

# **City of San Carlos**



## **User Fee Schedule - FY2025-26**

**Adopted**

**CITY OF SAN CARLOS**  
**COST OF SERVICES FEE SCHEDULE**

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**CITY OF SAN CARLOS**  
**COST OF SERVICES (USER FEES) FY 2025-26**  
*Schedule of Administrative Services Fees*  
*(Effective on July 1st, 2025)*

*Adopted*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Returned Check and eCheck</b>		[1]	
First Item	Per First Check		\$ 25
Each Additional Item	Per Subsequent Check		\$ 35
<b>Credit Card and eCheck Charges</b>	Each Transaction		Actual Cost
<b>Copy Charges:</b>	Per Page		\$ .10/page
<b>Copy Charges - CD</b>	Per CD		\$ 0.50/CD
<b>Copies of City Subdivision Ordinances, Zoning Ordinances, Comprehensive Annual Financial Report, Municipal Code Book, Standard Bid Specifications, Standard Detail, Work Program</b>			Free/website, or Copy Charge
<b>Document Certification</b>	Per Request		Fee Waived
<b>Agenda or Minutes Subscription</b>			Free/website, or Copy Charge
<b>Research</b>	Per Hour, or Fraction Thereof		\$ 214
<b>Wheeler Plaza Electrical Vehicle Charging Fee</b>	Per kWh		\$ 0.25/kWh
<b>For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time:</b>			
Finance Division Staff (Per Hour)	Per Hour		\$ 214
City Clerk Department Staff (Per Hour)	Per Hour		\$ 214

**[Notes]**

[1] Fee set by California Civil Code Ch. 522 Section 1719. Additional charges may apply if not paid within 30 days of receipt of written demand for payment letter

**CITY OF SAN CARLOS****COST OF SERVICES (USER FEES) FY 2025-26***Adopted**Schedule of Community Development Department, Planning Division Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Appeal, Planning and Transportation Commission</b>	Per Appeal		\$ 2,217
<b>Appeal, City Council</b>	Per Appeal		\$ 2,217
<b>Attorney's Fees</b>			
Support to Planning projects that require Deposit	Per Project	Actual cost / + \$2,500 minimum deposit	
Support to Projects on a "Fixed"/"Flat" Fee Basis	Per Project	Actual Cost - 2 Hours Minimum	
<b>Below Market Rate (BMR), Housing Plan</b>	Per Project	\$ 2,325	
<b>Below Market Rate (BMR), Builder Alternative</b>	Per Project	\$ 2,325	
<b>Below Market Rate (BMR), Housing Agreement</b>	Per Project	\$ 2,989	
<b>CEQA</b>			
Document Filing	Per Project	\$ 333	
Categorical Exemption			
City Processing Fee	Per Project	\$ 664	
Department of Fish and Game / County Recording Fees	Per Project	Actual Cost of DFG / County Fees	
Initial Study/Negative Declaration/Mitigated Negative/EIR			
City Processing Fee	Per Project	Actual Cost with \$3,000 deposit	
Consultant Review	Per Project	Actual Cost with \$5,000 deposit	
Mitigation Monitoring	Per Project	Actual Cost with \$1,000 deposit	
<b>Cell Tower Application</b>		[3]	
6409 Application	Each	\$ 1,328	
Other Applications	Each	Actual Cost / T&M	
<b>Creek Exception/Stream Overlay District Review</b>			
City Processing Fee	Per Project	\$ 4,981	
Consultant Review	Per Project	Actual Cost of Consultant Study	

**CITY OF SAN CARLOS****COST OF SERVICES (USER FEES) FY 2025-26***Adopted**Schedule of Community Development Department, Planning Division Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Compliance Review - Single Family</b>			
Single Family, New Home/Notification	Per Project		\$ 11,623
Single Family, First Floor Addition/Notification	Per Project		\$ 8,302
Single Family, Second Floor Addition/Notification	Per Project		\$ 11,623
Single Family, First Floor Addition (Staff)	Per Project		\$ 3,321
Single Family, Second Floor Addition (Staff)	Per Project		\$ 4,981
<b>Design Review - Deviation from Objective Design Standards (Planning and Transportation Commission)</b>	Per Project	[8]	\$ 3,985
<b>Design Review (MR, M/U, Comm, IND) - Staff Review / Approval</b>			
New Building	Per Project		\$ 19,925
Major Alteration	Per Project		\$ 13,948
Minor Alteration	Per Project		\$ 10,627
Minor Deviation from Objective Design Standards	Per Project		\$ 1,328
<b>Design Review (MR, M/U, Comm, IND) - Planning and Transportation Commission Review / Approval</b>			
New Building (Planning and Transportation Commission)	Per Project		\$ 23,578
Major Alteration (Planning and Transportation Commission)	Per Project		\$ 17,601
Minor Alteration (Planning and Transportation Commission)	Per Project		\$ 14,279
Major Deviation from Objective Design Standards	Per Project	[8]	\$ 9,963
<b>Design Review (Other)</b>			
A - Frames	Per Project		\$ 166
Accessory Structures (Includes large decks)	Per Project		\$ 1,992
Architectural Peer Review	Per Project		\$3,000 Initial Deposit
Mills Acts Designated Projects			
City Processing Fee	Per Project		\$ 1,992
Historic Consultant Review	Per Project	[4]	\$5,000 Initial Deposit
Miscellaneous (awnings, trash, replacement materials, site plan review, landscape)	Per Project		\$ 664
Outdoor Uses Dining & Retail Sales	Per Project		\$ 1,992
Sign Program	Per Project		\$ 6,641
Signs - (Planning Commission)	Per Project		\$ 4,981
Signs (Staff)	Per Project		\$ 1,328
Temporary Banner	Per Project		\$ 333
Minor Alterations	Per Project		\$ 1,328

