

**RESOLUTION NO. 2024-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS SETTING CERTAIN FEES AND CHARGES TO BE COLLECTED IN FY 2024/25**

**WHEREAS**, the Los Altos Municipal Code specifies that certain fees and charges shall be set by Resolution of the City Council; and

**WHEREAS**, these fees and charges should be in amounts sufficient to recover the costs incurred by the City with respect to the functions to be performed by the City; and

**WHEREAS**, certain development impact fees are set by separate Resolution of the City Council.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby adopts the fees and charges set forth in the attached FY 2024/25 Fee Schedule for the City and these fees shall become effective July 1, 2024 and shall remain in effect until a new Resolution amending the same is adopted by the City Council.

**BE IT FURTHER RESOLVED** that all other fees previously established by other City Council Resolution or Ordinance remain in effect.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the \_\_\_ day of June, \_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jonathan D. Weinberg, MAYOR

Attest:

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Melissa Thurman, MMC  
CITY CLERK

**City of Los Altos  
Fee Schedule  
FY 2024/25**

<b>DEVELOPMENT SERVICES</b>	
<b>BUILDING DIVISION</b>	
<b>Building Permit</b>	
<b>Valuation based on price per square foot of construction. Minimum valuation for new residential and commercial construction is \$564.00 per square-foot.</b>	
Total Valuation	
\$1.00 - \$3,000.00	\$240.21
\$3,001.00 - \$25,000.00	
First \$3,000	\$240.21
Each Additional \$1,000	\$30.99
\$25,001.00 - \$50,000.00	
First \$25,000	\$921.88
Each Additional \$1,000	\$31.92
\$50,001.00 - \$100,000.00	
First \$50,000	\$1,719.82
Each Additional \$1,000	\$17.35
\$100,001.00 - \$500,000.00	
First \$100,000	\$3,472.20
Each Additional \$1,000	\$7.59
\$500,001.00 - \$1,000,000.00	
First \$500,000	\$7,549.02
Each Additional \$1,000	\$12.33
\$1,000,001.00 and up	
First \$1,000,000	\$14,276.78
Each Additional \$1,000	\$6.17
ADU Building Permit	\$0.00

<b>Electrical, Mechanical or Plumbing Permit</b>	
\$1.00 - \$3,000.00	\$204.01
\$3,001.00 - \$25,000.00	
First \$3,000	\$389.92
Each Additional \$1,000	\$24.18
\$25,001.00 - \$50,000.00	
First \$25,000	\$921.88
Each Additional \$1,000	\$25.51
\$50,001.00 - \$100,000.00	
First \$50,000	\$1,559.68
Each Additional \$1,000	\$52.47
\$100,001.00 and up	1.62%
ADU Electrical, Mechanical or Plumbing Permit	\$0.00
<b>Plan Check</b>	
<b>ADU Plan Check</b>	\$0.00
<b>Building Plan Check</b>	135%
<b>Energy Plan Check (Title 24)</b>	25%
<b>Solar/Photovoltaic Permit</b>	
<b>Residential</b>	
15 kw or less	\$300.00
15kw - 50kw	\$300.00
Per kw above 15kw	\$10.00
51kw - 250kw	\$500.00
Per kw above 50kw	\$5.00
250+ kw	\$500.00
Per kw above 250kw	\$5.00

<b>Commercial</b>	
50kw or less	\$300.00
50kw - 250kw	\$500.00
Per kw above 50 kw	\$5.00

