

RESOLUTION NO. 25-2047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ESTABLISHING 2026 USER FEES FOR PERMITS AND SERVICES

WHEREAS, the City Council of the City of Lake Forest Park has determined that establishing fees for various services, applications, and permits by resolution allows for the centralization of such fees and charges; and

WHEREAS, the City Council has determined that the annual review and adjustment of some of the fees for City services, applications, and permits are appropriate to aid in the cost recovery of providing services; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AMENDMENT. The City Council of the City of Lake Forest Park approves the fee schedule attached as Exhibit A, which shall remain in effect until revised by future Council action.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 3. EFFECTIVE DATE. This fee schedule in this Resolution shall go into effect on January 1, 2026.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 20th day of November 2025.

APPROVED:

Tom French
Tom French (Nov 21, 2025 16:41:33 PST)

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: November 13, 2025
PASSED BY THE CITY COUNCIL: November 20, 2025
RESOLUTION NO.: 25-2047

2026 User Fee Schedule DRAFT

| | Fees |
|--|-----------------------------|
| Licensing & Permits | |
| Adult Cabaret License Application | \$ 1,500 |
| Adult Cabaret Manager License | 250 |
| Adult Cabaret Entertainer License | 200 |
| Business License, Calendar Year (Non-refundable) | |
| Business located in the City | 40 |
| Business located outside of the City | 80 |
| Coin operated Amusement Devices | 60 |
| Initiative Filing | 250 |
| Referendum Filing | 250 |
| (to be refunded if the ordinance is overturned) | |
| Open House Sign Removal Fee | 25 |
| Outdoor Promotion Permit | 50 |
| Secondhand Dealer Permit | 70 |
| Solicitor Permit | 100 |
| Services | |
| Returned Payment Fee | 40 |
| Fingerprinting | 20 |
| False Alarm Fines | |
| 1st offense | 52 |
| 2nd offense | 103 |
| Notary services (per notarial certificate) | 15 |
| Personal Floatation Device Fine | 25-50 |
| Pet License Fees | |
| Altered | 30 |
| Unaltered | 60 |
| Juvenile | 15 |
| Senior Discount | 15 |
| Replacement Tag | 5 |
| Transfer Fee | 3 |
| Service Animal | No fee |
| Passport Fees | |
| City Processing Fee | 35 |
| City Photo Fee | 20 |
| Digital Photo Fee | 10 |
| Photocopies, Records / Reports | |
| Accident Reports (non-participants) | 10 |
| Certified Copies | 10 |
| Photocopy of paper records, or printed copies of electronic records (per page) | 0.15 |
| Electronic copy of scanned paper records (per page) | 0.10 |
| Duplication of Audio Recording | 10 |
| Audio/Video Disc | 10 |
| Sending of electronic files | 0.10/GB |
| Copies requiring outside copy services or copies of electronic records onto other storage | At Cost |
| Body worn camera recordings/footage | 0.60/minute of staff review |
| Credit Card Transaction Fee ¹ - whichever is greater | \$1.95 or 2.95% |
| ¹ The credit card transaction fee is charged for payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City. | |
| Municipal Court | |
| Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged. | |
| Sewer Monthly Service | |
| Residential | 80.74 |
| Sewer Excise Tax | 22.46 |
| Commercial / Multi-Family Residential (per ccf) | 11.90 |
| | 86.24 |
| | 23.58 |
| | 12.68 |

