

## FIRE DEPARTMENT

### Impact Analysis Report

---

#### *OVERVIEW*

The Fire Department Bureau of Fire Protection consists of two programs that charge fees: Development and Non-Development. The Development program provides fire safety plan reviews and conducts inspections for construction projects submitted to the Planning, Building and Code Enforcement Department. The Development program activities also include issuance of fire system permits (sprinklers, fixed extinguishing systems, and fire alarm systems). The Non-Development program administers fire safety and hazardous materials permits and conducts inspections, on an annual basis, for all permitted occupancies in the City of San José. The Non-Development program also conducts inspections for Special Event Permits.

Overall, the goal for the Fire Department Fee Program is to achieve 100% cost recovery for those costs that are recoverable. There are, however, some categories that have costs that are not recoverable, such as, but not limited to, inspections of City-owned facilities and public schools, pre-meetings and plan reviews for some special events, and coordination with Fire emergency responders on multiple housing issues. Excluding fines, which are not included in the cost recovery calculation, the overall cost recovery rate for the Fire Department's \$7.8 million fee program is 98.2%. The use of the Fee Supported Reserve – Fire (\$143,500) in 2011-2012 will bring the Development Fee Program to full cost recovery. Based on 2010-2011 Development Fee revenue tracking and the recommended use of the Reserve in 2011-2012, the Reserve is anticipated to have \$2.3 million for future development program needs.

#### *Development Fee Program*

The Fire Department's 2010-2011 Development Fee Program budget estimated activities to be on par with 2009-2010 levels. However, actual market conditions resulted in higher than budgeted revenues for 2010-2011, particularly due to two of large projects received in December 2010. Given the higher than anticipated revenues through December 2010, the 2010-2011 Mid-Year Budget Review Report included an increase in the Development Fee revenue estimate, which enabled the program to fully fund the second Special Tenant Improvement/Industrial Tool Installation (STI/ITI) line, which had been partially subsidized by the General Fund in the 2010-2011 Adopted Budget.

Activity levels are expected to remain steady in 2011-2012. The 2011-2012 base budget revenue estimate of \$4.0 million for the Fire Department Development Fee Program was approximately \$113,000 above the base budget cost of \$3.9 million. Several actions are recommended in the 2011-2012 Proposed Operating Budget to balance this fee program and address service delivery needs. Ongoing funding for an Associate Engineer and a Hazardous Materials Inspector is recommended to maintain the second STI/ITI line that was initiated in 2010-2011. The STI/ITI Program has enabled the City to operate at the speed of business by expediting plan review process and allowing businesses to move into their buildings. The 2011-2012 Proposed Operating Budget also includes the elimination of 35% of a Hazardous Materials Inspector position and the elimination of a Senior Analyst position: 50% development and 50% non-development that are described in the Non-Development Fee Program section. With these proposed actions 2011-2012 development

## **FIRE DEPARTMENT (CONT'D.)**

---

### ***OVERVIEW (CONT'D.)***

#### ***Development Fee Program (Cont'd.)***

program costs are projected at \$4.1 million, while revenues are projected at \$4.0 million. The proposed use of the Fee Supported Reserve – Fire (\$143,500), will allow the program to reach 100% cost recovery for 2011-2012. No general fee increases are proposed for the Fire Development Fee Program.

#### ***Non-Development Fee Program***

In the Fire Department's Non-Development Fee Program, the base revenue estimate of \$4.6 million was approximately \$189,000 above the base budget cost of \$4.4 million. Budget actions are recommended to reduce revenue and costs to \$3.9 million for 2011-2012, including a recommendation to reduce non-development fees by 5%. The 2011-2012 Proposed Operating Budget also includes the anticipated transfer of responsibility for administering specified State hazardous materials programs from the City to the County. The programs under the County's Hazardous Materials Certified Unified Program (CUPA) include underground storage tanks, aboveground petroleum storage tanks, and hazardous materials business plan/inventory programs. In addition, the responsibility for issuing invoices and permits related to the CUPA Program will become the responsibility of the County. These changes, expected to occur July 1, 2011, will result in a loss of revenue of \$575,000 and the elimination of resources supporting the CUPA Program: one Program Manager II position, one Hazardous Materials Inspector position (35% development, 65% non-development), and one Fire Prevention Inspector position.

To align costs and resources to the appropriate fee-related activities in the Fire Department's Fee Programs, a Senior Analyst position (50% development and 50% non-development) is proposed for elimination. A part-time Senior Analyst position is proposed to continue to oversee ongoing programs in the Department's Non-Development Fee Program.

### ***SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS***

#### Existing Fees

In the Development Fee Program, the expedited inspection fee is recommended to change from hourly rate (minimum 1 hour) to 1.5 times the hourly rate (minimum 1 hour). This is consistent with the Building Fee Program fee structure for expedited inspections.