250+ kw	\$500.00
Per kw above 250 kw	\$5.00

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<b>Standalone Building Permits</b>	
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<b>Water Heater</b>	\$150.00
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<b>Water Line/Sewer Line</b>	\$302.00
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<b>Electric Vehicle (EV) Charging Station</b>	\$300.00
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<b>Energy Storage System</b>	\$400.00
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<b>Demolition Permit</b>	
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<b>Single Family</b>	\$233.00
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<b>Commercial/Mixed-Use/Multifamily</b>	\$356.00
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<b>Inspections</b>	
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<b>Re-inspection Request</b>	\$248.00
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<b>Inspections Outside of Normal Business Hours</b>	
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(Minimum	\$576.00
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Charge of 2 hours)	
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<b>Each Additional Hour</b>	\$288.00
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<b>Expired Permits</b>	
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<b>Expired Permit Fees</b>	Based on Original Permit Fees
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<b>Penalty for Expired Permits</b>	
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0 to 30 days	\$0.00
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31st day through 60th day	\$200.00/per day
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61st day through 120th day	\$400.00/per day
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121st day and everyday thereafter	\$800.00/per day
<b>Misc. Building Fees</b>	
<b>Alternate Means and Methods Request (AMMR)</b>	\$444.00
<b>Certificate of Occupancy</b>	\$109.00
<b>Temporary Certificate of Occupancy</b>	\$653.00
<b>Duplicate Permit Request</b>	\$109.00
<b>Street Address Change</b>	\$726.00
<b>Stop Work Penalties</b>	2-4x All Plan review and Permit Fees
<b>In House Plan Check Review</b>	\$296.00/per hour
<b>Consultant Review</b>	Actual Cost
<b>Building Code Compliance Review</b>	\$148.00
<b>Fees Assessed at Time of Building Permit Issuance</b>	
<b>California Green Building Fund</b>	Assessed at the rate of \$4.20 per \$100,000 in valuation, with appropriate fractions thereof, but not less than \$1.00 per every \$25,000 in valuation
<b>Construction Tax</b> (Established per LAMC Chapter 3.24)	
Single Family	\$0.41/per Square Foot
Commercial/Multifamily	\$0.68/per Square Foot
<b>Strong Motion and Seismic Hazard Mapping</b>	
<b>Strong Motion Instrumentation &amp; Seismic Hazard Mapping Fees – SMIP</b> (1-3 Story Residential)	Valuation Amount x 0.00013 (Minimum Fee \$0.50)
<b>Strong Motion Instrumentation &amp;</b>	

<b>Seismic Hazard Mapping Fees – SMIP</b> (Over 3 story residential & all commercial)	Valuation Amount x 0.00028 (Minimum Fee \$0.50)
<b>General Plan Maintenance Fee</b> (Charged based Building Permit Fee)	7%
<b>Technology Surcharge Fee</b> (Charged based Building Permit Fee)	5%

<b>ENGINEERING DIVISION</b>	
<b>Encroachment Permit</b>	
<b>Parking Stall</b>	
Base	\$291.00
Per Stall Per Day	\$34.00
<b>Special</b>	
	\$705.00
<b>Miscellaneous</b>	
	\$1,192.00
<b>Plan Check</b>	
<b>County Sewer Plan Check</b>	
	\$1,793.00
<b>Public Works Plan Check</b>	
	Actual Cost
<b>Stormwater Management Plan Check</b>	
	\$1,873.00
<b>Transportation Plan Check</b>	
	Actual Cost
<b>Sewer Permit &amp; Fees</b>	
<b>City</b>	
	\$724.00
<b>County</b>	
	\$1,594.00
<b>Sewer Tap-in</b>	
	\$145.00
<b>Sewer Dye Test</b>	
	\$191.00
<b>Transportation Permits</b>	
<b>Transportation Permits</b>	
Single	\$16.00
Annual	\$90.00

<b>Inspection</b>	
<b>Engineering Inspection Fee</b> (Based on Construction Costs)	6%
<b>Additional Inspection Visit</b>	\$352.00
<b>Mapping Fees</b>	
<b>Final Subdivision Map Check</b>	
Base	\$4,693.00
City Land Surveyor (Minimum Deposit)	\$2,000.00
<b>Lot-Line Adjustment</b>	\$2,717.00
<b>Misc. Engineering Fees</b>	
<b>Vacating Easement/Right-of-Way</b>	\$11,143.00
<b>Utility Street Cut Permit</b> (Based on Construction Costs)	4%
<b>Temporary Lane Closure Permit</b>	
Application	\$628.00
<b>Fees Assessed at Time of Engineering Permit Issuance</b>	
<b>Technology Surcharge Fee</b> (Charged based Engineering Permit Fee)	5%
<b>PLANNING DIVISION</b>	
<b>General Applications</b>	
<b>Annexation</b>	\$18,001.00
<b>Appeal</b>	\$1,000.00
<b>Application Modification</b>	
Single Family	\$1,012.00
Commercial/Multi-Family	\$1,703.00



