

CITY OF EAST PALO ALTO  
MASTER FEE SCHEDULE  
EFFECTIVE OCTOBER 1, 2016

**City of East Palo Alto  
Citywide/Other Miscellaneous  
Master Fee Schedule**

Description		Unit	Fee
Photocopy			
1	a) 8.5" x 11" (black & white single side)	each	\$ 0.10
2	a) 8.5" x 11" (color single side)	each	\$ 0.26
3	Ellis Act Withdrawn Property Administrative Fee	Per Unit Application to Withdraw Rental Units	\$ 405
Checks Returned by Bank or Financial Institution Due to Insufficient Funds		per returned item	\$ 31.65
Overdue Invoices		Unless otherwise specified in the City of East Palo Alto's Municipal Code, \$10 or 10% per annum, whichever is greater; An invoice becomes delinquent one (1) business day following the due date.	

**City of East Palo Alto  
PLANNING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
<b>Appeals</b>			
1 Appeals to City Council –(if initiated by City Council - no charge)		each	\$ 106
2 Appeals to Planning Commission		each	\$ 106
3 Appeal of Consistency Review	[a]	deposit base	\$ 1,055
<b>Subdivision</b>			
1 Certificate of Compliance		each	\$ 1,794
2 Condominium Conversion	[b]	each	\$ 28,362
3 Final Maps (4 lots or less) - Planning Review of Engineering Application		each	\$ 3,132
4 Final Maps (5 - 25 lots) - Planning Review of Engineering Application		each	\$ 3,596
5 Final Maps (>25 lots) - Planning Review of Engineering Application		each	\$ 4,060
6 Lot Line Adjustment		each	\$ 1,583
7 Lot Line Merger		each	\$ 1,583
8 Tentative Maps (4 lots or less)		each	\$ 10,499
9 Tentative Maps (5 - 25 lots)		each	\$ 15,722
10 Tentative Maps (>25 lots)	[a]	deposit base	\$ 26,378
11 Tentative Map Extension		each	\$ 4,221
12 Tentative Map Modification		each	\$ 2,638
<b>Design Review</b>			
1 Administrative		each	\$ 2,901
2 Architectural Supervision		each	\$ 3,693
3 Minor Modification to Conditions		each	\$ 1,055
4 Planning Commission Review		each	\$ 9,107
5 Second Unit Permit - Administrative (Includes Guest House)		each	\$ 1,583
6 Second Unit Permit - Planning Commission		each	\$ 2,638
<b>Legislative Actions</b>			
1 General Plan Amendment	[a]	deposit base	\$ 14,772
2 Planned Unit Development	[a]	deposit base	\$ 14,772
3 Zone Change	[a]	deposit base	\$ 10,551
4 Zoning Text Amendment	[a]	deposit base	\$ 10,551

**City of East Palo Alto  
PLANNING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
<b>Tree Removal</b>			
1	Tree Removal		
	1-2 trees	each	\$ 264
	3 or more	each	\$ 528
<b>Signage</b>			
1	Master/Common Sign Program	each	\$ 791
2	Permanent Sign Program (per sign)	each	\$ 264
3	Temporary Sign (per sign)	each	\$ 79
<b>Business License</b>			
1	Zoning Review for Business License	each	\$ 79
<b>Use Permit</b>			
1	Extension - SFD	each	\$ 1,055
2	Extension - Other than SFD	each	\$ 1,055
3	Modifications to Conditions - Major	each	\$ 1,583
4	Modifications to Conditions - Minor	each	\$ 264
5	Public Utility Tower - Major	each	\$ 4,075
6	Public Utility Tower - Minor	each	\$ 2,204
7	Use Permits	each	\$ 4,075
8	Filing Fees - Public Convenience/Necessity Application	[g] each	\$ 4,075
9	Temporary Use Permit, 1-6 days in 30 days	each	\$ 53
10	Temporary Use Permit, 15-45 Consecutive Days in 1 year	each	\$ 211
11	Temporary Use Permit, 7-45 Days in 1 Year	each	\$ 528
12	Temporary Use Permit, 1 Year Approval	each	\$ 1,055
13	Administrative Use Permit (AUP)	[e] each	\$ 2,638
<b>Zoning Relief</b>			
1	Parking Exception - SFD	each	\$ 2,110
2	Parking Exception - Non SFD	each	\$ 4,221
3	Planned Community Permit	each	\$ 8,441
4	Variance	each	\$ 2,110

