First 5 Firearms	Per Request	\$211.00
Intake, Recordation, Return/Disposal – Additional Firearms	Per Firearm	\$105.00
Storage	Per Month	\$211.00
Noise Disturbance Response		
1 st Response	Flat	No Charge
2 nd Response	Flat	\$72.00
3 rd Response	Flat	\$142.00
4 th Response and Thereafter	Flat	\$203.00
Party Ordinance Response		
1 st Violation	Flat	\$109.00
2 nd Violation	Flat	\$219.00
Each Additional Violation	Flat	\$548.00
Posting on Premises	Flat	\$109.00
Photo Reproduction	Per Request	\$54.00
Police Crime Verification Letter	Per Request	\$28.00
Police False Alarm Response		
1 st Response (per year)	Flat	No Charge
2 nd Response (per year)	Flat	\$54.00
3 rd Response (per year)	Flat	\$82.00
4 th Response and Thereafter (per year)	Flat	\$112.00

PUBLIC SAFETY SERVICES		
Fee Name	Fee Unit/Type	Fee
Police Report Copy*		
Police Crime Report	Each	\$23.00
Incident Report / CAD Printout	Each	\$23.00
Vehicle Accident Investigation Report	Each	\$23.00
*Report Fee waived for a "Victim of Violent Crime" as defined in the State of CA Victim Compensation Website		
Police Special Services		
Sworn	Hourly	\$223.00
Non-Sworn	Hourly	\$198.00
Private Alarm Permit		
Residential	Annual	\$17.00
Commercial / Industrial	Annual	\$28.00
Records Check / Clearance Letter		
	Each	\$27.00
Staff Time Charges		
Sworn	Hourly	\$223.00
Non-Sworn	Hourly	\$198.00
Subpoena Witness - Police		
	Per Day as Deposit in Advance plus Actual Cost	\$275.00
Transportation Permit		
	Per Application	\$214.00
Vehicle Equipment Correction Inspection		
		No Charge
Vehicle Repossession Receipt		
	Each	\$49.00
Video / Audio Tape Reproduction		
Dispatch Recording	Per Request	\$49.00
Body Worn Camera Video	Per Request	\$49.00
VIN Verification		
	Per Verification	\$214.00



Park, Recreation & Facilities Fees

RECREATION DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Room Rentals			
Classrooms			
Non-Profit/Community Service Org/Gov't Agency	Hourly	\$17.00	
Private (Resident)	Hourly	\$23.00	
Private (Non-Resident)	Hourly	\$28.00	
Cotati Room			
Non-Profit/Community Service Org/Gov't Agency	Hourly	\$54.00	
Private (Resident)	Hourly	\$77.00	
Private (Non-Resident)	Hourly	\$87.00	
Room Security Deposits			
Classrooms	Deposit		\$50.00
Cotati Room	Deposit		\$500.00
Miscellaneous Room/Park Fees			
Portable Stereo Rental (Room Rentals Only)	Each	\$28.00	
Cleaning Fee (Contractor)	Each	Actual Cost	
Cleaning (City Staff Provided)	Hourly	\$191.00	
Damage to Facility	Flat	Actual Cost	
Lost Key	Each	\$134.00	
Recycle Contamination Fee	Flat	Actual Cost	
Early Entry or Late Exit Fee	Hourly	\$1.5x Current Rental Hourly Rate	
Cancellation/Reschedule Fees			
Cotati Room / Train Depot / Large Events			
31 days or more prior to reservation	Each	\$50.00	
8-30 days prior to reservation	Each	50% of Fee	
7 days or less prior to reservation	Each	Actual Facility Rental Fee	
Classrooms / Small / Medium Events			
31 days or more prior to reservation	Each	\$15.00	
8-30 days prior to reservation	Each	50% of Fee	
7 days or less prior to reservation	Each	Actual Facility Rental Fee	

