

RESOLUTION NO. 2025-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON, AMENDING  
SCHEDULE 6 OF THE CITY'S MASTER FEE SCHEDULE.

**WHEREAS**, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and


**WHEREAS**, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Castle Rock do hereby resolve as follows:

**SECTION 1.** Master Fee Schedule Amended. The master fee schedule is amended as set forth in the schedules attached hereto as Exhibit A (Master Fee Schedule) and incorporated by reference. Exhibit A hereby supersedes and replaces in its entirety, Exhibit A as set forth in Resolution No. 2025-02.

**SECTION 2.** This resolution shall be effective immediately upon its adoption.

PASSED by the City Council and signed by the Mayor on this 12<sup>th</sup> day of May, 2025.

Signed by:  
  
654D3D115D2842B...  
Mayor Paul Helenberg

Approved as to form:

Attest:

DocuSigned by:  
  
8E789717B449479...  
Nikki Thompson, City Attorney

Signed by:  
  
2574A2F47A374DB...  
Carrie Cuttonaro, Clerk-Treasurer

City of Castle Rock  
Master Fee Schedule

Approved by Resolution No. 2025-03

<u>Schedules</u>	<u>Effective Date</u>
1, 2, 3, 7, 8, 9, 10	February 24, 2025
4, 5	March 24, 2025
6	May 12, 2025

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## Schedule 1 – Administrative

**Effective Date: February 24, 2025**

<b>Reproduction of Public Records</b>	
The City Council hereby finds that it would be an undue burden as provided for in <a href="#">RCW 42.56.120(2)(b)</a> to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The following fees are set by Ordinance No. 2021-04:	
<b>Description</b>	<b>Fee</b>
Public Records Inspection Request	No Charge
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies.	\$0.15 per page
Scanned records, or use of agency equipment for scanning.	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$0.05 per four electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$0.10 per gigabyte
Digital storage media device, envelopes and/or packaging provided by the City.	Actual Cost
Postage or delivery charges.	Actual Cost
(Varies) *	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	

\*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

<b>Returned Payment</b>	
<b>Description</b>	<b>Fee</b>
Returned payment, or payment not honored by a financial institution. <i>Replacement payment shall be made by cash, cashier's check, or money order payable to the City of Castle Rock.</i>	\$35.00

## Schedule 2 – Other Fees

Effective Date: February 24, 2025

<b>Business Licenses*</b> (Obtained through <a href="#">WA State DOR</a> )		
<b>Description</b>		<b>Fee</b>
Annual Home Business License		\$75.00
Annual General Business License		\$75.00
Annual Non-Resident Business License	Gross Annual Income greater than \$2,000.00.	\$75.00
	Gross Annual Income \$0 - \$2,000.01.	No Fee
Annual Nonprofit Business License		No Fee
*Annual Business Registrations are obtained, and fees paid through the Washington State Department of Revenue at this website: <a href="https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock">https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock</a> .		

<b>Other Business Licenses</b> (Obtained through Castle Rock Finance Department)		
<b>Description</b>		<b>Fee</b>
Temporary Business License (valid for 30 consecutive days)	Maximum number of Temporary Business Licenses issued per calendar year is two (2) for a maximum of sixty (60) days	\$30.00
Cabaret/Dance Hall/Music License	Annual (Jan 1 – Dec 31)	\$120.00
	Per Day	\$30.00
Card Room License	Annual (Jan 1 – Dec 31)	\$100.00
Coin-Operated Amusement Devices (Includes Jukebox machines, pinball machines, and all other coin operated amusement devices)	Annual (Jan 1 – Dec 31) (Each Individual Device)	\$20.00
Pool Table	Annual (Jan 1 – Dec 31) (Each Individual Table)	\$75.00

<b>Special Event Permit</b>	
<b>Description</b>	<b>Fee</b>
Fireworks Permit Application Processing Fee	\$0

<b>Fireworks Permit</b>	
<b>Description</b>	<b>Fee</b>
Fireworks Permit Application Processing Fee	\$10.00

## Schedule 3 – Police

**Effective Date: February 24, 2025**

<b>Firearms Dealer License</b>	
<b>Description</b>	<b>Fee</b>
Firearms Dealer License	\$125.00*

\*Rates are set by the State and are subject to change without notice.

<b>Concealed Pistol License</b>	
<b>Description</b>	<b>Fee</b>
Concealed Pistol License	\$36.00* plus fingerprinting fees
Concealed Pistol License – Renewal	\$32.00*
Concealed Pistol License – Late Renewal	\$42.00*
Concealed Pistol License – Replacement	\$10.00*

\*Rates are set by the State and are subject to change without notice.

