

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
I. ADMINISTRATION		
1 Returned Check Fee		
1 First Item ✓	\$25.00	Each
2 Each Additional Item ✓	\$37.00	Each
2 Duplication		
1 Photocopies ✓	\$0.10	Per page
2 Municipal Code Book* ✓	Available on-line	Per book
3 Bound Reports ✓	Actual Cost	Per report
4 Budget* ✓	Available on-line	Each
5 Comprehensive Annual Financial Report (CAFR)* ✓	Available on-line	Each
6 CD Disc of City Council / Planning Commission ✓	Actual Cost of CD	Each
4 City Clerk		
Election Filing Fee ✓	\$25.00	Each ²
Candidate Printing Fee ✓	\$267.00	Deposit ¹
5 Staff Research		
1 City Manager's Office ✓	\$58.00	Per Quarter Hour
2 Finance Department ✓	\$49.00	Per Quarter Hour
3 City Clerk's Office ✓	\$46.00	Per Quarter Hour
4 Planning Department ✓	\$56.00	Per Quarter Hour
5 Building Department ✓	\$41.00	Per Quarter Hour
6 Public Works Department - Engineering ✓	\$50.00	Per Quarter Hour
7 Public Works Department - Maintenance ✓	\$42.00	Per Quarter Hour
8 Police - Sworn ✓	\$57.00	Per Quarter Hour
9 Police - Non Sworn ✓	\$21.00	Per Quarter Hour
6 Private Alarm Permits (Chapter 9.10)		
1 Alarm Permit ✓	\$51.00	Each
2 False Alarm Response with Permit		
1st & 2nd Alarms ✓	\$0.00	Each
3rd Alarm ✓	\$51.00	Each
4th Alarm ✓	\$103.00	Each
5th Alarm ✓	\$155.00	Each
6th Alarm and responses thereafter ✓	\$207.00	Each
3 False Alarm without Permit		
1st & 2nd Alarms ✓	\$51.00	Each
3rd Alarm ✓	\$103.00	Each
4th Alarm ✓	\$129.00	Each
5th Alarm ✓	\$181.00	Each
6th Alarm and responses thereafter ✓	\$259.00	Each
7 Film Permit (Chapter 9.74) ✓	\$533.00	Per Day
8 Special Event Permits ^[8]		
1 Block Parties ✓	\$207.00	Per Event
2 Fund Raisers ✓	\$207.00	Per Event
3 Miscellaneous Events ✓	\$414.00	Per Event
4 Carnival/Circus/Parade/Race/Rodeo, etc. ✓	\$414.00	Each
5 Amusement Concession ✓	\$414.00	Each
9 Poplar Beach Parking ^[9]		
Vehicles less than 20 feet ✓	\$2.00 / \$10.00	Per Hour / Per Day
Horse trailers and vehicles longer than 20 feet ✓	\$3.00 / \$15.00	Per Hour / Per Day
Yearly Permit - Half Moon Bay Residents only ✓	\$100.00	Per Year (Prorated Quarterly)
10 BID Administration for City Hotels ✓	\$556.00	Per Month (all hotels)
11 Street Closure ✓	Actual Cost	

* Fees set by California Civil Code Ch. 522 Sec. 1719. Additional charges may apply if not paid within 30 days of the receipt of the letter. See CA Civil Code 552 Sec. 1719.
 Available on-line at <http://www.hmbcity.com> ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00

^[3] Total cost equal to 100% of printing, handling, translating, and mailing costs. Deposit rate set by County of San Mateo and is subject to change.

^[4] Rate is established by the California Government code and is subject to change.

^[6] Based on the maximum number of employees & owner working in 24 hr. period in the prior year.

^[7] License fee for a new business commenced after the first day of April shall be 50% of the annual fee.

^[8] Special Event fees may be waived by the City Manager for NPDES related volunteer events.

^[9] Poplar Beach Parking fees may be waived by the City Manager for NPDES related volunteer events.

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DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
II. PUBLIC SAFETY		
1 Duplication		
1 Public Safety Reports	\$10.00	Each
2 Photo Reproduction	\$20.00	Each
3 Audio Tape/CD Reproduction	\$20.00	Per Tape / CD Disc
4 Audio Tape Reproduction	\$20.00	Per Tape / DVD Disc
2 Licensing		
1 Bingo Establishment Processing (Chapter 3.94)		
Bingo Establishment	\$134.00	Each
Renewal	\$134.00	Each per year
2 Fortune Telling (Chapter 3.95)		
New Business	\$668.00	Each
Renewal	\$134.00	Each per year
New Tech.	\$668.00	Each
Renewal Tech	\$134.00	Each per year
3 Massage Establishments (Chapter 3.88)		
New Business	\$668.00	Each
Renewal	\$134.00	Each per year
Transfer	\$668.00	Each
Reinstatement - "grandfather" existing practitioners prior to Jan 1, 2015	\$286.00	Each
4 Secondhand Dealers		
New Dealers	\$134.00	Each
Renewal	\$134.00	Each per year
5 Solicitor / Peddler		
New Applicant	\$668.00	Each
Annual Renewal	\$134.00	Each per year
3 Miscellaneous Fees		
1 Public Safety Service Fees		
Public Dance	\$42.00	Each
Deputy / Sergeant / Reserve / Community Service Officer	\$232.00	Per Hour
Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.		
2 Vehicle Release	\$95.00	Per Vehicle
Repossession Release	\$15.00	Per Vehicle
3 Clearance/Special Letters	\$42.00	Each
4 Illegal Sign Confiscation	\$173.00	Per Incidence
5 Illegal Fireworks Confiscation	\$173.00	Per Citation
4 Parking Fees		
1 Nighttime Permit Parking Program (Miramar/Naples & Alsace Lorraine Neighborhoods)		
HMB Resident	\$41.00	Incl. up to 4 guest permits / Per Year
Additional Resident Permits > 4	\$21.00	Each Per Year
HMB Resident Outside Permitted Areas	\$41.00	Up to two vehicles / Per Year
Visitors	\$41.00	Per Vehicle Per Year
2 Temporary Offstreet Parking	\$21.00	Per Vehicle Per Day