2026 User Fee Schedule DRAFT

| | Fees |
|---|----------------------------|
| Lien Filing and Removal Fee | 185 |
| Credit Card Transaction Fee ¹ | 3.95 |
| ¹ The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City. | |
| <i>The amount billed includes a service tax of 10% calculated on the gross revenue of the sewer services</i> | |
| Sanitary Sewer | |
| Copy of Sewer Comp. Plan | |
| Color | 125 |
| Black and White | 45 |
| Sewer Availability | 100 |
| Onsite Wastewater License Application Fee | 25 |
| Sewer Connection | |
| Single Family | 5,034 |
| Multi-Family | |
| Each Additional Unit | |
| 5/8" x 3/4" Meters | 5,034 |
| 3/4" x 3/4" Meters | 7,551 |
| 1" Meters | 12,584 |
| 1 1/2" Meters | 25,169 |
| 2" Meters | 40,270 |
| 3" Meters | 80,541 |
| 4" Meters | 125,845 |
| Sewer Permit (2 inspections) | 300 |
| Sanitary Sewer Grinder Pump Review | 300 |
| Additional Inspection | 100 |
| Credit Card Transaction Fee - A credit card transaction fee will be added to all sewer availability, sewer permit review and inspection fees paid by credit card. | 3% |
| Development Review Technology Surcharge - A technology surcharge will be added to all sewer availability, sewer permit review and inspection fees. | 10% |
| <i>Surcharge is not applied to Sewer Connection Fees.</i> | |
| Streets | |
| Street Excavation (2 inspections) | 200 |
| Additional Inspection | 100 |
| Street and Alley Vacation Fee | 500 |
| Right-of-Way Permit | 250 |
| (may be waived by City Council) | |
| Telecommunications Right-of-Way (ROW) Rental Fee | |
| Master Use Permit Application Fee | 2,500 |
| Master Use Permit Renewal Fee | 2,500 |
| Lease Application Fee | 2,500 |
| Lease Renewal Fee | 2,500 |
| City Property-Minimum Monthly Rent | 825 |
| Credit Card Transaction Fee - A credit card transaction fee will be added to all right-of-way and street excavation permit and inspection fees paid by credit card. | 3% |
| Development Review Technology Surcharge - A technology surcharge will be added to all right-of-way and street excavation permit and inspection fees. | 10% |
| Land Use | |
| For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review. For land use, development, and surface water and drainage plan applications for City projects the application fee is \$0. | |
| Administrative Appeal | 500 |
| (refunded if appeal is sustained and the administrative decision is overturned) | |
| Administrative Variance | 500 |
| Copy of Comprehensive Plan | 80 |
| Comprehensive Plan Amendment | No extra charge for Rezone |
| Conditional Use Application | 3,000 |
| Land Clearing/Grading/Excavation/ Filing | 2,500 |
| Major | 300 |
| Minor | 120 |

2026 User Fee Schedule DRAFT

| | Fees |
|--|---|
| Tree Permits | 120 |
| Corridor Tree Permit (\$120 per tree (plus consultant review costs and Urban Forest Planner review costs)) | |
| Urban Forest Planner Review - Based on Actual Cost (per hour) | 95 |
| Land Use Public Notice & Signage (per notice) | 250 |
| Boundary Line Adjustment | 2,000 |
| Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5 | 100 |
| Rezone Application | No extra charge for Comp. Plan Amend. 3,000 |
| SEPA / Regulatory Review | |
| Checklist | 750 |
| EIS administration/supervision/preparation | 5,000 |
| Critical Area Work Permit | |
| Major | 550 |
| Minor | 85 |
| Tree-related | 125 |
| Critical Area and Tree Reasonable Use Exception (plus review consultant costs) | 4,000 |
| Public Agency and Utility Exception (plus review consultant costs) | 3,500 |
| Copy of Shoreline Master Plan | 15 |
| Shoreline Substantial Development Permit | 3,500 |
| Shoreline Conditional Use Permit | 3,500 |
| Shoreline Variance | 3,500 |
| Shoreline Exemption | 500 |
| Shortplat Application | 4,000 flat fee |
| Subdivision | 12,000 + 300 per lot |
| Variance | 2,500 |
| Wireless Communication Facility Permit (not requiring conditional use) | 2,000 |
| Zoning/Land Use Code Text Amendment | 3,500 |
| Town Center Design Review | |
| Major (plus all notice, review consultant, hearing examiner costs) | 4,000 |
| Minor (plus review consultant costs) | 2,000 |
| Commercial site development permit | |
| Type I Review (Hearing Examiner) | 3,500 |
| Type III Review (Code Administrator) | 2,000 |
| Credit Card Technology Fee - A credit card technology fee will be added to all land use permit fees paid by credit card. | 3% |
| Development Review Technology Surcharge - A technology surcharge will be added to all land use permit fees. | 10% |

