



Schedule of User and Regulatory Fees
Effective July 1, 2022 through June 30, 2023

Fees included in this schedule are limited to amounts payable directly to the City of Larkspur. Please refer to other agency fee schedules for amounts due and payable to other agencies for services and activities performed at the request of, or on behalf of, Larkspur residents, businesses, and developers (e.g. animal licensing fees, school district fees).



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Building Permit Fees

No.	Description	2021/22 Fee	2022/23 Fee	Note	Y'rly Inf'tr
1	Minimum Permit Fee	\$116.09	\$119.82	[a]	Y
2	Building Permit Fee - Percentage of Valuation Fee	100%	100%	[a]	N
3	Electrical Permit (Greater of A or B)			[a]	
	a) Minimum Fee	\$116.09	\$119.82	[a]	Y
	b) Percentage of Valuation Fee	10%	10%	[a]	N
4	Mechanical Permit (Greater of A or B)			[a]	
	a) Minimum Fee	\$116.09	\$119.82	[a]	Y
	b) Percentage of Valuation Fee	10%	10%	[a]	N
5	Plumbing Permit (Greater of A or B)			[a]	
	a) Minimum Fee	\$116.09	\$119.82	[a]	Y
	b) Percentage of Valuation Fee	10%	10%	[a]	N
6	Title 24 Energy Compliance Fee (Greater of A or B)				
	a) Minimum Fee	\$116.09	\$119.82		Y
	b) Percentage of Valuation Fee	10%	10%		N
	Building Permit Valuation Fee			[b]	
7	Up to \$2,000	\$116.09	\$119.82		Y
8	\$2,001 to \$25,000				
	a) First \$2,000	\$116.09	\$119.82		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$23.88	\$24.65		Y
9	\$25,001 to \$50,000				
	a) First \$25,000	\$665.42	\$686.79		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$17.01	\$17.56		Y
10	\$50,001 to \$100,000				
	a) First \$50,000	\$1,090.66	\$1,125.69		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$11.82	\$12.20		Y
11	\$100,001 to \$500,000				
	a) First \$100,000	\$1,681.74	\$1,735.75		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$9.40	\$9.71		Y
12	\$500,001 to \$1,000,000				
	a) First \$500,000	\$5,442.03	\$5,616.80		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$7.94	\$8.19		Y
13	Over \$1,000,000				
	a) First \$1,000,000	\$9,408.78	\$9,710.93		Y
	b) Each Add'l \$1,000 or Fraction Thereof	\$6.11	\$6.30		Y



Building Permit Fees

No.	Description	2021/22 Fee	2022/23 Fee	Note	Y'rly Inf'tr
	Plan Review Fee				
14	Plan Review Fee (Greater of A or B)				
	a) Percentage of Total Permit Fees	65%	65%		N
	b) Actual Cost to the Jurisdiction Plus Percentage				
	i) Actual Cost to the Jurisdiction	Actual Cost	Actual Cost		N
	ii) Plus Percentage of Fee	5%	5%		N
	Other Fees				
15	Green Building Fee - Percentage of Building Permit Fee	25%	25%		N
16	Alternate Methods and Materials Review				
	a) Simple	\$369	\$381		Y
	b) Complex	\$737	\$761		Y
17	Accessibility Hardship Review				
	a) Simple	\$369	\$381		Y
	b) Complex	\$737	\$761		Y
18	Floodplain Management Fee	\$476	\$491		Y
19	Inspections Not Associated with a Permit (Greater of A or B)				
	a) Minimum Fee	\$116.09	\$119.82		Y
	b) Actual Costs	Actual Cost	Actual Cost		N
20	Penalty Fee (work without a permit or work beyond scope)	200% of permit fee or staff time, whichever is greater	200% of permit fee or staff time, whichever is greater		N
21	Re-Inspection Fee (Greater of A or B)				
	a) Minimum Fee	\$116.09	\$119.82		Y
	b) Actual Costs	Actual Cost	Actual Cost		N
22	Reactivate Expired Permit Fee - % of Original Permit	50%	50%		N
23	Archaeological Investigation Permit (Bldg)	\$2,000	\$2,000	[c]	N
24	Road Impact Fee - % of Building Valuation (>\$10,000)	0.75%	0.75%		N
25	General Plan Maintenance Fee	0.25%	0.25%	[d]	N
26	Records Retention Fee			[e]	
	a) Records Retention Administration	\$22	\$22		Y
	b) Plan Scanning Fee (Greater of i or ii)				
	i) Minimum Fee	\$6	\$6		Y
	ii) Per Sheet	\$3	\$3		Y
	c) Document Scanning Fee (per 8 1/2 x 11 Sheet)	\$0.73	\$0.76		Y
27	Residential Solar Panel Installation Permits	\$422	\$435		Y
28	Solar Installation Permits (Non-Residential)	See Note	See Note	[f]	N



