



City of West Covina

Adopted Fee Schedule

Fiscal Year 2018 - 2019



City of West Covina
PLANNING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ADMINISTRATION			
A) DOCUMENTS			
1 Zoning Conformance Letter	Actual Cost		FBHR of Staff. ⁱ \$180 initial deposit for two hours.
B) REPRODUCTION FEES			
1 Blueprint	\$ 0.90	per square foot	minimum \$11
2 Microfilm	\$ 2.00	each	minimum \$11
3 Dubbing of video tapes	\$ 30.00	each	
4 Xerox - black and white	\$ 0.25	per page	
5 Xerox - color	\$ 0.60	per page	
PLANNING COMMISSION PUBLIC HEARING ITEMS			
A) PRECISE PLAN OF DESIGN (PP)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$4,000 deposit is required per case.
B) PRECISE PLAN OF DESIGN (DOWNTOWN PLAN)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$7,000 deposit is required per case.
C) SPECIAL EXCEPTION REVIEW (DOWNTOWN PLAN)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$2,500 deposit is required per case.
D) DEVELOPMENT PLAN (DP)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$2,500 deposit is required per case.
E) CONDITIONAL USE PERMIT (CUP)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$3,000 deposit is required per case.
F) VARIANCE REVIEW (VAR)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$3,000 deposit is required per case.
G) CODE AMENDMENT PROPOSED BY APPLICANT (CA)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$2,500 deposit is required per case.

Footnotes:

ⁱ The FBHR is the fully burdened hourly rate of a position that includes the salary, benefits, and applicable overhead (for operational and administrative support), divided by the number of productive hours in a year.



City of West Covina
 PLANNING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
PLANNING COMMISSION PUBLIC HEARING ITEMS Cont'd			
H) ADULT ORIENTED BUSINESS PERMIT	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$2,500 deposit is required per case.
I) ANNEXATION / DEANNEXATION PROCESSING	Actual Cost	per hour	FBHR of Staff. ⁱ \$2,500 deposit is required per case.
J) EXTENSION OF TIME FOR PLANNING COMMISSION PUBLIC HEARING ITEMS	\$ 948.00	per extension	
K) GENERAL PLAN AMENDMENT (GPA)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$8,000 deposit is required per case.
L) TENTATIVE PARCEL MAP (TPM) PROCESSING	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$4,000 deposit is required per case.
M) TENTATIVE TRACT MAP (TTM) PROCESSING	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$8,000 deposit is required per case.
N) ZONE CHANGE (ZC)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$8,000 deposit is required per case.
MISCELLANEOUS PERMITS / REQUESTS			
A) ADMINISTRATIVE USE PERMIT (AU)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$770 deposit is required per case.
1 Large Family Daycare	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$500 deposit is required per case.
2 Second Driveway	\$ 745.00	each	
3 Pot Bellied Pig	\$ 98.00	each	
B) ADMINISTRATIVE REVIEW	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$440 deposit is required per case.

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FEE DESCRIPTION	FEE	UNIT	NOTE
MISCELLANEOUS PERMITS / REQUESTS Cont'd			
C) ART IN PUBLIC PLACES REVIEW	Actual Cost	per hour	FBHR of Staff. ⁱ \$1,000 deposit is required per case.
D) APPEAL TO PLANNING COMMISSION	\$750 filing fee + FBHR of Staff ⁱ		Filing fee is non-refundable
E) APPEAL TO PLANNING COMMISSION - NON-HEARING ITEMS	\$348 filing fee + FBHR of Staff ⁱ		Filing fee is non-refundable
F) APPEAL OF REVOCATION HEARING	FBHR of Staff ⁱ + 50% of the actual costs of preparing the administrative record		\$750 deposit is required per case.
G) APPEAL TO CITY COUNCIL	\$750 filing fee + FBHR of Staff ⁱ		Filing fee is non-refundable
H) APPEAL TO CITY COUNCIL - NON-HEARING ITEMS	\$348 filing fee + FBHR of Staff ⁱ		Filing fee is non-refundable
I) CODE, COVENANTS, & RESTRICTIONS (CC&R) REVIEW	\$ 1,094.00	each	Plus cost of City Attorney
J) CONCEPTUAL PLAN REVIEW	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$4,000 deposit is required per case.
K) COVENANT PREPARATION FEE	\$ 559.00	each	
L) DESIGN SUBCOMMITTEE REVIEW			
1 Addition of Floor Area	\$ 500.00	each	
2 Non-Floor Area Revisions	\$ 100.00	each	
M) FILM PERMIT			
1 Application Fee - Film Permit (Photography / Motion Picture)	\$ 2,696.00	each	Plus security and cleaning deposit of \$1,020. Normally, one police officer will be required on site at the FBHR per hour.
2 Film Permit (Photography / Motion Picture)	Actual Cost	each day of filming	FBHR of Staff. ⁱ
3 Major Production Film Permit (including late at night or for long periods of time)	Actual Cost	each day of filming	FBHR of Staff. ⁱ Security and cleaning deposit of \$1,020. Normally, one police officer will be required on site at the FBHR per hour. \$1,500 deposit is required per case.

Footnotes:

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FEE DESCRIPTION	FEE	UNIT	NOTE
MISCELLANEOUS PERMITS / REQUESTS Cont'd			
N) HISTORIC PROPERTY CERTIFICATE OF APPROPRIATENESS	\$ 3,044.00	each	
O) COMMERCIAL LANDSCAPE / IRRIGATION PLAN CHECK AND INSPECTIO	Actual Cost	per hour	FBHR of Staff ⁱ + actual cost of consultant. \$2,500 deposit is required per case.
P) RESIDENTIAL LANDSCAPE / IRRIGATION PLAN CHECK AND INSPECTION	Actual Cost	per hour	FBHR of Staff ⁱ + actual cost of consultant. \$1,250 deposit is required per case.
Q) MASSAGE TECHNICIAN REVIEW (MTR)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$1,300 deposit is required per case.
R) MODEL HOME MARKETING COMPLEX (MHMC)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$1,300 deposit is required per case.
S) PLANNING DIRECTOR MODIFICATION REVIEW	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$1,000 deposit is required per case.
T) PRELIMINARY REVIEW MEETING	\$ 3,000.00	each	
U) PRELIMINARY REVIEW MEETING (DOWNTOWN)	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$3,000 deposit is required per case.
V) PROSPECTIVE HOMEOWNER AWARENESS PACKAGE (PHAP) REVIEW	\$ 1,094.00	each	Plus cost of City Attorney
W) PUBLIC RIGHT-OF-WAY BANNER	\$ 693.00	per banner	
X) REASONABLE ACCOMMODATION PROCESSING	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$770 deposit is required per case.
Y) SIGN REVIEW			
1 Sign Criteria Review	Actual Cost	per hour	FBHR of Staff. ⁱ \$1,350 deposit is required per case.
2 Sign Permit Clearance	\$ 189.00	per sign	
3 Sign Administrative Review	\$ 550.00	per sign	

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 PLANNING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
MISCELLANEOUS PERMITS / REQUESTS Cont'd			
Z) SLIGHT MODIFICATION			
1 Slight Modification	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$1,300 deposit is required per case.
2 Slight Modification - Single Family	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$770 deposit is required per case.
AA) SPECIAL EVENTS			
1 Special Events Permit Review	\$ 347.00	each	
2 Banner (Special Events) Permit	\$ 50.00	each	
AB) TEMPORARY USE PERMIT REVIEW	FBHR of Staff ⁱ	each	3 hour minimum. \$800 deposit is required per case.
AC) TREE REMOVAL - PRIVATE PROPERTY			
1 Tree Removal Permit (TRP)	\$ 90.00	first tree	
2 Tree Removal Permit (TRP) - each additional tree	\$ 50.00	each	
AD) PLANNING DEPARTMENT PLAN REVIEW SURCHARGE	0.238%	% of the building valuation	\$45 minimum
AE) SECOND UNIT REVIEW FEE	Actual Cost	per hour	FBHR of staff ⁱ + actual cost of City Attorney. \$1,000 deposit is required per case.
AF) EXTENSION OF TIME FOR MISCELLANEOUS PERMITS / REQUESTS	\$ 175.00	per extension	

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City of West Covina
ENGINEERING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ADMINISTRATION			
A) REPRODUCTION FEES			
1 Letter Size - Black and White	\$ 0.25	per page	Minimum: \$11
2 Letter Size - Color	\$ 0.60	per page	Minimum: \$11
3 Ledger Size - Black and White	\$ 1.00	per page	Minimum: \$11
4 Ledger Size - Color	\$ 5.00	per page	Minimum: \$11
5 "D" Size - Black and White	\$ 5.00	per page	Minimum: \$11
6 "D" Size - Color	\$ 10.00	per page	Minimum: \$11
7 Standard Plan Set	\$ 10.00	each	
CLASS I PERMITS (PLAN CHECK REQUIRED)			
Fees to be paid prior to the start of plan check, unless otherwise approved by the City Engineer. Agreement, 100% Faithful Performance Guarantee, approved Engineer's Cost Estimate, Liability Insurance Certificate and Workers' Compensation Insurance Certificate for work in public areas, Contractor's License, City Business License, and approved plans required prior to issuance of permit.			
A) STREET IMPROVEMENTS			
1 Under \$20K	9.2%	of estimated construction costs	Minimum: \$265
2 \$20K - \$100K	3.5%	of estimated construction costs	
3 Over \$100K	3.1%	of estimated construction costs	
B) STORM DRAIN SYSTEMS			
1 Under \$20K	9.2%	of estimated construction costs	Minimum: \$265
2 \$20K - \$100K	3.5%	of estimated construction costs	
3 Over \$100K	3.1%	of estimated construction costs	
C) MAINLINE SEWERS, LATERALS, PUMPLING PLANTS AND PRE-TREATMENT PLANTS			
1 Under \$20K	9.2%	of estimated construction costs	Minimum: \$265
2 \$20K - \$100K	3.5%	of estimated construction costs	
3 Over \$100K	3.1%	of estimated construction costs	
D) WALLS - RETAINING AND OVER HEIGHT			
1 Under \$20K	7.3%	of estimated construction costs	Minimum: \$265
2 \$20K - \$100K	3.0%	of estimated construction costs	
3 Over \$100K	2.9%	of estimated construction costs	