**City of East Palo Alto  
PLANNING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
<b>Environmental</b>			
1	Categorical Exemption	each	\$ 264
2	Initial Study (negative declaration and mitigated negative declaration)	each	\$ 7,914
3	Environmental Impact Studies (EIR)		
	a. EIR Report	Actual Cost with \$10,000 Deposit	n/a
	b. Staff Management & Review	Actual Cost with \$5,000 Deposit	n/a
4	Mitigation Monitoring - one-time	each	\$ 2,785
5	Notice of Determination (NOD) - CEQA Filing <i>(fee as set by State Fish and Game Department)</i>	[f] each	\$ 3,133
<b>Other Administrative Fees</b>			
1	Building Permit Review - Minor Res. Improvement	each	\$ 158
2	Building Permit Review -T.I or Addition of s.f.	each	\$ 264
3	Building Permit Review - New SFD	each	\$ 791
4	Building Permit Review - New Multifamily	each	\$ 1,055
5	Building Permit Review - New Commercial	each	\$ 1,583
6	Re-Noticing or Special Noticing	each	\$ 464
7	Written Determination by City Planning Manager	each	\$ 369
8	Research / Document Review	each	\$ 464
9	Planning Hourly Fee	[c] per hour	\$ 232
10	Hourly Pre-Application	[c] per hour	\$ 232
11	Address Assignment	each	\$ 106
12	Refund Administrative Fee	[d]	see Note [d]
13	Technology Fee		5% of total permit fee, not to exceed \$500

**Notes**

- [a] Initial fee shall be treated as a deposit. Planning shall forward a bill with the full permit cost or work request, including transcriptions
- [b] Refer to Section 7109 of the City Subdivision Regulations.
- [c] Hourly with a one hour minimum
- [d] Refund shall be calculated as follows:  
i) If application has been routed to another division, refund of 60% of the permit fee  
ii) If Planning Commission has been notified or project is considered "complete", refund of 40% of the permit fee
- [e] AUPs will be processed at a staff level, unless written protest is filed, at which point, legal advertisement and public noticing plus staff time to prepare a staff report will be charged to the applicant".
- [f] Fee as set by State Fish and Game Department; may be adjusted from time-to-time to reflect State revisions.

**City of East Palo Alto  
 PLANNING DIVISION  
 Master Fee Schedule**

Description		Unit	Fee
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[g] This fee shall be waived if processed concurrently with a Use Permit Application.

\* Environmental fees and noticing fees are included in the total fee for each item.

\*\* At the discretion of the City Planning Manager, multiple permits may be covered by the fee for the highest permit if additional substantial staff time is not required.

**City of East Palo Alto  
ENGINEERING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
<b>Grading - Plan Review</b>			
1	50 - 100 Cubic Yards	each	\$ 1,120
2	101 - 500 Cubic Yards	each	\$ 2,988
3	> 501 Cubic Yards	each	\$ 5,603
<b>Grading - Inspection</b>			
1	50 - 100 Cubic Yards	each	\$ 1,121
2	101 - 500 Cubic Yards	each	\$ 2,241
3	> 501 Cubic Yards	each	\$ 5,602
<b>Public Improvements - Plan Review (value of improvements)</b>			
1	\$0 - \$10,000	each	\$ 1,121
2	\$10,001 - \$50,000	each	\$ 2,988
3	\$50,001 - \$100,000	each	\$ 7,470
4	\$100,001 - \$500,000	[1] each	\$ 11,205
<b>Public Improvements - Inspection (value of improvements)</b>			
1	\$0 - \$10,000	each	\$ 653
2	\$10,001 - \$50,000	each	\$ 1,307