Building Permit Fees

No.	Description	2021/22 Fee	2022/23 Fee	Note	Y'rly Inf'tr
Residential Resale Report & Inspection Fees					
29	Single Family Dwelling				
	a) First Unit	\$201	\$208		Y
	b) Each Additional Separate Unit	\$69	\$71		Y
30	Condominium/Duplexes/Multi-family Apartments				
	a) First Unit	\$136	\$141		Y
	b) Each Additional Separate Unit	\$69	\$71		Y
31	Cancellation/Re-schedule (Greater of A or B)				
	a) Minimum Inspection Fee	\$116.09	\$119.82		Y
	b) Per Hour Fee	\$116.09	\$119.82		Y

[a] A Technology Enhancement Fee of 5% applies.

[b] Detailed table of calculations available at City Hall. Valuations shall be determined by the Building Official.

[c] This fee represents an initial deposit from the applicant to recover the actual time and materials costs of providing the service. After all related costs are accounted for the remaining money from the deposit will be returned to the applicant as appropriate.

[d] The General Plan Maintenance Fee shall be collected at time of Building Permit and the fee is a percentage of the total building valuation.

[e] Records retention administration fee applies to all projects, plan scanning fee applies for each plan page, document scan fee applies for each 8 1/2" x 11" document scanned.

[f] Same as Building Permits except not charged Road Impact Fee, GP Fee, or Plan Checking Fee. Per SB 1222, fee is capped at \$1,000 for systems up to 50 kW, plus \$7 per kW for each kW between 51 kW and 250 kW, plus \$5 per kW above 250 kW.



Planning-Zoning Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
1	Conditional Use Permit-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
2	Slope Use Permit-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
3	Use Permit					
	a) Periodic Review - Planning Commission	\$1,000	\$1,000	deposit	[a]	N
	b) Zoning Administrator Review	\$2,000	\$2,000	deposit	[a]	N
	c) Periodic Review - Zoning Administrator	\$399	\$412	flat	[b]	Y
4	Variance-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
5	Floor Area Ratio (FAR)					
	a) FAR - Planning Commission	\$4,000	\$4,000	deposit	[a]	N
	b) FAR - Zoning Administrator	\$2,000	\$2,000	deposit	[a]	N
6	Fence Height Exception					
	a) Fence Height Exception-Zoning Administrator (ZA)	\$1,000	\$1,000	deposit	[a]	N
	b) Fence Height Exception-Planning Commission (PC)	\$2,000	\$2,000	deposit	[a]	N
	c) Fence Height Exception w/Enc. ZA or PC	\$2,000	\$2,000	deposit	[a]	N
7	Height Exception	\$1,000	\$1,000	deposit	[a]	N
8	Exception Permit-Staff Review	\$533	\$550	flat	[b]	Y
	a) If Protest Filed	\$750	\$750	deposit	[a]	N
	b) If Part of PC Application	\$1,000	\$1,000	deposit	[a]	N
9	Accessory Dwelling Unit Permit	\$500	\$500	deposit	[a];[c]	N
10	Design Review					
	a) Design Review-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
	b) Design Review-Zoning Administrator	\$2,000	\$2,000	deposit	[a]	N
	c) Design Review-Zoning Adm. W/Heritage Board	\$2,000	\$2,000	deposit	[a]	N
11	Circulation Assessment Permit-Planning Commission	\$4,000	\$4,000	deposit	[a]	N
12	Inclusionary Housing Agreement	\$4,000	\$4,000	deposit	[a]	N
13	Sign Review					
	a) Sign Review or Variance-Planning Commission	\$1,000	\$1,000	deposit	[a]	N
	b) Sign Review-Zoning Administrator	\$355	\$366	flat	[b]	Y
	c) Sign Program Review-Planning Commission	\$2,000	\$2,000	deposit	[a]	N
	d) Sign Exception Permit-Planning Commission	\$2,000	\$2,000	deposit	[a]	N
	e) Administrative Sign Review	\$45	\$46	flat	[b]	Y
14	General Plan Amendment (GPA)					
	a) GPA - City Council	\$5,000	\$5,000	deposit	[a]	N
	b) GPA - Consistency Finding - Planning Commission	\$1,000	\$1,000	deposit	[a]	N
15	Zone Change					
	a) Rezoning	\$5,000	\$5,000	deposit	[a]	N
	b) Zoning Ordinance Text Change Request	\$5,000	\$5,000	deposit	[a]	N



