



RESOLUTION 2024-070

UPDATING THE 2024-25 FEE SCHEDULE FOR COMPLIANCE WITH STATE BUILDING CODE REGULATIONS AND ACCELA CONTRACT

WHEREAS, in 2021, the Oregon Legislature passed HB 2415, requiring municipalities that administer and enforce building programs to provide a fully electronic building permit system by January 1, 2025; and

WHEREAS, the City of Sherwood is implementing the state e-permit system known as Accela; and

WHEREAS, during the implementation stage, the City's fee schedule was audited by the State for compliance with state regulations, as well as the applicable Accela contract; and

WHEREAS, minor changes and updates to the fee schedule were identified as being required in order to comply with state law; and

WHEREAS, the updated fee schedule will affect Section 8 Engineering and Section 10 Building; and

WHEREAS, a clean copy of the updated fee sections are provided as Attachment A to this resolution; and

WHEREAS, notice for the proposed fee schedule changes was provided to the Oregon Department of Consumer and Business Services in accordance with OAR 918-020-0220 on August 30, 2024.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The 2024-25 Fee Schedule Sections 8 and 10 shall be updated as shown in Attachment A to this resolution and shall be effective upon the City's first day of use of the Accela e-permit software.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 29th of October 2024.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor

SECTION 8
ENGINEERING CHARGES FOR SERVICE

A. Public Improvement Plans, Reviews, and Inspections (Subdivisions, Site Plans, Partitions)

Plan Review – 4% of Construction Cost for public infrastructure and non-proprietary on-site storm water treatment and detention systems (Fees due at plan review submittal. Fee based on engineer's construction cost estimate. If estimate changes during the course of review, any balance or credit due will be payable at the time of the Compliance Agreement) includes review of the following:

Water
Street
Grading
Sewer
Erosion Control
Storm (on-site detention and non-proprietary treatment systems)
Broadband

Inspections – 5% of Construction Costs for public infrastructure and non-proprietary on-site storm water treatment and detention system (Fees payable at the time the Compliance Agreement is signed). Includes inspection of the following for which permits were obtained:

Water
Street
Grading
Sewer
Erosion Control
Storm (on-site detention and non-proprietary treatment systems)
Broadband

B. No Public Improvement; Subdivision Plan Reviews and Inspections

Plan Review Fee	Time and Materials
Inspection Fee	Time and Materials
Television Line Service Review	Time and Materials

C. Miscellaneous Fees

Addressing Fees	
Single - five (5) digit address	\$71.44 lot
0 to 10 - Suite Numbers	\$27.06 per suite
11 to 20 -Suite Numbers	\$276.02 plus \$15 per suite
21 and up Suite Numbers	\$441.63 plus \$10 per suite
Plans and Specifications for capital projects	varies by project - see photocopying fee schedule
Traffic and street signs (Includes post, sign, hardware, and labor to install)*	\$291.77 per sign
Street Trees	\$212.24 per tree

* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

SECTION 8
ENGINEERING CHARGES FOR SERVICE

C. Miscellaneous Fees (continued)

Pre-submittal Consultation (consultation of projects prior to the submittal of a land use application, requiring more than 2 hours of staff time or on-call consultant services) <i>(Applicant pays 100% of actual expenses including staff time, if an application is submitted these fees will be credited against the plan review fees)</i>	\$510.00	Deposit
In-Lieu of Fee – Fiber Optic Conduit Installation	\$47.76	per linear ft
In-Lieu of Fee – Vault Placement	\$742.85	per vault
Right of Way Permit Fees		
ROW Small Wireless Facility Permit	\$902.03	per facility
ROW Construction Permit (for other than small wireless facilities)	\$162.36	per permit
Inspection fee	\$162.36	or 4% of project estimate, whichever is greater
ROW Use Permit	\$26.53	
Design and construction standards	\$53.06	on paper
Design and construction standards	\$26.53	per CD
As-Built Requests	\$26.53	per subdivision
As-Built Requests electronic media	\$26.53	per cd
Reimbursement District formation	\$510.00	deposit (applicant pays 100% of actual costs including staff time)

D. Grading and Erosion Control Fees

Grading Fees - Non Single Family Residential

Cubic yards	
0 to 100	\$74.29 minimum fee
101 to 1,000	\$74.29 first 100 yards plus additional fee below
	\$11.44 for each additional 100 yards or fraction thereof
1,001 to 10,000	\$177.25 first 1,000 yards plus additional fee below
	\$15.92 for each additional 1,000 yards or fraction thereof
10,001 to 100,000	\$320.53 first 10,000 yards plus additional fee below
	\$79.59 for each additional 10,000 yards or fraction thereof
100,001 +	\$1,036.84 first 100,000 yards plus additional fee below
	\$38.74 for each additional 10,000 yards or fraction thereof
Grading plan review fee	85% of the grading permit fee