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
II. PUBLIC SAFETY (Cont'd)		
5 Citation Fee Schedule¹		
1. Municipal Code²	FEE	DELINQUENT FEE
10.08.060 Removing Chalk Marks	\$74.00	\$44.00
10.12.030 Obedience To Signs	\$74.00	\$44.00
10.36.110 Wheels Not Curbed	\$44.00	\$45.00
10.28.060 Limited Access	\$44.00	\$45.00
10.36.010 No Parking, Stopping, Standing	\$43.00	\$45.00
10.36.030 Parking Restricted	\$43.00	\$45.00
10.36.040 No Parking Zone (Permits)	\$47.00	\$45.00
10.36.050 Parked Over 72 Hours	\$47.00	\$45.00
10.36.060 Advertising For Sale On Street	\$44.00	\$45.00
10.36.070 Repair Vehicle On Street	\$44.00	\$45.00
10.36.080 Washing Vehicle On Street	\$44.00	\$45.00
10.36.090 (B) School Zone	\$47.00	\$45.00
10.36.100 (A) No Parking Posted	\$47.00	\$45.00
10.36.100 (B) No Parking-Narrow Street	\$47.00	\$45.00
10.36.120 Peddler Vehicle-No Permit	\$44.00	\$45.00
10.36.130 Emergency Signs	\$76.00	\$45.00
10.37.020 Oversize Vehicle 0200-0500	\$76.00	\$45.00
10.37.030 Non-Motorized Vehicle Unhook	\$76.00	\$45.00
10.40.010 15 Min Zone (Green Curb)	\$47.00	\$45.00
10.40.020 2 Hour Zone	\$47.00	\$45.00
10.40.030 Parking On One-Way Streets	\$47.00	\$45.00
10.40.040 (A) Diagonal Parking Zone	\$47.00	\$45.00
10.40.040 (B) Front Tire 6 Inches From Curb	\$47.00	\$45.00
10.40.050 Use More Than One Space	\$47.00	\$45.00
10.40.060 No Stopping Zone	\$47.00	\$45.00
10.40.070 12 Hour Parking-When Posted	\$46.00	\$44.00
10.40.080 Move Vehicle - Avoid Time Limit	\$46.00	\$44.00
10.40.090 Store Vehicle On Street	\$46.00	\$44.00
10.40.100 Repeat Violations	\$46.00	\$44.00
10.40.110 Extended Parking Permits	\$46.00	\$44.00
10.44.020 Curb Marked (Red/White/Green)	\$74.00	\$44.00
10.44.030 No Truck/Trailer	\$71.00	\$44.00
10.44.040 Loading Zone	\$46.00	\$44.00
10.44.050 Passenger Loading Zone	\$46.00	\$44.00
10.44.060 No Parking In Alley	\$46.00	\$44.00
10.44.070 Bus Zone	\$46.00	\$44.00
10.48.030 Vehicle Off Road	\$71.00	\$44.00
10.50.010 No Parking After Dusk Mirada/Redondo/Poplar	\$74.00	\$44.00
10.50.020 No Parking After Dusk Wavecrest	\$74.00	\$44.00
12.08.040 Dumping On Street/Alley/Gutter	\$286.00	\$44.00
12.12.030 Dumping	\$124.00	\$44.00

¹ Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.