The hydrant flow test fee is recommended to change from an hourly rate (minimum 3 hours) per test, instead of the previous hourly rate (minimum of 2 hours) per test, in order to align with the actual time taken for these tests.

The hydrant processing fee is recommended to change from \$7.50 per transaction to an hourly rate (minimum half hour) in order to more accurately recover costs associated with hydrant processing.

As described previously, a general decrease of 5% for the non-development fees is recommended as part of an overall effort to align costs and resources.

**FIRE DEPARTMENT (CONT'D.)**

---

***NOTIFICATION***

Development services fee revisions were discussed with customers at several public forums in March and April 2011. The Proposed Fees and Charges Report was released on May 6, 2011, allowing for a minimum of 10 days for public review. Public input on fee proposals will be heard by the City Council at public hearings held on Tuesday, May 17, 2011, at 7:00 p.m. and Tuesday, June 13, 2011, at 7:00 p.m. in the Council Chambers.

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

**FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I**

Note: The use of the Fee Supported Reserve – Fire (\$143,500) in 2011-2012 will bring the Development Fee Program to full cost recovery from 96.5%.

**1. Engineering Installation, Removal, or Alteration Permits**

1 Fire Protection Systems - Fire Alarm Systems	Plan Check: hourly rate (base hours=1 hour for the first 12 devices and/or appliances plus 0.01 hour per device/appliance over 12); Inspection: hourly rate (base hours=1 hour for the first 8 devices and 4 appliances plus 0.085 hour per device over 8 and 0.01 hour per appliance over 4)		No Change					
--	--	--	-----------	--	--	--	--	--

2 Fire Protection Systems - Fire Suppression Detection or Monitoring System	Plan Check: hourly rate (base hours=1 hour for the first 12 devices and/or appliances plus 0.01 hour per device/appliance over 12); Inspection: hourly rate (base hours=1 hour for the first 8 devices and 4 appliances plus 0.085 hour per device over 8 and 0.01 hour per appliance over 4)		No Change					
---	--	--	-----------	--	--	--	--	--

3 Fire Protection Systems - Fixed Extinguishing System	Plan Check: hourly rate (base hour=1 hour); Inspection: hourly rate (base hour=2 hours plus 0.1 hour per nozzle over 20)		No Change					
--	---	--	-----------	--	--	--	--	--

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
<b>FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I</b>								
<b>1. Engineering Installation, Removal, or Alteration Permits</b>								
4 Sprinklers, Standpipes & Pumps - Overhead Sprinkler System	Plan Check: hourly rate (base hours=1 hour for the first 5,000 sq. ft. plus 0.00004 hour per sq. ft. over 5,000); Inspection: hourly rate (base hours=2 hours for the first 5,000 sq. ft. plus 0.0002 hour per sq. ft. over 5,000)		No Change					
5 Sprinklers, Standpipes & Pumps - Underground Piping System	Plan Check: hourly rate (base hours=1 hour for the first 200 feet of pipe plus 0.0005 hour per foot over 200); Inspection: hourly rate (base hours=2 hours for the first 200 feet of pipe plus 0.002 hour per foot over 200)		No Change					
6 Sprinklers, Standpipes, & Pumps - Fire Pump	Plan Check: hourly rate (base hours=2 hours per pump plus hourly rate if review surpasses 2 hours); Inspection: hourly rate (base hours=4 hours per pump plus hourly rate if review surpasses 4 hours)		No Change					
7 Sprinklers, Standpipes, & Pumps - Standpipe System	Plan Check: hourly rate (base hours=1 hour plus 0.1 hour per outlet over 20); Inspection: hourly rate (base hours=2 hours plus 0.2 hour per outlet over 20)		No Change					

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

## FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I

### 2. HAZMAT Installation, Removal, or Alteration Permits

1 Closure of Facilities Storing/Using/Handling Hazardous Materials-Require Submittal of Closure Plan	Plan Check: hourly rate (base hours=2 hours); Inspection: hourly rate (base hour=1 hour)		No Change					
2 Hazardous Materials Systems that Require Submittal of Plan	Plan Check: hourly rate (base hours=2 hours for the first system plus 1 hour for each additional system); Inspection: hourly rate (base hour=1 hour)		No Change					
3 Inert Gas Installation Permit	Plan Check: hourly rate (base hours=1 hour for the first system plus 0.5 hour for each additional system); Inspection: hourly rate (base hour=1 hour)		No Change					
4 Liquified Petroleum Gases and Associated Piping Systems	Plan Check: hourly rate (base hours=2 hours for the first system plus 1 hour for each additional system); Inspection: hourly rate (base hour=1 hour)		No Change					
5 Ozone Generating Equipment	Plan Check: hourly rate (base hours=2 hours per equipment or system); Inspection: hourly rate (base hour=1 hour)		No Change					
6 Refrigeration/HVAC Systems Above Exempt Amount in Article 63 of the UFC	Plan Check: hourly rate (base hours=2 hours per equipment or system); Inspection: hourly rate (base hour=1 hour)		No Change					