**City of East Palo Alto  
ENGINEERING DIVISION  
Master Fee Schedule**

Description			Unit	Fee
3	\$50,001 - \$100,000		each	\$ 2,801
4	\$100,001 - \$500,000	[1]	each	\$ 7,470
<b>Encroachment Permit - Single Family Dwelling</b>				
1	Curb / Curb Drain / Driveway / Sidewalk		each	\$ 316
<b>Encroachment Permit - Utility Excavation Permit</b>				
1	Simple Connection		each	\$ 316
2	Upgrade to System (see Public Improvements Fee)			
<b>Encroachment Permit - Other</b>				
1	Awning / Overhang		each	\$ 211
2	Debris Box / Temporary Storage		each	\$ 369
3	Fence		each	\$ 317
<b>Final Parcel Map / Tract Map</b>				
1	Parcel Map (4 Lots or Less) - City Admin Cost (consultant costs are passed through to applicant)		each	\$ 2,241
2	Tract Map (5 or More Lots) - City Admin Cost (consultant costs are passed through to applicant)		each	\$ 2,241
<b>NPDES</b>				
1	New Construction (plan review and inspection)			
	a) 2,500 to 10,000 square feet		each	\$ 1,232
	b) 10,001 square feet to 1 acre		each	\$ 2,465
	c) 1 acre to 5 acres		each	\$ 3,287



**City of East Palo Alto  
ENGINEERING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
	d) >5 acres	each	\$ 4,109
2	Post-Construction		
	a) Annual - Commercial Industrial	each	\$ 264
	b) Annual - Best Management Practices	each	\$ 264
<b>Certificate of Compliance / Street Right-of-Way (ROW) Vacation</b>			
1	Certificate of Compliance / Street ROW Vacation	each	\$ 934
2	Street ROW Vacation	each	\$ 3,735
<b>Transportation Permit</b>			
1	Hauling	per trip	see note 2
2	Oversize Load	per trip	see note 3
3	House Moving	per trip	\$ 374
4	Hazardous Waste Hauling	per trip	see note 4
<b>Administrative Fees</b>			
1	Request for Letter (e.g. Flood Hazard Letter)	each	\$ 264
2	Bond Administration and Release	each	\$ 374
3	Job Card Replacement	each	\$ 187
4	Record of Survey	each	\$ 747
5	Photocopy		
	a) 8.5" x 11" (black & white single side)	per page	\$ 0.10
	b) All Others (including large scale maps)	per page	actual cost
6	Technology Fee		5% of total permit fee, not to exceed \$500

**City of East Palo Alto  
ENGINEERING DIVISION  
Master Fee Schedule**

Description	Unit	Fee
<b>Non-Compliance</b>		
1 Failure to restore public improvements as required by plans and permits within 24 hours notice	per day	\$ 1,494
<b>Water - Service Plan Review and Installation Inspection</b>		
1 Residential / Apartments / Condominiums	each	\$ 747
2 Commercial / Industrial / Irrigation	each	\$ 1,494
3 Residential Developer - Main Extension and Fire Hydrant	each	\$ 1,494
4 Commercial Developer - Main Extension and Fire Hydrant	each	\$ 1,868
5 Fire Hydrant Only	each	\$ 934
<b>PLANNING APPLICATION REVIEW / SUPPORT</b>		
1 Tentative Maps (4 lots or less)	each	\$ 747
2 Tentative Maps (5 lots or more)	each	\$ 1,121
3 Tentative Map Extension / Modification	each	\$ 374
4 Design Review - Administrative	each	\$ 374
5 Architectural Supervision	each	\$ 374
6 Second Unit Permit	each	\$ 374
7 General Plan Amendment	each	\$ 528
8 Planned Unit Development	each	\$ 1,494
9 Zone Change / Text Amendment	each	\$ 187
10 Tree Removal Permit	each	\$ 187
11 Use Permit (all types)	each	\$ 187