City of West Covina
ENGINEERING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
CLASS I PERMITS (PLAN CHECK REQUIRED) Cont'd			
E) ONSITE IMPROVEMENTS (PAVING, CURBING, WALKS, DRAINAGE DEVICES, LIGHTING, ETC.)			
1 Under \$20K	8.4%	of estimated construction costs	Minimum: \$265
2 \$20K - \$100K	3.3%	of estimated construction costs	
3 Over \$100K	2.5%	of estimated construction costs	
F) BRIDGES AND CULVERTS			
1 Under \$20K	6.3%	of estimated construction costs	Minimum: \$265
2 \$20K - \$100K	2.4%	of estimated construction costs	
3 Over \$100K	1.9%	of estimated construction costs	
G) GRADING			
1 100 cubic yd or less	\$ 350.00		
2 101- 1,000 cy yd	\$350.00 + \$223.00 each 100 cy over 100 cy or part thereof		
3 1,001 - 10,000 cu yd	\$2,230.00 + \$504.00 each 1,000 cy over 1,000 cy or part thereof		
4 10,001 - 100,000 cu yd	\$5,040.00 + \$849.00 each 10,000 cy over 10,000 cy or part thereof		
5 100,001 cu yd or more	\$8,490.00 + \$692.00 each 10,000 cy over 100,000 cy or part thereof		
H) PLAN REVISION CHECKING / AS-BUILT REVIEW	\$ 132.00	per hour	1 hour minimum

CLASS II PERMITS (NO PLAN CHECK REQUIRED)

Faithful Performance deposit as indicated, Insurance Certificate for work in public areas, Contractor's License for non-owner / builder, City Business License for non-owner / builder, and Work Certification Statement for owner / builder required prior to issuance of permit.

Note: Individual deposits are not required if \$4,000 Faithful Performance Bond is on file with the City by permittee and the required deposit(s) do not exceed \$4,000 per month.

A) CURB AND GUTTER (REPAIR OR PLACEMENT)	\$ 0.95	per linear ft	Deposit: \$1,008 Minimum: \$95
B) DRIVEWAY APPROACH	\$ 200.00	each	Deposit: \$1,007
C) SIDEWALK	\$ 0.10	per sq ft	Deposit: \$795 Minimum: \$279
D) CURB DRAIN (4" CORE DRILL)	\$ 78.00	each	Deposit: \$161
E) CURB DRAIN (BOX CULVERT)	\$ 95.00	each	Deposit: \$398



City of West Covina
ENGINEERING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
CLASS II PERMITS (NO PLAN CHECK REQUIRED) Cont'd			
F) A.C. PAVING	\$ 0.40	per sq ft	Deposit: \$730 Minimum: \$130
G) P.C.C. PAVING	\$ 1.17	per sq ft	Deposit: \$730 Minimum: \$252
H) EXCAVATION	\$ 0.26	per sq ft	Deposit: \$398 Minimum: \$113
I) TREE WELLS	\$ 95.00	each	Deposit: \$530
J) SEWER CONSTRUCTION BY OWNER (INCLUDING CESSPOOL BACKFILL)	\$ 88.00	each	Deposit: \$344
K) SEWER CONNECTION AND ADDITION TO HOUSE CONNECTION	\$ 88.00	each	
L) APPURTENANT ONSITE SEWER DEVICES (WITH SEWER CONNECTION)	\$ 38.00	each	
M) APPURTENANT ONSITE SEWER DEVICES (SEPARATE FROM SEWER CONNECTION)	\$ 38.00	each	
N) SEWER SADDLE AND WYE	\$ 55.00	each	Deposit: \$363
O) BACKFILL OF CESSPOOL AND SEPTIC TANK	\$ 79.00	each	
P) SPECIAL SEWER CONNECTION AND ADDITION AND PRIVATE SEWER SYSTEM (OVER 100' IN LENGTH)			
1 Under \$20K	7.8%	of estimated construction costs	Minimum: \$265
2 \$20K - \$100K	2.9%	of estimated construction costs	
3 Over \$100K	2.2%	of estimated construction costs	
Q) CAPPING SEWER CONNECTION	\$ 62.00	each	
R) WATER WELLS	\$ 389.00	each	
S) STREET TREES (INSTALLATION)			
1 Residential	\$ 96.00	each	
2 Commercial	\$ 96.00	each	



City of West Covina
ENGINEERING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
CLASS III PERMITS (NON CONSTRUCTION)			
Faithful Performance deposit as indicated, Insurance Certificate for work in public areas required prior to issuance of permit.			
A) STREET OBSTRUCTION			
1 Street Obstruction Permit	\$ 57.00	per permit + 2.10/day	Deposit: \$265 Minimum: \$59
2 Permit to place barriers/signs during planned power outage	\$ 118.00	per permit	Signs placed during regular work hours
B) ENCROACHMENT			
	\$ 290.00	per permit	
C) DYE TEST			
	\$ 158.90	each	
D) INDUSTRIAL WASTE			
	\$ 180.00	each	
E) PARKING PERMIT			
1 Residential Parking Permit Processing	\$ 148.00	per permit	
2 Restricted Parking Area Processing	\$ 148.00	per permit	
3 Handicapped resident	\$ -	per permit	
MISCELLANEOUS FEES			
A) AFTER HOURS PLAN CHECK AND/OR INSPECTION			
	\$ 110.60	per hour	4 hour minimum
B) LOT LINE ADJUSTMENT (RESIDENTIAL AND COMMERCIAL)			
	\$ 453.00	per lot	
C) CERTIFICATE OF COMPLIANCE			
	\$ 593.00	per lot	\$1,188 minimum
D) STREET AND ALLEY VACATION REQUEST			
	\$ 942.00	each	
E) APPEAL OF GRADING REQUIREMENTS			
	\$ 402.00	each	
F) APPEAL OF UNDERGROUND UTILITIES			
	\$ 936.00	each	
G) RESIDENTIAL TREE REMOVAL REQUEST			
	\$ 15.00	per inch of trunk diameter, per tree	Plus administrative fee of \$25
H) RESIDENTIAL TREE TRIMMING REQUEST			
	\$ 190.00	per tree	
I) STREET NAME SIGNS (INSTALLED)			
1 Single Name	\$ 448.00	each	
2 Double Name	\$ 548.00	each	
J) STREET ADDRESS CHANGE REVIEW			
	\$ 200.00	each	
K) EASEMENT PROCESSING			
	\$ 715.00	each	
L) FINAL TRACT MAP			
	\$ 63.00	per lot	\$1,094 minimum



City of West Covina
ENGINEERING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
MISCELLANEOUS FEES Cont'd			
M) FINAL PARCEL MAP	\$ 63.00	per lot	\$662 minimum
N) STREET LIGHT SYSTEM (DESIGN AND INSPECTION)			
1 Under \$20K	4.9%	of estimated construction costs	\$265 minimum
2 \$20K - \$100K	3.3%	of estimated construction costs	
3 Over \$100K	2.8%	of estimated construction costs	
O) LANDFILL INSPECTION FEE	Actual Cost	per inspection	3rd Party Pass-thru from Consultant
P) TRAFFIC COMMITTEE FEE	\$ 78.00		
Q) NATIONAL POLLUTANT DISCHARGE EMISSION SYSTEM (NPDES) SITE INSPECTION	\$ 107.00	per hour	1 hr minimum
R) STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP) CHECK/INSPECTION FEE	Actual Cost	per hour	Plus 25% administrative fee
S) STANDARD URBAN STROMWATER MITIGATION PROGRAM (SUSMP) CHECK/INSPECTION FEE	Actual Cost	per hour	Plus 25% administrative fee
→ T) ELECTRIC VEHICLE CHARGING STATION FEE	\$ 0.35	per kWh	



City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION

PLAN CHECK & BUILDING PERMIT FEES

A) PLAN CHECK AND BUILDING PERMIT FEES ¹

VALUATION	PLAN CHECK FEE	PERMIT FEE
\$1 - \$1,000	\$52.06	\$80.10
\$1,001 - \$1,100	\$59.25	\$91.15
\$1,101 - \$1,200	\$66.43	\$102.19
\$1,201 - \$1,300	\$75.40	\$116.00
\$1,301 - \$1,400	\$85.28	\$131.20
\$1,401 - \$1,500	\$92.46	\$142.24
\$1,501 - \$1,600	\$100.54	\$154.67
\$1,601 - \$1,700	\$108.62	\$167.10
\$1,701 - \$1,800	\$115.80	\$178.15
\$1,801 - \$1,900	\$123.88	\$190.58
\$1,901 - \$2,000	\$133.75	\$205.77
\$2,001 - \$3,000	\$140.93	\$216.82
\$3,001 - \$4,000	\$148.11	\$227.87
\$4,001 - \$5,000	\$157.09	\$241.68
\$5,001 - \$6,000	\$165.17	\$254.11
\$6,001 - \$7,000	\$173.25	\$266.54
\$7,001 - \$8,000	\$180.43	\$277.58
\$8,001 - \$9,000	\$189.41	\$291.39
\$9,001 - \$10,000	\$197.48	\$303.82
\$10,001 - \$11,000	\$203.77	\$313.49
\$11,001 - \$12,000	\$212.74	\$327.30
\$12,001 - \$13,000	\$220.82	\$339.73
\$13,001 - \$14,000	\$228.00	\$350.78
\$14,001 - \$15,000	\$235.19	\$361.82
\$15,001 - \$16,000	\$241.47	\$371.49
\$16,001 - \$17,000	\$245.96	\$378.40
\$17,001 - \$18,000	\$253.14	\$389.45
\$18,001 - \$19,000	\$258.53	\$397.73
\$19,001 - \$20,000	\$265.71	\$408.78
\$20,001 - \$21,000	\$270.19	\$415.68
\$21,001 - \$22,000	\$276.48	\$425.35
\$22,001 - \$23,000	\$283.66	\$436.40
\$23,001 - \$24,000	\$289.94	\$446.07
\$24,001 - \$25,000	\$294.43	\$452.97
\$25,001 - \$26,000	\$301.61	\$464.02
\$26,001 - \$27,000	\$307.00	\$472.31
\$27,001 - \$28,000	\$312.38	\$480.59
\$28,001 - \$29,000	\$318.67	\$490.26
\$29,001 - \$30,000	\$324.95	\$499.93
\$30,001 - \$31,000	\$331.24	\$509.59

Footnotes:

¹ Building Valuations are based on the most up to date ICC and LA City Valuations published.