RECREATION DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Late Booking Fees			
Cotati Room / Train Depot / Large Events (less than 30 days to reservation / event)	Each	\$50.00	
Classrooms / Small / Medium Events (less than 30 days to reservation / event)	Each	\$10.00	
Late Payment Fees			
Cotati Room / Train Depot / Large Events (less than 30 days to reservation / event)	Each	\$50.00	
Classrooms / Small / Medium Events (less than 30 days to reservation / event)	Each	\$10.00	
Cotati Train Depot			
Hourly Rates			
Government Agency	Hourly	\$40.00	
Non-Profit	Hourly	\$50.00	
Business	Hourly	\$60.00	
Private (Resident)	Hourly	\$80.00	
Private (Non-Resident)	Hourly	\$90.00	
Daily Rates			
Government Agency	Daily	\$400.00	
Non-Profit	Daily	\$500.00	
Business	Daily	\$600.00	
Private (Resident)	Daily	\$800.00	
Private (Non-Resident)	Daily	\$900.00	
Weekly Rates (7 Consecutive Days)			
Government Agency	Weekly	\$1200.00	
Non-Profit	Weekly	\$1500.00	
Business	Weekly	\$1800.00	
Monthly Rates (Per Calendar Month)			
Government Agency	Monthly	\$1600.00	
Non-Profit	Monthly	\$1800.00	
Business	Monthly	\$2000.00	
Train Depot Security Deposits			
Hourly or Daily	Deposit		\$500.00
Weekly	Deposit		\$750.00
Monthly	Deposit		\$1500.00

RECREATION DEPARTMENT

Fee Name	Fee Unit/Type	Fee	Deposit
Miscellaneous Train Depot Fees			
Cleaning Fee (Contractor)	Each	Actual Cost	
Cleaning Fee (City Staff Provided)	Hourly	\$191.00	
Non-City Sponsored Events			
<i>Fees for Outdoor Public Space Events, If Applicable</i>			
Application Fee – Public Large Events	Each	\$54.00	
Special Event Business License Fee	As Applicable	\$17.00	
Street Closure Fee (Small)	Each	\$769.00	
Street Closure with Traffic Re-routing	Each	\$1,924.00	
Restroom Cleaning (Contractor)	Each	Actual Cost	
Restroom Cleaning (City Staff)	Hourly	\$191.00	
Event-Related Damage	Each	Actual Cost	
<i>Special Events Not in Parks</i>			
Approved Permit Fee	Daily	\$137.00	
Security Deposit			
Small Event (1-49 Patrons)	Deposit		\$100.00
Medium Event (50-249 Patrons)	Deposit		\$250.00
Large Event (250+ Patrons)	Deposit		\$500.00
<i>Free Events in City Parks</i>			
Permit Fees			
Small Event (1-49 Patrons)			
Resident Permit Fee	Each	\$67.00	
Non-Resident Permit Fee	Each	\$92.00	
Medium Event (50-249 Patrons)			
Resident Permit Fee	Each	\$164.00	
Non-Resident Permit Fee	Each	\$219.00	
Large Event (250+ Patrons)			
Resident Permit Fee	Each	\$384.00	
Non-Resident Permit Fee	Each	\$548.00	

RECREATION DEPARTMENT

Fee Name	Fee Unit/Type	Fee	Deposit
Security Deposits			
Small Event (1-49 Patrons)	Deposit		\$100.00
Medium Event (50-249 Patrons)	Deposit		\$250.00
Large Event (250+ Patrons)	Deposit		\$500.00
<i>Fee for Admission Events in City Parks</i>			
Permit Fees			
Small Event – (1-49 Patrons)			
Resident Permit Fee	Each	\$273	
Non-Resident Permit Fee	Each	\$384	
Medium Event – (50-249 Patrons)			
Resident Permit Fee	Each	\$384	
Non-Resident Permit Fee	Each	\$603	
Large Event – (250+ Patrons)			
Resident Permit Fee	Each	\$712	
Non-Resident Permit Fee	Each	\$877	
Security Deposits			
Small Event (1-99 Patrons)	Each		\$100
Medium Event (100-249 Patrons)	Each		\$250
Large Event (250+ Patrons)	Each		\$500
City-Hosted Space Rental Fees			
Vendor Fees - Small Event (<250 Patrons)			
10x10 Space – No Sales – Gov’t Agency	Each	No Charge	
10x10 Space – No Sales – Non-Profit	Each	\$27.00	
10x10 Space – W/ Sales – Non-Profit	Each	\$41.00	
10x20 Space – No Sales – Gov’t Agency	Each	No Charge	
10x20 Space – No Sales – Non-Profit	Each	\$51.00	
10x20 Space – W/ Sales – Non-Profit	Each	\$77.00	
10x10 Space – Other	Each	\$54.00	
10x20 Space – Other	Each	\$103.00	
Electricity	Each	\$17.00	