**CITY OF SAN CARLOS****COST OF SERVICES (USER FEES) FY 2025-26***Adopted**Schedule of Community Development Department, Planning Division Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Document Imaging	Per 1/2 Hour - 1/2 Hour Minimum		\$ 166
Domestic Fowl and Non-Household Pets	Per Project		\$ 1,992
Excessive Noise Compliance Permit	Per Project		\$ 664
Final Inspection, Single-Family	Per Project		\$ 664
Final Inspection, Other	Per Project		\$ 1,328
General Plan Amendment	Per Project		\$ 13,284
Grading and Dirt Haul Certificate	Per Project		\$ 3,321
<b>Historic Preservation</b>			
City Processing Fee	Per Project		\$ 664
Historic Assessment - Consultant Review	Per Project		Actual Cost with \$2,000 deposit
Mills Act Contract	Per Project		\$ 4,981
<b>Interdepartmental Plan Review</b>			
Building	Per Project		See Building Fee Schedule for Per Review Charge
Engineering	Per Project		See Engineering Fee Schedule and / or Hourly Rates Apply
Fire	Per Project		See Fire Fee Schedule
Police	Per Project		See Police Fee Schedule and/or Hourly Rates Apply
Economic Development - Housing	Per Project		Planning Hourly Rate Applies
<b>Other City Commission Review</b>	Per Project		\$ 1,328

**CITY OF SAN CARLOS**
**COST OF SERVICES (USER FEES) FY 2025-26**
*Adopted*
*Schedule of Community Development Department, Planning Division Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Plan Check for Building Permits</b>			
Major (New Multi-Family, Mixed-Use, Commercial, Industrial)	Per Project		\$ 3,985
Moderate (New Single-Family, Commercial additions/alterations)	Per Project		\$ 1,661
Minor (Single-Family Additions, Accessory Dwelling Units)	Per Project		\$ 997
Accessory Dwelling Units (Not a Part of The Previous Approval)	Per Project		\$ 997
<b>Pre-Application Development Review</b>			
General/Initial Questions	Per Project		No Charge
Major	Per Project	[2]	\$ 9,963
Minor	Per Project	[1]	\$ 6,641
<b>Protected Tree Fees</b>			
<i>Protected Tree Removal Permit / Pruning Permit: Below flat fees are based on requested reason for removal. Depending on complexity of application, additional arborist fees may be incurred at an hourly rate.</i>			
Dead Tree	Per Project		\$ 100
Risk or Health Rating	Per Project		\$ 500
Species	Per Project		\$ 500
Development	Per Project		\$500 + Planning Division Staff Hourly Rate
Utility Interference	Per Project		\$ 500
Arborist Fee	Per Hour		\$ 200
Investigative Report	Each		\$500 Initial Deposit
Illegal Tree Removal (additional arborist report fees apply)	Penalty		Double the Application Fee, plus assessed penalties per Muni Code
Protected Tree Notice	Each		\$ 150
Tree Replanting Fee	Per Tree	[7]	See Public Works Fee Schedule
Emergency Removals	Per Tree		No Charge
Tree Protection Plan Review (Depending on complexity of application, additional arborist fees may be incurred at an hourly rate.)	Per Project		\$750 (5 or fewer trees)
			\$1,250 (6 or more trees)
<b>Beekeeping Fee</b>	Per Project	[10]	\$ 150

**CITY OF SAN CARLOS**

**COST OF SERVICES (USER FEES) FY 2025-26**

*Adopted*

*Schedule of Community Development Department, Planning Division Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Public Notice Fee</b>			
City Processing Fee	Per Hearing		\$ 664
<b>Restrictive Covenants</b>	Each		\$ 664
<b>San Mateo County Recording Fees</b>			
City Processing Fee	Each		\$ 664
County Fee	Each	Per County fee schedule	
<b>Subdivisions</b>			
Subdivision, Major (5 or more lots)	Per Project		\$ 26,567
Subdivision, Minor (up to 4 lots) or for Condominium Maps	Per Project		\$ 3,985
Lot Line Adjustment, Parcel Mergers	Per Project		\$ 1,328
Conditional Exceptions	Per Project		\$ 6,641
Lot Verification	Per Project	[5]	\$ 664
Map Extension	Per Project		\$ 1,328
<b>Transportation Demand Management (TDM) Plan</b>			
City Staff Review	Per Project		\$ 4,649
Consultant Review	Per Project		\$700 Initial Deposit
<b>Transportation Demand Management (TDM) Review</b>			
Annual	Each		\$500 Initial Deposit
5-Year	Each		\$500 Initial Deposit
Consultant Review	Deposit / Actual Cost		\$700 Initial Deposit
<b>Use Permits</b>			
Conditional Use Permit- Planning Commission	Per Project	[8]	\$ 9,963
Minor Use Permit - Zoning Administrator	Per Project	[8]	\$ 4,981
Use Permits (Development Standards)	Per Project	[8]	\$ 3,985
Temporary	Per Project	[8]	\$ 2,657
Amendment	Per Project	[8]	\$ 3,985
<b>Variance</b>	Per Project		\$ 13,284
<b>Waivers</b>	Per Project		\$ 1,328
<b>Zoning Administrator Determination</b>	Per Project		\$ 2,657
<b>Zoning Ordinance Amendment</b>			
Major Rezone/PD/Map and Text	Per Project		\$ 26,567
Moderate Rezone/PD/Map and Text	Per Project		\$ 13,284
Minor Rezone/PD/Map and Text	Per Project		\$ 6,641
<b>Minor staff review</b>			
ABC/DMV Zoning Affidavit Review	Per Project		\$ 664
Business Registration	Per Project		\$ 112
Home Occupations	Per Project		\$ 112
Home Occupation Revocation Hearing	Per Project		\$ 2,657
Massage	Per Project		\$ 997