# DEPARTMENTAL FEES AND CHARGES

**FIRE**

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

**FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I**

**2. HAZMAT Installation, Removal, or Alteration Permits**

7 Tanks (Underground and Above Ground)	Plan Check: hourly rate (base hours=2 hours for the first tank plus 1 hour for each additional tank); Inspection: hourly rate (base hour=1 hour)		No Change					
8 Vapor Recovery System	Plan Check: hourly rate (base hours=2 hours per equipment or system); Inspection: hourly rate (base hour=1 hour)		No Change					

**3. Hourly Rate**

1 Development Activity Note: For further detail, please refer to Table 6	\$103 per half hour or portion thereof		No Change					
---	--	--	-----------	--	--	--	--	--

**4. Inspector Activity Fees**

1 After Hours Inspection/Plan Review Development Services	Hourly rate (minimum 2 hours)		No Change					
2 Expedited Inspection	Hourly rate (minimum 1 hour)		1.5 times the hourly rate (minimum 1 hour)					
3 Failure to Cancel Scheduled Inspection within 48 hours of Scheduled Inspection	Hourly rate (minimum 1 hour)		No Change					
4 Failure to Notify for Final Inspection	Hourly rate		No Change					
5 Fire/Smoke Damper Functional Test	Hourly rate (minimum 1 hour)		No Change					
6 Hydrant Flow Test	Hourly rate (minimum 2 hours)		Hourly rate (minimum 3 hours)					

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee
<b>FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I</b>								
<b>4. Inspector Activity Fees</b>								
7 Inspections	Hourly rate (minimum 1 hour first visit)		No Change					
8 Miscellaneous Plan Reviews	Hourly rate (minimum 1 hour)		No Change					
9 Other Services	Hourly rate		No Change					
10 Preliminary Project Site Review	Hourly rate (minimum 1 hour)		No Change					
11 Services With No Specific Fee	Hourly rate		No Change					
12 Special Plan Review	Hourly rate (minimum 1 hour)		No Change					
<b>5. Late Charges</b>								
1 Late Charges	10% of unpaid invoice if not paid by due date, additional 10% of outstanding balance if 30 days past due		No Change					
<b>6. Miscellaneous Fees</b>								
1 Audio Cassette Tapes	\$15.00 each		No Change					
2 CD Copies	Document research fee + \$0.50 per disk		No Change					
3 Document Research Service Fee	\$75 per hour (clerical) with minimum of \$37.50; \$116 per hour (Permit Specialist) with minimum of \$58, depending on staff level required		No Change					
4 File Research and Analysis	\$0.22 per page		No Change					
5 Hydrant Processing Fee	\$7.50 per transaction		Hourly rate (minimum half hour)					



# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

**FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I**

**6. Miscellaneous Fees**

6 Optical Imaging Reproduction - 8.5" x 11" and 11" x 17"	\$0.25 per page		No Change					
7 Optical Imaging Reproduction - Plans	\$4.50 per page		No Change					
8 Photocopies of Records and Documents - 11" x 17"	\$0.22 per page		No Change					
9 Photocopies of Records and Documents - 8.5" x 11"	\$0.22 per page		No Change					
10 Photocopies of Records and Documents - Microfiche/ Microfilm	\$3.50 for first image plus \$0.25 per additional page		No Change					
11 Photographs	\$15.00 plus cost of processing		No Change					
12 Sale of Publications	100% of printing costs		No Change					
13 Temporary Certificate of Occupancy Processing	Hourly rate (minimum 2 hours)		No Change					
14 Variance Fee	Hourly rate (minimum 3 hours)		No Change					
15 Video Cassette	\$20.00 each		No Change					
16 Witness Fees (Set by Another Jurisdiction)	Hourly rate or as allowed by Statute		No Change					

**7. Plan Review Fees**

1 Architectural Express Plan Check	1.5 times the Architectural Plan Check Fee (see Table 1)		No Change					
2 Architectural Intermediate Plan Check	1.5 times the Architectural Plan Check Fee (see Table 1)		No Change					