<b>Other Fees</b>	
<b>Description</b>	<b>Fee</b>
Fingerprints	\$10.00
Body Worn Camera Records Fee (unexempted requests)	\$50.53* per hour

\*Rates are set by the State and are subject to change without notice.

<b>Repeated False Alarm Response</b>	
<b>Description</b>	<b>Fee</b>
Third occurrence of a false alarm within any 6-month period.	\$50.00
Fourth and all subsequent false alarms within the same 6-month period.	\$100.00

## Schedule 4 – Building Code

Effective Date: March 24, 2025

### Non-Refundable Fees

All fees and charges collected pursuant to this schedule shall be non-refundable except as provided by the building codes for bona fide refunds as approved by the building official.

### Code Enforcement

The State Building Code Act requires that each local jurisdiction enforce the State Building Code within its jurisdiction.

This includes all fees as directed in this document and work for which a required permit was not obtained.

**Refer to all tables for applicable fees.**

### Tables

- Table A-1 – Building Division Fees
- Table B-1 – Building Permit Fees
- Table B-2 – One- and Two-Family Dwellings / Structures / Accessory to Dwelling; Alterations
- Table F-1 – Fire Code Permit Fees
- Table G-1 – Excavation and Grading Fees
- Table M-1 – Mechanical Permit Fees
- Table P-1 – Plumbing Permit Fees
- Table O-1 – Other Fees

## **Building Permits**

International Building Code (Ch. 51-50 WAC) and International Residential Code (Ch. 51-51 WAC). Building permit fees are to be assessed from Table A-1 Based upon the building valuation. City of Castle Rock will utilize the international Code Council's (ICC) "Building Valuation Data", current edition, as published by the ICC with exceptions allowed as follows: For structures not specifically referenced in the valuation table; the building official, or designee, is authorized to use the fair market value or bid price of the project as the basis for fee assessment. The administrative and plan review fees will be collected when the building plans and applications are submitted. The building permit fee, and other associated fees, will be collected when the permit is issued.

- Washington State Building Code Council surcharge for projects permitted under the IRC. Each fee shall be collected for each Building Permit issued for the first unit and a reduced fee shall be collected for each additional unit.
- Washington State Building Code Council surcharge for projects permitted under the IBC or IEBC shall be charged.

**Refer to Table B-1 for fees.**

## **Plan Review Fees**

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee unless otherwise stated. The plan review fee is to be paid at the time of plan submittal.

One- and Two-Family Dwelling – "Same As" –

A building plan may be used repetitively upon request of the applicant and approval of the building official. When approved, the plan shall be retained on file as a master plan. A building master plan may be used repetitively provided:

- All "Same As" development shall occur within the code cycle under which the master plan is approved.
- The initial application submittal shall include a complete set of plans, including all supporting documentation. The originally-produced PDF documentation shall be submitted electronically. Any replications of the originals, including scanned copies or size-adjusted versions, shall not be accepted unless pre-approved.
- Documentation prepared by a registered design professional shall include written permission to use the work repetitively.
- All subsequent "Same As" applications shall not deviate from the approved master plan.
- Payment of appropriate fees.

The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

**Refer to Table B-1 for Building Permit Fees.**

**Refer to Table O-1 for other applicable fees.**



<b>Table A-1 Building Division Fees</b>	
<b>Total Valuation</b>	<b>Fee</b>
\$1.00 to \$500.00	\$39.25
\$501.00 to \$2,000.00	\$39.25 for the first \$500.00, plus \$5.04 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$138.00 for the first \$2,000.00, plus \$22.41 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$670.00 for the first \$25,000.00 plus \$16.04 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$1,083.00 for the first \$50,000.00 plus \$11.53 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,659.50 for the first \$100,000.00 plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$5,415.00 for the first \$500,000.00 plus \$7.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$9,405.00 for the first \$1,000,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof.

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

### **Commercial Structures and Alterations**

Valuation is based on the greater of 'Building Valuation Data' table or Fair Market Value. Shell buildings and unfinished spaces shall be valued at no less than eighty percent (80%) of the above valuations.

**Refer to Table B-1 for Building Permit Fees.**

**Refer to Table O-1 for other applicable fees.**

### **Occupancy Permits**

Change of occupancy classification and verification of occupancy classifications as defined pursuant to International Building Code Chapter 3.