**CITY OF SAN CARLOS**

**COST OF SERVICES (USER FEES) FY 2025-26**

*Adopted*

*Schedule of Community Development Department, Planning Division Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Other Zoning Affidavit Review	Per Project		\$ 1,328
Parking Calculation	Per Project		\$ 997
Search and Determination	Per Project	[6]	\$ 664
Code Compliance	Per Project		\$ 1,328
<b>Technology Fee</b>	Per Permit		0.4% of Total Permit Fee Amount
<b>General Plan Maintenance and Update - Staff Support</b>	Per Project	[9]	0.65% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit
<b>General Plan Maintenance and Update - Contract Services</b>	Per Project	[9]	0.09% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit
<b>Credit Card and eCheck Charges</b>	Each Transaction		Actual Cost
<b>SB-9 Application</b>			
No Lot Split	Each		\$ 11,623
Lot Split	Each		\$ 11,623
<b>For services requested of City Staff for which no fee/deposit is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee/deposit based on the following hourly rates for staff time involved in the service.</b>			
Planning Division Staff	Per Hour		\$ 333

**[Notes]**

[1] Includes up to 2, 1-hour meetings with multiple departments

[2] Other City department fees/deposits may apply

[3] Governed by FCC, section 6409

[4] Fees for historical consultants apply

[5] Public Works fees apply

[6] Not charged for public records requests

[7] Per the City's Tree Ordinance, the arborist may request a fee in lieu of tree replanting if there is no possibility to plant on site

[8] Existing required fees are waived if a Child Care Center is the applicant

[9] Total General Plan Surcharge fee capped at \$370,000 for building project valuations of more than \$50 million

[10] \$100 reduction in the permit fee if they provide proof that they have taken a beekeeping class

**CITY OF SAN CARLOS**  
**COST OF SERVICES (USER FEES) FY 2025-26**  
*Schedule of Public Works Department Fees*  
*(Effective on July 1st, 2025)*

*Adopted*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Final Map Review</b> <b>(Includes up to 3 Reviews)</b>			
Parcel (4 lots or less)			
City Processing Fee	Per Project		\$ 2,646
Consultant Review	Per Project		Deposit / Actual Cost
Subdivision (5 or more lots)			
City Processing Fee	Per Project		\$ 3,070
Consultant Review	Per Project		Deposit / Actual Cost
4th and Subsequent Review			
City Processing Fee	Per Submittal		\$ 317
Consultant Review	Per Submittal		Deposit / Actual Cost
<b>Civil Plan Check</b> <b>(Includes up to 3 Reviews)</b>		[1]	
Minor Projects			
City Processing Fee	Per Project		\$ 2,117
Consultant Review	Per Project		Deposit / Actual Cost
Moderate Projects			
City Processing Fee	Per Project		\$ 4,128
Consultant Review	Per Project		Deposit / Actual Cost
Major Projects			
City Processing Fee	Per Project		\$ 6,034
Consultant Review	Per Project		Deposit / Actual Cost
4th and Subsequent Review			
City Processing Fee	Per Submittal		\$ 529
Consultant Review	Per Submittal		Deposit / Actual Cost
<b>Utility Companies Plan Check:</b>		[2]	
Minor	Each		\$ 212
Moderate	Each		\$ 423
Major	Deposit / Actual Cost		\$ 741

**CITY OF SAN CARLOS**  
**COST OF SERVICES (USER FEES) FY 2025-26**  
*Schedule of Public Works Department Fees*  
*(Effective on July 1st, 2025)*

*Adopted*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Construction Inspection (Including Utilities)</b>		[3]	
Minor Projects (1-3 inspections)	Per Project		\$ 477
Moderate Projects (4-5 inspections)	Per Project		\$ 794
Major Projects (6-10 inspections)	Deposit / Actual Cost		Deposit / Actual Cost
Additional Inspection	Each		\$ 159
<b>Post Construction Stormwater Device Monitoring</b>	Per Device, Every 5 Years		\$ 423
<b>Dirt Hauling</b>	Per CY		\$ 2.33
<b>Planning &amp; Building Dept. Plan Check:</b>			
Planning Referral			
City Processing Fee	Per Project		\$ 1,059
Consultant Review	Per Project		Deposit / Actual Cost
Building Referral, Review of On-site Civil	Per Project		\$ 423
<b>Debris Box/Storage Container Permit</b>			
Duration up to two weeks	Per Permit		\$ 95
Monthly	Per Permit		\$ 317
<b>Encroachment Permit Administrative Fee</b>	Per Permit		\$ 105
<b>Outside Sewer Agreement Fee</b>	Deposit / Actual Cost		Deposit \$5,000
<b>Community Banner (Hang &amp; Remove):</b>			
for-profit organization	Each		\$ 212
non-profit organization	Each		No Charge
<b>Wide Load Processing</b>	Each	[5]	\$ 16
<b>Sidewalk Dining or Outdoor Display Approval</b>			
Initial	Each Initial Review		\$ 317
Annual	Each Annual Review		\$ 317

**CITY OF SAN CARLOS**  
**COST OF SERVICES (USER FEES) FY 2025-26**  
*Schedule of Public Works Department Fees*  
*(Effective on July 1st, 2025)*