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

## FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I

### 7. Plan Review Fees

3 Architectural Plan Reviews and Inspections by Engineering	Plan Check: hourly rate (base hours - see Table 1); Inspection: hourly rate (base hours - see Table 2)		No Change					
4 Architectural Special Tenant Improvements	1.5 times the Architectural Plan Check Fee (see Table 1)		No Change					
5 Custom Single Family Home	Plan Check: hourly rate (base hours - see Table 1); Inspection: hourly rate (base hours - see Table 2)		No Change					
6 Fee for Work Done Without a Permit	An amount equal to the cost of plan check and inspection		No Change					
7 HazMat Special Tenant Improvements	1.5 times the Hazardous Materials New Construction Plan Check Fee (see Table 3)		No Change					
8 Hazardous Materials Express Plan Check	1.5 times the hourly rate (see Table 3)		No Change					
9 Hazardous Materials Intermediate Plan Check	1.5 times the Hazardous Materials New Construction Plan Check Fee (see Table 3)		No Change					
10 Hazardous Materials New Construction Plan Reviews	Plan Check: hourly rate (base hours - see Table 3); Inspection: hourly rate (base hours - see Table 3)		No Change					
11 Single Family Tracts	Plan Check: hourly rate (base hours - see Table 1); Inspection: hourly rate (base hours - see Table 2)		No Change					

**DEPARTMENTAL FEES AND CHARGES**

**FIRE**

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

**FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I**

<b>8. Record Retention Fee</b>			
1 Record Retention Fee	5% of Engineering and Hazardous Materials Installation, Removal, or Alteration Permits Fee		No Change

<b>SUB-TOTAL FIRE PREVENTION DEVELOPMENT PROGRAM FEES-CATEGORY I</b>	<b>72.9%</b>	<b>4,099,500</b>	<b>3,956,000</b>	<b>3,956,000</b>	<b>96.5%</b>	<b>96.5%</b>
--	--------------	------------------	------------------	------------------	--------------	--------------

**FIRE PREVENTION NON-DEVELOPMENT PROGRAM FEES-CATEGORY II**

<b>1. Annual Renewable Operating Permits</b>			
1 Fee for Annual Inspection of Permitted Facilities	Fire Safety Permits - hourly rate for reinspection of uncleared violations; HazMat Permits - hourly rate for inspection and reinspection of uncleared violations		No Change
2 Fire Safety Permits	Permit fee per site with a range of \$410 to \$1,647 per permit (includes base inspection ranging 2-9 hours) plus hourly rate if initial inspection surpasses base hours; fee covers all required permits per facility		Permit fee per site with a range of \$389 to \$1,564 per permit (includes base inspection ranging 2-9 hours) plus hourly rate if initial inspection surpasses base hours; fee covers all required permits per facility
3 Fire Safety Permits - Public Schools	Permit and inspection fee waived for public schools		No Change
4 Hazardous Materials - Public Schools	Permit and inspection fee waived for public schools		No Change

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

## FIRE PREVENTION NON-DEVELOPMENT PROGRAM FEES-CATEGORY II

### 1. Annual Renewable Operating Permits

5 Hazardous Materials Permits	\$165.60 per quantity range (permit fee includes inspection) plus any applicable HMBP and Inventory Fee and Tank Fee		\$157 per quantity range (permit fee includes inspection) plus any applicable HMBP and Inventory Fee and Tank Fee					
6 Hazardous Materials Permits - Hazardous Materials Business Plan (HMBP) and Inventory Fee	\$163.50, plus \$7.40 per quantity range over one, per facility filing long form		\$155, plus \$7 per quantity range over one, per facility filing long form					
7 Hazardous Materials Permits - Minimum Reportable Threshold Quantity	Facilities with small quantities are exempt from the reporting requirements		No Change					
8 Hazardous Materials Permits - Retail Outlet Facility Fee	Rate for one quantity range per facility plus quantity range fee for regulated materials not covered by retail exemption, plus any applicable HMBP and Inventory, and Tank Fees		No Change					
9 Hazardous Materials Permits - Short Form Facility Fee	Rate for one quantity range per facility		No Change					
10 Hazardous Materials Permits - Tank Facility	\$315.50 for the first tank and \$149 for each additional tank		\$300 for the first tank and \$142 for each additional tank					
11 Inert Gas Permit Fee	The rate equal to one quantity range		No Change					
12 One Quantity Range	\$165.60		\$157					
13 Propane Permit Fee	The rate equal to 2 quantity ranges		No Change					

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

## FIRE PREVENTION NON-DEVELOPMENT PROGRAM FEES-CATEGORY II

<b>2. Arson Restitution</b>								
1 Arson Restitution	As established by the Court		No Change					
<b>3. Fire Safety Non-Renewable Permits</b>								
1 Additional Permit Requiring a Plan Review and/or Inspection	\$228 each (in addition to highest permit fee)		\$217 each (in addition to highest permit fee)					
2 Fumigations (Set by Another Jurisdiction)	As per State law		No Change					
3 Permits Requiring BOTH a Plan Review AND an Inspection	Permit fee of \$579 plus hourly rate if review surpasses 2 hours		Permit fee of \$550 plus hourly rate if review surpasses 2 hours					
4 Permits Requiring Either a Plan Review OR an Inspection	Permit fee of \$404 plus hourly rate if review surpasses 1 hour		Permit fee of \$384 plus hourly rate if review surpasses 1 hour					
5 Permits Requiring No Plan Review or Inspection	\$228		\$217					
<b>4. Hourly Rate</b>								
1 Non-Development Activity	\$87 per half hour or portion thereof		\$83 per half hour or portion thereof					
<b>5. Inspector Activity Fees</b>								
1 After Hours Inspection/Plan Review for Non-Development Services	Hourly rate (minimum 1 hour)		No Change					
2 Call Back Inspection/Plan Review	Hourly rate (minimum 3 hours)		No Change					
3 County Occupancy Inspections (Set by Another Jurisdiction)	Per Agreement with County		No Change					