**City of East Palo Alto  
ENGINEERING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
12	Zoning Relief (all types)	each	\$ 187
13	Initial Study	each	\$ 374
13	EIR	each	\$ 2,110
14	Mitigation Monitoring (per measure)	each	\$ 280
15	Hourly Pre-Application	each	\$ 187
<b>BUILDING PLAN REVIEW / SUPPORT</b>			
1	Minor Residential Improvement	each	\$ 187
2	TI (Tenant Improvement) or Addition of square feet	each	\$ 374
3	New SFD (Single Family Dwelling)	each	\$ 374
4	New Multifamily or Commercial	each	\$ 934

**Notes**

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- [1] All Public Improvement projects over \$500,000 in value will be recovered on a deposit and time and materials billing system, per the PW Director's discretion.
  - [2] \$62 per trip up to a maximum of \$25,000
  - [3] \$77 per trip up to a maximum of \$30,000
  - [4] \$103 per trip up to a maximum of \$40,000

**City of East Palo Alto  
BUILDING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
<b>A.1, Valuation Based Fees - Processing</b>			
1	Under \$25,000 valuation	each	\$ 158
2	Over \$25,001 valuation	each	\$ 264
<b>A.2, Valuation Based Fees - Standard Plan Check</b>		[a]	
1	Under \$500	each Base Cost Each Add'l \$100	\$ 298 n/a
2	\$501 - \$2,000	each Base Cost Each Add'l \$100	\$ 369 3.51
3	\$2,001 - \$25,000	each Base Cost Each Add'l \$1000	\$ 422 4.59
4	\$25,001 - \$50,000	each Base Cost Each Add'l \$1000	\$ 528 8.44
5	\$50,001 - \$100,000	each Base Cost Each Add'l \$1000	\$ 739 32.71
6	\$100,001 - \$500,000	each Base Cost Each Add'l \$1000	\$ 2,374 1.46
7	Over \$500,001	each Base Cost Each Add'l \$1000	\$ 2,954 2.95
<b>A.3, Valuation Based Fees - Energy Review</b>			
1	Under \$500	each Base Cost Each Add'l \$100	\$ 75 n/a

**City of East Palo Alto  
BUILDING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
2	\$501 - \$2,000	each Base Cost Each Add'l \$100	\$ 75 4.96
3	\$2,001 - \$25,000	each Base Cost Each Add'l \$1000	\$ 149 3.24
4	\$25,001 - \$50,000	each Base Cost Each Add'l \$1000	\$ 224 14.88
5	\$50,001 - \$100,000	each Base Cost Each Add'l \$1000	\$ 595 3.91
6	\$100,001 - \$500,000	each Base Cost Each Add'l \$1000	\$ 791 0.66
7	Over \$500,001	each Base Cost Each Add'l \$1000	\$ 1,055 1.06
<b>A.4, Valuation Based Fees - Accessibility Review</b>			
1	Under \$500	each Base Cost Each Add'l \$100	\$ 134 n/a
2	\$501 - \$2,000	each Base Cost Each Add'l \$100	\$ 134 1.98
3	\$2,001 - \$25,000	each Base Cost Each Add'l \$1000	\$ 164 5.82
4	\$25,001 - \$50,000	each Base Cost	\$ 298

**City of East Palo Alto  
BUILDING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
		Each Add'l \$1000	2.98
5	\$50,001 - \$100,000	each Base Cost	\$ 372
		Each Add'l \$1000	3.11
6	\$100,001 - \$500,000	each Base Cost	\$ 528
		Each Add'l \$1000	1.32
7	Over \$500,001	each Base Cost	\$ 1,055
		Each Add'l \$1000	1.06
<b>A.5, Valuation Based Fees - Flood Hazard Review</b>			
1	Under \$500	each Base Cost	\$ 75
		Each Add'l \$100	n/a
2	\$501 - \$2,000	each Base Cost	\$ 75
		Each Add'l \$100	1.98
3	\$2,001 - \$25,000	each Base Cost	\$ 104
		Each Add'l \$1000	8.41
4	\$25,001 - \$50,000	each Base Cost	\$ 298
		Each Add'l \$1000	2.98
5	\$50,001 - \$100,000	each Base Cost	\$ 372
		Each Add'l \$1000	1.49
6	\$100,001 - \$500,000	each Base Cost	\$ 446
		Each Add'l \$1000	0.87