Planning-Zoning Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
16	Planned Development					
	a) Planned Unit Development	\$10,000	\$10,000	deposit	[a]	N
	b) Residential Master Plan	\$10,000	\$10,000	deposit	[a]	N
	c) Planned Development-Preliminary Dev. Plan	\$10,000	\$10,000	deposit	[a]	N
	d) Planned Development-Precise Dev. Plan	\$10,000	\$10,000	deposit	[a]	N
	e) Planned Dev.-Amendment/Review Related	\$5,000	\$5,000	deposit	[a]	N
17	Development Agreement					
	a) Development Agreement Processing	\$10,000	\$10,000	deposit	[a]	N
	b) Development Agreement Amendment/Review	\$5,000	\$5,000	deposit	[a]	N
18	Subdivision Review					
	a) Tentative Map					
	i) Minor Subdivision, 4 or less lots	\$5,000	\$5,000	deposit	[a];[d]	N
	ii) Major Subdivision, 5 or more lots	\$10,000	\$10,000	deposit	[a];[d]	N
	b) Final Map (fee in addition to Public Works)	\$4,000	\$4,000	deposit	[a];[d]	N
	c) Lot Line Adjustment & Lot Merger	\$4,000	\$4,000	deposit	[a]	N
	d) Subdivision Map Extension	\$4,000	\$4,000	deposit	[a]	N
19	Small Wireless Cell Permit	\$1,000	\$1,000	deposit	[a]	N
20	Environmental Impact Report (EIR)					
	a) Initial Study/Neg Dec	\$5,000	\$5,000	deposit	[a]	N
	b) EIR Preparation	Consultant Cost	Consultant Cost	deposit		N
	c) EIR Administration and Review	\$5,000	\$5,000	deposit	[a]	N
	d) EIR - Notice of determination	Recording Fees	Recording Fees		[e]	N
21	Retention of Consultants (including City Attorney)	Consultant Cost plus 5%	Consultant Cost plus 5%	deposit	[a]	N
22	Planning Staff Review	\$500	\$500	deposit	[a]	N
23	Pre-Application Conference	TBD	TBD	deposit	[a]	N
24	Permit Extension Requests					
	a) Permit Extension - Planning Commission	\$2,000	\$2,000	deposit	[a]	N
	b) Permit Extension - Planning Director	\$178	\$183	flat	[b]	Y
25	Zoning Compliance-Letter/Certificate	\$222	\$229	flat	[b]	Y
26	Mills Act Request	\$2,000	\$2,000	deposit	[a]	N
27	Appeals					
	a) Appeals to Planning Commission (PC)					
	i) Applicant	\$1,000	\$1,000	flat	[b]	N
	ii) Non-Applicant	\$750	\$750	flat	[b]	N
	b) Appeals of PC Decision to the City Council					
	i) Applicant	\$1,000	\$1,000	flat	[b]	N
	ii) Non-Applicant	\$750	\$750	flat	[b]	N
28	Heritage Tree Removal Permit-Planning Comm.	\$1,000	\$1,000	deposit	[a];[g]	N
29	Planning Site Inspection	\$300	\$300	deposit	[a]	N



