

# Master Fee Schedule

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# Contents

Administrative Services Fees.....	2
Building and Development Fees.....	6
Cannabis Permit Fees.....	22
Public Safety Fees.....	24
Park, Recreation & Facilities Fees.....	28
Business License Tax Rates.....	35



# **Administrative Services Fees**

<b>ADMINISTRATIVE SERVICES</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Water Meter Test Charge</b>			
On-Site	each	\$109.00	
3 <sup>rd</sup> party			
City Administrative Fee	each	\$109.00	
Consultant Fee	Actual Cost	Actual Cost	
<b>New Water Account</b>			
Owner & Renter	Deposit		\$200.00
<b>Backflow Device</b>			
<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 <sup>rd</sup> Party Provider/Contractor	Actual Cost	Actual Cost	
<b>Water Test Fee</b>			
City Administrative Fee	Each	\$225.00	
Consultant Fee	Actual Cost	Actual Cost	
<b>Bill Delinquency Charge</b>	Per Bill	\$23.00	
<b>Delinquent Account Reconnection Charge</b>	Each	\$53.00	
<b>Inspection of Modification of Service</b>			
City Administrative Fee	Per Service	\$3754.00	
Consultant Fee	Actual Cost	Actual Cost	
<b>Fire Hydrant Meter/Water ATM/Temporary Meter</b>			
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	
<b>After-Hours Service Fee</b>	Each	\$160.00	

<b>ADMINISTRATIVE SERVICES</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Return Check Fee (CA Civil Code §1719(a))</b>			
First Returned Check	Per Check	\$25.00	
Each Additional Check	Per Check	\$35.00	
<b>Void and Reissue Vendor Checks</b>			
	Per Check	\$25.00	
<b>Penalties</b>			
		Greater of \$15 or Current LAIF Interest for Penalization Period	
<b>Tampering Fee</b>			
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	

<sup>1</sup> 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.

<sup>2</sup> 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.

<b>GENERAL ADMINISTRATIVE FEES</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Copy Fees</b>			
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	
<b>Solicitor Permit</b>			
501 (c) (3)	Each	\$34.00	
All Others – Blanket Permit	Each	\$34.00	
Identification Card	Each	\$34.00	
<b>Subpoena</b>			
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)

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

<b>PLANNING DEPARTMENT</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Signs</b>			
New Sign	Flat	\$274.00	
Replacement	Flat	\$108.00	
Master Sign Program / Planning Commission Review	Deposit		\$2,410.00
<b>Subdivisions</b>			
Parcel Map	Deposit		\$9,574.00
Tentative Subdivision Map	Deposit		\$17,610.00
<b>Time Extension</b>			
	Deposit		\$5,022.00
<b>Tree Removal</b>			
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		
<b>Use Determination</b>			
	Hourly	\$201.00	
<b>Use Permit</b>			
Minor Use Permit	Deposit		\$1,991.00
Modification to Previously Approved Use Permit	Deposit		\$3,599.00
Major Use Permit	Deposit		\$4,787.00
<b>Variance</b>			
Minor	Flat	\$1,608.00	
Major	Deposit		\$4,008.00
<b>Zoning Code / Zoning Map / PUD Amendment</b>			
	Deposit		\$12,054.00
<b>Zoning Clearance or Research</b>			
	Actual Cost	Actual Cost	
<b>Zoning Compliance Review – Business License</b>			
	Flat (New Businesses)	\$10.00	

**PLANNING DEPARTMENT**

<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
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	

<b>BUILDING PERMIT AND PLAN CHECK FEES</b>		
<b>Fee Name</b>	<b>Fee Unit / Type</b>	<b>Fee</b>
<b>Building Permit / Inspection – Single Family Residential</b>		
\$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
<b>Building Permit / Inspection – Commercial / Multi-Family / Industrial</b>		
\$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
<b>Building Plan Check</b>		
In-House Plan Check	Percentage	65% of Building Permit Fee
Third-Party Consultant	Actual Cost	Actual Cost

<b>MISCELLANEOUS FEES – FLAT RATE PERMITS</b>		
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>
<b>Photovoltaic Systems (Solar Systems)<sup>1</sup></b>		
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
<b>Energy (T24 / CALGREEN)</b>	Each	\$131.00
<b>Re-roof</b>		
Residential	Each	\$493.00
Commercial	Each	\$1,010.00
<b>Minor Repair</b>	Each	\$570.00