<b>Applicaton Modification</b>	
Single-Family	\$2,341.00
Commercial/Multi-Family	\$5,127.00
<b>Development Agreement</b>	\$13,986.00
<b>Environmental Review (Deposit)</b>	Actual Cost
<b>Flood Hazard Letter</b>	\$691.00
<b>Home Occupation Permit</b>	\$461.00
<b>Preliminary Project Review</b>	
Staff Review	\$6,649.00
Planning Commission	\$11,068.00
<b>Zoning Compliance/Verification Letter</b>	\$691.00
<b>Conditional Use Permit</b>	
<b>New Use Permit or Modification</b>	\$9,180.00
<b>New Use Permit or Modification (Non-Profit)</b>	\$8,809.00
<b>Temporary Use Permit</b>	\$451.00
<b>Design Review</b>	
<b>Single Family</b>	
Administrative (<150 sq. ft.)	\$691.00
Administrative (>150 sq. ft.)	\$3,469.00
Zoning Administrator	\$6,415.00
<b>Commercial/Multi-Family</b>	
Administrative	\$7,131.00
Planning Commission	\$14,825.00

<b>Historic Permit</b>	
<b>Alteration Permit</b>	\$7,172.00
<b>Resource/Landmark Designation</b>	\$4,275.00
<b>Mills Act</b>	\$6,579.00
<b>Sign Review</b>	
<b>Modification of Existing Sign</b>	\$461.00
<b>New/Modification of Sign Program</b>	\$1,382.00
<b>New Sign</b>	\$691.00
<b>Public Notification</b>	
<b>Public Notice</b>	\$2.00/per resident or occupant within notification boundary
<b>Tree Removal</b>	
<b>Tree Removal Permit</b>	
First Tree	\$300.00
Each Additional Tree	\$150.00
Invasive Species (subject to verification)	\$0.00
<b>In-Lieu Tree Replacement Fee</b>	\$1,200.00
<b>Consulting Arborist</b>	Actual Cost
<b>Long Range Planning</b>	
<b>General Plan Amendment (Deposit)</b>	Actual Cost
<b>Zone Change</b>	Actual Cost

<b>Zone Text Amendment (Deposit)</b>	Actual Cost
<b>Map Amendment (Deposit)</b>	Actual Cost
<b>Planned Unit Development (PUD)</b>	Actual Cost
<b>Single-Story Overlay Zone</b>	Actual Cost
<b>Parklet Permit</b>	
<b>Initial Application</b>	\$553.00
<b>Annual Fee</b> (Calculated per Square Foot of Parklet Area)	\$3.00/sq. ft.
<b>Sidewalk Dining</b>	
<b>Sidewalk Permit</b>	
Initial Application	\$553.00
Annual Review	\$357.00
<b>Outdoor Display Permit</b>	
<b>Outdoor Display Permit</b>	\$1,152.00
<b>Subdivision Review</b>	
<b>Certificate of Compliance</b>	\$4,003.00
<b>Reversion to Acreage</b>	\$7,279.00
<b>Tentative Subdivision Map Review</b>	
Tract Map	\$10,546.00
Parcel Map	\$10,546.00
Urban Lot Split	\$5,987.00
Lot Line Adjustment/Lot Merger	\$5,020.00
<b>Map Extension or Modification</b>	
Administrative	\$3,728.00
Planning Commission/City Council	\$6,674.00

<b>Variance</b>	
<b>Variance</b>	
Single Family	\$10,595.00
Commercial/Multi-Family	\$12,900.00
<b>Fees Assessed at Time of Planning Project/Permit Submittal</b>	
<b>Technology Surcharge Fee</b> (Charged based Planning Project/Permit Fee)	5%
<b>POLICE</b>	
<b>Alarm Permit</b>	\$43.50 per permit
Renewal	\$43.50 per permit
Late Renewal/Unpermitted Alarm response	\$90.50
<b>False Alarm Response</b>	
First two responses in a permit year	No charge
Third and subsequent responses	\$260.00
<b>Alcohol Permit</b>	\$120.00
<b>Concealed Carry Weapon Permit</b>	
Initial Application	\$260.00
Bi-annual renewal	\$52.00
<b>DUI Accident Response</b>	
Police Response	\$1,375.00
Fire Response	\$1,675.00
Fatal accident	Fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000.00 per incident
<b>Jail Booking Fees</b>	Actual County Cost
<b>Massage Establishment Permit</b>	
New	\$324.00
Annual Renewal	\$90.00
<b>Massage Appeal Hearing</b>	\$2,323 per appeal Includes one hour of City Attorney time