**City of East Palo Alto  
BUILDING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
7	Over \$500,001	each Base Cost Each Add'l \$1000	\$ 791 0.79
<b>A.6, Valuation Based Fees - Building Permit/Inspection</b>			
1	Under \$500	each Base Cost Each Add'l \$100	\$ 211 n/a
2	\$501 - \$2,000	each Base Cost Each Add'l \$100	\$ 422 9.84
3	\$2,001 - \$25,000	each Base Cost Each Add'l \$1000	\$ 570 7.34
4	\$25,001 - \$50,000	each Base Cost Each Add'l \$1000	\$ 739 19.41
5	\$50,001 - \$100,000	each Base Cost Each Add'l \$1000	\$ 1,224 9.71
6	\$100,001 - \$500,000	each Base Cost Each Add'l \$1000	\$ 1,709 4.12
7	Over \$500,001	each Base Cost Each Add'l \$1000	\$ 3,355 3.36
<b>B. Mechanical, Plumbing and Electrical Permits Associated with Valuation Based Projects</b>			
1	SFD	Base Cost @ 100 s.f. Per s.f.	\$ 208 0.13
2	Non SFD	Base Cost @ 100 s.f. Per s.f.	\$ 375 0.13

**City of East Palo Alto  
BUILDING DIVISION  
Master Fee Schedule**

Description	Unit	Fee
<b>C. Standard Minor Improvement Projects</b>		
1 Re-Roof <i>(first 20 squares)</i>	each	\$ 432
2 Re-Roof <i>(first 20 squares)(each add'l 20 squares)</i>  <i>Simple Items (water headers, furnaces, electrical service upgrade)</i>	each	\$ 75
3 Mechanical Permit	each	\$ 108
4 Electrical Permit	each	\$ 108
5 Plumbing Permit	each	\$ 108
6 PV Systems	each	\$ 336
7 Water Heaters and residential commodes  <i>Complex Items - Commercial (water headers, furnaces, electrical service upgrade)</i>	each	0
8 Mechanical Permit	each	\$ 134
9 Electrical Permit	each	\$ 134
10 Plumbing Permit	each	\$ 134
11 PV Systems	each	\$ 536
<b>D. Non-Residential Mechanical, Plumbing, Electrical Stand-Alone Permits (not associated with Valuation Based Project)</b>		
1 Up to 3 "Simple" Items <i>(Includes Permit Processing and Inspection)</i>	each	\$ 744
2 Complex Items <i>(Includes Permit Processing and Inspection)</i>	each	\$ 1,489



**City of East Palo Alto  
BUILDING DIVISION  
Master Fee Schedule**

Description	Unit	Fee
E. Housing Inspection Fees		\$ 264
F. Other Miscellaneous Fees for Service		
1 Insp. Outside of Normal Business Hours (first two hour minimum)	each	\$ 264
2 Insp. Outside of Normal Business Hours (each additional hour)	per hour	\$ 132
3 Certificate of Occupancy	each	\$ 158
4 Written Interpretation of Building Code	each	\$ 528
5 Records Research (first one half-hour minimum)	each	\$ 224
6 Records Research (each additional half hour)	each	\$ 149
7 Appeals	each	\$ 422
8 Fire Damage Inspection	each	\$ 528
9 Demolition Permit	each	\$ 264
10 Property Research/Site Inspection for Business License	each	\$ 422
11 Pre-Site Insp. Or Re-Insp - SFD	each	\$ 264
12 Pre-Site Insp. Or Re-Insp - Other than SFD	each	\$ 264
13 Cal Green Review and Inspection - SFD	each	\$ 1,309
14 Cal Green Review and Inspection - Other than SFD	each	\$ 1,801
15 Photocopy		