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

## FIRE PREVENTION NON-DEVELOPMENT PROGRAM FEES-CATEGORY II

### 5. Inspector Activity Fees

4 Day Care Prelicensing Inspection (Set by Another Jurisdiction)	As per State law		No Change					
5 Failure to Cancel Scheduled Inspection within 1 Business Day of Scheduled Inspection	Hourly rate (minimum 1 hour)		No Change					
6 Fire Watch Service	Hourly rate (minimum 3 hours)		No Change					
7 Hydrant Flow Test	Hourly rate		No Change					
8 Inspections	Hourly rate (minimum 1 hour first visit)		No Change					
9 Miscellaneous Plan Review	Hourly rate (minimum 1 hour)		No Change					
10 Other Services	Hourly rate		No Change					
11 Outdoor Special Events	\$113.50 per hour		\$108 per hour					
12 Services with No Specific Fee	Hourly rate		No Change					
13 Special Events Inspections and Plan Reviews	1.5 times Inspector's salary		No Change					
14 Special Plan Review	Hourly rate (minimum 1 hour)		No Change					
6. Late Charges								
1 Late Charges	10% of unpaid invoice if not paid by due date, additional 10% of outstanding balance if 30 days past due		No Change					

# DEPARTMENTAL FEES AND CHARGES

FIRE

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery	
					Current Fee	Proposed Fee	Current Fee	Proposed Fee

**FIRE PREVENTION NON-DEVELOPMENT PROGRAM FEES-CATEGORY II**

**7. Miscellaneous Fees**

1 Audio Cassette Tapes	\$15.00 each		No Change					
2 CD Copies	Document research fee + \$0.50 per disk		No Change					
3 Document Research Service Fee	\$75 per hour (clerical) with minimum of \$37.50; \$116 per hour (Permit Specialist) with minimum of \$58, depending on staff level required		No Change					
4 File Research and Analysis	\$0.22 per page		No Change					
5 Optical Imaging Reproduction - Plans	\$4.50 per page		No Change					
6 Optical Imaging Reproduction 8.5" x 11" or 11" x 17"	\$0.25 per page		No Change					
7 Photocopies of Records and Documents - 11" x 17"	\$0.22 per page		No Change					
8 Photocopies of Records and Documents - 8.5" x 11"	\$0.22 per page		No Change					
9 Photographs	\$15.00 plus cost of processing		No Change					
10 Sale of Publications	100% of printing costs		No Change					
11 San Jose Prepared! Course Fee	\$50		No Change					
12 Video Cassette	\$20.00 each		No Change					
13 Witness Fees (Set by Another Jurisdiction)	Hourly rate or as allowed by Statute		No Change					

**DEPARTMENTAL FEES AND CHARGES**

**FIRE**

Service	2010-2011 Adopted Fee	2010-2011 % Cost Recovery	2011-2012 Proposed Fee	2011-2012 Estimated Cost	2011-2012 Estimated Revenue		2011-2012 % Cost Recovery		
					Current Fee	Proposed Fee	Current Fee	Proposed Fee	
<b>FIRE PREVENTION NON-DEVELOPMENT PROGRAM FEES-CATEGORY II</b>									
<b>8. Record Retention Fee</b>									
1 Record Retention Fee	5% of Fire Safety & Hazardous Materials Permit Fees		No Change						
<b>SUB-TOTAL FIRE PREVENTION NON-DEVELOPMENT PROGRAM FEES-CATEGORY II</b>		<b>89.5%</b>		<b>3,855,377</b>	<b>4,055,971</b>	<b>3,855,377</b>	<b>105.2%</b>	<b>100.0%</b>	
<b>TOTAL DEPARTMENT - GENERAL FUND</b>				<b>7,954,877</b>	<b>8,011,971</b>	<b>7,811,377</b>	<b>100.7%</b>	<b>98.2%</b>	
<b>TOTAL DEPARTMENT - Category I</b>				<b>4,099,500</b>	<b>3,956,000</b>	<b>3,956,000</b>	<b>96.5%</b>	<b>96.5%</b>	
<b>TOTAL DEPARTMENT - Category II</b>				<b>3,855,377</b>	<b>4,055,971</b>	<b>3,855,377</b>	<b>105.2%</b>	<b>100.0%</b>	
<b>TOTAL DEPARTMENT</b>				<b>7,954,877</b>	<b>8,011,971</b>	<b>7,811,377</b>	<b>100.7%</b>	<b>98.2%</b>	