City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION

PLAN CHECK & BUILDING PERMIT FEES Cont'd

A) PLAN CHECK AND BUILDING PERMIT FEES Cont'd ⁱ

VALUATION	PLAN CHECK FEE	PERMIT FEE
\$31,001 - \$32,000	\$338.42	\$520.64
\$32,001 - \$33,000	\$343.80	\$528.93
\$33,001 - \$34,000	\$350.98	\$539.98
\$34,001 - \$35,000	\$354.57	\$545.50
\$35,001 - \$36,000	\$361.76	\$556.55
\$36,001 - \$37,000	\$366.24	\$563.45
\$37,001 - \$38,000	\$373.43	\$574.50
\$38,001 - \$39,000	\$377.91	\$581.41
\$39,001 - \$40,000	\$384.20	\$591.07
\$40,001 - \$41,000	\$386.89	\$595.22
\$41,001 - \$42,000	\$392.28	\$603.50
\$42,001 - \$43,000	\$395.87	\$609.03
\$43,001 - \$44,000	\$400.36	\$615.93
\$44,001 - \$45,000	\$403.05	\$620.07
\$45,001 - \$46,000	\$407.54	\$626.98
\$46,001 - \$47,000	\$411.13	\$632.50
\$47,001 - \$48,000	\$414.72	\$638.03
\$48,001 - \$49,000	\$418.31	\$643.55
\$49,001 - \$50,000	\$422.80	\$650.46
\$50,001 - \$51,000	\$425.49	\$654.60
\$51,001 - \$52,000	\$429.98	\$661.50
\$52,001 - \$53,000	\$436.26	\$671.17
\$53,001 - \$54,000	\$439.85	\$676.70
\$54,001 - \$55,000	\$444.34	\$683.60
\$55,001 - \$56,000	\$447.93	\$689.12
\$56,001 - \$57,000	\$452.42	\$696.03
\$57,001 - \$58,000	\$455.11	\$700.17
\$58,001 - \$59,000	\$459.60	\$707.08
\$59,001 - \$60,000	\$463.19	\$712.60
\$60,001 - \$61,000	\$466.78	\$718.13
\$61,001 - \$62,000	\$469.47	\$722.27
\$62,001 - \$63,000	\$474.86	\$730.55
\$63,001 - \$64,000	\$477.55	\$734.70
\$64,001 - \$65,000	\$482.04	\$741.60
\$65,001 - \$66,000	\$487.43	\$749.89
\$66,001 - \$67,000	\$491.92	\$756.79
\$67,001 - \$68,000	\$496.40	\$763.70
\$68,001 - \$69,000	\$500.89	\$770.60
\$69,001 - \$70,000	\$503.59	\$774.75
\$70,001 - \$71,000	\$508.07	\$781.65

Footnotes:

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City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION

PLAN CHECK & BUILDING PERMIT FEES Cont'd

A) PLAN CHECK AND BUILDING PERMIT FEES Cont'd ⁱ

VALUATION	PLAN CHECK FEE	PERMIT FEE
\$71,001 - \$72,000	\$511.66	\$787.18
\$72,001 - \$73,000	\$516.15	\$794.08
\$73,001 - \$74,000	\$518.85	\$798.22
\$74,001 - \$75,000	\$523.33	\$805.13
\$75,001 - \$76,000	\$527.82	\$812.03
\$76,001 - \$77,000	\$531.41	\$817.56
\$77,001 - \$78,000	\$535.90	\$824.46
\$78,001 - \$79,000	\$539.49	\$829.99
\$79,001 - \$80,000	\$543.08	\$835.51
\$80,001 - \$81,000	\$546.67	\$841.04
\$81,001 - \$82,000	\$552.96	\$850.70
\$82,001 - \$83,000	\$555.65	\$854.85
\$83,001 - \$84,000	\$561.04	\$863.13
\$84,001 - \$85,000	\$563.73	\$867.28
\$85,001 - \$86,000	\$567.32	\$872.80
\$86,001 - \$87,000	\$570.01	\$876.94
\$87,001 - \$88,000	\$576.30	\$886.61
\$88,001 - \$89,000	\$578.99	\$890.75
\$89,001 - \$90,000	\$583.48	\$897.66
\$90,001 - \$91,000	\$587.97	\$904.56
\$91,001 - \$92,000	\$591.56	\$910.09
\$92,001 - \$93,000	\$595.15	\$915.61
\$93,001 - \$94,000	\$600.53	\$923.90
\$94,001 - \$95,000	\$603.23	\$928.04
\$95,001 - \$96,000	\$608.61	\$936.33
\$96,001 - \$97,000	\$612.20	\$941.85
\$97,001 - \$98,000	\$616.69	\$948.75
\$98,001 - \$99,000	\$620.28	\$954.28
\$99,001 - \$100,000	\$624.77	\$961.18
\$101,000 - \$500,000	65% of building permit fee	\$961.18 +
		\$6.35 for ea. add'l \$1K, or fraction thereof
\$500,000 and up	65% of building permit fee	\$3,433.19 +
		\$5.25 for ea. add'l \$1K, or fraction thereof

Footnotes:

ⁱ Building Valuations are based on the most up to date ICC and LA City Valuations published.



City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
PLAN CHECK & BUILDING PERMIT FEES Cont'd			
B) RECONVERT INSPECTIONS (investigation fee - work without permit)	\$ 122.00	each	
C) PLANNING DEPT PLAN REVIEWS SURCHARGE	0.238%		% of the building valuation, \$45 minimum
D) GENERAL PLAN & ZONING CODE UPDATE SURCHARGE	17.7%		of the building permit fee
→ E) TECHNOLOGY FEE	5.0%		of the building permit fee
F) SMALL RESIDENTIAL ROOFTOP SOLAR PHOTOVOLTAIC SYSTEMS			
1 Plan Review	\$ 230.50	each	
2 Building Permit Fee	\$ 109.50	each	
G) WORK WITHOUT PERMIT			Double the permit fee
H) PERMIT DOCUMENTATION RETENTION FEE			0.50% of the Building, Mechanical, Plumbing, or Electrical Permit Fee. \$10 minimum
SUPPLEMENTAL PLAN CHECK & INSPECTION FEES			
A) HOURLY RATES			
1 Building Inspector	\$ 122.00	per hour	1 hour minimum
2 Building Official	\$ 225.00	per hour	1 hour minimum
3 After Hours Inspection	\$ 122.00	per hour	4 hour minimum
4 Overtime Inspection (for projects requesting same day inspection if schedule is full)	FBHR of Staff ⁱⁱ	per hour	4 hour minimum
B) IN-HOUSE PLAN CHECK (after 1st and 2nd check)	\$ 123.00	each	
C) EXPEDITED FEE			
1 In-house		each	Actual Cost + 50% City Admin Fee
2 Consultant		each	Actual Cost + 50% City Admin Fee
D) P.M.E. PLAN CHECK			
1 P.M.E. Plan Check		each	Actual Cost + 50% City Admin Fee
2 P.M.E. Expedited		each	Actual Cost + 50% City Admin Fee
E) TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)	\$ 330.00	each	
To enable applicant to occupy the premises prior to completing all of the required work on the plans. Permit fee will be for additional inspections, outside of the code required final inspections, to give owner a list of life-safety items to complete before occupying the space, thereby deferring the completion of non-life safety items until Final Inspection approval.			
F) BUILDING PERMIT EXTENSION / REACTIVATION	\$ 166.00	per permit	
G) CONSTRUCTION NOISE PERMIT	\$ 195.00	per permit	

Footnotes:

ⁱⁱ The FBHR is the fully burdened hourly rate of a position that includes the salary, benefits, and applicable overhead (for operational and administrative support), divided by the number of productive hours in a year.



City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
SUPPLEMENTAL PLAN CHECK & INSPECTION FEES Cont'd			
H) ISSUING PERMITS TO UTILITY COMPANIES	\$ 58.00	per permit	
I) SEWER CONNECTION PERMITS	\$ 105.00	per permit	
J) CHANGE OF OCCUPANCY Plans review and inspection for proposed change of occupancy without construction.	\$ 330.00	each	
K) ENERGY COMPLIANCE FEE (This applies to all new habitable addition, commercial or residential)	Equal to 5% of the building permit fee		\$20 minimum
L) STRONG MOTION INSTRUMENTATION PROGRAM (SMIP) ⁱⁱⁱ (Does not apply to pools, spas, reroofs or signs with a foundation)			
1 Residential	\$0.00013 x valuation		\$0.50 minimum
2 Commercial	\$0.00028 x valuation		\$0.50 minimum
M) SB1473 - BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND ⁱⁱⁱ	\$0.00004 x valuation		\$1.00 minimum
N) CONSTRUCTION & DEMOLITION DEBRIS RECYCLING REVIEW FEE - CONSTRUCTION DEBRIS RECYCLING ORDINANCE ^{iv}			
1 Administrative Cost Recovery Fee	\$ 75.00		
2 Performance Security Deposit (Deposited with the Waste Diversion Plan of the Public Works Department. Deposit will be refunded after compliance with the Construction Debris Recycling ordinance. If Construction debris is not recycled, or if there are no records of having done so, the deposit will be forfeited.)			
Valuation up to \$100K	\$ 100.00	deposit, per permit	
Valuation over \$100K	\$ 250.00	deposit, per permit	
Condominiums and Apartments	\$ 500.00	deposit, per permit	
Commercial, industrial and other private covered projects:			
Valuation up to \$100K	\$ 500.00	deposit, per permit	
Valuation over \$100K	\$ 1,000.00	deposit, per permit	

Footnotes:

ⁱⁱⁱ Fee is set by the State and is subject to change.