² Municipal Code Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

³ California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose

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DESCRIPTION OF SERVICES		FEE	DELINQUENT FEE	UNIT / TYPE
II. PUBLIC SAFETY (Cont'd)				
2. California Vehicle Code ³		FEE	DELINQUENT FEE	
21113 (A)	Parked On Public Ground	\$43.00	\$42.00	Each
22500.1	Parking Prohibited	\$38.00	\$42.00	Each
22500 (A)	Parking In Intersection	\$38.00	\$42.00	Each
22500 (B)	Parking On Crosswalk	\$38.00	\$42.00	Each
22500 (C)	Parking In Safety Zone	\$38.00	\$42.00	Each
22500 (D)	Within 15' Fire Station Driveway	\$38.00	\$42.00	Each
22500 (E)	Parking In Driveway	\$38.00	\$42.00	Each
22500 (F)	Parking On Sidewalk	\$38.00	\$42.00	Each
22500 (G)	Obstruct Traffic @ Excavation	\$38.00	\$42.00	Each
22500 (H)	Double Parking	\$38.00	\$42.00	Each
22500 (I)	Parking In Bus Zone	\$38.00	\$42.00	Each
22500 (J)	Parking In Tunnel	\$38.00	\$42.00	Each
22500 (K)	Parking On Bridge	\$38.00	\$42.00	Each
22500 (L)	Blocking Wheelchair Access	\$333.00	\$42.00	Each
22502 (A)	Over 18" From Curb	\$33.00	\$42.00	Each
22502 (E)	Curb Parking/One-Way Street	\$30.00	\$42.00	Each
22504 (A)	Unincorporated Area Parking	\$43.00	\$42.00	Each
22505 (B)	No Parking - State Hwy	\$48.00	\$42.00	Each
22507.8 (A)	Handicapped Space Without Placard	\$333.00	\$42.00	Each
22507.8 (B)	Blocking Handicapped Space	\$333.00	\$333.00	Each
22507.8 (C)	Hashmarks Handicap Zone	\$333.00	\$333.00	Each
22514	Fire Hydrants - Within 15 Feet	\$38.00	\$38.00	Each
22515	Unattended Vehicle - Engine Running	\$33.00	\$33.00	Each
22519	Posted For Patrons Only	\$33.00	\$33.00	Each
22522	Block Sidewalk Ramp	\$333.00	\$333.00	Each
22523 (A)	Abandon Vehicle On Highway	\$105.00	\$105.00	Each
22523 A/B	Abandoned Vehicle	\$105.00	\$105.00	Each
22523 (B)	Abandon Vehicle - Private Property	\$105.00	\$105.00	Each
22526 (A)	Blocking Intersection	\$53.00	\$53.00	Each
22951	Park Lot - Street & Alley	\$25.00	\$25.00	Each
22952 (A)	Park Lot-Tow/Removal	\$40.00	\$40.00	Each
22952 (B)	Park Lot-Tow/Removal	\$40.00	\$40.00	Each
23333	Stop/Park On Bridge	\$43.00	\$43.00	Each
23336	Violate Posted Signs	\$40.00	\$40.00	Each
28071	Bumper Required-Fine Or P/C	\$25.00	\$25.00	Each
22507.8 (A)	Handicapped Space Without Placard	\$333.00	\$333.00	Each
4000 (A)	Unregistered Vehicle	\$53.00	\$53.00	Each
4462 (B)	Registration On Wrong Vehicle	\$30.00	\$30.00	Each
5200	Lic Plate Missing - Fine Or P/C	\$35.00	\$35.00	Each
5201	Plate Positioning - Fine Or P/C	\$30.00	\$30.00	Each
5202	Period Of Display - Fine Or P/C	\$30.00	\$30.00	Each
5204 (A)	Tags Attach Wrong - Fine Or P/C	\$30.00	\$30.00	Each
6 D.U.I. Cost Recovery				
Arrest with Traffic Collision & Transportation ✓		\$731.00		Per Response
¹ Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation not ² Municipal Code Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. ³ California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose				

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
III. BUILDING		
1 Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement) ^{3,6}		
Valuation (\$)		
0 - 500	✓ \$219.00	Valuation
501 - 2,000		Valuation
First 500	✓ \$219.00	
Each Additional 100 or fraction thereof	✓ \$11.00	
2,001 - 25,000		Valuation
First 2,000	✓ \$405.00	
Each Additional 1,000 or fraction thereof	✓ \$1.00	
25,001 - 50,000		Valuation
First 25,000	✓ \$456.00	
Each Additional 1,000 or fraction thereof	✓ \$5.00	
50,001 - 100,000		Valuation
First 50,000	✓ \$608.00	
Each Additional 1,000 or fraction thereof	✓ \$3.00	
100,000 - 500,000		Valuation
First 100,000	✓ \$760.00	
Each Additional 1,000 or fraction thereof	✓ \$3.00	
500,001 - 1,000,000		Valuation
First 500,000	✓ \$2,030.00	
Each Additional 1,000 or fraction thereof	✓ \$5.00	
1,000,001 and above		Valuation
First 1,000,000	✓ \$4,872.00	
Each Additional 1,000 or fraction thereof	u \$5.07	
Technology Fee	4% see footnote 7	Applicable to either building, electrical, mechanical, and/or plumbing permit fee
2 Building Plan Check Fee ^{3,5,6}		
Plan Revision	✓ 65% of Building Permit Fee	Per Hour
Fee for 4th review onwards-charged on hourly basis	✓ \$168.00	Per Hour
Electronic submittal fee	✓ \$2/drawing sheet and \$5.10 flat fee for supporting documents	
Technology Fee	4% see footnote 7	Applicable to either building, electrical, mechanical, and/or plumbing permit fee
3 Miscellaneous Permit ^{3,6}		
1 Demolition	✓ \$253.00	Up To 2 Hours ⁴
2 Solar	✓ \$169.00	
Residential		
0-15kW	✓ \$169.00	
Above 15kW		
First 15kW	✓ \$169.00	
Each Additional kW or fraction thereof	✓ \$84.00	
Commercial		
0-50 kW	✓ \$253.00	
51-250 kW		
First 50kW	✓ \$253.00	
Each Additional kW or fraction thereof	✓ \$84.00	
Above 205kW		
First 50kW	✓ \$253.00	
Each Additional kW or fraction thereof	✓ \$84.00	
3 Permit Fees for Work Without A Valid Permit	✓ 2 X Permit Fee	Fine / Penalty
4 Business License Inspection	✓ \$84.00	Per 1/2 Hour
Technology Fee	4% see footnote 7	Applicable to either building, electrical, mechanical, and/or plumbing permit fee
¹ Solar permit fees shall be established based on valuation with a 70% discount of the total of the building permit fee, plan check fee and electrical permit fee. ² The General Plan fee will be applied to all residential/commercial/industrial new construction and/or addition permits. The fee will be 0.25% (\$2.50/\$1000) of the valuation of the construction/addition. ³ The Technology fee will be 4.0% if applicable to all building, engineering, planning projects with "projects" being defined as an individual fee item requiring data entry and tracking within the system.		