Planning-Zoning Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
30	Research Fee (After first 15 minutes)	T & M	T & M	deposit	[a]	N
31	Research Fee	\$500	\$500	deposit	[a]	N
32	Certificate of Compliance	\$4,000	\$4,000	deposit	[a]	N
33	Home Occupation					
	a) Home Occupation Review w/o Inspection	\$39	\$40	flat	[b]	Y
	b) Home Occupation Permit w/Inspection	\$78	\$81	flat	[b]	Y
34	Zoning Clearance for Business License	\$39	\$41	flat	[b]	Y
35	Records Retention Fee					
	a) Records Retention Administration/Microfilm Preparation	\$109	\$112	flat	[f]	Y
	b) Plan Scanning Fee (Greater of i or ii)				[h]	
	i) Minimum Fee	\$6	\$6	flat		Y
	ii) Per Sheet	\$3	\$3	per sheet		Y
	c) Document Scanning Fee (per 8 1/2 x 11 Sheet)	\$1	\$1	per sheet		Y
36	Public Notice Mailing (Sum of a + b)					
	a) Base Fee	\$177	\$183	flat		Y
	b) Plus, Per Address Fee	\$1	\$1	per address		Y
37	Late Fee for unpaid invoices over 30 days in arrears	\$25	\$25	per 30 days		N
38	Hourly Billing Rates for Deposit-Based Services					
	Reference "Hourly Charge Out Rates" for all applicable rates by position.	see rate schedule	see rate schedule	per hour		N

Notes

[a] This fee represents an initial deposit from the applicant to recover the actual time and materials costs of providing the service. After all related costs are accounted for the remaining money from the deposit will be returned to the applicant as appropriate.

[b] A Technology Enhancement Fee of 5% applies.

[c] Deposit charged for outside review and expenses; Planning staff and administrative fees waived.

[d] Including reversion to acreage.

[e] Recordation fees to be paid by applicant upon filing.

[f] Records retention administration fee applies to projects with files of 50 pages or more.

[g] Fee waived for Heritage Tree Removal required by Fire Department for vegetation management.

[h] Plan Scanning and Document Scanning fees apply to all projects. Plan scanning fee applies for each plan page, document scanning fee applies for each 8 1/2" x 11" document scanned.

* When more than one Planning application is required (except environmental), the application fee/deposit that is greatest shall be required plus an additional \$1,000 deposit. The Planning Director may require a larger deposit when warranted by the size and scope of a project.

* Subject to approval of the City Council, Permit Fees may be deferred or waived for housing projects targeted to low-income individuals when needed to insure project feasibility.



Encroachment Permit and Land Development Engineering Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
Minor						
1	Landscape	\$180	\$186	Flat	[a]	Y
2	Curb, Gutter, Sidewalk, Driveway Approach	\$365	\$377	Flat	[a];[b]	Y
3	Traffic Control Only (One-Day)	\$385	\$397	Flat	[a]	Y
4	Utility Service Lateral	\$428	\$441	Flat	[a];[b]	Y
5	Utility Structure Inspection; Pole/Equip. Replacement (1-day)	\$470	\$485	Flat	[a];[b]	Y
Use of Public Property Permit						
6	Block Party	\$0	\$0	No charge		Y
7	Civic Event	\$86	\$89	Flat	[a];[c]	Y
8	Initial Application Review of Request for Use for Walk, Runs, Events, Similar	\$168	\$173	Flat	[a];[c]	Y
9	Other Requests for Use of Public Property					
	a) Permit Processing Fee	\$86	\$89	Flat	[a];[d]	Y
	b) Square Footage Area Charge (per SF / per day)	\$0.02	\$0.02	Flat	[d]	Y
Deposit						
10	Erosion and Sediment Control Inspection					
	a) Base Fee / Initial Deposit	\$419	\$433	fixed/deposit	[e];[f]	Y
	b) Fee Per Additional Inspection	\$105	\$108	fixed/deposit	[e];[f]	Y
11	Grading	\$5,000	\$5,000	Deposit	[f]	N
12	Subdivision	\$5,000	\$5,000	Deposit	[f]	N
13	Street Vacation / Street Abandonment	\$7,500	\$7,500	Deposit	[f]	N
14	All Other Encroachments and Land Development Engineering Services (e.g. multi-day traffic control; trenching; boring; ground disturbing activities; etc.)	Deposit; TBD	Deposit; TBD	Deposit	[f];[g]	N
Other						
15	Permit Renewal / Permit Extension					
	a) Without Change in Project Scope	\$86	\$89	Flat		Y
	b) With Change in Project Scope	see footnote	see footnote	Flat	[h]	N
16	Permit Cancellation Administrative Fee	\$63	\$65	Flat	[i]	Y
17	Penalty Fee (work without a permit) - % of Permit Fee	200%	200%	Flat		N

Notes

[a] A Technology Enhancement Fee of 5% applies.