^{iv} Exception: modification and alteration work to an existing condominium or apartment individual unit shall deposit the same amount as those specified to single family homes and duplexes.



City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
PLUMBING FEES			
A) ISSUANCE FEE	\$ 36.46	per permit	
B) ANY FIXTURE	\$ 23.00	each	
C) GAS PIPING			
1 1-5 Outlets	\$ 13.20	each	
2 Additional	\$ 4.40	each	
D) POOL / SPA	\$ 90.63	each	
E) PRIVATE SEWAGE SYSTEMS	\$ 90.63	each	
F) INSTALLATION, ALTERATIONS, REPAIR PIPING	\$ 29.91	each	
G) FLOOR SINKS / DRAINS	\$ 23.00	each	
H) BACKFLOW SPRINKLER SYSTEMS	\$ 24.00	each	
I) VACUUM BREAKERS			
1 1-5	\$ 23.00	each	
2 Additional	\$ 13.20	each	
J) P-TRAP	\$ 23.00	each	
K) GREASE TRAP	\$ 45.31	each	
L) INVESTIGATION FEE - WORK WITHOUT PERMIT	\$ 202.00		
M) WORK WITHOUT PERMIT	Double the permit fee		
N) PERMIT DOCUMENTATION RETENTION FEE	0.50% of the Building, Mechanical, Plumbing, or Electrical Permit Fee.		\$10 minimum



City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ELECTRICAL FEES			
A) ISSUANCE FEE	\$ 36.46	per permit	
B) OUTLETS: LIGHTS, SWITCHES, RECEPTACLES			
1 First 20	\$ 2.60	each	
2 Additional	\$ 1.79	each	
C) LIGHTING FIXTURE			
1 First 20	\$ 2.60	each	
2 Additional	\$ 1.79	each	
D) FIXED APPLIANCE NOT OVER 1 H.P.	\$ 19.00	each	
E) POWER APPARATUS & LARGE APPLIANCE			
1 Up to 1	\$ 19.00	each	
2 2 - 10	\$ 24.00	each	
3 11 - 50	\$ 29.00	each	
4 51 - 100	\$ 45.00	each	
5 Over 100	\$ 66.00	each	
F) SERVICE			
1 0-200 A. Under 600 V	\$ 55.00	each	
2 201-1000 A. Under 600 V	\$ 127.11	each	
3 Over 1000 A Under 600 V	\$ 182.81	each	
G) TEMPORARY POWER POLE	\$ 24.00	each	
H) SUB POLE	\$ 15.08	each	
I) SIGN			
1 Includes 1 circuit	\$ 36.00	each	
2 Additional circuits	\$ 10.01	each	
J) POOL / SPA	\$ 65.00	each	
K) POLE LIGHTING			
1 1 - 6	\$ 9.03	each	
2 Over 6	\$ 5.61	each	
L) INVESTIGATION FEE - WORK WITHOUT PERMIT	\$ 202.00		
M) WORK WITHOUT PERMIT	Double the permit fee		
N) PERMIT DOCUMENTATION RETENTION FEE	0.50% of the Building, Mechanical, Plumbing, or Electrical Permit Fee.		\$10 minimum



City of West Covina
BUILDING - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
MECHANICAL FEES			
A) ISSUANCE FEE	\$ 36.46	per permit	
B) FAU AIR / FURNACE			
1 Up to 100,000 BTU	\$ 24.00	each	
2 Over 100,000 BTU	\$ 45.83	each	
C) HEATER (SUSPENDED, RECESSED, FLOOR)	\$ 24.00	each	
D) APPLIANCE VENT INSTALLED AND NOT INCLUDED IN APPLIANCE PERMIT	\$ 24.00	each	
E) REFRIGERATION UNIT, COMFORT COOLING, ABSORBENT UNIT	\$ 24.00	each	
F) COMPRESSOR OR BOILER			
1 Not over 3 HP & up to 100,000 BTU	\$ 24.00	each	
2 3 HP - 15 HP or 100k - 500K BTU	\$ 28.80	each	
3 15 HP - 30 HP or 500K - 1 mil BTU	\$ 34.56	each	
4 30 HP - 50HP or 1 mil - 1.5 mil BTU	\$ 41.47	each	
5 Over 50 HP or over 1.5 mil BTU	\$ 49.77	each	
G) AIR HANDLING UNIT			
1 Not over 10,000 CFM	\$ 24.00	each	
2 Over 10,000 CFM	\$ 28.80	each	
H) EVAPORATIVE COOLER	\$ 24.00	each	
I) VENT FAN CONNECTED TO A SINGLE DUCT	\$ 24.00	each	
J) VENTILATION SYSTEM NOT A PART OF FAU SYSTEM	\$ 24.00	each	
K) HOOD SERVED BY A MECHANICAL EXHAUST	\$ 48.00	each	
L) REGISTERS / INLETS / OUTLETS	\$ 17.81	each	
M) FIRE DAMPERS	\$ 17.81	each	
N) DUCT EXTENSION	\$ 17.81	each	
O) INVESTIGATION FEE - WORK WITHOUT PERMIT	\$ 202.00		
P) WORK WITHOUT PERMIT	Double the permit fee		
Q) PERMIT DOCUMENTATION RETENTION FEE	0.50% of the Building, Mechanical, Plumbing, or Electrical Permit Fee.		\$10 minimum



City of West Covina POLICE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ADMINISTRATIVE CITATIONS - ZONING CODE ENFORCEMENT			
A) SIGN PERMIT REQUIRED			
1 First Citation	\$ 40.00	per citation	Applies to first citation
2 Late Fee	\$ 15.00	per citation	Applies to first citation
3 Subsequent Citations	\$ 80.00	per citation	All subsequent citations
4 Late Fee	\$ 30.00	per citation	All subsequent citations
B) FAILURE TO SUBSCRIBE FOR RUBBISH COLLECTION SERVICE			
1 First Citation	\$ 40.00	per citation	Applies to first citation
2 Late Fee	\$ 15.00	per citation	Applies to first citation
3 Subsequent Citations	\$ 80.00	per citation	All subsequent citations
4 Late Fee	\$ 30.00	per citation	All subsequent citations
C) WASTE CONTAINERS IN VIEW			
1 First Citation	\$ 40.00	per citation	Applies to first citation
2 Late Fee	\$ 15.00	per citation	Applies to first citation
3 Subsequent Citations	\$ 80.00	per citation	All subsequent citations
4 Late Fee	\$ 30.00	per citation	All subsequent citations
D) UNAUTHORIZED WASTE CONTAINERS IMPOUND			
1 First Citation ⁱ	\$ 500.00	per citation	
2 Second Offense ⁱ	\$ 1,000.00	per citation	
E) PERMITTING WATER TO FLOW ON PUBLIC STREETS			
1 First Citation	\$ 100.00	per citation	
2 Second Citation (within one year)	\$ 200.00	per citation	
3 Third Citation (within one year)	\$ 500.00	per citation	
4 Late Fee	10% of Fine	per citation	
F) PRECISE PLAN COMPLIANCE			
1 First Citation	\$ 100.00	per citation	
2 Second Citation (within one year)	\$ 200.00	per citation	
3 Third Citation (within one year)	\$ 500.00	per citation	
4 Late Fee	10% of Fine	per citation	
G) DUMPING ON PUBLIC OR PRIVATE PROPERTY			
1 First Citation	\$ 100.00	per citation	
2 Second Citation (within one year)	\$ 200.00	per citation	
3 Third Citation (within one year)	\$ 500.00	per citation	
4 Late Fee	10% of Fine	per citation	

Footnotes:

ⁱ Plus \$25.00 per day of storage, and the Materials Recovery Facility (MRF) processing rate per ton of waste in the box.



City of West Covina POLICE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ADMINISTRATIVE CITATIONS - ZONING CODE ENFORCEMENT Cont'd			
H) ALL OTHER VIOLATIONS OF WEST COVINA MUNICIPAL CODE			
1 First Citation	\$ 100.00	per citation	
2 Second Citation (within one year)	\$ 200.00	per citation	
3 Third Citation (within one year)	\$ 500.00	per citation	
4 Late Fee	10% of Fine	per citation	
I) LATE PAYMENT PENALTY -- ADMINISTRATIVE CITATION	Additional 30%		3rd Party Pass-thru from Vendor
PARKING AND VEHICLE CODE CITATIONS			
A) PARKING ENFORCEMENT	\$ 3.00	per citation	Per SB 857, subject to change
B) PARKING CITATION PENALTY			
1 MC 15-12: Vehicle on Private Property ⁱⁱ	\$ 65.00	per citation	
2 MC 15-13A: Vehicle for sale offstreet pkg ⁱⁱ	\$ 85.00	per citation	
3 MC 15-13B8: Vehicle for sale offstreet pkg presumption ⁱⁱ	\$ 85.00	per citation	
4 MC 15-14A1: Inop vehicle front yard or public ⁱⁱ	\$ 130.00	per citation	
5 MC 22-9: No drv/park/stop City prop w/o permit ⁱⁱ	\$ 65.00	per citation	
6 MC 22-79: No veh/ped on bike lanes ⁱⁱ	\$ 65.00	per citation	
7 MC 22-166: No stopping/pkg zone signs ⁱⁱ	\$ 65.00	per citation	
8 MC 22-168A: No stop/stand/park divisional island ⁱⁱ	\$ 60.00	per citation	
9 MC 22-168B: No stop/stand/park public walkway ⁱⁱ	\$ 65.00	per citation	
10 MC 22-168C: No stop/stand/park posted/painted ⁱⁱ	\$ 60.00	per citation	
11 MC 22-168E: No stop/stand/park fire/police station ⁱⁱ	\$ 85.00	per citation	
12 MC 22-168G: No stop/stand/park/25 ft stop/yellow ⁱⁱ	\$ 60.00	per citation	
13 MC 22-168H: No stop/stand/park/20 ft crosswalk ⁱⁱ	\$ 60.00	per citation	
14 MC 22-169A: No stop/stand/park within parkway ⁱⁱ	\$ 60.00	per citation	
15 MC 22-169B: No stop/stand/park within intersection ⁱⁱ	\$ 60.00	per citation	
16 MC 22-171: No stop/stand/park in bus zone ⁱⁱ	\$ 60.00	per citation	
17 MC 22-172B: No pkg adjacent school property ⁱⁱ	\$ 60.00	per citation	
18 MC 22-173: Parking prohibited narrow street ⁱⁱ	\$ 60.00	per citation	
19 MC 22-173B: No parking on narrow street ⁱⁱ	\$ 60.00	per citation	
20 MC 22-174: No pkg certain day or hours posted ⁱⁱ	\$ 60.00	per citation	
21 MC 22-176: Curb zones & time limit parking ⁱⁱ	\$ 60.00	per citation	
22 MC 22-176A: Loading zone yellow curb ⁱⁱ	\$ 60.00	per citation	
23 MC 22-176B: White curb marked pass only 3 min ⁱⁱ	\$ 60.00	per citation	
24 MC 22-176C: White curb marked mail drop only ⁱⁱ	\$ 60.00	per citation	
25 MC 22-176D: Green curb marked pass cars only ⁱⁱ	\$ 60.00	per citation	
26 MC 22-176E: No park/stand times posted signs ⁱⁱ	\$ 60.00	per citation	