**Refer to Table B-1 for fees.**

**Refer to Table O-1 for other applicable fees.**

### **Demolition Permits**

**Refer to Table O-1 for applicable fees.**

### **Factory Assembled Structures**

Factory Assembled Structures are regulated by Washington State Labor & Industries. A Placement Permit is required for installation of factory assembled structures. For residential structures, the Placement Permit shall include allowance for two (2) exterior exit landings, not to exceed 4 feet by 8 feet, and associated stairs. For commercial structures, a separate building permit may be required for means of egress structures; refer to Table B-1 for associated fees. Separate mechanical, plumbing and fire code permits may be required; refer to Table M-1, P-1, and F-1 for associated fees. Placement Permits shall include allowance for three (3) inspections. Each additional inspection will be conducted at the applicable rate.

**Refer to Table B-1 for Building Permit Fees.**

**Refer to Table O-1 for other applicable fees.**

<b>Table B-1 Building Permit Fees</b>		
<b>Description</b>		<b>Fee</b>
Permit Administration Fee – Applied to each permit application.		\$45.00
Washington State Surcharge (for each permit under IRC)	First Unit	\$6.50
	Each Additional Unit	\$2.00
Washington State Surcharge (for each permit under IBC or IEBC)		\$25.00
Commercial Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit
One- & Two-Family Dwellings and Accessory Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit Fee
One- & Two-Family “Same As”	Initial Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Initial Plan Review	65% of Permit Fee
	Permit; all Subsequent Issuance	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review; all Subsequent Issuance	50% of Initial Plan Review Fee
Commercial Factory Assembled Structures – Means of Egress	Landing $\leq 5' \times 8'$ and associated stairs and ramp	\$200.00
	All Other (minimum fee \$200.00)	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review for All Other	65% of Permit Fee
Occupancy Permit (Does not include tenant alterations)	Change of Occupancy	\$100.00
	Plan Review for Change of Occupancy	\$100.00
	Verification of Occupancy Classification (tenant move-in)	\$100.00
Issuance of Address		\$100.00 per address
Re-Roof Fees	Commercial Permit (minimum fee \$200.00)	Use Table A-1 to calculate based on Fair Market Value. Fee is equal to 50% of that calculation.
	One- and Two-Family Dwellings (when required) (two inspections included)	\$200.00
General Building Permit for which no fee is specified	Permit	Use Table A-1 to calculate based on the greater of Fair Market Value or Bid Price.
	Plan Review	65% of Permit Fee

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

### One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations

Refer to Table B-1 for Building Permit Fees.

Refer to Table B-2 for One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations.

Refer to Table O-1 for other applicable fees.

<b>Table B-2 One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations</b> <b>Valuation Table – Per Square Foot Valuations shall be determined as follows:</b>	
<b>Description</b>	<b>Valuation</b>
Single-Family and Two-Family Dwellings	\$123.00 per square foot
Multi-Family Dwellings	\$120.00 per square foot
Addition	\$100.00 per square foot
Unfinished Spaces: Basement/Attic	\$52.00 per square foot
Garage/Utility Building; Conventional Light Frame Construction	\$48.00 per square foot
Utility Buildings/Garage/Carport; Pole Building Type Construction	\$32.00 per square foot
Carport/Patio Cover	\$26.00 per square foot
Deck	\$20.00 per square foot
Deck with Roof Cover	\$34.00 per square foot
Alterations	Fair Market Value
Work other than described	Fair Market Value

### **Fire Code – International Fire Code – Chapter 51-54A WAC.**

Operational Permits – the fire code official is authorized to issue operational permits for the installations and activities enumerated in Section 105.6 of the WAC. Permits shall be valid for a prescribed period of time or until renewed or revoked. Permits shall be renewed each year thereafter upon approval of the fire code official and payment of appropriate fees.

- Permit Renewal Fee at interval not to exceed one (1) year from date of issuance.
- Plan Review Fee to verify conditions of issuance. This fee is assessed at permit first issuance and is non-recurring unless the conditions of permit are changed.

Construction Permits – The fire code official is authorized to issue fire code construction permits for the work activities enumerated in Section 105.7 of the WAC.