[b] Fee typically applies for minor projects with up to 100 LF of land disturbance. Projects requiring more significant plan review or inspections than assumed in the base fee will be considered major and billed hourly. Driveway approach fees are per approach.

[c] Non-profit community events may apply to City Engineer for fee waiver consideration.

[d] Fee/charge for deposit or maintenance upon public land of temporary fencing, protective canopy, building material, debris receptacle, or equipment in connection with any building or other work upon private property within the City. Use of land subject to availability and

[e] The City will collect an initial deposit of \$400 to cover intake and initial inspection activity. The City will bill for each additional inspection required.

[f] A deposit will be collected from the applicant to recover the estimated costs of providing required services. The deposit amount may vary depending on project complexity. As deposit account is drawn-down, additional amounts may be requested to replenish the deposit account. After all related costs are accounted for the remaining money from the deposit will be returned to the applicant as appropriate. Deposit is collected for plan review and permitting. If a project does not move to permit phase, the City will retain all costs of plan review and inspections performed by the City and refund the remaining deposit amount.

[g] Typically, projects with 100 LF or more of land disturbance or projects requiring traffic control for a multi-day period.



Encroachment Permit and Land Development Engineering Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
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[h] For extension/renewal requests for permits with a change of project scope, application shall be considered a new project and applicable permit fees will be calculated based on the scope of the project.

[i] In addition to the permit cancellation administrative fee, all costs of plan review and inspections performed by the City prior to cancellation will be retained by the City.



Recreation Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
1	Sports Field					
	a) Adult	\$47	\$48	per hour		Y
	b) Youth	\$42	\$43	per hour		Y
	c) Twin Cities Softball	\$15	\$15	per person		Y
2	Sand Courts					
	a) Adult	\$33	\$34	per hour		Y
	b) Youth	\$31	\$31	per hour		Y
3	Synthetic Soccer Field					
	a) Adult	\$73	\$76	per hour		Y
	b) Youth	\$73	\$76	per hour		Y
4	Tennis Court	\$15	\$15	per hour		Y
5	Hall Gym					
	a) Non-Profit Rate	\$50	\$52	per hour		Y
	b) For Profit Rate	\$100	\$103	per hour		Y
	c) St Pats CYO	\$15	\$15	per person		Y
	Picnic Tables			per day		Y
6	a) Time Block #1: 8:30 AM to 1:00 PM or Time Block #2: 1:30 to 6:00 PM					
	i) Group Picnic Area A (Tables 1-4)	\$89	\$92	per time block		Y
	ii) Group Picnic Area B (Tables 5-9)	\$89	\$92	per time block		Y
	iii) Group Picnic Area C (Tables 10-14)	\$89	\$92	per time block		Y
	iv) Group Picnic Area D (Tables 15-20)	\$89	\$92	per time block		Y
	v) Group Picnic Area E (Tables 21-25)	\$89	\$92	per time block		Y
	vi) Tables 26 and 27	\$52	\$54	per time block		Y
	vii) Tables 28 and 29	\$52	\$54	per time block		Y
7	b) All Day					
	i) Group Picnic Area A (Tables 1-4)	\$168	\$173	per day		Y
	ii) Group Picnic Area B (Tables 5-9)	\$168	\$173	per day		Y
	iii) Group Picnic Area C (Tables 10-14)	\$168	\$173	per day		Y
	iv) Group Picnic Area D (Tables 15-20)	\$168	\$173	per day		Y
	v) Group Picnic Area E (Tables 21-25)	\$168	\$173	per day		Y
	vi) Tables 26 and 27	\$94	\$97	per day		Y
	vii) Tables 28 and 29	\$94	\$97	per day		Y
8	Entire Picnic Area					
	a) All Day	\$838	\$865	per day		Y
9	Community Garden	\$78	\$81	per year		Y
10	Community Room	\$30	\$31	per hour		Y