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services			
DESCRIPTION OF SERVICES		FEE	UNIT / TYPE
III. BUILDING (Cont'd)			
4 Other Inspections and Fees ^{3,6}			
Pre-Site Inspection	✓	\$169.00 see footnote 4	Per Hour ⁴
Re-Inspections	✓	\$169.00 see footnote 4	Per Hour ⁴
Reinspection fees	✓	\$169.00	
Inspection for which no fee is specifically indicated, per hour	✓	\$169.00	Per Hour ⁴
Inspections outside of normal business hours, per hour	✓	\$169.00	
General Plan Fee	✓	0.25%	Valuation ^{2,3}
Technology Fee	✓	4% see footnote 7	Applicable to either building, electrical, mechanical, and/or plumbing permit fee
5 Refund		\$84.00	
6 Special Structural Inspection Fee		\$169.00	Deposit to be determined by Public Works Director at time of application. Total cost equal to 100% of staff and/or consultant time and materials
7 Electrical Permit ^{3,6,7}			
Permit Issuance			
For issuing each permit	✓	\$40.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	✓	\$40.00	Each
New Residential Buildings			
For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	✓	\$13.00	Per 100 square foot
For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot	✓	\$13.00	Per 100 square foot
For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE	✓	See Unit Fee Schedule Below	
Private Swimming Pools			
For new private, residential, in-ground swimming pools for single family/multi-family occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool, each pool	✓	\$19.00	Each
Carnivals and Circuses			
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions:			
For electrical generators and electrically driven rides, each	✓	\$34.00	Each
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	✓	\$6.00	Each
For a system of area and booth lighting, each	✓	\$6.00	Each
For permanently installed rides, booths, displays and attractions, use the UNIT FEE SCHEDULE	✓	See Unit Fee Schedule Below	
¹ Solar permit fees shall be established based on valuation with a 70% discount of the total of the building permit fee, plan check fee and electrical permit fee. ² The General Plan fee will be applied to all residential/commercial/industrial new construction and/or addition permits. The fee will be 0.25% (\$2.50/\$1000) of the valuation of the construction/addition. ³ Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. ⁴ Overtime rate per hour of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays (Minimum 2 Hours). ⁵ Miscellaneous plan review or similar services will be charged at \$128 per hour. ⁶ Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits ⁷ The Technology fee will be 4.0% if applicable to all building, engineering, planning projects with "projects" being defined as an individual fee item requiring data entry and tracking within the system.			

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
III. BUILDING (Cont'd)		
7 Electrical Permit^{3, 6, 7} (Cont'd)		
Temporary Power Services		
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each	✓ \$19.00	Each
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc., each	✓ \$19.00	Each
Receptacle, Switch and Lighting Outlets		
For receptacle, switch, lighting, or other outlets at which current is used or controlled (except services, feeders, and meters):		
First 20 fixtures, each	✓ \$1.36	Each
Additional fixtures, each	✓ \$0.27	Each
For lighting fixtures, sockets, or other lamp-holding devices:		
First 20 fixtures, each	✓ \$1.36	Each
Additional fixtures, each	✓ \$1.36	Each
For pole or platform-mounted lighting fixtures	✓ \$25.00	Each
For theatrical-type lighting fixtures or assemblies	✓ \$25.00	Each
Residential Appliances		
For fixed residential appliances or receptacle outlets for same, including wall-mounted electrical ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating	✓ \$3.00	Each
Non-Residential Appliances		
For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	✓ \$3.00	Each
Busways		
For trolley and plug-in-type busways, each 100 feet or fraction thereof Note: An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.	✓ \$25.00	Each 100 ft or fraction thereof
Power Apparatus		
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows (Rating in Horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilo-volt-amperes-reactive (KVAR):		
Up to and including 1	✓ \$13.00	
Over 1 and not over 10	✓ \$13.00	
Over 10 and not over 50	✓ \$25.00	
Over 50 and not over 100	✓ \$25.00	
Over 100	✓ \$53.00	
Signs, Outline Lighting and Marquees		
For signs, outline lighting systems or marquees supplied from one branch circuit	✓ \$13.00	Each
For additional branch circuits within the same sign, outline lighting system or marquee	✓ \$13.00	Each
Services		
For services of 600 volts or less and no over 200 amperes in rating	✓ \$13.00	Each
For services of 600 volts or less and not over 200 amperes to 1,000 amperes in rating	✓ \$13.00	Each
For services over 600 volts or over 1,000 amperes in rating	✓ \$19.00	Each
Miscellaneous Apparatus, Conduits and Conductors		
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	✓ \$25.00	Each
Other Inspection and Fees		
Inspections outside of normal business hours, per hour*	✓ \$169.00	Per hour
Inspection on Sundays and Holidays, per hour*	✓ \$169.00	Per hour
Reinspection fees, per hour*	✓ \$169.00	Per hour
Inspection for which no fee is specifically indicated, per hour*	✓ \$169.00	Per hour

* Overtime rate of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays.

³ Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

⁶ Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits

⁷ The Technology fee will be 4.0% if applicable to all building, engineering, planning projects with "projects" being defined as an individual fee item requiring data entry and tracking within the system.