**Refer to Table F-1 for Fire Code Permit Fees.**

**Refer to Table O-1 for other applicable fees.**

<b>Table F-1 Fire Code Permit Fees</b> <b>Note: Minimum Permit / Plan Review Fee unless otherwise noted is \$100.00 (excluding the Administration Fee)</b>		
Description		Fee
Permit Administration Fee	Applied to each permit application.	\$45.00
Plan Review Fee	Applied to each permit – unless otherwise noted.	\$100.00
Commercial Hood Suppression System	Permit	\$180.00
Construction Permits	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
LPG Storage Tank > 25 GL ≤ 120 GL – Residential Installation Only	Permit	\$100.00
	Plan Review	\$20.00
LPG Storage Tank	≤ 500 GL - Permit	\$100.00
	> 500 GL ≤ 2,000 GL- Permit	\$180.00
	> 2,000 GL - Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Complete System	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Repair and/or Panel Replacement		\$100.00
Fire, Life, Safety Plan Review	Commercial Building Permits Only	50% of Building Permit Fee
	Commercial Occupancy Permit	\$100.00
Fire Suppression/Sprinkler Systems	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Sprinkler System Alterations, Replacement (Maximum two (2) heads)		\$100.00
Fuel Storage Tank (Flammable/Combustible Liquids) ≤ 500 GL	Permit	\$100.00
Fuel Storage Tank (Flammable, Combustible Liquids) > 500 GL	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Generators	Permit	\$100.00
Operational Permits	Permit	\$100.00
	Permit Renewal Fee (1 Year Interval)	\$50.00
	Plan Review (initial permit; not applicable to renewal unless conditions of permit change)	\$50.00

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

### **Grading and Excavation – Castle Rock Municipal Code 15.02.050**

When a plan or other data are required to be submitted, a plan review fee shall be paid at time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

**Refer to Table G-1 for Grading and Excavation fees.**

**Refer to Table O-1 for other applicable fees.**

**Table G-1 Excavation and Grading Fees**

<b>Cubic Yards</b>	<b>Plan Review Fee</b>
0 – 50	\$37.70
51 – 1,000	\$60.48
1,001 – 10,000	\$88.84
10,001 – 20,000	\$129.25
20,001 – 30,000	\$169.65
30,001 – 40,000	\$210.06
40,001 – 50,000	\$250.46
50,001 – 60,000	\$290.87
60,001 – 70,000	\$331.27
70,001 – 80,000	\$371.68
80,001 – 90,000	\$407.20
90,001 – 100,000	\$452.49
100,001 – 200,000	\$447.12 for first 100,000 cubic yards, plus \$22.21 for each additional 10,000 cubic yards or fraction thereof
200,001 and more	\$669.23 for the first 200,000 cubic yards, plus \$12.11 for each additional 10,000 cubic yards or fraction thereof

<b>Inspection Fee - Applied to every permit fee in addition to the fees listed below.</b>				\$100.00
<b>Cubic Yards</b>	<b>Permit Fee</b>	<b>Cubic Yards</b>	<b>Permit Fee</b>	
0 – 50	\$37.70	5,001 – 6,000	\$449.58	
51 – 100	\$60.48	6,001 – 7,000	\$473.49	
101 – 200	\$90.43	7,001 – 8,000	\$497.40	
201 – 300	\$120.39	8,001 – 9,000	\$521.31	
301 – 400	\$150.34	9,001 – 10,000	\$545.23	
401 – 500	\$180.28	10,001 – 20,000	\$657.63	
501 – 600	\$210.23	20,001 – 30,000	\$770.04	
601 – 700	\$240.17	30,001 – 40,000	\$882.45	
701 – 800	\$270.12	40,001 – 50,000	\$994.86	
801 – 900	\$300.07	50,001 – 60,000	\$1,107.26	
901 – 1,000	\$330.02	60,001 – 70,000	\$1,219.67	
1,001 – 2,000	\$353.62	70,001 – 80,000	\$1,332.08	
2,001 – 3,000	\$377.85	80,001 – 90,000	\$1,443.05	
3,001 – 4,000	\$401.75	90,001 – 100,000	\$1,556.89	
4,001 – 5,000	\$425.66	100,001 and more	\$1,538.44 for the first 100,001 cubic yards, plus \$59.48 for each additional 10,000 cubic yards or fraction thereof	

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.