Erosion Control Fees - Non-Single Family Residential

Erosion Control Plan Review Fee	65% of the erosion control inspection fee
Erosion Control Inspection Fee	Based on Total Area
0 to 1 Acre	\$244.08
1 Acre and up	\$244.08 (plus \$52per acre or fraction thereof over 1 acre)

Grading and Erosion Control Fees - Single Family Residential

Single Family Residential	<u>Plan Check</u>	<u>Inspection</u>
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* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

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ENGINEERING CHARGES FOR SERVICE

>1000 feet disturbance, existing development	\$74.29	\$111.42
New development	\$74.29	\$313.06

E. Vacations (Public right-of-way and easements)

Deposit plus staff time (See Section 1)

(Applicant pays 100% of actual expenses including staff time) \$4,244.83

SECTION 10 BUILDING

A. Building Permits

Values are determined by the applicants total estimated value of the work which includes labor and materials, and/or are based on the most current Building Valuation Data, without state-specific modifiers, as published by the International Code Council and in compliance with OAR 918-050-0100 to 918-050-0110. Final building permit valuation shall be set by the Building Official.

Single Family and Two-Family Dwelling

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.22	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$92.59	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$317.07	the first \$25,000
	\$7.64	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$508.07	the first \$50,000
	\$4.88	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$752.07	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

Commercial, Industrial and Multi-Family

Total Valuation Amount

1 - 500	\$74.29	minimum fee
501 – 2,000	\$74.29	the first \$500
	\$1.85	each additional \$100 or fraction thereof, up to and including \$2,000)
2,001 – 25,000	\$102.04	the first \$2,000
	\$9.76	each additional \$1,000 or fraction thereof, up to and including \$25,000)
25,001 – 50,000	\$326.52	the first \$25,000
	\$8.24	each additional \$1,000 or fraction thereof, up to and including \$50,000)
50,001 – 100,000	\$532.52	the first \$50,000
	\$6.11	each additional \$1,000 or fraction thereof, up to and including \$100,000)
100,001 and up	\$838.02	the first \$100,000
	\$4.27	each additional \$1,000 or fraction thereof over \$100,00)

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

SECTION 10
BUILDING

A. Building Permits (continued)

Manufactured Dwelling Installation Permits

Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder, plumbing connections, all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.

Manufactured home set up and installation fee	\$393.71
Site Plan Review	Residential Rate per Section 9.(E)
Manufactured Dwelling or Cabana Installation	See Appendix A for applicable state fees.

Area Development Permit (ADP) - Manufactured Dwelling/Recreational Vehicle Parks

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for

Manufactured Dwelling Parks	See Table 2 in OAR 918-600-030
Recreational Vehicle Parks	See Table 2 in OAR 918-650-030

See also Appendix A for applicable state fees.

B. Plan Review Fees - Building Permit

Plan review Fee	85%	of building permit fee
Fire and life safety plan review fee (when required)	40%	of building permit fee

C. Phased Permit - Plan Review (When approved by the Building Official)

The Plan review fee for a phased project is in addition to standard plan review fees and is based on a minimum phasing fee, plus 10% of the total project building permit fee, not to exceed \$1,500 for each phase pursuant to the authority of OAR 918-050-0160

Commercial, Industrial, Multi-Family	\$100	Minimum Fee
Residential and Manufactured Dwellings	\$50	Minimum Fee

SECTION 10 BUILDING

D. Deferred Submittals (When approved by the Building Official)

The fee for processing deferred submittals and reviewing deferred plan submittals shall be an amount equal to 65% of the permit fee calculated according to OAR 918-050-0170 using the value of the particular deferred portion or portions of the project, with a set minimum fee. This fee is in addition to the project plan review fee based on the total project value.

Commercial, Industrial, Multi-Family	\$150	Minimum Fee
Residential and Manufactured Dwellings	\$75	Minimum Fee

E. Mechanical Permits - Residential

Minimum Fee	\$74.29
Mechanical Plan Review - Residential	30% of mechanical permit fee (when required)
<i>See also Appendix A for applicable state fees.</i>	