Footnotes:

ⁱⁱ The fee schedule will recoup the State surcharge and administrative costs incurred by the City.



City of West Covina POLICE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
PARKING AND VEHICLE CODE CITATIONS Cont'd			
B) PARKING CITATION PENALTY Cont'd			
27 MC 22-176F: Blue curb handicapped parking only ⁱⁱ	\$ 350.00	per citation	
28 MC 22-178: No park/stand/stop load/unload ⁱⁱ	\$ 60.00	per citation	
29 MC 22-179B: Must park within space ⁱⁱ	\$ 60.00	per citation	
30 MC 22-180: Must park parallel unless marked ⁱⁱ	\$ 60.00	per citation	
31 MC 22-181A: Diagonal parking within limits ⁱⁱ	\$ 60.00	per citation	
32 MC 22-182A: Park lefthand curb unless sign pro ⁱⁱ	\$ 60.00	per citation	
33 MC 22-182B: No parking lefthand curb ⁱⁱ	\$ 65.00	per citation	
34 MC 22-183: No park selling/offering roadway ⁱⁱ	\$ 65.00	per citation	
35 MC 22-183B: No washing/serv/repair on highway ⁱⁱ	\$ 65.00	per citation	
36 MC 22-183C: No selling on roadway ⁱⁱ	\$ 65.00	per citation	
37 MC 22-184A: Parking of commercial veh/residential ⁱⁱ	\$ 65.00	per citation	
38 MC 22-185: Parking trailers, etc., prohibited ⁱⁱ	\$ 65.00	per citation	
39 MC 22-186: No park unattended haz mat vehicle ⁱⁱ	\$ 65.00	per citation	
40 MC 22-188C: No parking posted firelane private property ⁱⁱ	\$ 75.00	per citation	
41 MC 26-392A: No parking/storing commercial vehicle residential ⁱⁱ	\$ 220.00	per citation	
42 MC 26-392B: No park/store vehicle unpaved yard ⁱⁱ	\$ 60.00	per citation	
43 MC 26-581J: No parking commercial veh/outside sp com zone ⁱⁱ	\$ 260.00	per citation	
44 In designated Neighborhood Parking Protection Zones (NPPZ)	Double the rate of WCMC Section 22-174	per citation	Enhanced Penalty Schedule under Neighborhood Parking Protection Zones
45 VC 5200: Must have 2 license plates ⁱⁱⁱ	\$ 65.00	per citation	
46 VC 5204: Must have current tab rear plate ⁱⁱⁱ	\$ 108.00	per citation	
47 VC 5204A: Must have current tab ⁱⁱⁱ	\$ 108.00	per citation	
48 VC 21113A: Parking on public grounds ⁱⁱⁱ	\$ 60.00	per citation	
49 VC 22500A: No park/stand/stop within intersection ⁱⁱⁱ	\$ 65.00	per citation	
50 VC 22500B: No park/stand/stop on crosswalk ⁱⁱⁱ	\$ 65.00	per citation	
51 VC 22500D: No park/stand/stop 15 ft fire station ⁱⁱⁱ	\$ 65.00	per citation	
52 VC 22500E: No park/stand/stop front driveway ⁱⁱⁱ	\$ 65.00	per citation	
53 VC 22500F: No park/stand/stop on sidewalk ⁱⁱⁱ	\$ 65.00	per citation	
54 VC 22500G: No park/stand/stop highway work ⁱⁱⁱ	\$ 65.00	per citation	
55 VC 22500H: No park/stand/stop on roadway side of parked vehicle	\$ 65.00	per citation	
56 VC 22500I: No park/stand/stop marked bus stop ⁱⁱⁱ	\$ 280.00	per citation	
57 VC 22500J: No park/tube or tunnel ⁱⁱⁱ	\$ 55.00	per citation	
58 VC 22500K: No park/ upon a bridge ⁱⁱⁱ	\$ 55.00	per citation	
59 VC 22500.1: No stop/stand/park firelane ⁱⁱⁱ	\$ 85.00	per citation	
60 VC22502A: Must park within 18" from curb ⁱⁱⁱ	\$ 60.00	per citation	

Footnotes:

ⁱⁱ The fee schedule will recoup the State surcharge and administrative costs incurred by the City.

ⁱⁱⁱ Fines may be subject to change in conformance with Uniform Bail and Penalty Schedules that may be adopted by the Judicial Council of California.



City of West Covina POLICE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
PARKING AND VEHICLE CODE CITATIONS Cont'd			
B) PARKING CITATION PENALTY Cont'd			
61 VC 22507.8: No pkg stall/space disabled person ⁱⁱⁱ	\$ 400.00	per citation	
62 VC 22507.8C: Obstructing handicapped access ⁱⁱⁱ	\$ 195.00	per citation	
63 VC 22514: No park/stand/stop 15 ft fire hydrant ⁱⁱⁱ	\$ 60.00	per citation	
64 VC 22522: No park within 3 ft sidewalk acc ramp ⁱⁱⁱ	\$ 75.00	per citation	
65 Late payment penalty ⁱⁱⁱ	\$ 40.00	per citation	After 21 days from issuance date
66 Late payment penalty--parking citation	Additional 30%		3rd Party Pass-thru from Vendor
ADMINISTRATIVE PENALTIES			
A) MC 15-85: LOUD AND UNCESSARY NOISES PROHIBITED GENERALLY			
1 First Offense	\$ 100.00	per citation	
2 Second Offense (within one year)	\$ 200.00	per citation	
3 Subsequent Citations (within one year)	\$ 500.00	per citation	
B) MC 15-94: RADIOS, TELEVISION SETS, AND SIMILAR DEVICES			
1 First Offense	\$ 100.00	per citation	
2 Second Offense (within one year)	\$ 200.00	per citation	
3 Subsequent Citations (within one year)	\$ 500.00	per citation	
C) GRAFFITI			
1 MC 15-100: Prohibition against causing or attempting to cause graffiti ^{iv}	\$ 1,000.00	per citation	
2 MC 15-101(a): Selling or loaning implement used to cause graffiti ^{iv}	\$ 1,000.00	per citation	
3 MC 15-102: Possession of graffiti implement ^{iv}	\$ 1,000.00	per citation	
4 MC 15-103: Removal of graffiti ^v	\$ 1,000.00	per citation	
POLICE ALARM FEES AND FINES			
A) REGISTRATION AND RENEWAL	\$ 10.00	each	
B) REGISTRATION AND RENEWAL - SENIOR RESIDENTIAL 65+	\$ 5.00	each	
C) APPEAL FEE	\$ 25.00	per request	
D) REINSTATEMENT FEE	\$ 100.00	each	

Footnotes:

ⁱⁱⁱ Fines may be subject to change in conformance with Uniform Bail and Penalty Schedules that may be adopted by the Judicial Council of California.

^{iv} Parents or legal guardians are liable for the fines incurred by juvenile offenders.

^v Fine may be assessed to private and commercial property owners who refuse to clean up graffiti on their property after written notice.