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DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
III. BUILDING (Cont'd)		
8 Mechanical Permit ^{3, 6, 7}		
Permit Issuance		
For issuing each permit ✓	\$40.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized ✓	\$40.00	Each
Furnaces		
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances, up to and including 100,000 Btu/h ✓	\$13.00	Each
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts, and vents attached to such appliances over 100,000 Btu/h ✓	\$13.00	Each
For the installation or relocation of each floor furnace, including vent ✓	\$13.00	Each
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater ✓	\$13.00	Each
Appliance Vents		
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit ✓	\$13.00	Each
Repairs or Additions		
For the repair of, alteration of, 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 regulated by the Code ✓	\$19.00	Each
Boilers, Compressors and Absorption Systems		
For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h ✓	\$41.00	Each
For the installation or relocation of each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h ✓	\$41.00	Each
For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h ✓	\$41.00	Each
For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h ✓	\$84.00	Each
Air Handlers		
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto ✓	\$13.00	Each
For each air-handling unit over 10,000 cfm ✓	\$25.00	Each
Evaporative Coolers		
For each evaporative cooler other than portable type ✓	\$13.00	Each
Ventilation and Exhaust		
For each ventilation fan connected to a single duct ✓	\$13.00	Each
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit ✓	\$13.00	Each
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood ✓	\$13.00	Each
Incinerators		
For the installation or relocation of each domestic-type incinerator ✓	\$25.00	Each
For the installation or relocation of each commercial or industrial-type incinerator ✓	\$25.00	Each
Miscellaneous		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table ✓	\$13.00	Each

¹ Overtime rate of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays.

³ Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

⁶ Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits

⁷ The Technology fee will be 4.0% if applicable to all building, engineering, planning projects with "projects" being defined as an individual fee item requiring data entry and tracking within the system.

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
III. BUILDING (Cont'd)		
9 Plumbing Permit^{3, 6, 7}		
Permit Issuance		
For issuing each permit ✓	\$40.00	Each
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized ✓	\$40.00	Each
Fixtures and Vents		
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore) ✓	\$13.00	Each
For each repair or alteration of drainage or vent piping, each fixture ✓	\$13.00	Each
Sewers, Disposal Systems and Interceptors		
For each building sewer and each trailer park sewer ✓	\$25.00	Each
Rainwater systems-per drain (inside building) ✓	\$13.00	Each
For each cesspool (where permitted) ✓	\$13.00	Each
For each private sewage disposal system ✓	\$19.00	Each
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps ✓	\$19.00	Each
Gas Piping Systems		
For each gas-piping system of one to five outlets ✓	\$13.00	Each
For each additional gas piping system outlet, per outlet ✓	\$2.00	Each
Water Piping and Water Heaters		
For installation, alteration, or repair of water piping or water-treating equipment, or both, each ✓	\$13.00	Each
For each water heater and/or vent ✓	\$3.00	Each
Lawn Sprinklers, Vacuum Breakers & Backflow Protection Devices		
For each lawn sprinkler system or any one meter, including backflow protection devices thereof ✓	\$13.00	Each
For atmospheric-type vacuum breakers or backflow protection devices not included above:		
1 to 5 ✓	\$3.00	Each
Over 5, each ✓	\$2.00	Each
For each backflow protective device other than atmospheric type vacuum breakers:		
2 inch diameter and smaller ✓	\$6.00	Each
over 2 inch diameter ✓	\$13.00	Each
Swimming Pools		
Public Pool ✓	\$40.00	Each
Public Spa ✓	\$25.00	Each
Private Pool ✓	\$40.00	Each
Private Spa (pre-manufactured) ✓	\$6.00	Per valuation
Private Spa (custom built) ✓	\$25.00	Each
Miscellaneous		
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code ✓	\$13.00	Each
Other Inspections and Fees		
Inspections outside of normal business hours, per hour* ✓		Per hour
Inspection on Sundays and Holidays, per hour* ✓		Per hour
Reinspection fees, per hour* ✓		Per hour
Inspection for which no fee is specifically indicated, per hour* ✓		Per hour
¹ Overtime rate of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays. ³ Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. ⁶ Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits ⁷ The Technology fee will be 4.0% if applicable to all building, engineering, planning projects with "projects" being defined as an individual fee item requiring data entry and tracking within the system.		

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services			
DESCRIPTION OF SERVICES		FEE	UNIT / TYPE
IV. PUBLIC WORKS			
1 Public Improvement Plan Check Fee (including grading)¹			
Valuation (\$)			
\$10,000	✓	\$821.00	
Each additional \$1,000 or fraction thereof	✓	\$40.00	
\$100,000	✓	\$4,515.00	
Each additional \$1,000 or fraction thereof	✓	\$34.00	
\$500,000	✓	\$18,271.00	
Each additional \$1,000 or fraction thereof	✓	\$36.00	
2 Construction Inspection			
Valuation (\$)			
\$10,000	✓	\$821.00	
Each additional \$1,000 or fraction thereof	✓	\$67.00	
\$100,000	✓	\$6,979.00	
Each additional \$1,000 or fraction thereof	✓	\$53.00	
\$500,000	✓	\$28,947.00	
Each additional \$1,000 or fraction thereof	✓	\$57.00	
3 Final Map Review			
Parcel Map (Up to 4 lots base fee)	✓	\$6,569.00	
Tract Map (Up to 5 lots base fee)	✓	\$8,211.00	
addition lot (From 6 or more lots)	✓	\$1,642.00	per additional lot
4 Subdivision Improvement Agreement Fee	✓	\$3,269.00	
6 Encroachment Permits Plan Review & Inspection			
Spot Repair (I.e. water leaks, pothole patches)		\$410.00	
Excavation/Restoration less than 100 LF		\$821.00	
Excavation/Restoration 100 LF or greater		\$821.00	
each additional 100 LF		\$410.00	
Curb, gutter, sidewalk, or driveway less than 100 LF		\$821.00	
Curb, gutter, sidewalk, or driveway 100 LF or greater		\$821.00	
each additional 100 LF		\$410.00	
Sewer connections, repair or extension 100 LF or less		\$821.00	
Storm Drain connection, repair or extension 100 LF or Greater		\$821.00	
each additional 100 LF		\$410.00	
Storm Drain connection, repair or extension <100 LF		\$821.00	
each additional 100 LF		\$410.00	
Storm Drain connection, repair or extension >100 LF		\$821.00	
each additional 100 LF		\$410.00	
Unpermitted encroachments		1.5 X fee (penalty)	
Monitoring Wells		\$410.00	
Permit Time Extension		\$102.00	
¹ Construction activities during October through April shall require Storm Water Pollution Prevention plans, meas. ² Total cost equal to 100% of staff and/or consultant time and materials. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00 ³ Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. ⁴ Overtime rate per hour of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays (Minimum 2 Hours). ⁶ Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits			