<sup>1</sup> Fees in this section are set by Government Code § 66015

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

<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>
<b>Single Item Permit – Single Family Residential</b>		
Water Heater	Base*	\$198.00
HVAC	Base*	\$198.00
Panel Upgrade	Base*	\$274.00
<i>*Does not include required state fees</i>		
<b>Electric Vehicle Charging Station</b>		
Residential – Up to 50 Amps	Flat	\$219.00
Commercial – Up to 50 Amps	Flat	\$542.00
Commercial – Over 50 Amps	Flat	\$738.00
<b>Stand Alone MEP Permit – Single Family Residential</b>		
\$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**

<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>
<b>Stand Alone MEP Permit – Commercial / Multi-Family /Industrial (Includes T24 Energy / CALGREEN</b>		
\$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

<b>ADDITIONAL SERVICES</b>		
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>
<b>Inspections Outside of Normal Business Hours</b>	Hourly (2 hr. min.)	\$313.00
<b>CASP Consultant</b>	Actual Cost	Actual Cost
City Processing	Hourly	\$313.00
<b>Re-Inspection</b>	Hourly (1 hr. min.)	\$313.00
<b>Growth Management Review</b>	Per Unit	\$150.00
<b>Additional plan review required by changes, additions, or revisions to plans</b>	Hourly (1 hr. min.)	\$313
<b>Technology Fee</b>		
\$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)
<b>California Building Standards</b>		
\$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
<b>SMIP Fee</b>		
Single-Family Residential / ADU	Each	0.00013% of Valuation
Commercial / Multi-Family / Industrial	Each	0.00028% of Valuation
<b>Penalty Fee – Working without a Permit</b>	Each	2 x Building Permit Fee
<b>Permit Renewal</b>	Hourly (1/2 hr. min.)	\$313.00

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

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

<b>DEVELOPMENT IMPACT</b>	
Fee Name	Fee/Deposit Amount
<b>Water Capacity</b>	
Residential	\$4.03 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects <sup>3</sup>	\$0.00 per sq. ft.
Commercial	\$2.63 per sq. ft.
High Quality Lodging <sup>4</sup>	\$0.00 per sq. ft.
Industrial	\$1.09 per sq. ft.
Office	\$2.63 per sq. ft.
<b>Water Conservation (Resolution 93-83)</b>	
Residential	\$1,750.00 / unit
Affordable Units in Inclusionary Multi-Family Residential Projects <sup>3</sup>	\$0.00 per sq. ft.
Industrial / Commercial / Mixed-Use	\$1,500.00 / acre
High Quality Lodging <sup>4</sup>	\$0.00 per sq. ft.
<b>Fire Impact Fees<sup>5</sup></b>	
Single Family Residential	\$2.00 per sq. ft.
Multi-Family Residential	\$2.77 per sq. ft.
Affordable Units in Inclusionary Multi-Family Residential Projects <sup>3</sup>	\$0.00 per sq. ft.
Mobile Home	\$1.57 per sq. ft.
Retail/Commercial	\$2.51 per sq. ft.
High Quality Lodging <sup>4</sup>	\$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.

<b>ENGINEERING DEPARTMENT</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Certificate of Compliance</b>	Each	\$548.00	
<b>Encroachment Permits</b>			
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	
<b>Engineering Review of Planning Application</b>			
Simple	Each	\$576.00	
Complex			
City Staff	Hourly	\$191.00	
Consultant	Actual Cost	Actual Cost	
<b>Engineering Review of Building Application</b>			
Simple	Each	\$576.00	
Complex			
City Staff	Hourly	\$191.00	
Consultant	Actual Cost	Actual Cost	
<b>Flood Plain Certificate Review</b>	Each	\$191.00	
<b>Flood Plain Review</b>	Deposit		\$769.00
<b>Grading Plan Check, Permit &amp; Inspection</b>			
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	
<b>Improvement Plan Review</b>			
4 Lots or Less			
City Staff	Deposit		\$3,845.00
Consultant	Actual Cost	Actual Cost	