**TABLE 1 - FIRE DEPARTMENT - DEVELOPMENT SERVICES**  
**Architectural Plan Check Base Fees**

<b>R3 Occupancies</b>			
Type	Base Hours	Base Fees	Modifier
Custom Single Family Dwelling	2	\$412.00	
Single Family Tracts	3	\$618.00	

<b>Multi-Family Buildings*</b>			
Area in Sq-Ft	Base Hours	Base Fees	Size Modifier
1 to 10,000	8	\$1,648.00	
10,001 to 20,000	8	\$1,648.00	plus 0.0006 hour per sq-ft over 10,000
>20,000	14	\$2,884.00	plus 0.0005 hour per sq-ft over 20,000

\*High-Rise Building Modifier - 1.1

<b>Commercial, Industrial, and Garage - New Buildings (Shell) and Additions*</b>			
Area in Sq-Ft	Base Hours	Base Fees	Size Modifier
1 to 10,000	6	\$1,236.00	
10,001 to 20,000	6	\$1,236.00	plus 0.0005 hour per sq-ft over 10,000
>20,000	11	\$2,266.00	plus 0.0004 hour per sq-ft over 20,000

\*High-Rise Building Modifier - 1.1

<b>Tenant Improvement, Alteration and Interior Finish (All Occupancies except R3)</b>			
Area in Sq-Ft	Base Hours	Base Fees	Size Modifier
1 to 5,000	2.5	\$515.00	
5,001 to 20,000	2.5	\$515.00	plus 0.0003 hour per sq-ft over 5,000
>20,000	7	\$1,442.00	plus 0.00025 hour per sq-ft over 20,000

<b>Use Modifier for Tenant Improvement, Alteration, and Interior Finish</b>			
Agricultural	1.0	Parking Garage (Closed)	1.0
Antenna/Cell Site	1.0	Parking Garage (Open)	1.0
Assembly	1.1	Recreation	1.1
Auditorium	1.2	R & D	1.1
Bank	1.0	Repair Garage	1.1
Bowling Alley	1.1	Restaurant	1.1
Canopy Building	1.0	Retail/Store	1.0
Cafeteria	1.1	School/Daycare	1.1
Church	1.2	Service Station	1.0
Hazardous Use	1.2	Theatre	1.2
Health Club	1.1	Tilt-Up Office	1.0
Industrial	1.1	Tilt-Up Warehouse	1.1
Manufacturing	1.0	Unidentified/Speculative	1.0
Medical/Dental	1.0	Warehouse	1.1
Office	1.0		
Mixed Use - use modifier of occupancy with the largest area			

<b>Complexity Modifier for Tenant Improvement, Alteration, and Interior Finish</b>			
Major Modifications	1.20	Minor Modifications	0.75
Standard Modifications	1.00	Very Simple Modifications	0.50

<b>Other Plan Review Services</b>	<b>Fee</b>
Architectural Express Plan Check	1.5 times the architectural plan check fee
Architectural Intermediate/Coordinated Check	1.5 times the architectural plan check fee
Architectural Special Tenant Improvement	1.5 times the architectural plan check fee

**Application of Tables** - The tables above are based on the average plan check hours per category and a billable hourly rate of \$206.00 per hour. The base fees provide an unlimited plan check time for the first review cycle and two additional hours in the second review cycle. Additional fees are only assessed if the review process exceeds two hours in the second review cycle and the total initial hours covered by the base fees are exceeded.

**TABLE 2 - FIRE DEPARTMENT - DEVELOPMENT SERVICES**  
**Architectural Inspection Base Fees**

R3 Occupancies			
Type	Base Hours	Base Fees	Modifier
Custom Single Family Dwelling	1	\$206.00	
Single Family Tracts	2	\$412.00	plus 0.25 hour per unit over 6

Multi-Family Buildings*			
Area in Sq-Ft	Base Hours	Base Fees	Size Modifier
1 to 10,000	2	\$412.00	
10,001 to 20,000	2	\$412.00	plus 0.00025 hour per sq-ft over 10,000
>20,000	5	\$1,030.00	plus 0.0002 hour per sq-ft over 20,000

\*High-Rise Building Modifier - 1.2

Commercial, Industrial, and Garage - New Buildings (Shell) and Additions*			
Area in Sq-Ft	Base Hours	Base Fees	Size Modifier
1 to 10,000	3	\$618.00	
10,001 to 20,000	3	\$618.00	plus 0.00015 hour per sq-ft over 10,000
>20,000	4	\$824.00	plus 0.000125 hour per sq-ft over 20,000