*Adopted*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Temporary NO PARKING Signs</b>	Per Sign		\$ 1
<b>Semi-Annual Permit Parking in City Lots</b>			
Downtown Employee Parking Program	Per Six Month Permit		\$ 105
East San Carlos Parking Permit Program-Residential Part of the Program	Each		No Charge
East San Carlos Parking Permit Program-Business part of the Program	Per Six Month Permit		\$ 39
<b>Exception to the Winter Moratorium on Grading</b>	Per Week-long Request		\$ 105
<b>"Street Cut" fee per Ordinance Section 12.08.310.C.2</b>	Per Opening		\$ 665
<b>Video Review of Existing Sewer Lateral</b>	Each		\$ 159
<b>Starting Work Without a Permit</b>	Per Permit		Actual Cost
<b>Grading Bond Policy (per 12.08.100)</b>			
<1,000 CY	Per City Policy		Valuation of Improvements + 20% Contingency
>1,000 CY	Per City Policy		Valuation of Improvements + 20% Contingency, plus Performance Bond
<b>Industrial / Commercial Business Stormwater C.4 Inspection Fee</b>	Per Hour - Minimum 1.5 Hours		\$ 212
<b>Technology Fee</b>	Per Permit		0.4% of Total Permit Fee Amount
<b>Credit Card and eCheck Charges</b>	Each Transaction		Actual Cost

**CITY OF SAN CARLOS**  
**COST OF SERVICES (USER FEES) FY 2025-26**  
*Schedule of Public Works Department Fees*  
*(Effective on July 1st, 2025)*

*Adopted*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Parklet Program</b>			
Encroachment Permit Administrative Fee	Per Permit		\$ 105
Encroachment Permit - Downtown Area	Per Permit / Per 6 Months		\$ 1,034
Encroachment Permit - Other Areas (Industrial Arts, etc.)	Per Permit / Per 6 Months		\$ 1,034
Cleaning Fee	Per Linear Foot / Per 6 Months		\$ 14.21
<b>Tree Replanting Fee</b>	Per Tree	[4]	\$ 1,526
<b>For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service.</b>			
Maintenance Staff	per hr.		\$ 273
Engineering Staff	per hr.		\$ 212

**[Notes]**

[1] Minor

One (1) single family residence

o < 1000 CY of grading

o >= 1000 CY of grading

Moderate

Abandonment of R/W or Easement

Two or more (2+) single family residences (<1 acre)

o C.3 Regulated

o Not C.3 Regulated

multi-family/mixed-use/commercial/industrial (< 1 acres)

o C.3 regulated

o Not C.3 regulated

Major

Two or more (2+) single family residences (>= 1 acre)

Multi-family/mixed-use/commercial/industrial (>= 1 acres)

[2] Minor project - point repair or maintenance, service line repair or replacement, replacement of overhead utilities, traffic control only,

Moderate project - installation of overhead utilities, installation of equipment at a specific location (not linear),

Major project - installation or replacement of underground utilities,

[3] Minor project - sewer lateral repair or installation (outside of roadway), sidewalk, curb, gutter, driveway, traffic control (only), minor utility point repair, installation or maintenance (above ground), discharge, minor roadway improvement,

Moderate project - sewer lateral repair or installation (within roadway), soil boring, moderate utility point repair, installation or maintenance (underground),

Major project - new main line installation or replacement including sewer, storm, water, gas, and electric, major point repair, major development projects including offsite improvements.

[4] Amount of fee for the 24th box tree is subject to change based on actual vendor cost

[5] Set by Title 21 of California Code of Regulation Section 1411.3

**CITY OF SAN CARLOS**

**COST OF SERVICES (USER FEES) FY 2025-26**

*Adopted*

*Schedule of Community Development Department, Building Department Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Building Permits (single Family Residential)</b>			
<b>Less Than \$5,000</b>			
Building Permit Fee	base fee under \$5,000	\$	343
Plan Check Fee	base fee under \$5,000	\$	286
<b>\$5,000 - \$24,999</b>			
Building Permit Fee	base fee @ \$5,000 each add'l \$1,000 or fraction thereof	\$	343 34.25
Plan Check Fee	base fee @ \$5,000 each add'l \$1,000 or fraction thereof	\$	286 24.27
<b>\$25,000 - \$49,999</b>			
Building Permit Fee	base fee @ \$25,000 each add'l \$1,000 or fraction thereof	\$	1,028 31.97
Plan Check Fee	base fee @ \$25,000 each add'l \$1,000 or fraction thereof	\$	770 23.98
<b>\$50,000 - \$99,999</b>			
Building Permit Fee	base fee @ \$50,000 each add'l \$1,000 or fraction thereof	\$	1,827 31.97
Plan Check Fee	base fee @ \$50,000 each add'l \$1,000 or fraction thereof	\$	1,370 23.98
<b>\$100,000 - \$499,999</b>			
Building Permit Fee	base fee @ \$100,000 each add'l \$1,000 or fraction thereof	\$	3,425 9.71
Plan Check Fee	base fee @ \$100,000 each add'l \$1,000 or fraction thereof	\$	2,570 7.28
<b>\$500,000 - \$999,999</b>			
Building Permit Fee	base fee @ \$500,000 each add'l \$1,000 or fraction thereof	\$	7,308 7.31
Plan Check Fee	base fee @ \$500,000 each add'l \$1,000 or fraction thereof	\$	5,481 5.48
<b>\$1,000,000 and Up</b>			
Building Permit Fee	base fee @ \$1,000,000 each add'l \$1,000 or fraction thereof	\$	10,961 8.23
Plan Check Fee	base fee @ \$1,000,000 each add'l \$1,000 or fraction thereof	\$	8,221 6.16