City of West Covina
POLICE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
POLICE ALARM FEES AND FINES Cont'd			
E) REGISTRATION LATE CHARGE	\$ 25.00	each	
F) ALARM FINE - LATE CHARGE (ALL LATE FEES & FINES)	\$ 25.00	each	
G) AUTOMATIC DIALING DEVICE	\$ 100.00	each	
H) AUDIBLE ALARM VIOLATION	\$ 100.00	each	
I) POLICE FALSE ALARM - REGISTERED			
1 First false alarm (per registration period)	\$ 50.00	per incident	waived if online class is taken within 30 days of invoice date
2 Second false alarm (per registration period)	\$ 75.00	per incident	
3 Third false alarm (per registration period)	\$ 125.00	per incident	
4 Fourth false alarm (per registration period)	\$ 175.00	per incident	
5 Fifth false alarm (per registration period)	\$ 225.00	per incident	
6 Sixth or more false alarms (per registration period)	\$ 275.00	per incident	
J) POLICE FALSE ALARM - NON-REGISTERED			
1 First false alarm	\$ 150.00	per incident	
2 Second false alarm	\$ 175.00	per incident	
3 Third false alarm	\$ 225.00	per incident	
4 Fourth false alarm	\$ 275.00	per incident	
5 Fifth false alarm	\$ 325.00	per incident	
6 Sixth or more false alarms	\$ 375.00	per incident	
K) ROBBERY FALSE ALARM	\$ 100.00	each	
L) PANIC FALSE ALARM	\$ 100.00	each	
M) OPERATING SUSPENDED ALARM SYSTEM			
1 First incident	\$ 200.00	per incident	
2 Two or more	\$ 300.00	per incident	
N) ALARM COMPANY FEES & FINES			
1 Failure to report new install	\$ 50.00	each	
2 False Alarm caused by Alarm Company	\$ 100.00	per incident	
3 Employee false statement	\$ 200.00	per incident	
4 Failure to use Enhanced Call Confirmation Procedures	\$ 100.00	per incident	
5 Suspension reinstatement fine and mailing costs	\$ 200.00	each	
	+ \$10.00		
	per customer		
	if contacted		



City of West Covina
POLICE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ALL OTHER POLICE DEPARTMENT FEES			
A) CIVIC CENTER PARKING FEES			
1 Park and Ride (all day)	\$ 1.00	all day	
2 Hourly	\$ 1.00	per hour	Maximum \$5.00
B) MULTIPLE POLICE RESPONSES			
1 Party	\$ 250.00	per response	No charge for first warning
2 Bar	\$ 250.00	per response	No charge for first warning
C) STORED / ABANDONED VEHICLE RELEASE			
	\$ 200.00	per vehicle	
D) CLEARANCE LETTER PROCESSING			
	\$ 10.00	per letter	
ALL OTHER POLICE DEPARTMENT FEES Cont'd			
E) GUN PERMIT ^{vi}			
	\$ 1,000.00	per permit	
F) ALCOHOLIC BEVERAGE PERMIT			
	\$ 390.00	per permit	On-site compliance inspection
G) POLICE DEPARTMENT DUI ACCIDENT FEE			
	Actual Cost	per incident	FBHR of Staff ^{vii} + Materials, maximum \$12,000
H) JAIL BOOKING			
	\$ 150.00	per prisoner	
I) JUVENILE DETENTION			
	\$ 30.00	per qtr hour	First hour free
J) OUTSIDE SERVICE (SECURITY FOR COMMUNITY EVENTS) ^{ix}			
	\$ 70.00	per hour	
K) SUPERVISOR FOR OUTSIDE SERVICE ^{viii}			
	\$ 80.00	per hour	
L) FORECLOSED PROPERTIES REGISTRATION FEE			
	\$ 375.00	per property, annually	Persuant to Ordinance No. 2238
M) POLICE CRIME REPORT REPRODUCTION			
	\$ 0.25	per page	Or the full cost to the extent allowed by Public Records Act
N) POLICE MEDIA REPRODUCTION			
	\$ 35.00	each	

Footnotes:

^{vi} All CCW Licenses are processed through the L.A. County Sheriff's Department.

^{vii} The FBHR is the fully burdened hourly rate of a position that includes the salary, benefits, and applicable overhead (for operational and administrative support), divided by the number of productive hours in a year.

^{viii} The City reserves the right to fulfill service requests based on personnel availability and qualifications for the level of service requested.



City of West Covina

FIRE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
FIRE ADMINISTRATION			
Copies of EMS/Incident reports can be obtained by contacting the Fire Administration office (City Hall - 2nd Floor, 626-939-8824, www.westcovina.org/fire).			
A) COPY OF AN EMERGENCY MEDICAL SERVICES (EMS) REPORT	\$ 20.00	per report	
B) COPY OF AN INCIDENT REPORT	\$ 20.00	per report	
FIRE ALARM FEES AND FINES			
A) REGISTRATION AND RENEWAL	\$ 10.00	each	
B) APPEAL FEE	\$ 25.00	per request	
C) DISCONNECT APPEAL FEE	\$ 25.00	per report	
D) RECONNECTION FEE	\$ 25.00	each	
E) REGISTRATION LATE CHARGE	\$ 25.00	each	
F) ALARM FEE - LATE CHARGE (ALL LATE FEES & FINES)	\$ 25.00	each	
G) REGISTRATION INFORMATION - FAILURE TO COMPLY	\$ 25.00	each	
H) FAILURE TO CONTINUOUSLY BE MONITORED	\$ 25.00	each	
I) SYSTEM PERFORMANCE REVIEW - FAILURE TO PARTICIPATE	\$ 25.00	each	
J) FALSE FIRE ALARM AND NUISANCE FIRE ALARMS COMBINED - REGISTERED			
1 First false alarm (per registration period)	\$ 100.00	per incident	
2 Second false alarm (per registration period)	\$ 150.00	per incident	
3 Third false alarm (per registration period)	\$ 250.00	per incident	
4 Fourth false alarm (per registration period)	\$ 350.00	per incident	
5 Fifth false alarm (per registration period)	\$ 450.00	per incident	
6 Sixth or more false alarms (per registration period)	\$ 550.00	per incident	
K) FALSE FIRE ALARM AND NUISANCE FIRE ALARMS COMBINED - NON-REGISTERED			
1 First false alarm	\$ 200.00	per incident	
2 Second false alarm	\$ 250.00	per incident	
3 Third false alarm	\$ 350.00	per incident	
4 Fourth false alarm	\$ 450.00	per incident	
5 Fifth false alarm	\$ 550.00	per incident	
6 Sixth or more false alarms	\$ 650.00	per incident	
L) ALARM COMPANY FEES & FINES			
1 Fire Alarm Business Duties Violation	\$ 25.00	per incident	
2 Fire False Alarm Caused by Fire Alarm Business	\$ 100.00	per incident	*Fee charged to the Fire Alarm Business



City of West Covina FIRE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
FIRE PROTECTION SYSTEM - FIRE PLAN CHECK FEES			
The Fire Protection System - Fire Plan Check process is applicable when a fire protection system is installed, rehabilitated or modified.			
To start the process, the applicant must visit the Fire Administration office (City Hall - 2nd Floor) complete the application, submit 3 copies of the fire plans, and pay the application fee (regular/expedited). The <i>regular plan check turnaround time is 14 business days from the date plans were submitted; whereas, the expedited plan check turnaround time is 7 business days.</i>			
Fire plans are reviewed by a City consultant to ensure compliance with the California Fire Code, California Building Code, and applicable adopted standards. After the initial consultant review, the applicant is notified to pick-up the approved plans and/or return the plans for subsequent consultant review. Once fire plans have been approved by the consultant and the Fire Prevention Bureau, the applicant will pay the applicable permit cost (C-G below) and consultant fees, then pick-up the finalized building plans (that include a stamp from the consultant and the Fire Prevention Bureau). Once all costs are paid, the applicant will receive a copy of the Fire Protection System Permit. The applicant has 6 months to complete the work/project and schedule required inspections with the Fire Prevention Bureau (the permit fee covers most of the inspection costs). If additional inspection time is required, the Miscellaneous Fee (As-Needed Fire Inspection) is applicable.			
A) APPLICATION FEE	\$99.00 + consultant fee		
B) EXPEDITE FEE	\$99.00 + consultant fee		plus application fee
C) NON COMPLIANCE - FAILURE TO COMPLY WITH ORDERS, TAGS, OR NOTICES	\$ 550.00	flat fee	
TYPES OF FIRE PROTECTION SYSTEM PERMITS:			
The permit fees listed in D-H include up to 3 inspections. If additional inspection time is required, the Miscellaneous Fee (As-Needed Fire Inspection) is applicable.			
D) FLAMMABLE LIQUID STORAGE			
1 Underground tank installation	\$406.00 + consultant fee	per tank	
2 Above-ground tank installation	\$406.00 + consultant fee	per tank	
3 Underground tank removal	\$406.00 + consultant fee	per tank	
4 Above-ground tank removal	\$406.00 + consultant fee	per tank	
5 Vapor recovery modifications	\$135.00 + consultant fee	per recovery	
E) HIGH PILED STORAGE (FOR STORAGE RACK PLANS)	\$ 338.00	per plan	
F) FIRE ALARM SYSTEM			
1 Fire alarm systems (new) with FACP	\$542.00 + consultant fee	per submittal	Includes 24 devices
2 Additional devices (each)	\$33.00 + consultant fee	per add'l device	
3 Modifications to existing systems	\$271.00 + consultant fee	per submittal	Includes 12 devices
G) FIRE SPRINKLER SYSTEM			
1 OH Sprinklers - Residential (unlimited heads)	\$338.00 + consultant fee	per system	
2 OH Sprinklers - Commercial (new and tenant improvements) - Up to 50 heads	\$338.00 + consultant fee	per system	
3 OH Sprinklers - Commercial (new and tenant improvements) - 51 to 100 heads	\$542.00 + consultant fee	per system	
4 OH Sprinklers - Commercial (new and tenant improvements) - 101 to 250 heads	\$677.00 + consultant fee	per system	