\*High-Rise Building Modifier - 1.2

Tenant Improvement, Alteration, and Interior Finish (All Occupancies except R3)			
Area in Sq-Ft	Base Hours	Base Fees	Size Modifier
1 to 5,000	1	\$206.00	
5,001 to 20,000	2	\$412.00	plus 0.00015 hour per sq-ft over 5,000
>20,000	4	\$824.00	plus 0.000125 hour per sq-ft over 20,000

Use Modifier for Tenant Improvement, Alteration, and Interior Finish			
Agricultural	1.0	Parking Garage (Closed)	1.0
Antenna/Cell Site	1.0	Parking Garage (Open)	1.0
Assembly	1.0	Recreation	1.1
Auditorium	1.1	R & D	1.1
Bank	1.0	Repair Garage	1.1
Bowling Alley	1.1	Restaurant	1.1
Canopy Building	1.0	Retail/Store	1.0
Cafeteria	1.1	School/Daycare	1.1
Church	1.1	Service Station	1.0
Hazardous Use	1.1	Theatre	1.1
Health Club	1.0	Tilt-Up Office	1.0
Industrial	1.1	Tilt-Up Warehouse	1.1
Manufacturing	1.0	Unidentified/Speculative	1.0
Medical/Dental	1.0	Warehouse	1.1
Office	1.0		
Mixed Use - use modifier of occupancy with the largest area			

Complexity Modifier for Tenant Improvement, Alteration, and Interior Finish			
Major Modifications	1.10	Minor Modifications	0.75
Standard Modifications	1.00	Very Simple Modifications	0.50

**Application of Tables** - The tables above are based on the average inspection hours per category and a billable hourly rate of \$206.00 per hour. The total hours purchased (fee paid/\$206.00) will limit the available inspection service allowed. All fractions of inspection hours will be rounded up to the next whole hour.

**TABLE 3 - FIRE DEPARTMENT - DEVELOPMENT SERVICES**

**Special Use - Architectural Plan Check and Inspection Base Fees**

Special Use	Base Fees	
	Plan Check	Inspection
Antenna	2.00	1.00
ATM	1.50	1.00
Canopy Structure	1.50	1.00
Cooling Tower	1.50	1.00
Damage Repair	1.50	1.00
Demising Walls Only	1.50	1.00
Demo Interior Walls	1.50	1.00
Façade Changes	1.50	1.00
Fences/Gates	1.50	1.00
Fountains	1.50	1.00
HVAC Systems	2.00	1.00
Occupancy Changes	1.50	1.00
Occupancy Load Changes	2.00	1.00
Racks	2.50	1.00
Selsmic Upgrades	1.50	1.00
Spray Booth	2.50	1.00
Swimming Pools	2.00	1.00
Tools	2.00	1.00

**Hazardous Materials Building Plan Check and Inspection Base Fees**

Service	Plan Check		Inspection	
	Base Hours	Base Fees	Base Hours	Base Fees
Hazmat New Construction Plan Check and Inspection	2	\$412.00	1	\$206.00
Hazmat Express Plan Check	1.5 times the hourly rate	\$309.00	1.5 times the hourly rate *	\$309.00
Hazmat Intermediate or Coordinated Plan Check	1.5 times Hazmat New Construction Plan Check Fee	\$618.00	1	\$206.00
Hazmat Special Tenant Improvements	1.5 times Hazmat New Construction Plan Check Fee	\$618.00	1	\$206.00

\*Aligns with Expedited Inspection Service on Table 5.

**Application of Tables** - The tables above are based on the average plan check and inspection hours per category and a billable hourly rate of \$206.00 per hour. The total hours purchased (fee paid/\$206.00) will limit the available plan check service and/or inspections allowed. All fractions of inspection hours will be rounded up to the next whole hour.

**TABLE 4 - FIRE DEPARTMENT - DEVELOPMENT SERVICES**  
**Engineering and Hazmat Systems Installation, Removal, or Alteration Permits**  
**Base Plan Check Fees**