RECREATION DEPARTMENT			
Fee Name	Fee Unit/Type	Fee	Deposit
Vendor Fees - Large Event (>250 Patrons)			
10x10 Space – No Sales – Gov’t Agency	Each	No Charge	
10x10 Space – No Sales – Non-Profit	Each	\$27.00	
10x10 Space – W/ Sales – Non-Profit	Each	\$53.00	
10x20 Space – No Sales – Gov’t Agency	Each	No Charge	
10x20 Space – No Sales – Non-Profit	Each	\$53.00	
10x20 Space – W/ Sales – Non-Profit	Each	\$87.00	
10x10 Space – Other	Each	\$82.00	
10x20 Space – Other	Each	\$154.00	
Electricity	Each	\$17.00	
Contract Classes*			
Contracted Classes in City Facilities			
Instructor Uses City Registration System	Per Person	30% of Fees	
Instructor Manages Registration	Per Person	20% of Fees	
Contracted Classes for Licensees at Farm			
Instructor Uses City Registration System	Per Person	10% of Fees	
Instructor Manages Registration	Per Person	10% of Fees	
Cancelation Fees	Each	Per Instructor Policy	
Fee for Non-Contract Classes, Programs, Field, or Court Use Held in City Parks			
Resident	Hourly	\$26.00	
Non-Resident	Hourly	\$31.00	
Camps*			
One-Day Drop-In	Per Person	\$46.00	
Single Day Program / Class	Per Person	\$46.00	
Camp Registration by Week	Per Day/Person	\$42.00	
Late Pickup Fee	Per Minute	\$1.00	
Other*			
Cancelation Fees (All City Hosted Programs)	Each	See Note	

RECREATION DEPARTMENT

Fee Name	Fee Unit/Type	Fee	Deposit
For services requested of Recreation City Staff, or other programming of events, which have no fee listed in this fee schedule, the City Manager or the City Manager’s Designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
Full Time	Hourly	\$191.00	
Part Time	Hourly	\$41.00	

***City Program Cancellation Policy:** The City will issue a refund (less a 10% administration fee) up to 10 calendar days prior to the start of the program. Between 4 and 9 calendar days before the start of the program, the City will refund 50% of the registration fee. The City will not issue a refund with less than 4 calendar days to the start of the program. Contracted programs may have a different cancellation policy. Please contact the Recreation Department for more details.



Business License Tax Rates

Important Information on Tax

A Business Tax Certificate, also known as a Business License, is proof of payment of the City’s business tax indicating tax period covered, and applies to businesses that operate in the City limits. This includes all contractors who perform work in the City. Business Tax Certificates are charged based on the calendar year. These taxes are established based on voter approval, and adjusted according to City Code 5.04.440.

BUSINESS TAX LICENSE	
Business Type and Related Tax-Rate Basis	Tax Amount
General in City (Base Rate)	\$91.81
FT Employee	\$13.13
FT Employee > 10	\$6.56
PT Employee	\$6.56
Non-Profit Waiver	\$0.00
Military Waiver	\$0.00
In-Home Occupation	
Annual Gross Receipts < \$3000	\$19.68
Annual Gross Receipts < \$6000	\$39.35
Annual Gross Receipts > \$6000	\$78.69
Delivery of Goods	\$82.16
Vending Machine Operator (Per Dollar of Gross Revenues)	1.5%
Part Time Occupation	\$19.68
Landscaping Services	\$19.68
Cannabis	\$100.00
Outside City Businesses	\$118.04
Solicitor – Door to Door	\$131.15
Advertising Solicitor	\$77.16
General Contractor	
Gen. Contractor Full Year	\$131.15
Gen. Contractor Half Year	\$78.69

BUSINESS TAX LICENSE	
Business Type and Related Tax-Rate Basis	Tax Amount
Sub Contractor	
Sub Contractor Full Year	\$65.58
Sub Contractor Half Year	\$45.91
Special Event	
	\$19.68
Rental Properties	
	\$13.13
Add-On Taxes	
Vending Machines (Each)	\$19.68
Billiard / Gaming Tables	
First Table	\$39.35
Each Additional Table	\$13.13
Delivery of Goods	\$82.16
Storage Facilities (Per Unit)	\$2.62
Entertainment +Tax	
Beer & Wine Sales > 5 Events	\$0.26
Beer, Wine & Spirits Sales > 5 Events	\$0.58
< 5 Events	\$0.16
Initial License for Space with Bar	\$210.93

Under Federal and State law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect: www.dgs.ca.gov/dsa/Home.aspx

The Department of Rehabilitation: www.rehab.cahwnet.gov

The California Commission on Disability Access: www.cdda.ca.gov