### **Mechanical Construction – International Mechanical Code – Chapter 51-52 WAC.**

A mechanical permit is required for all mechanical work regulated by the Washington State Building Code. For mechanical work associated with Building Permits for New Residential and for New Commercial/Industrial Construction, the building and mechanical permits may be combined, and the mechanical permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

**Refer to Table M-1 for Mechanical Permit Fees.**

**Refer to Table O-1 for other applicable fees.**

<b>Table M-1 Mechanical Permit Fees</b>		
<b>Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)</b>		
<b>Description</b>		<b>Fee</b>
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combination Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$200.00
	Over 3,000 square feet	\$300.00
Stand Alone Mechanical Permits – Residential Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Residential Construction plus itemized fees below.	\$35.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$20.00 per unit
	Boiler or Compressor	\$20.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$20.00
	Ventilation/exhaust fan	\$20.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$20.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Mechanical Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Commercial or Industrial Construction plus itemized fees below.	\$75.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$35.00 per unit
	Boiler or Compressor	\$75.00
	Refrigeration System	\$75.00
	Commercial Hood: Installation of each served by a mechanical exhaust, including the ducts for such hood	\$75.00
	Incinerator: Installation or relocation of each	\$100.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$35.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$35.00
	Propane Tank Placement – Installation or relocation of each	\$100.00

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

### **Plumbing Construction – Uniform Plumbing Code – Chapter 51-56 WAC.**

A plumbing permit is required for all plumbing work regulated by the Washington State Building Code. For plumbing work associated with Combination Building Permits for New Residential and for New Commercial/Industrial Construction, the building and plumbing permits may be combined, and the plumbing permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

**Refer to Table P-1 for Plumbing Permit Fees.**

**Refer to Table O-1 for other applicable fees.**

<b>Table P-1 Plumbing Permit Fees</b>		
<b>Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)</b>		
<b>Description</b>		<b>Fee</b>
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combined Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$300.00
	Over 3,000 square feet	\$400.00
Stand Alone Plumbing Permits – Residential	Base Fee (Apply to each stand-alone Plumbing Permit for Residential Construction plus itemized fees below.	\$35.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$10.00
	Water Service: For meter to building	\$10.00
	Per fixture for repair or alteration of drainage, waste, or vent piping	\$10.00
	Per drain for rainwater systems	\$10.00
	Per lawn sprinkler system, includes backflow prevention	\$10.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$10.00
	Per interceptor for industrial waste pretreatment	\$10.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Plumbing Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Plumbing Permit for Commercial or Industrial Construction plus itemized fees below.	\$50.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$20.00
	Water Service: For meter to building	\$20.00
	Per fixture for repair or alteration of drainage or vent piping	\$20.00
	Per drain for rainwater systems	\$20.00
	Per lawn sprinkler system, includes backflow prevention	\$20.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$20.00
	Per interceptor for industrial waste pretreatment	\$20.00
Medical Gas Piping: (each gas piping system up to six (6) outlets		\$20.00

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

<b>Table O-1 Other Fees</b>		
<b>Description</b>		<b>Fee</b>
Inspections	Additional Inspection Fee	\$100.00 each
	Outside of normal business hours.	\$300.00 each
	Reinspection Fee	\$150.00 each
	Inspection for which no fee is specifically indicated	\$100.00 each
Administrative Determination		\$25.00 each 15 minutes or fraction thereof
Additional plan review required by amendments or revisions to the approve plans		No Minimum Fee*
For use of outside consultants for plan checking and inspections, or both		No Minimum Fee*
City Staff Consultation Fee (minimum charge – one hour)		\$25.00 each 15 minutes or fraction thereof
City Contracted Staff Consultation Fee		No Minimum Fee*
Commercial Factory Assembled Structure Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Manufactured Home Placement – Double Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00
Manufactured Home Placement – Multi-Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00 + \$75.00/attachment over two
Utility Building Accessory to a Dwelling - Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Demolition	Commercial Structure	\$450.00
	Residential Structure	\$150.00
Signs requiring a Building Permit (In addition to any building permit fees and/or plan review fees for installation, a sign permit fee is applicable.)	Permit	Use Table A-1 to calculate based on Total Valuation.
	Plan Review	50% of Permit Fee
Non-Compliance (Failure to obtain a Permit)		Permit Fees Double
Records Research & Photocopies		Refer to Schedule 1 – Administrative

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

## Schedule 5 – Planning

Effective Date: March 24, 2025

Environmental Review			
Description			Fee
Critical Areas	Determination	Application Fee	\$250.00
		Administration Fee	\$45.00
	Permit	Application Fee	\$500.00*
		Administration Fee	\$45.00
SEPA (State Environmental Policy Act)	EIS Permit (Environmental Impact Statement)		\$1,500.00* (Bond Required)
	Threshold Determination		\$300.00*
Shoreline	Appeal (shoreline only)		No Minimum Fee*
	Permit		\$1,000.00*
	Substantial Development Permit (SDP)		\$1,500.00*