**City of East Palo Alto  
BUILDING DIVISION  
Master Fee Schedule**

Description		Unit	Fee
	a) 8.5" x 11" (black & white single side)	per page	\$ 0.10
	b) All Others (including large scale maps)	per page	actual cost
16	General Plan Update Fee		1% of permit fee
17	Technology Fee		5% of total permit fee, not to exceed \$500
<b>G. Planning or Engineering Project Review by the Building Division</b>			
1	Tentative Map Review	each	\$ 158
2	Final Maps (up to 25 lots)	each	\$ 158
3	Final Maps (>25 lots)	each	\$ 158
4	Design Review	each	\$ 264
5	Temporary Use Permit	each	\$ 158

**Notes:**

[a] Plan Review Structural Fees do not reflect costs associated with Structural Review. These costs are sourced from an outside consultant and costs are passed through to applicant

**City of East Palo Alto  
 BUILDING DIVISION-CODE ENFORCEMENT  
 Master Fee Schedule**

Description		Unit	Fee
<b>CODE ENFORCEMENT SERVICES</b>			
1	Abatement/mitigation resolved by the property owner after first contact	each	\$ 151
2	Abatement/mitigation resolved by the property owner after second contact	each	\$ 351
3	Abatement/mitigation resolved by the City	each	Actual cost

**City of East Palo Alto  
POLICE DEPARTMENT  
Master Fee Schedule**

Description			Unit	Fee
<b>POLICE SERVICES</b>				
1	Fingerprinting (livescan)	[a]	each	\$ 24 plus pass through agency fees, see Note [a]
2	Vehicle Release		each	\$ 105
3	Repossession - Verification Fee		each	\$ 16
4	Proof of Correction Citation - Sign-off [b]		each	\$ 62
5	Vehicle Identification (VIN) Verification		each	\$ 62
6	Clearance Letter		each	\$ 16
7	Use Permit Review - Halfway House		each	\$ 375
8	Use Permit Review - Large Gathering Site		each	\$ 139
9	Use Permit Review - Alcohol Distribution		each	\$ 235
10	Permit Review - Private Security Company		each	\$ 235
11	False Alarm Response - (charge is per response after first two responses within a single calendar year)	[b]	each	\$ 277
12	Loud Party Response - (charge is per response after first response in one calendar month)	[c]	each	\$ 139
13	Assistance to Planning Division - Security Plan Review for New Business		each	\$ 235
14	Vehicle Tow Fee		each	\$ 219
15	Dolly Fee		each	\$ 90
16	Daily Storage Fee		each	\$ 63
17	After Hours Release Fee		each	\$ 98

**City of East Palo Alto  
POLICE DEPARTMENT  
Master Fee Schedule**

Description		Unit	Fee

Notes:

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- [a] Plus pass-through of any outside agency fees (e.g. Department of Justice fees): \$32.00
  - [b] Fee waived for first two responses per calendar year.
  - [c] Fee waived for first response per month.

**City of East Palo Alto  
 ADMINISTRATIVE SERVICES DEPARTMENT  
 Master Fee Schedule**

Description		Unit	Fee
<b>SPECIAL EVENT SERVICES</b>			
1	Block Party / Park Event		
	a) Application Processing	Each	\$ 264
	b) On-Site Event Support	(a) Maintenance	\$133 per hour
		(b) Police	\$139 per hour
2	Parade / Major Event		
	a) Application Processing	Each	\$ 528
	b) On-Site Event Support	(a) Maintenance	\$133 per hour
		(b) Police	\$139 per hour
3	Cooley Landing		
	a) Application Processing	(c) Each	\$ 528
	b) Event Permit to Serve Wine/Beer	Each	\$ 420
	c) On-Site Event Support	(a) Maintenance	\$133 per hour
		(b) Police	\$139 per hour
4	Park/Facility Rental (per day)	Each	\$ 105
(a)	2-hour Minimum for scheduled overtime		
(b)	4-hour Minimum for scheduled overtime		
(c)	Does not include optional requests, such as fence removal. Such requests will be charged at cost.		