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

<b>ENGINEERING DEPARTMENT</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Water Meter Installation / Charge</b>			
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	
<b>Outside Utility Service Agreement</b>			
City Staff	Deposit		\$7,650.00
Consultant	Actual Cost	Actual Cost	
<b>Condominium Plats</b>			
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

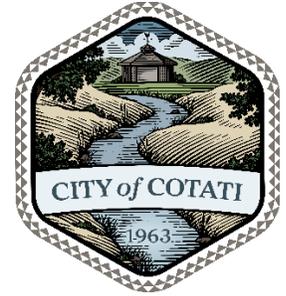
<b>CANNABIS PERMIT SERVICES</b>		
<b>Fee Name</b>	<b>Fee Authority</b>	<b>Fee</b>
<b>Annual Registration Fee</b>	CMC § 5.30.060.C	\$100.00
<b>New Cannabis Permit Fee</b>	CMC § 5.30.320	\$7,609.00
<b>Cannabis Permit Administrative</b>	CMC § 5.30.320	\$3,014.00
<b>Cannabis Permit Non-Administrative</b>	CMC § 5.30.320	\$7,609.00
<b>Cash Business Tax Payment Surcharge (per payment)</b>	CMC 5.30.320	\$548.00
<b>Annual Financial Audit</b>	CMC § 5.30.190.B	Actual Cost + 10%
<b>Delinquency and Appeals – Delinquent Registration<sup>2</sup></b>	CMC § 5.30.110	Registration Due + 25% (+25% each additional month)
<b>Delinquent Business Tax Payment</b>	CMC § 5.30.110	Tax Due + 25% (+25% each additional month)
<b>Business Tax Appeal</b>	CMC § 5.30.260	\$5,479.00

**Footnotes**

CMC = City of Cotati Municipal Code

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

<sup>2</sup> See CMC § 5.04.200 for additional details



# Public Safety Fees

<b>PUBLIC SAFETY SERVICES</b>		
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>
<b>Animal Control Recovery</b>		
1 <sup>st</sup> Incident	Per Animal	\$28.00
2 <sup>nd</sup> Incident	Per Animal	\$54.00
3 <sup>rd</sup> Incident	Per Animal	\$109.00
<b>Animal Trap Rental</b>		
	Deposit	\$54.00
<b>Animal Control Registration</b>		
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
<b>Annual Taxi Permit</b>		
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
<b>Bicycle Registration</b>		
	Each	No Charge
<b>Citation Sign-Off (Citation Not Issued by Cotati Police)</b>		
	Each	No Charge
<b>Concealed Weapon Permit</b>		
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

<b>PUBLIC SAFETY SERVICES</b>		
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>
<b>Impounded Vehicle Storage Fee</b>		No Charge
<b>Impound / Abandonment / Abatement Vehicle Release</b>		
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
<b>LiveScan Fee</b>		
City Processing Fee	Each	\$964.00
Department of Justice Fee – Payable to DOJ	Actual Cost	Actual Cost
<b>Mandated Firearm Storage</b>		
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
<b>Noise Disturbance Response</b>		
1 <sup>st</sup> Response	Flat	No Charge
2 <sup>nd</sup> Response	Flat	\$72.00
3 <sup>rd</sup> Response	Flat	\$142.00
4 <sup>th</sup> Response and Thereafter	Flat	\$203.00
<b>Party Ordinance Response</b>		
1 <sup>st</sup> Violation	Flat	\$109.00
2 <sup>nd</sup> Violation	Flat	\$219.00
Each Additional Violation	Flat	\$548.00
Posting on Premises	Flat	\$109.00
<b>Photo Reproduction</b>	Per Request	\$54.00
<b>Police Crime Verification Letter</b>	Per Request	\$28.00
<b>Police False Alarm Response</b>		
1 <sup>st</sup> Response (per year)	Flat	No Charge
2 <sup>nd</sup> Response (per year)	Flat	\$54.00
3 <sup>rd</sup> Response (per year)	Flat	\$82.00
4 <sup>th</sup> Response and Thereafter (per year)	Flat	\$112.00