City of West Covina FIRE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
FIRE PROTECTION SYSTEM - FIRE PLAN CHECK FEES Cont'd			
5 OH Sprinklers - Commercial (new and tenant improvements) - more than 250 heads	\$813.00 + consultant fee	per system	
6 Underground fire service supply - Private fire hydrants & fire line - (per detector check connection)	\$677.00 + consultant fee	per system	
7 Fire standpipe system/hose stations - Class I, II, III and Article 81 - (per system/station)	\$474.00 + consultant fee	per system	
8 Automatic fixed extinguishing system			
Kitchen hood suppression system (wet chemical)	\$338.00 + consultant fee	per system	
FM 200 systems, Energen, etc.	\$474.00 + consultant fee	per system	
9 Fire pump			
Diesel pump	\$406.00 + consultant fee	per pump	
Electric pump	\$406.00 + consultant fee	per pump	
10 Water storage tank			
Gravity tank	\$271.00 + consultant fee	per tank	
Pressure tank	\$271.00 + consultant fee	per tank	
11 5-year certification test on sprinkler system (Witnessed by a fire inspector; 1 hour minimum)	\$ 135.00	per hour	
H) PRIVATE FIRE PROTECTION SYSTEM TESTING			
1 Smoke test	\$ 135.00	per test	
2 Hydrant flow test	\$ 135.00	per test	
NEW BUILDING / MODIFICATION - FIRE PLAN CHECK FEES			
<p>The New Building / Modification - Fire Plan Check process is applicable for all construction projects within the City. The process is mostly handled by the Building/Engineering Division; whereas, the Fire Prevention Bureau is responsible for reviewing plans to ensure compliance with the California Fire Code, California Building Code, and California Health & Safety Code.</p> <p>To start the process, the applicant must first visit the Building/Engineering Division (City Hall - 2nd Floor) and complete an application. Next, the applicant will visit the Fire Administration office (City Hall - 2nd Floor) to submit a copy of their Building/Engineering Division application, 1 copy of the building plan, and pay the application fee (regular/expedited). <i>The regular plan check turnaround time is 14 business days from the date the plans are submitted; whereas, the expedited turnaround time is 7 business days.</i></p> <p>Building plans are reviewed by a City consultant. After the initial consultant review, the applicant is notified to pick-up the approved plans and/or return the plans for subsequent consultant review. Once all revisions are finalized, the applicant will pay the applicable consultant charges, and pick-up the finalized building plans (that include a stamp from the consultant and the Fire Prevention Bureau).</p> <p>The applicant has 6 months to complete the work/project and schedule an inspection with the Fire Prevention Bureau (the 10% collected from the building permit fee covers most of the inspection costs). If additional inspection time is required, the Miscellaneous Fee (As-Needed Fire Inspection) is applicable. Note: The Building Inspector will not finalize any project until it has been inspected by the Fire Prevention Bureau.</p>			
A) BUILDING MODIFICATION - FIRE PLAN CHECK INSPECTION	10% of building permit fee		Minimum \$25; includes 2 inspections
B) APPLICATION FEE	\$99.00 + consultant fee		
C) EXPEDITE FEE	\$99.00 + consultant fee		plus application fee
D) NON COMPLIANCE - FAILURE TO COMPLY WITH ORDERS, TAGS, OR NOTICES	\$ 550.00	flat fee	



City of West Covina FIRE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
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STATE MANDATED INSPECTION FEES

California Health & Safety Code Section 13145 requires local fire protection districts to enforce the standards related to fire and panic safety adopted by the State Fire Marshal and published in the State Building Standards Codes, as well as other regulations that have been formally adopted by the State Fire Marshal for the prevention of fire or for the protection of life and property against fire or panic. The regulations mandate inspections of state-regulated buildings and structures including, but not limited to those used for public assembly, educational purposes, institutional facilities, multi-family residential dwellings and high-rise buildings.

State mandated inspection fees are charged per calendar year. To start the process, please visit the Fire Administration office (City Hall - 2nd Floor), fill out an application, and pay the applicable fee. Next, the Fire Prevention Bureau will schedule an inspection (the paid fee covers most of the inspection costs). If additional inspection time is required, the Miscellaneous Fee (As-Needed Fire Inspection) is applicable.

A) STATE MANDATED INSPECTION TYPES

1 State license (Form 850) inspection - Adult or Child	\$	203.00	per license
2 Daycare facility - Commercial - Adult or Child	\$	338.00	flat fee
3 Daycare facility - Residential - Adult or Child	\$	135.00	flat fee
4 Convalescent hospital	\$	542.00	flat fee
5 Hospital	\$	1,016.00	flat fee
6 Medical facility	\$	542.00	flat fee
7 High rise building (up to the 6th floor)	\$	1,016.00	flat fee
8 High rise building (per floor above the 6th floor)	\$	271.00	per floor > 6
9 Hotels, motels, apartments (R-1): up to 20 units	\$	327.00	flat fee
10 Hotels, motels, apartments (R-1): 21 to 40 units	\$	409.00	flat fee
11 Hotels, motels, apartments (R-1): 41 to 60 units	\$	491.00	flat fee
12 Hotels, motels, apartments (R-1): over 60 units	\$	573.00	flat fee
13 Schools (public and private)			No charge to schools

B) NON COMPLIANCE - FAILURE TO COMPLY WITH ORDERS, TAGS, OR NOTICES	\$	550.00	flat fee
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CA FIRE CODE - OPERATIONAL PERMITS (AS-NEEDED)

In accordance with the California Fire Code Sections 105.1.1 through 105.1.18, the Fire Prevention Bureau issues operational permits that allow the applicant to conduct an operation or a business for which the permit is required. Buildings or businesses that had previously been inspected (where new construction has not been scheduled) but which require an annual inspection per the California Fire Code, will be charged an operational permit fee. To start the process, please visit the Fire Administration office (City Hall - 2nd Floor), submit an application, and pay the applicable operational permit fee. Next, the Fire Prevention Bureau will schedule an inspection (the paid fee covers most of the inspection costs). If additional inspection time is required, the Miscellaneous Fee (As-Needed Fire Inspection) is applicable.

A) AS-NEEDED OPERATIONAL PERMIT TYPE

1 Asbestos removal: up to 20,000 square feet	\$	327.00	flat fee
2 Asbestos removal: more than 20,000 square feet	\$	409.00	flat fee
3 Bowling pin or alley refinishing	\$	327.00	flat fee
4 Candles and/or open flame in assembly area	\$	163.00	flat fee
5 Carnivals and fairs: up to 10 concession stands	\$	199.00	flat fee
6 Carnivals and fairs: more than 10 concession stands	\$	299.00	flat fee
7 Christmas tree lots	\$	245.00	flat fee
8 Exhibits and trade shows	\$	245.00	flat fee
9 Explosives or blasting agents	\$	245.00	flat fee
10 Fire hydrant use & water control valves	\$	163.00	flat fee



City of West Covina FIRE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
CA FIRE CODE - OPERATIONAL PERMITS (AS-NEEDED) Cont'd			
11 Fire hydrant (removal from service)	\$ 163.00	flat fee	
12 Fireworks display: up to 115 devices plus stand-by fee (see hourly rates)	\$ 271.00	+ stand-by fee	See hourly rates section
13 Fireworks display: more than 115 devices plus stand-by fee (see hourly rates)	\$ 338.00	+ stand-by fee	See hourly rates section
14 Liquid/gas fueled vehicle or equipment in assembly area	\$ 163.00	flat fee	
15 Occupant load increase	\$ 203.00	flat fee	
16 Open pit barbecues/recreational fires/open burning	\$ 135.00	flat fee	
17 Parade floats	\$ 135.00	flat fee	
18 Production facilities - film permit plus stand-by fee (see hourly rates)	\$ 299.00	+ stand-by fee	See hourly rates section
19 Pyrotechnical special effects material plus stand-by fee (see hourly rates)	\$ 271.00	+ stand-by fee	See hourly rates section
20 Special events	\$ 299.00	flat fee	
21 Tents, canopies/temporary membrane structures	\$ 135.00	flat fee	
B) NON COMPLIANCE - FAILURE TO COMPLY WITH ORDERS, TAGS, OR NOTICES	\$ 550.00	flat fee	

CA FIRE CODE - OPERATIONAL PERMITS (ANNUAL)

In accordance with the California Fire Code (Sections 105.1.1 through 105.7.18), the Fire Prevention Bureau issues annual operational permits that allow the applicant to conduct an operation or a business for which the permit is required. Buildings or businesses that had previously been inspected (where new construction has not been scheduled) but which require annual inspection per the California Fire Code, will be charged an annual operational permit fee. To start the process, please visit the Fire Administration office (City Hall - 2nd Floor), submit an application, and pay the applicable fee. Next, the Fire Prevention Bureau will schedule an inspection (the paid fee covers most of the inspection costs). If additional inspection time is required, the Miscellaneous Fee (As-Needed Fire Inspection) is applicable.

A) ANNUAL OPERATIONAL PERMIT TYPE

1 Aerosol Products	\$ 327.00	per year
2 Battery system, operation	\$ 245.00	per year
3 Combustible fiber storage handling	\$ 327.00	per year
4 Combustible material storage	\$ 327.00	per year
5 Combustible rubbish handling operation	\$ 327.00	per year
6 Compressed gases/medical gas system	\$ 327.00	per year
7 Cryogenic fluids	\$ 327.00	per year
8 Dry cleaning	\$ 327.00	per year
9 Dust collection systems/producing operations	\$ 327.00	per year
10 Flammable or combustible liquids	\$ 327.00	per year
11 Garage - repair facility	\$ 245.00	per year
12 Hazardous materials facility/vapor extraction	\$ 327.00	per year
13 High piled combustible storage	\$ 327.00	per year
14 Liquid/gas fueled equipment (generator)	\$ 163.00	per year
15 Liquefied petroleum gas storage	\$ 163.00	per year
16 Lumber yards	\$ 327.00	per year
17 Magnesium working	\$ 327.00	per year
18 Malls/kiosks/concessions (assembly - vehicle display)	\$ 163.00	per year
19 Malls/carts/concessions	\$ 109.00	per year



City of West Covina FIRE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
CA FIRE CODE - OPERATIONAL PERMITS (ANNUAL) Cont'd			
20 Motor vehicle fuel dispensing station	\$ 163.00	per year	
21 Organic coatings	\$ 327.00	per year	
22 Oven, industrial - baking and drying	\$ 327.00	per year	
23 Places of assembly (50 or more occupants)	\$ 327.00	per year	
24 Radioactive materials	\$ 327.00	per year	
25 Refrigeration equipment (commercial)	\$ 163.00	per year	
26 Spraying or dipping facility	\$ 327.00	per year	
27 Tire storage	\$ 327.00	per year	
28 Waste material handling plant	\$ 327.00	per year	
29 Welding and cutting operation	\$ 327.00	per year	
30 Wood products storage	\$ 327.00	per year	
B) NON COMPLIANCE - FAILURE TO COMPLY WITH ORDERS, TAGS, OR NOTICES	\$ 550.00	flat fee	
HOURLY RATES			
A) TYPE OF RESOURCE			
1 Fire Chief	\$ 352.00	per hour	
2 Assistant Fire Chief	\$ 181.00	per hour	
3 Engine company	\$ 491.00	per hour	
4 Truck company (3-person)	\$ 491.00	per hour	
5 Paramedic (2-person)	\$ 327.00	per hour	
6 Fire Prevention	\$ 271.00	per hour	
EMERGENCY INCIDENTS			
A) TYPE OF INCIDENT			
→ 1 Motor Vehicle Incidents	\$ 818.00	per hour	
Add on Services			
→ Extrication	\$ 1,461.00	per hour	
→ Creating a Landing Zone	\$ 491.00	per hour	
→ 2 HAZMAT			
→ Level 1 Basic	\$ 999.00	per hour	
→ Level 2 Intermediate	\$ 3,397.00	per hour	
→ Level 3 Advanced	\$ 6,608.00	per hour	
→ 3 Fire Investigation	\$ 308.00	per hour	
→ 4 Fires (as per units assigned see type of resource FBHR)	Per incident	per hour	
→ 5 Illegal Fires (as per units assigned see type of resource FBHR)	Per incident	per hour	
→ 6 Special Rescue or Response			
(as per units assigned see type of resource FBHR)	Per Incident	per hour	
→ 7 Chief officer response	\$ 181.00	per hour	
→ 8 Additional time on-scene			
(as per units assigned see type of resource FBHR)	Per incident	per hour	

Footnotes:

ⁱ The FBHR is the fully burdened hourly rate of a position that includes the salary, benefits, and applicable overhead (for operational and administrative support), divided by the number of productive hours in a year.