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Land Use Actions		
Description		Fee
Binding Site Plan		\$2,500.00*
Boundary Line Adjustment		\$350.00*
Fee in Lieu of Park Land Dedication		\$2,500.00/lot*
Manufactured Home Park/Subdivision		\$2,500.00*
Recreational Vehicle (RV) Park		\$2,500.00*
Short Plat (Includes Final)		\$1,500.00 plus \$250/lot*
Subdivision	Preliminary Plat	\$2,500.00 plus \$250/lot*
	Plat Time Extension	\$1,000.00
	Final Plat	\$1,500.00*
Vacation of Plat or Public Right-of-Way		\$100.00* plus purchase price of Land

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Other Land Use/Planning Fees		
Description		Fee
Appeals (other than shoreline)		\$750.00*
Right-of-Way Permit (ROW)	Notification	No Fee
	Road Cut	No Fee
Annexation/ Hearing		\$2,500.00 plus \$50.00/acre over 10 acres
Conditional Use Permit		\$500.00*
Special Use Permit		\$350.00*
Temporary Use Permit		\$150.00
Variance		\$500.00*

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Preapplication Conferences, Preapplication & Site Plan Reviews																		
Description		Fee																
Preapplication Conference for Conservation Easement or Density Incentives ( <a href="#">CRMC 18.10.090</a> )		Actual Cost of City Staff Time Expended																
Preapplication Conference for Land Exchanges ( <a href="#">CRMC 18.10.090</a> )		Actual Cost of City Staff Time Expended																
Preapplication Conferences	Binding Site Plans	\$300.00 minimum fee for first hour, plus additional costs* for all time exceeding one hour.  <i>For an example regarding engineering, planning, and building official fees, see table below:</i>																
	Commercial Uses																	
	Duplexes																	
	General Land Use Conference																	
	Industrial Uses																	
	Mobile Home Parks																	
	Multi-Family Structures																	
	Recreational Vehicle Parks																	
	Short Plats																	
	Single Family Dwellings																	
	Subdivisions																	
	All Others Not Listed																	
Preapplication or Site Plan Reviews (A fully complete application packet is required for this option. Applicant waives non-required in-person conference. Code may require a Preapplication Conference.)	Binding Site Plans	<table><tr><th>Service</th><th>Total Hours</th><th>Included in \$300 minimum fee.</th><th>Additional time billed at cost.</th></tr><tr><td>Contracted Engineer</td><td>2.00</td><td>1.00</td><td>1.00</td></tr><tr><td>Contracted Planner</td><td>1.50</td><td>1.00</td><td>0.50</td></tr><tr><td>Contracted Building Official</td><td>1.75</td><td>1.00</td><td>0.75</td></tr></table>	Service	Total Hours	Included in \$300 minimum fee.	Additional time billed at cost.	Contracted Engineer	2.00	1.00	1.00	Contracted Planner	1.50	1.00	0.50	Contracted Building Official	1.75	1.00	0.75
	Service		Total Hours	Included in \$300 minimum fee.	Additional time billed at cost.													
	Contracted Engineer		2.00	1.00	1.00													
	Contracted Planner		1.50	1.00	0.50													
	Contracted Building Official		1.75	1.00	0.75													
	Commercial Uses																	
	Duplexes																	
	General Land Use Conference																	
	Industrial Uses																	
	Mobile Home Parks																	
	Multi-Family Structures																	
	Recreational Vehicle Parks																	
	Short Plats																	
Single Family Dwellings																		
Subdivisions																		
All Others Not Listed																		

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

<b>Signs</b>		
<b>Fees below are in addition to any fees required through IBC for installation.</b>		
<b>Description</b>		<b>Fee</b>
Electric Signs		In addition to the City's permit & fees, applicant must also receive permit from L&I.
Political Signs		No Fee
Sandwich Board (portable sidewalk signs)		\$35.00
Signage	Up to 100 square feet	\$55.00
	Over 100 square feet	\$55.00 for first 100 square feet, plus \$0.25 for each additional square foot, or fraction thereof

<b>Zoning</b>		
<b>Description</b>		<b>Fee</b>
Rezone		\$1,000.00*
Comprehensive Plan Amendment	Map Change	\$1,250.00*
	Text Change	\$1,250.00*
Zoning Ordinance	Map Change	\$2,500.00
	Text Change	\$2,500.00

\*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.