Parks Donation and Memorial Program Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
1	Bench					
	a) With Back	\$2,475	\$2,475			N
	b) Without Back	\$1,875	\$1,875			N
2	Table					
	a) Picnic Style	\$2,975	\$2,975			N
	b) Café Style	\$2,175	\$2,175			N
3	Trees	\$1,000	\$1,000			N



Library Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
1	Replacement Fees					
	a) Lost Book - Adult					
	i) Processing Fee	\$7.00	\$7.00	each		N
	ii) Cost of Book	Cost of Book	Cost of Book	each		N
	b) Lost Book - Youth					
	i) Processing Fee	\$7.00	\$7.00	each		N
	ii) Cost of Book	Cost of Book	Cost of Book	each		N
	c) DVD/CD Case Lost/Damaged	\$5.00	\$5.00	flat		N
	d) Individual Audiobook CD	\$10.00	\$10.00	flat		N
2	Interlibrary Loan	\$5.00	\$5.00	flat		N



Film/Photography Permit Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
Film/Photography Permit						
1	Cast and Crew Totaling One to Three Persons:					
	a) Permit Issuance Fee					
	i) Private Property	\$65	\$67	per permit		Y
	ii) Private Property with Staging in Public Right of Way	\$98	\$101	per permit		Y
	iii) Public Property	\$98	\$101	per permit		Y
	b) Location Use Fee					
	i) Private Property	\$0	\$0	per day		Y
	ii) Private Property with Staging in Public Right of Way	\$109	\$112	per day		Y
	iii) Public Property	\$163	\$169	per day		Y
2	Cast and Crew Totaling Four or More Persons:					
	a) Permit Issuance Fee					
	i) Private Property	\$201	\$208	per permit		Y
	ii) Private Property with Staging in Public Right of Way	\$327	\$337	per permit		Y
	iii) Public Property	\$408	\$421	per permit		Y
	b) Location Use Fee					
	i) Private Property	\$0	\$0	per day		Y
	ii) Private Property with Staging in Public Right of Way	\$272	\$281	per day		Y
	iii) Public Property	\$544	\$562	per day		Y
Other Fees, If Applicable						
3	Pre-Application Meeting (upon request)	\$272	\$281	per meeting		Y
4	City Film Monitor (as needed)	\$136	\$140	per hour		Y
5	Violations:					
	a) Filming/Photography without a Permit	2 times applicable fees	2 times applicable fees			N
	b) Violation of Permit	\$375	\$375	per violation, per day		N

Note:

* The City Manager may waive fees for bona fide student film/photography projects and non-profit projects with 501(c)(3) Federal Income Tax Status; however, the permitting process for filming/photography is still applicable for these projects (i.e. a permit is required).



Massage Permit Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
1	Massage Permit Application Review					
	a) Business Establishment					
	i) Initial	\$524	\$541	fixed fee		Y
	ii) Renewal	\$262	\$270	fixed fee		Y
	b) Sole Proprietor					
	i) Initial	\$341	\$352	fixed fee		Y
	ii) Renewal	\$173	\$178	fixed fee		Y
	c) Late Payment					
	i) 30 days past due	\$50	\$50			N
	ii) 60 days past due	\$100	\$100			N
	iii) 90 days past due	\$200	\$200			N



Administrative Fees

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
1	Bond Processing (Time & Materials)	\$1,000	\$1,000	deposit		N
2	Copies	\$0.15	\$0.15	per page		N
3	CD/DVD	\$2	\$2	each		N
4	Address Change	\$164	\$169	flat		Y
5	Returned Check Fee / Credit Card Chargeback Fee	\$25	\$25	each		N
6	Appeals					
	a) Appeal of a Decision of the City Manager	\$1,000	\$1,000	flat		N
	b) Appeals to Planning Commission (PC)					
	i) Applicant	\$1,000	\$1,000	flat		N
	ii) Non-Applicant	\$750	\$750	flat		N
	c) Appeals of Commission Decisions to the City Council					
	i) Applicant	\$1,000	\$1,000	flat		N
	ii) Non-Applicant	\$750	\$750	flat		N
7	Heritage Tree Removal Permit - Administrative	\$202	\$208	flat	[a]	Y
8	Technology Enhancement Fee	5%	5%			N
9	Credit Card Transaction Fee	3%	3%			N

[a] Fee may Fees may be waived for the following:

Emergency Removal: Poses an immediate hazard as determined by the City Manager and/or his designee; found to be a danger to life or property.