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services			
DESCRIPTION OF SERVICES		FEE	UNIT / TYPE
IV. PUBLIC WORKS (Cont'd)			
7 Public Right-of-way/Easement Encroachment (Temporary)	✓	\$204.00	
8 Deferred Improvement Agreement	✓	\$410.00	
9 Grading Permits Plan Review and Inspection			
Grading changes 50-1,000 CY		\$821.00	
Grading changes >1,000 CY		\$821.00	
Additional 100 CY over 1000		\$204.00	
10 Sewer Connections			
1 Transfer of Uninstalled Capacity Fee	✓	\$410.00	Flat fee
11 Supporting to Planning			
1 Pre-Entitlement Processing			
Pre-Application Review		\$204.00	Hourly
2 Coastal Development Permit Processing			
Coastal Development Permit Exemption		\$410.00	Deposit
Single Family Residential		\$821.00	Deposit
Accessory Dwelling Unit			
No New Floor Area		\$821.00	Flat fee
New Floor Area		\$1,642.00	Deposit
Multiple Family Residential		\$1,642.00	Deposit
Commercial / Mixed Use		\$1,642.00	Deposit
Industrial / Institutional		\$1,642.00	Deposit
Director		\$821.00	Deposit
Planning Commission		\$1,642.00	Deposit
Minor Amendments		\$821.00	Flat fee
Major Amendments		\$1,642.00	Deposit
3 Environmental Clearance Processing			
CEQA/NEPA Environmental Clearance			
Negative Declaration	✓	\$821.00	Deposit
EIR	✓	\$1,642.00	Deposit
5 Entitlement Processing			
Home Occupation		\$204.00	Flat fee
Variance / Exception Planning Commission		\$821.00	Deposit
Exception/Community Development Director		\$821.00	Deposit
Zoning, LCP, and 6P Amendments			
LCP/GP		\$821.00	Deposit
IP/Rezoning		\$821.00	Deposit
Planned Unit Development Specific Plan		\$821.00	Deposit
Planned Unit Development Specific Plan Amendment		\$821.00	Deposit
Planned Unit Development Precise Plan		\$821.00	Deposit
Planned Unit Development Precise Plan Amendment		\$821.00	Deposit
Annexation/Prezoning		\$821.00	Deposit
Land Division and Merger			
Certificate of Compliance		\$821.00	Deposit
Lot Merger		\$410.00	Flat fee
Lot Line Adjustment		\$821.00	Deposit
Parcel Map (four or fewer lots)		\$1,642.00	Deposit
Tentative Subdivision Map		\$3,285.00	Deposit
Time Extension		\$821.00	Deposit
CD Director Review		\$204.00	Deposit
12 Building Plan Review / Support			
1 Minor Residential Improvement		\$204.00	Flat fee
2 TI or Addition of s.f		\$410.00	Flat fee
3 New SFD		\$410.00	Flat fee
4 New Multifamily or Commercial		\$1,025.00	Flat fee
13 Technology Fee		4% see footnote 5	Applicable to all planning, building and engineering projects
¹ Construction activities during October through April shall require Storm Water Pollution Prevention plans, meas. ² Total cost equal to 100% of staff and/or consultant time and materials. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00 ³ Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. ⁴ Overtime rate per hour of 150% will apply for after hour inspection requests with 200% on Sundays and Holidays (Minimum 2 Hours). ⁵ The Technology fee will be 4.0% if applicable to all building, engineering, planning projects with "projects" being defined as an individual fee item requiring data entry and tracking within the system. ⁶ Permit Fees for Work Done Without A Valid Permit Are 2 times the Permit Fee for Bldg, Electrical, Mechanical, Plumbing, Encroachment & Grading Permits			