<b>PUBLIC SAFETY SERVICES</b>		
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>
<b>Police Report Copy*</b>		
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		
<b>Police Special Services</b>		
Sworn	Hourly	\$223.00
Non-Sworn	Hourly	\$198.00
<b>Private Alarm Permit</b>		
Residential	Annual	\$17.00
Commercial / Industrial	Annual	\$28.00
<b>Records Check / Clearance Letter</b>		
	Each	\$27.00
<b>Staff Time Charges</b>		
Sworn	Hourly	\$223.00
Non-Sworn	Hourly	\$198.00
<b>Subpoena Witness - Police</b>	Per Day as Deposit in Advance plus Actual Cost	\$275.00
<b>Transportation Permit</b>	Per Application	\$214.00
<b>Vehicle Equipment Correction Inspection</b>		No Charge
<b>Vehicle Repossession Receipt</b>	Each	\$49.00
<b>Video / Audio Tape Reproduction</b>		
Dispatch Recording	Per Request	\$49.00
Body Worn Camera Video	Per Request	\$49.00
<b>VIN Verification</b>	Per Verification	\$214.00



# **Park, Recreation & Facilities Fees**

<b>RECREATION DEPARTMENT</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Room Rentals</b>			
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	
<b>Room Security Deposits</b>			
Classrooms	Deposit		\$50.00
Cotati Room	Deposit		\$500.00
<b>Miscellaneous Room/Park Fees</b>			
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	
<b>Cancellation/Reschedule Fees</b>			
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	

<b>RECREATION DEPARTMENT</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Late Booking Fees</b>			
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	
<b>Late Payment Fees</b>			
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	
<b>Cotati Train Depot</b>			
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	
<b>Train Depot Security Deposits</b>			
Hourly or Daily	Deposit		\$500.00
Weekly	Deposit		\$750.00
Monthly	Deposit		\$1500.00

<b>RECREATION DEPARTMENT</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Miscellaneous Train Depot Fees</b>			
Cleaning Fee (Contractor)	Each	Actual Cost	
Cleaning Fee (City Staff Provided)	Hourly	\$191.00	
<b>Non-City Sponsored Events</b>			
<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**

<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Security Deposits</b>			
Small Event (1-49 Patrons)	Deposit		\$100.00
Medium Event (50-249 Patrons)	Deposit		\$250.00
Large Event (250+ Patrons)	Deposit		\$500.00
<b><i>Fee for Admission Events in City Parks</i></b>			
<b>Permit Fees</b>			
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	
<b>Security Deposits</b>			
Small Event (1-99 Patrons)	Each		\$100
Medium Event (100-249 Patrons)	Each		\$250
Large Event (250+ Patrons)	Each		\$500
<b>City-Hosted Space Rental Fees</b>			
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	

<b>RECREATION DEPARTMENT</b>			
<b>Fee Name</b>	<b>Fee Unit/Type</b>	<b>Fee</b>	<b>Deposit</b>
<b>Vendor Fees - Large Event (&gt;250 Patrons)</b>			
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	
<b>Contract Classes*</b>			
<b>Contracted Classes in City Facilities</b>			
Instructor Uses City Registration System	Per Person	30% of Fees	
Instructor Manages Registration	Per Person	20% of Fees	
<b>Contracted Classes for Licensees at Farm</b>			
Instructor Uses City Registration System	Per Person	10% of Fees	
Instructor Manages Registration	Per Person	10% of Fees	
Cancelation Fees	Each	Per Instructor Policy	
<b>Fee for Non-Contract Classes, Programs, Field, or Court Use Held in City Parks</b>			
Resident	Hourly	\$26.00	
Non-Resident	Hourly	\$31.00	
<b>Camps*</b>			
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	
<b>Other*</b>			
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.

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

<b>BUSINESS TAX LICENSE</b>	
<b>Business Type and Related Tax-Rate Basis</b>	<b>Tax Amount</b>
<b>Sub Contractor</b>	
Sub Contractor Full Year	\$65.58
Sub Contractor Half Year	\$45.91
<b>Special Event</b>	
	\$19.68
<b>Rental Properties</b>	
	\$13.13
<b>Add-On Taxes</b>	
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](http://www.dgs.ca.gov/dsa/Home.aspx)

The Department of Rehabilitation: [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

The California Commission on Disability Access: [www.cdda.ca.gov](http://www.cdda.ca.gov)