Pyrophytic Trees: as defined by Ordinance or otherwise determined to be a fire hazard and required for removal by Fire Department.

- Planning Commission Approvals: Projects approved by the Planning Commission that include heritage tree removal.

Planning Commission Approvals: Projects approved by the Planning Commission that include heritage tree removal.



Hourly Charge-Out Rates

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
<u>Charge-Out Rates for Fee-Related Services</u>						
<u>(Non-overtime)</u>						
1	Planning Director	\$229	\$237	per hour	[a];[b]	Y
2	Sr. Planner	\$177	\$182	per hour	[a];[b]	Y
3	Assoc. Planner	\$170	\$175	per hour	[a];[b]	Y
4	Asst. Planner	\$142	\$146	per hour	[a];[b]	Y
5	Permit Tech	\$149	\$154	per hour	[a];[b]	Y
6	PW Director	\$294	\$303	per hour	[a];[b]	Y
7	PW Senior Engineer	\$273	\$282	per hour	[a];[b]	Y
8	PW Assistant Engineer	\$189	\$195	per hour	[a];[b]	Y
9	PW Inspector	\$159	\$164	per hour	[a];[b]	Y
10	PW Jr. Engineer	\$154	\$159	per hour	[a];[b]	Y
11	PW Tech	\$121	\$125	per hour	[a];[b]	Y
12	Eng. Admin Analyst	\$158	\$163	per hour	[a];[b]	Y
13	City Manager	\$181	\$187	per hour	[a];[b]	Y
14	Assistant to City Manager	\$85	\$88	per hour	[a];[b]	Y
15	Administrative Services Director	\$130	\$134	per hour	[a];[b]	Y
16	City Clerk	\$88	\$91	per hour	[a];[b]	Y
17	Code Enforcement Officer	n/a	\$113	per hour	[a];[b]	Y
<u>Charge-Out Rate Factors for Positions Not Listed Above</u>						
18	Planning and Building Personnel	3.29	3.29	* base hrly rate	[a];[c]	N
19	Engineering / Public Works Personnel	3.67	3.67	* base hrly rate	[a];[c]	N
20	Administrative Services	1.65	1.65	* base hrly rate	[a];[c]	N
<u>Charge-Out Rates for Fee-Related Services</u>						
<u>(Overtime, if applicable)</u>						
21	Planning Director	\$264	\$273	per hour	[a];[b]	Y
22	Sr. Planner	\$203	\$210	per hour	[a];[b]	Y
23	Assoc. Planner	\$196	\$202	per hour	[a];[b]	Y
24	Asst. Planner	\$163	\$168	per hour	[a];[b]	Y
25	Permit Tech	\$172	\$177	per hour	[a];[b]	Y
26	PW Director	\$334	\$344	per hour	[a];[b]	Y
27	PW Senior Engineer	\$310	\$320	per hour	[a];[b]	Y
28	PW Assistant Engineer	\$214	\$221	per hour	[a];[b]	Y
29	PW Inspector	\$181	\$187	per hour	[a];[b]	Y
30	PW Jr. Engineer	\$174	\$180	per hour	[a];[b]	Y
31	PW Tech	\$137	\$141	per hour	[a];[b]	Y
32	Eng. Admin Analyst	\$180	\$186	per hour	[a];[b]	Y
33	City Manager	\$231	\$239	per hour	[a];[b]	Y
34	Assistant to City Manager	\$111	\$114	per hour	[a];[b]	Y
35	Administrative Services Director	\$172	\$178	per hour	[a];[b]	Y
36	City Clerk	\$113	\$117	per hour	[a];[b]	Y
37	Code Enforcement Officer	n/a	\$135	per hour	[a];[b]	Y
<u>Charge-Out Rate Factors for Positions Not Listed Above</u>						
38	Planning and Building Personnel	3.79	3.79	* base hrly rate	[a];[c]	N
39	Engineering / Public Works Personnel	4.17	4.17	* base hrly rate	[a];[c]	N
40	Administrative Services	2.15	2.15	* base hrly rate	[a];[c]	N



Hourly Charge-Out Rates

No.	Description	2021/22 Fee	2022/23 Fee	Fee Type	Note	Y'rly Inf'tr
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[a] Based on targeted cost recovery levels established as part of user and regulatory fee study.