**CITY OF SAN CARLOS**

**COST OF SERVICES (USER FEES) FY 2025-26**

*Adopted*

*Schedule of Community Development Department, Building Department Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Building Permits (Multi-Family Residential / Commercial / Industrial)</b>			
<b>Less Than \$10,000</b>			
Building Permit Fee	base fee under \$10,000	\$	571
Plan Check Fee	base fee under \$10,000	\$	913
<b>\$10,000 - \$24,999</b>			
Building Permit Fee	base fee @ \$10,000	\$	571
	each add'l \$1,000 or fraction thereof	\$	76.13
Plan Check Fee	base fee @ \$10,000	\$	913
	each add'l \$1,000 or fraction thereof	\$	30.45
<b>\$25,000 - \$49,999</b>			
Building Permit Fee	base fee @ \$25,000	\$	1,713
	each add'l \$1,000 or fraction thereof	\$	41.11
Plan Check Fee	base fee @ \$25,000	\$	1,370
	each add'l \$1,000 or fraction thereof	\$	36.54
<b>\$50,000 - \$99,999</b>			
Building Permit Fee	base fee @ \$50,000	\$	2,740
	each add'l \$1,000 or fraction thereof	\$	45.67
Plan Check Fee	base fee @ \$50,000	\$	2,284
	each add'l \$1,000 or fraction thereof	\$	36.54
<b>\$100,000 - \$499,999</b>			
Building Permit Fee	base fee @ \$100,000	\$	5,024
	each add'l \$1,000 or fraction thereof	\$	14.84
Plan Check Fee	base fee @ \$100,000	\$	4,111
	each add'l \$1,000 or fraction thereof	\$	10.28
<b>\$500,000 - \$999,999</b>			
Building Permit Fee	base fee @ \$500,000	\$	10,961
	each add'l \$1,000 or fraction thereof	\$	17.36
Plan Check Fee	base fee @ \$500,000	\$	8,221
	each add'l \$1,000 or fraction thereof	\$	16.44
<b>\$1,000,000 - \$9,999,999</b>			
Building Permit Fee	base fee @ \$1,000,000	\$	19,639
	each add'l \$1,000 or fraction thereof	\$	8.72
Plan Check Fee	base fee @ \$1,000,000	\$	16,442
	each add'l \$1,000 or fraction thereof	\$	3.25

**CITY OF SAN CARLOS**

**COST OF SERVICES (USER FEES) FY 2025-26**

*Adopted*

*Schedule of Community Development Department, Building Department Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>\$10,000,000 - \$19,999,999</b>			
Building Permit Fee	base fee @ \$10,000,000 each add'l \$1,000 or fraction thereof		\$ 98,197 \$ 9.82
Plan Check Fee	base fee @ \$10,000,000 each add'l \$1,000 or fraction thereof		\$ 45,673 \$ 8.23
<b>\$20,000,000 - \$49,999,999</b>			
Building Permit Fee	base fee @ \$20,000,000 each add'l \$1,000 or fraction thereof		\$ 196,393 \$ 3.92
Plan Check Fee	base fee @ \$20,000,000 each add'l \$1,000 or fraction thereof		\$ 127,884 \$ 3.80
<b>\$50,000,000 and Up</b>			
Building Permit Fee	base fee @ \$50,000,000 each add'l \$1,000 or fraction thereof		\$ 314,230 \$ 4.71
Plan Check Fee	base fee @ \$50,000,000 each add'l \$1,000 or fraction thereof		\$ 242,066 \$ 4.84
<b>Permitted Values for Construction:</b>			
New Residential and Additions	per sq. ft.		\$ 232
Interior Remodels	per sq. ft.		\$ 117
Garages and Accessory Structures	per sq. ft.		\$ 48
Decks	per sq. ft.		\$ 39
Commercial Shell	per sq. ft.		\$ 57
Tenant Improvements	per sq. ft.		\$ 57
<b>Electrical Permit</b>			
Residential: New Single Family			
Permit	1,700 sq. ft. min.		\$ 228
Each additional sq. ft.	per sq. ft.		\$ 0.09
Residential: Addition & Remodel			
Permit	1,700 sq. ft. min.		\$ 228
Each additional sq. ft.	per sq. ft.		\$ 0.09
Residential: New Multiple Family			
Permit	1,700 sq. ft. min.		\$ 228
Each additional sq. ft.	per sq. ft.		\$ 0.09
Commercial: New Shell Building			
Permit	1,700 sq. ft. min.		\$ 228
Each additional sq. ft.	per sq. ft.		\$ 0.09
Commercial: Addition, Remodel, Tenant Improvement			
Permit	1,700 sq. ft. min.		\$ 228
Each additional sq. ft.	per add'l sq. ft.		\$ 0.09
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas)			
Permit	3,000 sq. ft. min.		\$ 2,284
Each additional sq. ft.	per add'l sq. ft.		\$ 0.51
Swimming Pool, Spa, or Hot Tub	Per Permit		\$ 274
Temporary Power Pole	Per Permit		\$ 274
Main Electrical Service	Per Permit		\$ 274

**CITY OF SAN CARLOS**
**COST OF SERVICES (USER FEES) FY 2025-26**
*Adopted*
*Schedule of Community Development Department, Building Department Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
New or Replacement Circuit for HVAC or Other	Per Permit		\$ 114
New or Replacement Sub-Panel	Per Permit		\$ 274
Miscellaneous Electrical Permit	Per Permit		\$ 228
PV Solar Fee	Per Permit		\$ 343
<b>Plumbing Permit</b>			
Residential: New Single Family			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Residential: Addition & Remodel			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Residential: New Multiple Family			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Commercial: New Shell Building			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Commercial: Addition, Remodel, Tenant Improvement			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas)			
Permit	3,000 Sq. Ft. Minimum		\$ 2,284
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.51
Miscellaneous Plumbing Permit	Per Permit		\$ 228
Swimming Pool, Spa, or Hot Tub	Per Permit		\$ 228
Water Heater Replacement	Per Permit		\$ 115
Gas Piping Extension for New FAU or HVAC	Per Permit		\$ 114
<b>Mechanical Permit</b>			
Residential: New Single Family			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Residential: Kitchen & Bath Remodel	Per Permit		\$ 114
Commercial: New Shell Building			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Commercial: Addition, Remodel, Tenant Improvement			
Permit	1,700 sq. ft. min.		\$ 228
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.09
Commercial: Complex Tenant Improvements (Car Washes, Dry Cleaners, Laundries, Labs, R&D, Biotech, Restaurants, Spray Booths, Hazardous Areas)			
Permit	3000 sq. ft. min.		\$ 685
	Each additional sq. ft.	per add'l sq. ft.	\$ 0.16
New FAU or HVAC Installations	Per Permit		\$ 366
Replacement FAU or HVAC	Per Permit		\$ 228
Miscellaneous Mechanical	Per Permit		\$ 228
<b>Miscellaneous Building Fees</b>			
Grading Permit Fee for Swimming Pools	Per Permit		\$ 114
Grading Permit Fee for Other than Swimming Pools	Per Permit		\$ 114
Accessibility Plan Check of Building Permit	1 hour min.		\$ 228
	Each additional hour	each add'l hr.	\$ 228