<b>Miscellaneous Police Permit</b>	\$179.30 Per Application
<b>Parking Permit</b>	
Quarterly	\$46.00
Annual	\$114.00
<b>Second Response Call-Back</b>	
Standard Response	\$221.00 Per Response After an Initial Warning
Juvenile Alcohol Party Response	\$957.00
<b>Secondhand Dealer/Pawn Shop Permit</b>	
New	\$310.60
Annual Renewal	\$179.50
<b>Solicitor Permit</b>	\$179.30 Per Application
<b>Special Event Permit Application</b>	
New For-Profit	\$500
New Non-Profit	\$400
On-Going For-Profit	\$200
On-Going Non-Profit	\$150
<b>Special Event Police Service</b>	Actual Cost
<b>Vehicle Impound Release</b>	\$358.75 per vehicle
<b>Vehicle Repossession</b>	\$17.70 per vehicle
<b>Verification/Clearance Letter</b>	\$47.75 per letter
<b>Subpoena</b>	\$315.60
Subpoena Duces Tecum	\$15.60
<b>Police Report Copies</b>	\$0.20 per page and no charge for victims of crimes
<b>PUBLIC WORKS/ENVIRONMENTAL SERVICES AND UTILITIES</b>	
<b>County Sewer Plan Check</b>	\$717.50 Per Plan
<b>Encroachment Permit</b>	
Parking Stall	\$118.45 Plus \$35.45 Per Stall Per Day
Special	\$508.10

Miscellaneous	\$299.00 Per Permit
<b>Final Subdivision Map Check</b>	\$1,399.00 Per Map Plus Actual outside Costs
<b>Flood Hazard Letter</b>	\$83.55 Per Letter
<b>Heavy Haul Permit</b>	\$729.20 Per Permit
<b>Public Works Inspection</b>	6% of the Estimated Cost of Construction
<b>Lot-Line Adjustment</b>	\$657.75 Plus Actual outside Costs
<b>Sewer Dye Test</b>	\$173.75 Per Test
<b>Stormwater Management Plan Check</b>	\$478.35 Per Application
<b>Temporary Lane Closure Permit</b>	\$627.75 Per Permit Plus \$70.95 Per Day After First Day
<b>Utility Street Cut Permit</b>	2% of Construction Cost (\$200.00 Minimum)
<b>Additional Inspection Visit (for existing permit)</b>	\$191.10
<b>Sewer Permit (City)</b>	\$143.35
<b>Sewer Permit (County)</b>	\$268.95
<b>Sewer Tap-in</b>	\$59.80
<b>Transportation Permit</b>	\$29.75
<b>Public Works Plan Check</b>	Actual Costs
<b>Transportation Plan Check</b>	Actual Costs
<b>Technology Surcharge – Permit System Maintenance, Document Archiving Maintenance, Document Backfile Conversion</b>	5% of all permits

<b>PARKS AND RECREATION</b>	
<b>Banner Hanging</b>	
<b>San Antonio/El Camino Real</b>	\$464.60 Per Two Weeks
<b>Downtown</b>	\$464.60 Per Two Weeks
<b>Fremont/Grant</b>	\$384.50 Per Two Weeks
<b>Lincoln Park</b>	
9-foot	\$192.30 Per Week
18-foot	\$384.60 Per Week
30-foot	\$464.65 Per Week
<b>Los Altos Community Center Facility Rentals (per hour)</b>	
<b>Community Room (Grand Oak)</b>	
Resident	\$286.10
Non-Resident	\$343.30
Non-Profit	\$143.00
Commercial	\$429.15
<b>Meeting Room (Sequoia)</b>	
Resident	\$114.45
Non-Resident	\$143.00
Non-Profit	\$57.25
Commercial	\$171.65
<b>Multi-purpose Room (Apricot, Manzanita, Birch, Sycamore, Maple, Courtyard only)</b>	
Resident	\$91.55
Non-Resident	\$114.45
Non-Profit	\$45.80
Commercial	\$137.35
<b>Kitchen</b>	
Resident	\$57.25
Non-Resident	\$85.85
Non-Profit	\$28.55
Commercial	\$114.45
<b>Lobby</b>	
Resident	\$114.45
Non-Resident	\$143.00
Non-Profit	\$57.25