<i>Air conditioner</i>	\$ 23.81	
<i>Air handling unit of up to 10,000 cfm</i>	\$ 17.85	includes ductwork
<i>Air handling unit greater than 10,000 cfm</i>	\$ 30.12	includes ductwork
<i>Appliance vent installation relocation or replacement not included in an appliance permit</i>	\$ 11.89	
<i>Attic/crawl space fans</i>	\$ 17.88	
<i>Chimney/liner/flue/vent</i>	\$ 23.81	
<i>Clothes dryer exhaust</i>	\$ 11.89	
<i>Decorative gas fireplace</i>	\$ 23.81	includes vent
<i>Ductwork – no appliance/fixture</i>	\$ 11.89	
<i>Evaporative cooler other than portable</i>	\$ 23.81	
<i>Floor furnace, including vent</i>	\$ 23.81	
<i>Flue vent for water heater or gas fireplace</i>	\$ 11.89	
<i>Furnace - up to 100,000 BTU</i>	\$ 23.81	
<i>Furnace - greater than 100,000 BTU</i>	\$ 43.63	
<i>Furnace/burner including duct work/vent/liner</i>	\$ 23.81	
<i>Gas or wood fireplace/insert</i>	\$ 23.81	includes vent
<i>Gas fuel piping outlets (up to four outlets)</i>	\$ 7.94	
<i>Gas fuel piping outlets (over four outlets, per each)</i>	\$ 2.02	
<i>Heat pump</i>	\$ 23.81	includes ductwork and vents
<i>Hood served by mechanical exhaust, including ducts for hood</i>	\$ 17.88	
<i>Hydronic hot water system</i>	\$ 23.81	

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Installation or relocation domestic-type incinerator \$ 29.71

E. Mechanical Permits - Residential (continued)

<i>Mini split system</i>	\$ 23.81	includes ductwork and vents
<i>Oil tank/gas/diesel generators</i>	\$ 23.81	
<i>Pool or spa heater, kiln</i>	\$ 23.81	
<i>Radon mitigation</i>	\$ 17.88	
<i>Range hood/other kitchen equipment</i>	\$ 17.88	includes ductwork
<i>Suspended heater, recessed wall heater, or floor mounted unit heater</i>	\$ 23.81	
<i>Ventilation fan connected to single duct</i>	\$ 11.89	
<i>Ventilation system not a portion of heating or air-conditioning system authorized by per</i>	\$ 17.88	
<i>Water heater</i>	\$ 23.81	includes vent
<i>Wood/pellet stove</i>	\$ 23.81	includes vent
<i>Other heating/cooling</i>	\$ 23.81	
<i>Other fuel appliance</i>	\$ 23.81	
<i>Other environment exhaust/ventilation</i>	\$ 17.88	

F. Mechanical Permits – Commercial, Industrial, and Multi-Family

Based on the total value of mechanical materials, equipment, installation, overhead and profit.

Plan review fee – Commercial 30% of Mechanical permit fee

Mechanical Permit Fee	Based on total valuation Amount
0 - 500	\$74.29 minimum fee
500.01 - 5,000	\$74.29 Plus additional below
	\$3.06 each add'l \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$211.99 for the first 5,000 plus additional below
	\$3.67 each add'l \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 100,000	\$395.49 for the first 10,000 plus additional below
	\$9.77 each add'l \$1,000 or fraction thereof, between \$10,000.01 and \$100,000
100,000.01 and up	\$1,274.79 for the first 100,000 plus additional below
	\$4.89 each add'l \$1,000 or fraction thereof over \$100,000

See appendix A for additional fees collected on behalf of the Sherwood School District, State of Oregon, and Metro.

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G. Plumbing Permits – New One and Two Family Dwellings

Includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains,

One Bathroom	\$311.20
Two Bathrooms	\$384.43
Three Bathrooms	\$457.65
Additional Kitchen or Bathroom	\$189.17

H. Plumbing Permits – Residential

Minimum Fee	\$74.29
Plumbing Plan Review - Residential	30% of plumbing permit fee (when required)

Manufactured Dwelling Utility Connection	\$36.61	each
Absorption valve	\$18.31	each
Alternate potable water heating system	\$18.31	each
Backflow preventer	\$18.31	each
Backwater valve	\$18.31	each
Catch basin or area drain	\$18.31	each
Clothes washer	\$18.31	each
Dishwasher	\$18.31	each
Drinking fountain	\$18.31	each
Trench drain	\$18.31	each
Ejectors/sump pump	\$18.31	each
Expansion tank	\$18.31	each
Fixture cap	\$18.31	each
Floor drain/floor sink/hub drain	\$18.31	each
Garbage disposal	\$18.31	each
Hose bib	\$18.31	each
Ice maker	\$18.31	each
Interceptor/grease trap	\$18.31	each
Manholes	\$18.31	each
Primer	\$18.31	each
Roof drain	\$18.31	each

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Septic abandonment	\$18.31 each
Sink/basin/lavatory	\$18.31 each
Stormwater retention/detention tank/facility	\$18.31 each
Swimming pool piping	\$18.31 each
Tub/shower/shower pan	\$18.31 each
Urinal	\$18.31 each
Water closet	\$18.31 each
Water heater	\$18.31 each
Other Fixture or Item	\$18.31 each
Water lines, Sanitary Sewer lines, Storm Sewer/ Footing lines (first 100 feet)	\$61.02
Water lines, Sanitary Sewer lines, Storm Sewer/ Footing lines (over 100 feet)	\$33.57 each additional 100 ft.
<i>See appendix A for surcharge collected on behalf of the State.</i>	

I. Plumbing Permits – Commercial, Industrial, and Multi-Family

Based on the number of fixtures, appurtenances and piping with a set minimum fee.