**CITY OF SAN CARLOS**

**COST OF SERVICES (USER FEES) FY 2025-26**

*Adopted*

*Schedule of Community Development Department, Building Department Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Imaging Fees per page (standard size)	Per Page		\$ 2.28
Imaging Fees per page (oversize)	Per Page		\$ 4.57
<b>Planning Application Review</b>	Per Permit		\$ 228
<b>Fees for Second and Each Additional Re-inspection:</b>			
During Normal Business Hours	1 hour min.		\$ 228
Each additional hour	each add'l hr.		\$ 228
Outside Business Hours	2 hour min.		\$ 492
Each additional hour	each add'l hr.		\$ 246
Code Enforcement-City Attorney	1 hour min.	[1]	\$ 327
Each additional hour	each add'l hr.	[1]	\$ 327
<b>Dirt Haul Permit</b>	n/a		reference PW fee schedule
<b>Municipal Code Violation Fees</b>			
First Violation	Per Violation		\$ 100
Second Violation of the Same Ordinance within 36-mths	Per Violation		\$ 200
Add'l Violation of the same ordinance within 36-mths	Per Violation		\$ 500
<b>GEO Plan Review / Soils Report Review</b>	n/a		Actual Cost per Geologist
<b>GIS Mapping: New Construction, Addition, Alteration</b>	Per Instance		\$ 114
<b>Additional Plan Check Fee</b>	Per Hour		\$ 228
<b>Re-Inspection Fee</b>	Per Hour		\$ 228
<b>Demolition</b>	Per Instance		\$ 228
<b>Address Change</b>	Per Instance		\$ 228
<b>Green Building Review</b>	Per Review		\$ 228
<b>Energy Calculation Review Fee</b>	Per Review		\$ 114
<b>Apartment Inspection Annual Fee</b>			
Per Residential Building	Per Year		\$ 285
Per Dwelling Unit within each Building	Per Year		\$ 14.41
<b>Strong-Motion Instrumentation and Seismic Hazard Mapping Fee (SMIP)</b>			
Residential	Per Project		0.013% of Project Valuation
Commercial	Per Project		0.028% of Project Valuation
<b>SB1473 Building Standards Fee</b>			
\$1 - 25,000 or fraction thereof	per permit		\$ 1
\$25,000.01 - 50,000 or fraction thereof	per permit		\$ 2
\$50,000.01 - 75,000 or fraction thereof	per permit		\$ 3
\$75,000.01 - 100,000 or fraction thereof	per permit		\$ 4

**CITY OF SAN CARLOS**

**COST OF SERVICES (USER FEES) FY 2025-26**

*Adopted*

*Schedule of Community Development Department, Building Department Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
Every \$25,000.01 or fraction thereof above \$100,000	each add'l \$25,000.01 or fraction thereof		\$ 1
<b>Technology Fee</b>	Per Permit		0.4% of Total Permit Fee Amount
<b>General Plan Maintenance and Update - Staff Support</b>	Per Project	[3]	0.65% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit
<b>General Plan Maintenance and Update - Contract Services</b>	Per Project	[3]	0.09% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit
<b>Construction Time Limits Extension Fee</b>			
<b>Fees for Additional Extensions</b>			
1st 60 Day Extension	Per Project	[2]	0.5% of Total Value of Project
2nd 60 Day Extension	Per Project	[2]	1.0% of Total Value of Project
3rd 60 Day Extension	Per Project	[2]	1.5% of Total Value of Project
<b>Construction Time Limits Completion Penalties</b>			
<b>Period of Time That Projects Remain Incomplete Beyond Applicable Time Limits</b>			
30 Day Grace Period	Per Project		\$0
31st Day Through 60th Day	Per Project		0.01% Per Day of Total Value of Project
61st Day Through 120th Day	Per Project		0.015% Per Day of Total Value of Project

**CITY OF SAN CARLOS****COST OF SERVICES (USER FEES) FY 2025-26***Adopted**Schedule of Community Development Department, Building Department Fees  
(Effective on July 1st, 2025)*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
121st Day & Every Day Thereafter	Per Project		0.02% Per Day of Total Value of Project
<b>Credit Card and eCheck Charges</b>	Each Transaction		Actual Cost
<b>For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee based on the following hourly rates for staff time involved in the service:</b>			
Building Division Staff	Per Hour	\$ 228	
Each Additional Hour	Each add'l hr.	\$ 228	

**[Notes]**

[1] Subject to change per City Attorney contract

[2] The Building Official may waive an extension fee in the event he/she finds the complexity or size of the project requires a greater time than allotted or the reason for the extension request may be considered beyond the owner's control

[3] Total General Plan Surcharge fee capped at \$370,000 for building project valuations of more than \$50 million