Commercial	\$171.65
<b>Courtyard</b>	
Resident	\$57.25
Non-Resident	\$85.85
Non-Profit	\$28.55
Commercial	\$114.45
<b>Package (Sequoia/Manzanita/Lobby)</b>	
Resident	\$240.30
Non-Resident	\$291.85
Non-Profit	\$120.15
Commercial	\$480.65
<b>Package (Sequoia/Manzanita/Apricot)</b>	
Resident	\$240.30
Non-Resident	\$291.85
Non-Profit	\$120.15
Commercial	\$480.65
<b>Package (Sequoia/Manzanita/Buckeye/Madrone)</b>	
Resident	\$183.10
Non-Resident	\$223.15
Non-Profit	\$91.55
Commercial	\$366.20
<b>Full Facility Deposit</b>	\$1,144.40
<b>Other Facility Rentals (per hour)</b>	
<b>Multi-purpose rooms</b>	
Resident	\$137.35
Non-Resident	\$171.70
Non-Profit	\$68.65
Commercial	\$274.65
<b>Classrooms</b>	
Resident	\$57.25
Non-Resident	\$68.65
Non-Profit	\$45.80
Commercial	\$114.45



<b>San Antonio Club</b>	
Resident	\$137.35
Non-Resident	\$171.70
Non-Profit	\$68.65
Commercial	\$274.65
<b>Tennis and Bocce Courts</b>	
Resident	\$10.40
Non-Resident	N/A
Non-Profit	\$7.90
Commercial	N/A
<b>Athletic Fields</b>	
Resident	\$57.25
Non-Resident	\$68.65
Non-Profit	\$28.60
Commercial	N/A
<b>Gymnasium (Half)</b>	
Resident	\$97.30
Non-Resident	\$125.85
Non-Profit	\$51.50
Commercial	\$183.10
<b>Gymnasium (Full)</b>	
Resident	\$160.20
Non-Resident	\$206.00
Non-Profit	\$91.55
Commercial	\$320.45
<b>Classroom Deposit</b>	\$286.10
<b>Multi-purpose room Deposit</b>	\$572.20
<b>Other Facility Rentals (per hour)</b>	
<b>Veterans Community Plaza Half Day</b>	
Resident	\$160.90
Non-Resident	\$206.00
Non-Profit	\$63.00
Commercial	N/A

<b>Veterans Community Plaza Full Day</b>	
Resident	\$251.75
Non-Resident	\$314.75
Non-Profit	\$103.00
Commercial	N/A
<b>Patriot Corner Picnic Area Half Day</b>	
Resident	\$171.65
Non-Resident	\$217.50
Non-Profit	N/A
Commercial	\$343.30
<b>Patriot Corner Picnic Area Full Day</b>	
Resident	\$251.75
Non-Resident	\$314.75
Non-Profit	N/A
Commercial	\$503.50
<b>Grant Picnic Area Half Day</b>	
Resident	\$103.00
Non-Resident	\$125.85
Non-Profit	N/A
Commercial	\$206.00
<b>Grant Picnic Area Full Day</b>	
Resident	\$137.30
Non-Resident	\$166.00
Non-Profit	N/A
Commercial	\$274.65
<b>Miscellaneous</b>	
<b>Key Replacement</b>	\$144.45
<b>Facility Rentals</b>	
Additional Facility Attendant	\$25.15 per hour
Linen Rental	\$28.60 per linen
<b>Senior Lunch Program</b>	
Weekly Lunch	Donation Only
Holiday Lunch	Donation Only

<b>OTHER FEES</b>	
<b>Business License Listing</b>	\$47.75 Per Request
<b>Business License Duplicate</b>	\$11.70 Per Request
<b>City Initiative Filing</b>	\$200.00 Per Initiative, Refunded if Within One Year of Filing the Notice of Intent, the Elections Official Certifies the Sufficiency of the Petition
<b>Damage to City Property</b>	Time/Material
<b>Document Certification</b>	\$25.00 Per Certification
<b>Document Reproduction</b>	\$0.25 Per Page
<b>Fair Political Practices Commission Related</b>	\$0.10 Per Page
<b>DVD Copy</b>	\$2.00 Per Disk
<b>Non-Sufficient Funds Check Processing</b>	\$41.50 Per NSF Check
<b>Notary Fee</b>	\$11.00
<b>Tobacco Retailer License</b>	
Initial	\$286.10
Annual	\$171.70