Plan Review Fee – Commercial	30% of plumbing permit fee (when required)
Minimum Fee	\$74.29

See Section H for individual fixture rates.

See also Appendix A for applicable state fees.

Medical Gas Permits – Commercial Plumbing

Based on the total value of installation costs and system equipment as applied to the following fee matrix.

See also Appendix A for applicable state fees.

Plan review fee – Commercial	30% of plumbing permit fee
Plumbing Permit Fee	Based on total valuation Amount
0 - 500	\$106.12 minimum fee
500.01 - 5,000	\$106.12 Plus additional below
	\$2.12 each additional \$100 or fraction thereof between \$500.01 and \$5,000
5,000.01 - 10,000	\$201.52 for the first 5,000 plus additional below
	\$3.18 each additional \$100 or fraction thereof, between \$5,000.01 and \$10,000
10,000.01 - 50,000	\$360.52 for the first 10,000 plus additional below
	\$10.08 each additional \$1,000 or fraction thereof, between \$10,000.01 and \$50,000
50,000.01 - 100,000	\$763.72 for the first 50,000 plus additional below

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	\$11.67 each additional \$1,000 or fraction thereof, between \$50,000.01 and \$100,000
100,000.01 and up	\$1,347.22 for the first 100,000 plus additional below
	\$7.43 each additional \$1,000 or fraction thereof over \$100,000

J. Residential Fire Suppression

Continuous Loop/Multipurpose (Plumbing permit) and Standalone Systems (Structural permit) - fee includes plan review fee

Total Square Footage (including Garage)

0 to 2,000	\$106.12
2,001 to 3,600	\$159.18
3,601 to 7,200	\$265.30
7,201 and greater	\$318.36

K. Commercial Fire Suppression - Alarms and Sprinklers (Structural Permit)

See Commercial, Industrial, and Multi-Family Fee table by valuation

Separate electrical permit application through Washington County may also be required.

L. Electrical Permits – Issued and Inspected by Washington County (503) 846-3470

M. Solar Photovoltaic System Installation – Structural Only

Electrical permits are also required through Washington County

Solar Photovoltaic (PV) installations that comply with the prescriptive path system \$149.84

Solar Permit - Non-Prescriptive Path System ~~Typical~~ Structural Fees by valuation

N. Structural Demolition Permits - Not subject to state surcharge

Residential	\$234.46
Commercial	\$344.30

O. Other Inspections and Fees (Building, Mechanical, Plumbing, Grading and Erosion)

Re-inspection fee	\$90
Inspections outside normal business hours <i>(when approved by the Building Official)</i>	\$90 per hour plus State surcharge (Minimum charge = 2 hours)
Inspection for which no fee is specifically indicated	\$90 per hour plus State surcharge (Minimum charge = ½ hour)
Each additional inspection, above allowable - per each	\$90 per hour plus State surcharge (Minimum charge = ½ hour)

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Investigation fee	\$90 per hour to enforce the code, \$90 minimum.
Additional plan review required (Min charge = ½ hour)	\$90 per hour or actual time (For changes, additions or revisions)
Re-stamp of lost, stolen or damaged plans	\$55 per plan set
Application/Permit extensions	\$50

(Renewal of an application or permit where an extension has been requested in writing, and approval granted by the Building Official, prior to the

O. Other Inspections and Fees (Building, Mechanical, Plumbing, and Erosion) (continued)

Permit reinstatement fee	50% of amount required for a new permit or a percentage
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(This fee is for reinstatement of a permit, where a reinstatement request has been made in writing, and approval granted by the Building Official,

P. Refunds (Building Permit, Mechanical, Plumbing, and Erosion)

Permit refunds	\$90
Plan review refunds	\$90

Q. Certificate of Occupancy (Valid for 30 days - As determined by the Building Official)

Temporary residential	\$50 per request
Temporary commercial/industrial	\$300 per request

R. Certificate of Occupancy Application Fee (As determined by the Building Official) - when no permits are required

Dissimilar Use or Change in Occupancy Classification	\$132.65 minimum fee, includes 1 hour code review time
	\$90 per hour for review time greater than 1 hour