Building Fees

Building Permit Base Fees for standard home and utility/garage are based on the International Code Council, Building Valuation Table (below, [August 2025](#)).

| | | |
|--|---------------------------|------------------------|
| Standard Home | 168.65/sq. ft. | 170.80/sq. ft. |
| Custom Home (a home designed for a particular lot) | 206.65/sq. ft | |
| Utility/Garage | 67.54/sq. ft. | 69.64/sq. ft. |
| Add \$120 Fee to Permit Fees Less Than \$500.00 | | |
| Administration Permit Fee (for permits under \$500.00) | 145 | |
| Plan Review Fee (plus hourly for additional or consultant reviews) | | 65% of Building Permit |
| Plan Review (hourly) | 145 | |
| Additional Inspections (hourly) | 145 | |
| State Surcharge (Single Family) | 6.50 | |
| State Surcharge (Multi-Family) | 25 + 2 for each unit | |
| State Surcharge (Commercial) | 25 | |
| Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card. | | 3% |
| Development Review Technology Surcharge - A technology surcharge will be added to all building, mechanical, and plumbing permit fees. | 10% | |
| Corridor Retaining Wall is based on the Building Permit Fee Table (plus consultant review costs and staff review costs) | | |

Building Valuation Table

| Project Valuation in Dollars | Fees in dollars |
|------------------------------|-----------------|
| \$0.00 to \$1,000 | \$71.37 |

2026 User Fee Schedule DRAFT

| Fees | |
|----------------------------|--|
| \$1,001 to \$2,000 | \$71.37 for the first \$1,000.00 plus \$5.49 for each additional \$100 or fraction thereof to and including \$2,000 |
| \$2,001 to \$25,000 | \$126.27 for the first \$2,000.00 plus \$23.06 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00 |
| \$25,001 to \$50,000 | \$656.65 for the first \$25,000.00 plus \$16.47 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00 |
| \$50,001 to \$100,000 | \$1,068.40 for the first \$50,000.00 plus \$10.98 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00 |
| \$100,001 to \$500,000 | \$1,617.40 for the first \$100,000.00 plus \$9.88 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00 |
| \$500,001 to \$1,000,000 | \$5,569.40 for the first \$500,000.00 plus \$8.78 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00 |
| \$1,000,001 to \$5,000,000 | \$9,959.40 for the first \$1,000,000.00 plus \$5.49 for each additional \$1,000.00 or fraction thereof to and including \$5,000,000.00 |
| \$5,000,001 and up | \$31,919.40 for the first \$5,000,000.00 plus \$4.39 for each additional \$1,000.00 or fraction thereof |

Mechanical Permit Fees

| | |
|--|----------------------|
| Permit Base Fee | 150 |
| Furance | 30 |
| A/C or Heat Pump | 30 |
| Gas Hot Water Heater Installation/vent / expansion tank | 30 |
| Gas Log Fireplace Insert | 30 |
| Gas Piping - up to 10 outlets | 30 |
| Gas piping - each additional outlet | 5 |
| Gas range - piping hookup | 30 |
| Residential hood >400 CFM | 30 |
| Commercial hood: Class 1 hood | 30 |
| Dryer exhaust duct | 30 |
| Vent/duct Installation, relocation, or replacement vent | 30 |
| New/removal/replacement of ducting | 30 |
| Installation, relocation of boiler or absorption system | 30 |
| Installation, relocation of compressor or absorption system | 30 |
| Appliance or equipment regulated by IMC | 30 |
| Plan Review (hourly) | 145 |
| Additional Inspections (hourly) | 145 |
| State Surcharge (Single Family) | 6.50 |
| State Surcharge (Multi-Family) | 25 + 2 for each unit |
| State Surcharge (Commercial) | 25 |
| Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card. | 3% |
| Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees. | 10% |