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services		
DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
V. DEVELOPER IMPACT FEES [Effective 03/19/16 - per 12/15/15 Council Approval]		
1 Single Family		
1 Sewer Connection - Assessment District Participant	\$4,887.00	Per Dwelling Unit
Sewer Connection - Assessment District Non-Participant	\$17,374.00	Each SFRE***
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**		
\$1 - 25,000 ✓	\$1.00	Valuation
\$25,001 - 50,000 ✓	\$2.00	Valuation
\$50,001 - 75,000 ✓	\$3.00	Valuation
\$75,001 - 100,000 ✓	\$4.00	Valuation
Every \$25,000 or fraction above \$100,000 ✓	\$1.00	Valuation
4 Storm Drainage	\$745.00	Per Dwelling Unit
5 Capital Outlay Facilities	\$1,056.00	Per Dwelling Unit
6 Traffic Mitigation	\$6,876.00	Per Dwelling Unit
7 Park Facilities	\$7,764.00	Per Dwelling Unit
2 Development Fees; Multi-Family / Commercial		
1 Sewer Connections		
Multi-Family	\$4,105.00	Per Dwelling Unit
Mobile Home	\$3,078.00	Per Dwelling Unit
Office	\$1,319.00	Per 1,000 Square Feet
Commercial/Retail	\$1,905.00	Per 1,000 Square Feet
Lodging	\$1,905.00	Per Room
Industrial	\$1,905.00	Per 1,000 Square Feet
Sewer Connection - Assessment District Non-Participant ***	\$17,374.00	Each SFRE***
2 SMIP Residential* ✓	\$0.00	Valuation over \$3,850, the fee is \$13 per \$100,000 permit valuation
SMIP Commercial* ✓	\$0.00	Valuation over \$1,786, the fee is \$28 per \$100,000 permit valuation
SMIP Flat Fee* ✓	\$0.00	Residential permits under \$3,850 and Commercial permits under \$1,786, fee is \$.50
3 BSRF (Bldg. Stndrds Admin Spec Revolving Fnd)**		
\$1 - 25,000 ✓	\$1.00	Valuation
\$25,001 - 50,000 ✓	\$2.00	Valuation
\$50,001 - 75,000 ✓	\$3.00	Valuation
\$75,001 - 100,000 ✓	\$4.00	Valuation
Every \$25,000 or fraction thereof above \$100,000 ✓	\$1.00	Valuation
<i>According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473)</i>		
* Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates		
** Fees Set According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473) ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00		
*** Single Family Residential Equivalent. See Chapter 13.36.080 Section C. for Commercial, Professional and Institutional Calculation of Connection Charge.		

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
V. DEVELOPER IMPACT FEES (Cont'd) [Effective 03/19/16 - per 12/15/15 Council Approval]		
2 Development Fees; Multi-Family / Commercial (Cont'd)		
4 Storm Drainage		
Multi-Family	\$295.00	Per Dwelling Unit
Office	\$629.00	Per 1,000 Square Feet
Commercial/Retail	\$455.00	Per 1,000 Square Feet
Industrial	\$314.00	Per 1,000 Square Feet
5 Capital Outlay		
Multi-Family	\$880.00	Per Dwelling Unit
Mobile Home	\$668.00	Per Dwelling Unit
Office	\$337.00	Per 1,000 Square Feet
Commercial/Retail	\$186.00	Per 1,000 Square Feet
Lodging	\$24.00	Per Room
Industrial	\$168.00	Per 1,000 Square Feet
6 Traffic Mitigation		
Multi-Family	\$3,751.00	Per Dwelling Unit
Mobile Home	\$3,549.00	Per Dwelling Unit
Office	\$4,310.00	Per 1,000 Square Feet
Commercial/Retail	\$7,223.00	Per 1,000 Square Feet
Lodging	\$2,289.00	Per Room
Industrial	\$3,505.00	Per 1,000 Square Feet
7 Park Facility Fee		
Multi-Family	\$6,469.00	Per Dwelling Unit
Mobile Home	\$4,917.00	Per Dwelling Unit
3 Development Fees - Residential Subdivision Fees Only		
Park Dedication	Per Chapter 17.48 of Municipal Code	
* Strong Motion Instrumentation Program Fees Set According to State of CA Dept of Conservation Rates		
** Fees Set According to Chapter 719, Statutes of 2008 (Senate Bill No. 1473) ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00		
*** Single Family Residential Equivalent. See Chapter 13.36.080 Section C. for Commercial, Professional and Institutional Calculation of Connection Charge.		

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
VI. PLANNING		
1 Pre-Entitlement Processing		
1 Pre-Application Meeting ✓	\$1,553.00	Flat fee
2 Measure 'D'		
Single Allocation (per allocation) ✓	\$564.00	Flat fee
Phasing Agreement ✓	\$2,261.00	Deposit
2 Coastal Development Permit Processing		
1 Coastal Development Permit Exemption ✓	\$451.00	Deposit
2 Single Family Residential		
<= 3,000 square feet ✓	\$2,251.00	Deposit
> 3,000 square feet ✓	\$2,894.00	Deposit
3 Accessory Dwelling Unit		
No New Floor Area ✓	\$562.00	Flat fee
New Floor Area ✓	\$1,072.00	Flat fee
4 Multiple Family Residential		
>= Four dwelling units ✓	\$3,323.00	Deposit
< Four dwelling units ✓	\$5,575.00	Deposit
5 Commercial / Mixed Use		
<= 10,000 square feet ✓	\$3,323.00	Deposit
> 10,000 square feet ✓	\$5,575.00	Deposit
6 Industrial / Institutional		
<= 20,000 square feet ✓	\$3,323.00	Deposit
> 20,000 square feet ✓	\$5,575.00	Deposit
7 Other Development		
Planning Director ✓	\$2,465.00	Deposit
Planning Commission ✓	\$3,162.00	Deposit
8 Amendments		
Minor Amendment	\$449.00	Flat fee
Major Amendments ✓	\$2,465.00	Deposit
3 Environmental Clearance Processing		
1 CEQA/NEPA Environmental Clearance		
Negative Declaration ✓	\$4,502.00	Deposit
EIR ✓	\$10,131.00	Deposit
2 Notice of Exemption ✓	\$224.00	Flat fee
<p>[1] Flat fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.</p> <p>[2] Total cost equal to 100% of staff and/or consultant time and materials. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00</p> <p>[3] Fees Charged by these agencies are available on their websites and are in addition to fees charged by the City.</p>		