[b] Amounts may be adjusted as base hourly salary changes. See charge-out rate factor calculation for procedures for calculating applicable hourly rate for charge-out services.

[c] To calculate billing rates for positions not identified in this schedule, multiply staff member base hourly salary rate by charge-out rate factor to determine targeted hourly billing rate for fee-related services. (Example: Base annual salary = \$85,000; paid hours per year = 2,080; Base hourly salary rate = $\$85,000 / 2,080 = \40.87 ; Charge-out rate factor = 3.5; Targeted hourly billing rate for fee-related services = $\$40.87 * 3.5 = \143)



Fire Fees

The City of Larkspur charges fees on behalf of the Central Marin Fire Authority for fire prevention and inspection services. Fees reflected in this schedule are intended to mirror the fees adopted by the Central Marin Fire Authority Council. Fee amounts in this schedule are provided for informational purposes only. They are not established or modified by the City of Larkspur. In the case of discrepancies, fee amounts adopted by Central Marin Fire Authority shall supersede the amounts listed below.

No.	Description	2022/23 Fee
	Planning	
	Minor Design Review	\$190
	Major Design Review	\$328
	Inspections	
	Special Inspection	\$328
	Each Additional Inspection	\$190
	Resale Inspection	\$190
	Construction	
	Construction Initial Plan Review	\$328
	Resubmittals	\$190
	Ministerial Plan Review / Permit	\$190
	Ansul Fire Suppression System	\$396
	Fire Protection Plan	\$369
	Fire Sprinkler Systems	
	Commercial New	\$671
	Commercial T.I. 0-25 Heads	\$396
	Commercial T.I. 26-99 Heads	\$534
	Commercial T.I. 100+ Heads	\$671
	Residential 13-D	\$534
	Residential 13-R	\$602
	Residential T.I.	\$396
	Fire Alarm System	
	New	\$534
	Modification	\$328
	Fire Pumps & Systems	\$534
	Private Fire Line / Fire Hydrant	\$602
	Standpipe Systems	\$602
	Vegetation Management Plan (VMP)	\$328
	Emergency Responder Radio System	\$465
	Cryogenic Systems	\$465
	Alternate Methods & Materials Review	\$328



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No.	Description	2022/23 Fee
	Administration	
	Hazard Abatement	Actual Cost
	Unwarranted Alarms	Actual Cost - 1 Hr. Min.
	Work Without Permits	Double the Permit Fee
	Expired Permit Re-activation	1/2 the Current Fee
	* California Fire Code Operational Use Permits (See CFC 105.6)	
	Tents / Temp. Membrane Structures	\$328
	Bonfire or Rubbish Fires	\$328
	Pyrotechnic Special Effects Materials	\$328
	Repair Garages / Motor Fuel Dispensing	\$328
	Hot Work / Welding / Cutting	\$328
	Dust Producing Operations	\$328
	Spray / Dipping Operations	\$328
	High Piled Combustible Storage	\$328
	Flammable and Combustible Liquid Storage	\$328
	Candles / Open Flames in Assembly Areas	\$328
	LP Gas Storage and Use	\$328
	Open Burning Places of Assembly	\$328
	Special Event / Public Event / Carnival / Fair	\$328
	Tank- Above Ground Install	\$328
	Tank- Above Ground Install Removal	\$328
	Dry Cleaning Operations	\$328
	Vegetation Management - Livestock	\$328

*California Fire Code Operational Permits Fees are imposed one time (not annually). The permit shall continue until revoked or until change of ownership or when conditions of the permit change. Permits are not transferable and any change in use, occupancy, operation or ownership shall require a new permit and fee.