City of West Covina FIRE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
EMERGENCY MEDICAL SERVICE FEES			
A) TYPE OF SERVICE			
1 Basic Life Support (BLS): non-emergency response ⁱⁱ	\$ 1,420.00	flat fee	
2 Basic Life Support (BLS): emergency response ⁱⁱ	\$ 1,523.00	flat fee	
3 Advanced Life Support (ALS): non-emergency response ⁱⁱ	\$ 2,132.00	flat fee	
4 Advanced Life Support (ALS): emergency response ⁱⁱ	\$ 2,282.00	flat fee	
5 Mileage rate - each mile or fraction thereof ⁱⁱ	\$ 20.00	per mile	
6 Oxygen - charge per tank or fraction thereof ⁱⁱ	\$ 96.00	per tank	
7 Disposable medical supplies ⁱⁱ	\$ 28.00	flat fee	
8 Night response (request for service after 7pm and before 7am) ⁱⁱ Added to the BLS or ALS response fee	\$ 24.00	flat fee	
9 Voluntary ambulance subscription - residential program	\$ 69.00	per year	per household
→ 10 Voluntary ambulance subscription - local business program	\$ 69.00	per year	per 10 employees

MISCELLANEOUS FIRE FEES			
A) TYPE OF SERVICE			
1 EMS Assessment Fee	\$ 289.00	per incident	
2 EMS Medical Facility Fee	\$ 289.00	per incident	
3 Emergency responder radio coverage system	\$271.00 + consultant fee	per inspection	
4 DUI accident response investigation	Actual Cost	per incident	FBHR of Staff ⁱ + Materials
5 Hazardous materials clean-up	Actual Cost	per incident	FBHR of Staff ⁱ + Materials
6 Weed abatement	Actual cost of clean-up + 130% administrative fee	per incident	
7 As-needed fire inspection (add'l inspection, for insurance, etc.)	\$ 135.00	per hour	

Footnotes:

ⁱ The FBHR is the fully burdened hourly rate of a position that includes the salary, benefits, and applicable overhead (for operational and administrative support), divided by the number of productive hours in a year.

ⁱⁱ Based on LA County ambulance rates, subject to change.



City of West Covina
 COMMUNITY SERVICES - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
RECREATION AND COMMUNITY SERVICES ⁱ			
A) KEY SERVICES PROVIDED BY CITY: ⁱⁱ			
1 Facility and Park Shelter Rentals			
2 Licensed Daycare and Preschool Programs			
3 Recreation Contract Classes			
4 Special Events			
5 Aquatics Program (swim team and swimming lessons)			
6 Transit Services (Dial-A-Ride, Shuttle)			
7 Senior Meal Program			
8 Excursion Program			
9 Recreation Sports Leagues			
B) ADMINISTRATIVE FEE ⁱⁱⁱ	3%	per transaction	

Footnotes:

- ⁱ Service offerings and fees for the above can be found in the current publication of the City of West Covina Community Recreation Guide.
- ⁱⁱ The services listed are subject to the following:
- Charges for services provided by or requested of the City will be determined by staff based on the fully burdened hourly rate of staff, or a market determination for facility use.
 - SPORTS COUNCIL MEMBER youth teams are exempt based on in-kind maintenance services they provide throughout the year.
 - Security, chemical toilets, trash receptacle services, etc. may be required at participant's expense.
 - Fee waivers are not permitted on facility rentals between the peak hours of Friday at 5:00 p.m. through Sunday at 10:00 p.m. This policy applies to facility rentals only. Park fee waivers will still be available with City Manager or City Council approval.
- ⁱⁱⁱ The administrative fee is charged on each transaction to recover a portion of costs related to the organization or programs and processing of requests.



City of West Covina
FINANCE - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ADMINISTRATION			
A) RETURNED CHECK (NSF) PROCESSING			
1 First check	\$ 25.00	per check	
2 Subsequent returned checks	\$ 35.00	per check	
B) LATE PAYMENT FEE	\$ 17.00	per transaction	
C) COLLECTION AGENCY FEE	Actual Cost	per transaction	3rd party pass-thru
D) SERVICE FEE		2% per credit/debit card transaction	
BUSINESS LICENSE / PERMITS			
A) BUSINESS LICENSE			
1 New/Changed Business License Application Review	Actual Cost	per application	3rd party pass-thru
2 New/Changed Business License Application Review (state fee)	\$ 1.00	per BL	Per SB 1186, subject to change
B) PERMITS			
1 Home Occupation Review	\$ 10.00	each	
2 Bingo Permit	\$ 26.00	per year	
3 Solicitation Permit - first time	\$ 52.00	per year	
4 Solicitation Permit - renewal	\$ 39.00	per year	
5 Games of Skill or Science Permit ⁱ	\$ 52.00	per game, per year	Maximum of 3 games without an unclassified use permit
6 Hypnotist Permit	\$ 123.00	per year	Includes Public Safety Cost
7 Fortune Teller Permit	\$ 150.00	per year	Includes Public Safety Cost
8 Massage Therapist Permit - first time	\$ 150.00	per year	Includes Public Safety Cost
9 Massage Therapist Permit - renewal	\$ 137.00	per year	Includes Public Safety Cost
10 Massage Establishment Owner Permit	\$ 150.00	per year	Includes Public Safety Cost
11 Mobile Food Vendor Permit	\$ 32.00	per year	
12 Adult Oriented Business Performer Review/Renewal Fee	\$ 107.00	per year	Does not include cost of photos or fingerprints

Footnotes:

ⁱ Games can be video, coin operated, pool table, etc.



City of West Covina
CITY CLERK - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ADMINISTRATION			
A) REPRODUCTION FEES			
1 Xerox - black and white	\$ 0.25	per page	
2 Xerox - color	\$ 0.60	per page	
3 Copies - under Fair Political Practices Commission (FPPC)	\$ 0.10	per page	
4 Compact disc	\$ 5.00	each	
5 Dubbing of video tapes	\$ 30.00	each	
6 Microfilm	\$ 2.00	each	
B) MUNICIPAL CODE BOOKS	Full cost to the extent allowed by Public Records Act	each	
CITY CLERK SERVICES			
A) NOTARY FEE	\$ 15.00	per signature	Set by State, subject to change
B) DOCUMENT CERTIFICATION			
1 Resident	\$ 25.00	each	
2 Non-Resident	\$ 35.00	each	
C) LIFE VERIFICATION			
1 Resident	\$ 25.00	each	
2 Non-Resident	\$ 50.00	each	
D) RECORDS RESEARCH SERVICE			
1 Research Request	Full cost to the extent allowed by Public Records Act	per request	
2 Document Printing & Copying	Full cost to the extent allowed by Public Records Act	each	
E) SUBPOENA FEE FOR DOCUMENTS	\$ 15.00	per service	Set by State and Federal Governments, subject to change
F) SUBPOENA FEE FOR WITNESSES	\$ 275.00	per person	Set by State and Federal Governments, subject to change



City of West Covina
CITY CLERK - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
PASSPORT SERVICES			
A) EXECUTION OF PASSPORT APPLICATION	\$ 35.00	each	Set by U.S. Department of State, subject to change
B) OVERNIGHT DELIVERY			
1 To processing center	Actual Cost	each	Current Express Mail cost per USPS
2 From processing center	Actual Cost	each	Current Express Mail cost per USPS
C) PASSPORT PHOTOS (set of 2)	\$ 15.00	per set	



City of West Covina
ANIMAL CONTROL - Fee Schedule

FEE DESCRIPTION	FEE	UNIT	NOTE
ANIMAL LICENSE / CONTROL ⁱ			
A) DOG LICENSE			
1 Unaltered dog	\$ 60.00	per year	
2 Altered dog	\$ 22.00	per year	
3 Senior citizen/disabled veteran rate (altered dog) ⁱⁱ	\$ 10.00	per year	
4 Late Fee - senior citizen/disabled veteran ⁱⁱ	1/2 of license fee	per license	In addition to license itself
5 Late Fee - all others	Equal to one year license	per license	In addition to license itself
B) CAT LICENSE			
1 Unaltered cat	\$ 10.00	per year	
2 Altered cat	\$ 5.00	per year	
3 Late fee	\$ 20.00	per license	In addition to license itself

Footnotes:

ⁱ Animal License Fees are evaluated annually and established by City Ordinance.

ⁱⁱ Senior citizen discount criteria - 60 years of age or older, with a spayed or neutered pet. One discount per home.

Disabled veteran criteria - Copy of the pet's spay/neuter certificate and proof of a military service connected disability. Acceptable proof is either a U.S. Department of Veterans Affairs disability award letter or a Veterans Health Administration healthcare enrollee card that states the carrier has a service connected disability. Limit 3 dogs per household.