City of Half Moon Bay Master Fee Schedule Other Fees, Charges & Services		
DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
VI. PLANNING (Cont'd)		
4 Design Review Processing		
1 Architectural Review, CDD or Planning Commission Includes structures and/or site design ✓	\$669.00	Deposit
5 Entitlement Processing		
1 Home Occupation ✓	\$112.00	Flat fee
2 Variance / Exception Planning Commission ✓	\$1,018.00	Deposit
3 Exception/Community Development Director ✓	\$449.00	Deposit
4 Zoning, LCP, and 6P Amendments		
LCP/6P	\$15,814.00	Deposit
IP/Rezoning	\$15,814.00	Deposit
Planned Unit Development Specific Plan	\$15,814.00	Deposit
Planned Unit Development Specific Plan Amendment	\$7,880.00	Deposit
Planned Unit Development Precise Plan	\$7,880.00	Deposit
Planned Unit Development Precise Plan Amendment	\$4,074.00	Deposit
Annexation/Prezoning	\$15,814.00	Deposit
6 Appeals	<i>Half the original fee if applicable. No appeal fee if the City is the applicant.</i>	
Filing Fee - Outside CCC Appeals Jurisdiction	\$224.00	Flat fee
Filing Fee - Within CCC Appeals Jurisdiction	\$0.00	No fee
Processing Fee - Paid by developer	\$3,376.00	Deposit
7 Land Division and Merger		
Certificate of Compliance	\$2,036.00	Deposit
Lot Merger	\$899.00	Flat fee
Lot Line Adjustment	\$2,036.00	Deposit
Parcel Map (four or fewer lots)	\$4,074.00	Deposit
Tentative Subdivision Map	\$11,258.00	Deposit
Subdivision Agreement	\$4,502.00	Deposit
Time Extension	\$2,036.00	Deposit
9 Sign Permit		
Review ✓	\$171.00	Flat fee
Planning Commission Review ✓	\$1,018.00	Deposit
Exceptions Planning Commission Review ✓	\$1,018.00	Deposit
10 Other Services		
Zoning Compliance Letter	\$224.00	Flat fee
Public Convenience & Necessity Letter	\$224.00	Flat fee
Water Transfer Letter	\$224.00	Flat fee
12 Tree Removal Review		
CD Director Review	\$283.00	Deposit
Planning Commission	\$508.00	Deposit
13 Mobile Food Vendor Permit	\$224.00	Flat fee
14 Sound Amplification Permit	\$224.00	Flat fee
15 Fees Required by other Agencies		
1 California Department of Fish and Wildlife	Fee required to review various environmental documents	Per Agency Schedule
2 SMC Local Agency Formation Commission (LAFCo)	Annexation fees vary by acreage	Per Agency Schedule
3 San Mateo County Recorder	Fee required to record and/or post various documents	Per Agency Schedule
4 Planning Hourly Rate ✓	\$224.00	Flat fee
16 Technology Fee	4% see foot note 4	Applicable to all planning, building and engineering projects
<p>[1] Flat fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December. [2] Total cost equal to 100% of staff and/or consultant time and materials. ✓ Check indicates Credit Cards Accepted - Minimum charge \$10.00 [3] Fees Charged by these agencies are available on their websites and are in addition to fees charged by the City. [4] The Technology fee will be 4.0% if applicable to all building, engineering, planning projects with "projects" being defined as an individual fee item requiring data entry and tracking within the system.</p>		

**City of Half Moon Bay
Master Fee Schedule
Other Fees, Charges & Services**

DESCRIPTION OF SERVICES	FEE	UNIT / TYPE
VII. ADMINISTRATIVE CITATION PENALTIES		
1 Violations of Municipal Code other than building or safety provisions		
1 First Violation ✓	\$100.00	Each
2 Second Violation within one calendar year ✓	\$200.00	Each
3 Third or subsequent violations within one calendar year ✓	\$500.00	Each
2 Violations of building or safety provisions of the Municipal Code		
1 First Violation ✓	\$100.00	Each
2 Second Violation within one calendar year ✓	\$500.00	Each
3 Third or subsequent violations within one calendar year ✓	\$1,000.00	Each
<u>Check indicates Credit Cards Accepted - Minimum charge \$10.00</u>		
VIII. REFUND POLICY		
<p>Any request for Fee refunds shall be submitted in writing to the appropriate Department's Director within 90 days from the date of submittal. The grounds for requesting a refund shall be detailed in the written request. However, once the City has commenced work on an applicable service for which a fee is charged, no refunds are allowed. The Department's Director shall determine if a fee is refundable based on this criterion. Any refund will be net a processing fee of \$81 and any other incidentals that may be incurred. The party requesting the refund shall be informed in writing of the decision of the Department's Director within ten (10) working days of receiving the written refund request. The requesting party may appeal the determination of the Department's Director to the City Manager, within ten (10) days of mailing notice to the requesting party. The City Manager's decision of the appeal review will be the final action taken by the City.</p>		