System	Base Hours	Base Fee	Size Modifier
<b>Fire Protection Systems</b>			
• Fire Alarm Systems	1.00	\$206.00	for the first 12 devices/appliances + 0.01 hour per device/appliance over 12
• Fire Suppression Detection or Monitoring System	1.00	\$206.00	for the first 12 devices/appliances + 0.01 hour per device/appliance over 12
• Fixed Extinguishing System	1.00	\$206.00	
<b>Sprinklers, Standpipes and Pumps</b>			
• Underground Piping System	1.00	\$206.00	for the first 200 feet of pipe + 0.0005 hour per foot over 200
• Overhead Sprinkler System	1.00	\$206.00	for the first 5,000 square-feet + 0.00004 hour per square-foot over 5,000
• Standpipe System	1.00	\$206.00	for the first 20 outlets + 0.1 hour per outlet over 20
• Fire Pump	2.00	\$412.00	plus hourly rate if review surpasses 2 hours
<b>Hazmat Systems</b>			
• Tanks (underground and aboveground)	2.00	\$412.00	for the first tank + 1 hour per additional tank
• Hazardous Materials Systems that require submittal of plan	2.00	\$412.00	for the first system + 1 hour per additional system
• Closure of facilities storing, using, or handling hazardous materials that require submittal of a closure plan	2.00	\$412.00	plus hourly rate if review surpasses 2 hours
• Liquefied Petroleum Gases and associated piping systems	2.00	\$412.00	for the first system + 1 hour per additional system
• Ozone Generating Equipment	2.00	\$412.00	per equipment/system
• Refrigeration/HVAC Systems above exempt amount in Article 63 of the UFC	2.00	\$412.00	per equipment/system
• Vapor Recovery System	2.00	\$412.00	per equipment/system
• Inert Gas Installation Permit	1.00	\$206.00	for the first system + 0.5 hour per additional system
<b>Expedited Plan Review Services</b>		<b>Fees</b>	
• Express Plan Check		1.5 times the systems plan check fee	
• Intermediate/Coordinated Plan Check		1.5 times the systems plan check fee	
• Special Tenant Improvement Plan Check		1.5 times the systems plan check fee	

**Application of Table** - The table above is based on the average plan check hours per category and a billable hourly rate of \$206.00 per hour. The total hours purchased (fee paid/\$206.00) will limit the available plan check service allowed.

**TABLE 5 - FIRE DEPARTMENT - DEVELOPMENT SERVICES**  
**Engineering and Hazmat Systems Installation, Removal, or Alteration Permits**  
**Base Inspection Fees**

System	Base Hours	Base Fees	Size Modifier
<b>Fire Protection Systems</b>			
• Fire Alarm Systems	1.00	\$206.00	for the first 8 devices and 4 appliances + 0.085 hour per device over 8 and 0.01 hour per appliance over 4
• Fire Suppression Detection or Monitoring System	1.00	\$206.00	for the first 8 devices and 4 appliances + 0.085 hour per device over 8 and 0.01 hour per appliance over 4
• Fixed Extinguishing System	2.00	\$412.00	plus 0.1 hour per nozzle over 20
<b>Sprinklers, Standpipes, and Pumps</b>			
• Underground Piping System	2.00	\$412.00	for the first 200 feet of pipe + 0.002 hour per foot over 200
• Overhead Sprinkler System	2.00	\$412.00	for the first 5,000 square-feet + 0.0002 hour per square-foot over 5,000
• Standpipe System	2.00	\$412.00	for the first 20 outlets + 0.2 hour per outlet over 20
• Fire Pump	4.00	\$824.00	plus hourly rate if inspection surpasses 4 hours
<b>Hazmat Systems</b>			
• Tanks (underground and above aboveground)	1.00	\$206.00	
• Hazardous Materials Systems that require submittal of plan	1.00	\$206.00	
• Closure of facilities storing, using, or handling hazardous materials that require submittal of a closure plan	1.00	\$206.00	
• Liquefied Petroleum Gases and associated piping systems	1.00	\$206.00	
• Ozone Generating Equipment	1.00	\$206.00	
• Refrigeration/HVAC Systems above exempt amount in Article 63 of the UFC	1.00	\$206.00	
• Vapor Recovery System	1.00	\$206.00	
• Inert Gas Installation Permit	1.00	\$206.00	
<b>Expedited Inspection Services</b>			
• Expedited Inspection Service			1.5 times the hourly rate (minimum 1 hour)

**Application of Table** - The table above is based on the average plan check hours per category and a billable hourly rate of \$206.00 per hour. The total hours purchased (fee paid/\$206.00) will limit the available plan check service allowed.

**TABLE 6 - FIRE DEPARTMENT - DEVELOPMENT SERVICES**  
**Other Miscellaneous Fees**

Service	Fees
Hourly Rate	\$206.00
Variance & Alternate Materials and Methods	Hourly Rate (min. 3 hours)
Temporary Certificate of Occupancy Processing	Hourly Rate (min. 2 hours)
After Hours Inspection/Plan Review	Hourly Rate (min. 2 hours)
Failure to Cancel Scheduled Inspection	Hourly Rate (min. 1 hour)
Buildings, Structures and Fire Systems Installed Without Permits	Two times the Plan Review and Inspections Fees
Hydrant Flow Test	Hourly Rate (min. 3 hours)
Hydrant Processing Fee	Hourly Rate (min. 1/2 hour)
Preliminary Project Site Review	Hourly Rate (min. 1 hour)
Fire/Smoke Damper Functional Test	Hourly Rate
Services with no specific fee	Hourly Rate
Record Retention Fee	5% of Engineering and Hazardous Materials Installation, Removal, or Alteration Permit Fee
Late Charges	10% of unpaid invoice if not paid by due date, additional 10% of outstanding balance if 30 days past due