## Schedule 6 – Water and Sewer

Effective Date: May 12, 2025

Water – Residential – Single-Family Dwellings (SFD)						
Meter Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See <a href="#">CRMC 13.12.014</a> for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 =	\$2,770 +	\$500	\$2,100	\$3,900
1"	\$1,885 +	\$2,492 =	\$4,377 +			
1 ½"	\$2,450 +	\$5,600 =	\$8,050 +			
2"	\$3,465 +	\$9,968 =	\$13,433 +			

Water – Residential – Multi-Family Dwellings (MFD)					
Meter Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See <a href="#">CRMC 13.12.014</a> for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,050 x LU	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +				
3"	\$4,730 +	\$1,050 x LU	\$500	\$2,100	\$3,900
4"	\$5,810 +				
6"	\$9,300 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Water – Commercial and Industrial					
Meter Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See <a href="#">CRMC 13.12.014</a> for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +				
3"	\$4,730 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
4"	\$5,810 +				
6"	\$9,300 +				
8"	\$12,350 +				
10"	\$18,750 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
12"	\$24,250 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of water consumption in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant.					

<b>Sewer – Residential – Single-Family Dwellings (SFD)</b>						
<b>Lateral Size</b>	<b>Connection Fee +</b>	<b>System Development Charge =</b>	<b>Water Hookup Charge +</b>	<b>Parts and Labor (See CRMC <a href="#">13.12.044</a> for applicability of these fees)</b>		
				<b>Main Side</b>	<b>Push/Open Cut</b>	<b>Across State Highway or Arterial Street</b>
4"	\$1,600 +	\$2,500 =	\$4,100 +	\$800	\$2,900	\$6,100
6"	\$1,600 +		\$4,100 +			

Sewer – Residential – Multi-Family Dwellings (MFD)					
Lateral Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC <a href="#">13.12.044</a> for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$1,600 +	\$1,875 x LU	\$800	\$2,900	\$6,100
6"	\$1,600 +				
8"	\$2,675 +	\$1,875 x LU	\$800	\$2,900	\$6,100
10"	\$2,675 +				
12"	\$4,350 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Sewer – Commercial and Industrial					
Lateral Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC <a href="#">13.12.044</a> for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$1,600 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100
6"	\$1,600 +				
8"	\$2,675 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100
10"	\$2,675 +				
12"	\$4,350 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of either water consumption or sewer discharge in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant. One equivalent residential unit is equal to 500 CFM in commercial and industrial usage.					

<b>Retail Water Sales</b>	
<b>Description</b>	<b>Fee</b>
Per Gallon	\$0.05
Meter Charge per month, or fraction thereof	\$44.48

Miscellaneous Fees	
Description	Fee
Rebiling Fee	\$10.00
Delinquent Administration Fee	\$10.00
Delinquent Disconnect/Reconnect Fee	\$40.00
Overtime Reconnection Fee on Delinquent Accounts	\$120.00

All other water and sewer account service charges/rates are included under separate resolution.

## Schedule 7 – Stormwater

**Effective Date: February 24, 2025**

The following monthly service charges are hereby established for all parcels of real property within the boundaries of the City of Castle Rock, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the stormwater management utility.

Notwithstanding the number of impervious units applicable to any individual property, the minimum service charge for all developed properties shall be equal to the base rate. Monthly base rates shall be pro-rated to a daily rate. New and vacating customers, occupying premises for a partial month's billing cycle, shall be billed 1/30<sup>th</sup> per day during the partial month of service. Refer to Ordinance No. 2025-03 for more information.

<b>Miscellaneous Fees</b>	
<b>Description</b>	<b>Fee</b>
Base Rate	\$8.79
Undeveloped Parcels	No Fee
Single-Family Parcels	Base Rate
Duplex Parcels	Base Rate
Multi-Family Parcels	Fee = Base Rate * # Dwelling Units
Mobile Home Parks	Fee = Base Rate * Each Mobile Home

<b>Other Developed Parcels, including Commercial-Designated Parcels shall be charged as follows:</b>			
<b>Category</b>	<b>Description</b>	<b>Square Footage of Impervious Area</b>	<b>Monthly Service Charge per Impervious Area</b>
1	Very Light	0 – 4,000	\$8.11
2	Moderately Light	4,001 – 11,000	\$21.53
3	Light	11,001 – 17,000	\$37.71
4	Moderate	17,001 – 24,000	\$53.93
5	Moderately Heavy	24,001 – 30,000	\$70.09
6	Heavy	30,001 – 37,000	\$89.07
7	Very Heavy	37,001 – 43,560	\$113.29
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$113.29 (i.e. 1.3 acres x \$113.29 = \$147.28 monthly charge)		

Refer to [CRMC 13.18.030](#) for Rate Adjustments.