**CITY OF SAN CARLOS**  
**COST OF SERVICES (USER FEES) FY 2025-26**  
*Schedule of Police Department Fees*  
*(Effective on July 1st, 2025)*

*Adopted*

Service	Fee Unit / Type	Notes	Adopted Fee / Deposit
<b>Accident Report</b>		[1]	
Property damage only	per report		\$ 10
Property damage with injuries	per report		\$ 10
Fatality	per report		\$ 10
<b>County Jail Booking Fee</b>			County fee
<b>Crime Report</b>	per report		\$ 10
<b>False Alarm Response</b>			
First Response	first call		Fee Waived
Subsequent Calls	per call		\$ 227
<b>Impounded Vehicle</b>		[2]	
Towed for criminal offenses	per instance		\$ 112
Towed for all other offenses (abandoned, blocking driveways, etc.)	per instance		\$ 112
<b>Unruly Gatherings</b>			
First Call			\$ -
Subsequent Calls	per hour		\$ 339
<b>Alarm Permit</b>			
New	initial fee		Fee Waived
<b>Processing Permit for Excessive Cats &amp; Dogs</b>	per instance		\$ 112
<b>Processing Police Officer Subpoena</b>	per hour	[3]	\$275/day deposit per GC
<b>Tape of Radio/Video Transmission, Digital or Hard-copy Photographs</b>	Per Request		actual cost of materials
<b>Credit Card and eCheck Charges</b>	Each Transaction		Actual Cost
<b>Visa/Police Clearance Request Form</b>	Per Request		\$ 40
<b>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</b>			
Non-Sworn Staff Members of the Police Department:	per hour		\$ 112
Sworn Staff Members of the Police Department:	per hour		\$ 339

**[Notes]**

[1] CA VC 20012 allows for recovery of the actual cost of providing accident report copies

[2] Towing charges are separate

[3] As set by GC 68096

**CITY OF SAN CARLOS**
**COST OF SERVICES (USER FEES) FY 2025-26**
*Schedule of Parks and Recreation Department Fees*
*(Effective on July 1st, 2025)*
*Adopted*

Service	Notes	Category (R=Resident, NR=Non- Resident, NP=Non-Profit)	Adopted Fees		
			Weekday Hourly (Mon-Fri 5PM)	Weekend (Fri 5PM - Sun)	Weekend Hourly Additional
<b>Parks, Facility, Room, and Amenity Rentals</b>					
Adult Community Center Room Rentals					
Park View Room	[2]	R	\$ 91	\$ 873	\$ 113
		NR	\$ 109	\$ 1,047	\$ 135
		NP	\$ 64	\$ 611	\$ 79
Patio Room	[2]	R	\$ 72	\$ 522	\$ 113
		NR	\$ 86	\$ 626	\$ 135
		NP	\$ 51	\$ 366	\$ 79
Park View Patio Room	[2]	R	\$ 113	\$ 1,084	\$ 113
		NR	\$ 135	\$ 1,300	\$ 135
		NP	\$ 79	\$ 758	\$ 79
Game Room	[2]	R	Not Available	\$ 522	\$ 113
		NR	Not Available	\$ 626	\$ 135
		NP	Not Available	\$ 366	\$ 79
Chestnut Room	[2]	R	\$ 72	\$ 522	\$ 113
		NR	\$ 86	\$ 626	\$ 135
		NP	\$ 51	\$ 366	\$ 79
Loft	[2]	R	\$ 72	\$ 522	\$ 113
		NR	\$ 86	\$ 626	\$ 135
		NP	\$ 51	\$ 366	\$ 79
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					
<i>Patio Fee with ACC rental : \$50 (may only be rented in conjunction with the Patio Room, Parkview Room, or Game Room)</i>					
<i>Kitchen Fee : \$50 R, NR and NP (limited use; restrictions apply - information included in the rental packet)</i>					
Youth Center Facility Rentals					
Gym (Full)	[2][3]	R	\$ 120	\$ 329	\$ 130
		NR	\$ 143	\$ 435	\$ 156
		NP	\$ 83	\$ 231	\$ 91
Gym (Half)	[2][3]	R	\$ 74	Not Available	Not Available
		NR	\$ 89	Not Available	Not Available
		NP	\$ 52	Not Available	Not Available
Dance Studio	[2][3]	R	\$ 65	\$ 224	\$ 74
		NR	\$ 78	\$ 270	\$ 89
		NP	\$ 46	\$ 156	\$ 52
Arts & Crafts Room	[2][3]	R	\$ 52	\$ 202	\$ 65
		NR	\$ 63	\$ 234	\$ 86
		NP	\$ 36	\$ 142	\$ 46
Homework Room	[2][3]	R	\$ 52	\$ 202	\$ 65
		NR	\$ 63	\$ 234	\$ 86
		NP	\$ 36	\$ 142	\$ 46
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					
<i>Kitchen Fee : \$25 R, NP and NR (limited use; restrictions apply - information included in the rental packet)</i>					
Additional Services as Required Per Rental (Adult & Youth Centers):					
Facility Attendant			\$33 Per Hour	\$33 Per Hour	
Janitorial Services			\$220 Per Event or Actual Cost	\$220 Per Event or Actual Cost	
Insurance			Actual Cost	Actual Cost	
Deposit - Parkview, Patio, Billiard Rooms			n/a	\$500 Per Event	
Deposit - Patio, Chestnut Rooms, Gym			n/a	\$250 Per Event	
Security Guard Fee - Private Rentals Serving Alcohol			\$67 Per Event or Actual Cost	\$67 Per Event or Actual Cost	

**CITY OF SAN CARLOS****COST OF SERVICES (USER FEES) FY 2025-26***Schedule of Parks and Recreation Department Fees**(Effective on July 1st, 2025)**Adopted*