Plumbing Permit Fees

| | |
|---|-----|
| Permit Base Fee | 150 |
| Sinks | 30 |
| Toilets | 30 |
| Showers | 30 |
| Tubs | 30 |
| Washing machine | 30 |
| Hot Tub/Spa | 30 |
| Other Plumbing fixtures on one trap | 30 |
| Electric Water Heater Installation/vent/expansion | 30 |
| Hot /Cold rough-in addition or alteration | 30 |
| Waste & vent rough-in addition or alteration | 30 |
| Water service line | 30 |
| Lawn sprinkler on any one meter (backflow device) | 30 |
| Each addition or alteration of drainage | 30 |
| Waste (sewage ejector pump) | 30 |
| Grease Trap | 30 |
| Backflow protective device | 30 |

2026 User Fee Schedule DRAFT

| | Fees |
|--|----------------------|
| Heat pump | 30 |
| Hydronic heating (loop vent system) | 30 |
| Commerical Projects Plan Review (required - hourly) | 145 |
| Grease Interceptor Plan Review (required - hourly) | 145 |
| Plan Review (hourly) | 145 |
| Additional Inspections (hourly) | 145 |
| State Surcharge (Single Family) | 6.50 |
| State Surcharge (Multi-Family) | 25 + 2 for each unit |
| State Surcharge (Commercial) | 25 |
| Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card. | 3% |
| Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees. | 10% |

Surface Water and Drainage Plan Review Fees

| | |
|-------------------------------------|--|
| Single Family Building Permit | |
| Requiring Engineering Plan | 600 |
| Without Engineering Plan | 300 |
| Multi-family site development | per 1,000 sq. ft of impervious surface |
| Commercial site development | per 1,000 sq. ft of impervious surface |
| Land Use Permits* | |
| Subdivisions / Shortplats (per lot) | 500 |
| Reasonable use exemptions (per lot) | 500 |
| Conditional Use Permit (per lot) | 500 |
| Variances (per lot) | 500 |

* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.

Surface Water Utility Assessments

| | | |
|---------------------------|-----------------------------|---------------|
| Single Family Residential | 311.49 | 358.21 |
| Class | % Impervious Surface | |
| Very Light | 0%-10% | 311.49 |
| Light | 11%-20% | 748.70 |
| Medium | 21%-45% | 1,505.76 |
| Medium High | 46%-65% | 2,907.62 |
| High | 66%-85% | 3,686.40 |
| Very High | 86%-100% | 4,828.71 |

The amount billed includes a service tax of 10% calculated on the gross revenue of the stormwater and surface water services

Facility Fees

| | |
|--|------------------------------------|
| Lake/Forest Room | |
| Evening Use (6 p.m. - 10 p.m.) | 50 |
| Emergency Operations Center (EOC) Room | |
| Evening Use (6 p.m. - 10 p.m.) | 50 |
| Council Chambers | |
| Evening Use (6 p.m. - 10 p.m.) | 50 per hour + setup/cleanup fee |

The fee for use of the Lake/Forest Room or Emergency Operations Center by other governmental organizations and non-profit organizations may be waived or negotiated.

Special Events

| | |
|--|----------------------------|
| Non-profit (501c3 organizations, neighborhood block parties, etc.) | |
| 1-30 Participants | No Permit Required |
| 31-250 Participants | No Charge/ Permit Required |

Resolution2047-25 User Fees

Final Audit Report

2025-11-22

| | |
|-----------------|--|
| Created: | 2025-11-21 |
| By: | Jessica Halterman (jhalterman@cityoflfp.gov) |
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