

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 _____ day of November 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
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
	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