Service	Notes		Primary Rate	Unit	
San Carlos Library Community Room Rental			\$72 Per Rental	n/a	
Picnic Sites Rentals (March - October)					
Laureola West Side Picnic Area, Laureola Park	[4]	\$	160	Per Event	
Playground Picnic Area, Burton Park	[4]	\$	160	Per Event	
Les Mundell Grove, Burton Park	[4]	\$	108	Per Event	
Chestnut Picnic Area, Burton Park	[4]	\$	108	Per Event	
Corn Hole Game Area, Chestnut Picnic Site (add-on)		\$	25	Per Event	
Tot Lot Picnic Area, Burton Park	[4]	\$	84	Per Event	
Arguello Park: Sunny Site, Shady Site	[4]	\$	84	Per Event	
Crestview Park Picnic Area	[4]	\$	84	Per Event	
Bocce Ball					
Court 1, Burton Park		\$	20	Per Hour	
Court 2, Burton Park		\$	20	Per Hour	
Rental Application Fee		\$	25	Each	
Special Event Permit					
New Request	[1]	\$	400	Per Event	
Repeat Request	[1]	\$	375	Per Event	
City Staff On-Site Time During Event			See Hourly Rate	Per Hour	
Athletics ("Per Season/Per Quarter")					
Light Use (Fields)		\$	32	Per Hour	
Field Use Fee		R-NP	\$ 29	Per Hour	
		NR-NP	\$ 35	Per Hour	
Sports League Field Use Fee:					
San Carlos Youth Softball		\$	86	Per Player	
Youth Baseball		\$	86	Per Player	
Soccer		\$	86	Per Player	
Sports League Maintenance Fee:					
San Carlos Youth Softball		\$	34	Per Player	
Youth Baseball		\$	34	Per Player	
Soccer		\$	34	Per Player	
Baseball / Soccer Sports Tournament:					
New Request Permit Fee		\$	350	Per Event	
Repeat Request Permit Fee		\$	300	Per Event	
Tennis:					
Resident Tennis Club		\$	16	Per Hour, Per Court	
Non-Resident Tennis Club		\$	22	Per Hour, Per Court	
Snack Shack Use					
Fall Season (August 15 - November 30)		\$	308	Per Season	
Spring Season (March 1 - May 31)		\$	308	Per Season	
Snack Shack Use (Outside of Primary Youth Sports Seasons)					
Rental Fee (Mon - Sun)		\$	51	Per Week	
Miscellaneous					
Park Fitness Group Rental		\$	27	Per Hour	
Administrative fees (apply to class registration only)					
Registration		\$	11	Per Registrant	
Refund		\$	11	Per Registrant	
Neighborhood Block Party Permit (Up to 2 Block Parties Per Year)			Fee Waived		

**CITY OF SAN CARLOS****COST OF SERVICES (USER FEES) FY 2025-26***Adopted**Schedule of Parks and Recreation Department Fees**(Effective on July 1st, 2025)*

<b>Community Events - City Sponsored</b>						
Including but not limited to: Farmers Market, Hometown Days, Art & Wine Faire, Night of Holiday Lights, Goblin Walk, Concerts, Downtown Block Party, etc.						

Fees charged for City-sponsored Community Events shall be set at the discretion of the Parks and Recreation Director and shall not exceed the estimated and reasonable cost of conducting the event

Per City Council authorization on February 28, 2022, Hometown Days booth fees with the exception of San Mateo County Health Department permit County Health Department permit fees and equipment rental fees will be waived for all non-profit organizations

Service	Notes		Primary Rate	Unit	
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.					
PW Maintenance Staff			\$ 273		
Full-Time			\$ 196		
Part-Time			\$ 33		

**Recreational Programs**

Fees imposed for recreational programs offered by the City shall be set at the discretion of the Parks and Recreation Director, not to exceed the cost of the individual programs. The City's full cost of implementing an individual program may be calculated as follows:

$$\text{Program Cost of Service} = [ (A \times B) + C + D + E + F + G ]$$

A = Estimated time for City staff to implement the individual program.

B = Applicable hourly rates for the staff functions involved in the implementation of the individual program (below).

C = Actual cost incurred by the City for any outside service provider involved in the individual program.

D = Actual Cost incurred by the City for any specific materials acquired for use during the individual program

E = Prevailing facility rental and/or field use fees imposed by the City and reflected in its Master Fee Schedule

F = Prevailing department / City administrative fee

G = Actual costs incurred by the City to rent and/or use facilities/fields from other entities

The calculated cost of service above represents the maximum fee that could be imposed by the City for an individual recreation program. The City may recover between 0% and 100% of the cost of service. Cost recovery targets may vary by individual program, at the discretion of the Parks and Recreation Director as determined during the seasonal development of the City's program offerings. The City may also set differential fee for resident and non-resident participants as long as neither fee exceeds the cost of service. Any person with a home San Carlos mailing address is considered a resident. A San Carlos PO Box or business address will not be taken as proof of residency. A non-resident is someone who lives in another City. Non-resident fees will be charged at 20% of the class fee up to a \$20 maximum per class.

**[Notes]**

- [1] In addition to Parks and Recreation staff time, time is spent by other City departments. Breakdown of other departments time and hourly rate information involved in approving special event permits is as follows:
  - 20 minutes of Public Works staff time at \$212 per hour;
  - 20 minutes of Police staff time at \$112 per hour;
  - 10 minutes of Planning staff time at \$333 per hour, and;
  - 10 minutes of Building staff time at \$228 per hour.
- [2] Includes facility staff. Additional charge for janitorial services and insurance as needed.
- [3] Facility rental available for Youth related events only
- [4] Additional Charge for Insurance as Needed