## Schedule 8 – Library

Effective Date: February 24, 2025

Non-Resident Library Cards	
1-Year Membership	\$25.00
6-Month Membership	\$15.00
Interlibrary Loan Fee	\$2.00

Overdue Fines	
Daily Fine	\$0.10 per day
Grace Period	7 Days
Maximum Fine	\$10.00 per item

Lost or Unreturned Items	
Lost or Unreturned Fee	Original Value in addition to accrued charges*.
*Library Director may authorize charging the cost of replacement or replacement fees on books or sets which are particularly valuable or difficult to replace (i.e. encyclopedias).	

Damaged Materials and Equipment	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00.
The Library Director shall determine the cost of reparation according to the amount of damage the material has sustained.	
Irreparable Damage – The patron must pay the replacement cost of the item. Once the replacement charge is paid, the patron, upon request, may have the damaged item.	

Internet Charges	
Access to the Internet	No charge
Computer Disk (purchase)	\$1.00/each
Material Printed	\$0.15/page
<ol style="list-style-type: none"> <li>Patrons using the Internet will be subject to the regulations set forth by the Library Board of Trustees.</li> <li>Use of software other than provided by the library is prohibited.</li> <li>The user will be responsible for any charges incurred as a result of their use of the Internet to purchase items or subscriptions.</li> <li>The user will be held financially responsible for damages that occur to the computer due to intentional misuse.</li> </ol>	

## Schedule 9 – Boat Launch

Effective Date: February 24, 2025

Parking Fees	
Annual Parking Permit (valid Jan 1 – Dec 31)	\$60.00
Additional Trailer (valid Jan 1 – Dec 31)	\$10.00
Daily Parking Fee	\$5.00 per day
Disabled Veteran Parking Pass Exemption*	No Charge
Annual Parking Permit Replacement	\$10.00
<p>*Disabled Veteran Parking Pass Exemptions can be given with acceptable documentation for:</p> <ol style="list-style-type: none"> <li>United States Armed Forces Veteran, honorably discharged, 65 years old or older, with a service-connected disability.</li> <li>United States Armed Forces Veteran, honorably discharged, under 65 years old, with at least a 30% service-connected disability.</li> </ol>	<p>Acceptable Documentation:</p> <ul style="list-style-type: none"> <li>Disabled Veteran’s Lifetime Pass; or</li> <li>Letter from Department of Veterans Affairs approving service-related disability compensation and denoting the percentage of disability allowed.</li> </ul>

## Schedule 10 – Animal Control

Effective Date: February 24, 2025

<b>Dog/Cat Registration &amp; Fees</b> (obtained through <a href="#">Humane Society of Cowlitz County</a> )		
Unaltered Animal	New - On or Before June 30	\$35.00
	New - On or After July 1	\$17.50
	Renewal - Prior to January 2	\$35.00
	Renewal - Late Registration	\$50.00
Altered Animal	New - On or Before June 30	\$15.00
	New - On or After July 1	\$7.50
	Renewal - Prior to January 2	\$15.00
	Renewal - Late Registration	\$30.00
Lost Tag Replacement		\$5.00
In addition to the Registration Fees listed above, the following fees shall also apply:		
Dangerous Dog Fee	On or Before June 30	\$100.00
	On or After July 1	\$50.00
Exceptions: <ul style="list-style-type: none"> <li>Registration of cats is optional for the cat owner.</li> <li>No fee shall be charged for a service dog or cat. See <a href="#">CRMC 6.06.010</a> definition of “Service dog or cat.”</li> </ul>		
Refer to <a href="#">CRMC Chapter 6.06</a> – Animal Control for more information.		

<b>Dog Impoundment/Redemption Fees</b>		
Pick-up Charge		\$15.00
Daily Impoundment Fee		\$15.00
Service Charge/Redemption Fees*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in <a href="#">CRMC Chapter 6.06</a> , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to <a href="#">CRMC Chapter 6.06</a> – Animal Control for more information.		

<b>Rabies, Dangerous or Potentially Dangerous Dog Fees</b>		
Daily Impoundment Fee		\$15.00
Service Charge*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
<p>*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in <a href="#">CRMC Chapter 6.06</a>, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.</p>		
Refer to <a href="#">CRMC Chapter 6.06</a> – Animal Control for more information.		