

TOWN OF WOODWAY FEE SCHEDULE – EFFECTIVE FEBRUARY 21, 2024

A.	DEVELOPMENT PERMIT FEES	FEE	
1-A.	Building Permit Fee, Based on Total Valuation (includes swimming pools, game courts, demolition, installing a moved residential structure, and all permits listed in Section 1).	Total Value	Fee
		\$1 to \$2,000	\$100
		\$2,001 to \$25,000	\$100 for the first \$2,000 plus \$20 for each additional \$1,000 or fraction thereof
		\$25,001 to \$50,000	\$560 for the first \$25,000 plus \$15 for each additional \$1,000 or fraction thereof
		\$50,001 to \$500,000	\$935 for the first \$50,000 plus \$10 for each additional \$1,000 or fraction thereof
		\$500,001 and up	\$5,435 for the first \$500,000 plus \$5 for each additional \$1,000 or fraction thereof
1-B.	Fence/Gate Permit – fee includes plan review, permit, & 2 inspections	Based on valuation (as calculated above) with a maximum fee of \$350	
1-C.	Reroof Permit	Based on valuation (as calculated above) with a maximum fee of \$500	
1-D.	Moving of Building	Need to obtain Demolition and Right-of-Way Permits, as applicable	
2.	Building Permit Plan Review Fee	65% of Building Permit fee. Plan review fee is separate from and in addition to permit fees.	
3.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section A other than state, facility, or sewer connection charges and excluding any consultant costs.	
4.	Additional Building, Plumbing, or Mechanical Plan Review Required by Changes, Additions or Revisions to Plan	\$150/hour, minimum 1/2 hour	
5.	State Building Code Council Fee	\$6.50 on all building permits, including swimming pools, game courts, demolitions, retaining walls, and fences	
6.	Mechanical & Plumbing Permits--New SFR – fee includes plan review	\$200 up to 2,000 sq. ft.	
		\$300 for 2,001--3,000 sq. ft.	
		\$400 for 3,001--4,000 sq. ft.	
		\$500 for 4,001--6,000 sq. ft.	
		\$600 for 6,001 sq. ft. and up	
7.	Mechanical & Plumbing Permits--Remodels – fee includes plan review	\$75 for 1 fixture	
		\$125 for 2 to 4 fixtures	
		\$175 for 5 to 7 fixtures	
		\$225 for 8 to 10 fixtures	
		\$275 for 11 to 15 fixtures	
		\$325 for 16 to 20 fixtures	
\$375 for 21+ fixtures			

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8.	Inspections	One inspection and one reinspection per inspection type are included in Building, Plumbing, and Mechanical Permit fees. A second reinspection and any subsequent reinspections are \$150/hour. See WMC 12.05.500 for details.			
10.	Other Building, Plumbing, or Mechanical Inspection Fees Not Listed	\$150/hour			
11.	6-Month Extension of Building Permit	1/2 of original building permit fee. Additional plan review fees may be due, if deemed necessary by the Building Official. The Building Official may reduce the permit fee to \$120 if they determine that the value of the remaining work is less than the greater of \$100,000 or 10% of the original permit valuation.			
12.	6-Month Extension of Plumbing and Mechanical Permits	1/2 of original permit fee			
13.	6-Month Extension of Clearing & Grading Permit	1/2 of original permit fee; Additional plan review fees may be due, if deemed necessary by the Town Engineer			
14.	Stop Work Order Fee	An amount equal to the permit fee, minimum \$250 (Note: this fee is not a permit fee and does not reduce the cost of any permit(s) that may be required.)			
15.	Stormwater Utility Service Charges – 6-month billing period	Zone District	Base Fee	Lot Fee	Total Fee
		UR	\$50	\$40	\$90
		R-14.5	\$50	\$35	\$85
		R-43	\$50	\$65	\$115
		R-87	\$50	\$80	\$130
		UV	Rate Category	Impervious Surface Coverage	Base Fee
			Very Light	1% to 19%	\$20 per quarter acre
			Light	20% to 39%	\$65 per quarter acre
			Moderate	40% to 59%	\$110 per quarter acre
			Heavy	60% to 79%	\$150 per quarter acre
			Very Heavy	80% to 100%	\$200 per quarter acre

A.	DEVELOPMENT PERMIT FEES	FEE	
16.	Stormwater Capital Facility Charge – for Development on Previously Undeveloped Parcels	For the UR, R-14.5, R-43, and R-87 Zone Districts, the charge is calculated based on the 6-month stormwater utility service charge for the applicable zone district multiplied times 30. For the UV zone district, the charge is calculated based on the 6-month stormwater utility service charge for the applicable rate category of the approved project multiplied times 30.	
		Zone District	Capital Facility Charge
		UR	\$2,700
		R14.5	\$2,550
		R43	\$3,450
		R87	\$3,900
		UV	Variable
17.	Metro Side Sewer Fee - Shown on Exhibit A	\$1,070, adjusted annually	
18.	Tributary Lot Fee - Shown on Exhibit B	\$914, adjusted annually	
19.	Fire Department Building Permit Plan Review	\$125; applicable to new houses and projects adding more than 500 sq. ft. of living space	
20.	Required Residential Fire Sprinkler System – fee includes plan review, permit, & 2 inspections	1-30 heads	\$750
		31+ heads	\$750 plus \$3/head in excess of 30
21.	Voluntary Residential Fire Systems – fee includes plan review, permit, & 2 inspections	\$250	
22.	Underground Fuel Tank Removal/Decommission	\$100	
23.	All Other Fire Department Fees	\$250/hour, 1 hour minimum	
24.	Code Interpretation	\$100 plus costs	
25.	Appeal of Building Official’s Decision	Appeals of stop work orders or code enforcement orders	No Fee
		All other appeals	\$150
26.	Clearing & Grading Permit Fees (Includes Clearing & Grading Management Permit)	Total Value	Fee
		\$1 to \$5,000	\$100
		\$5,001 to \$25,000	\$100 for the first \$5,000 plus \$20 for each additional \$1,000 or fraction thereof
		\$25,001 to \$100,000	\$560 for the first \$25,000 plus \$10 for each additional \$1,000 or fraction thereof
27.	Clearing & Grading Permit Plan Review Fee (Includes Clearing & Grading Management Permit)	65% of Clearing & Grading Permit fee	

A.	DEVELOPMENT PERMIT FEES	FEE	
28.	Tree Management Permit Fees	Total Value	Fee
		\$1 to \$5,000	No fee
		\$5,001 to \$25,000	\$100 for the first \$5,000 plus \$20 for each additional \$1,000 or fraction thereof
		\$25,001 to \$100,000	\$560 for the first \$25,000 plus \$10 for each additional \$1,000 or fraction thereof
		\$100,001 and up	\$1,310 for the first \$100,000 plus \$5 for each additional \$1,000 or fraction thereof
29.	Tree Management Permit Plan Review Fee	65% of Tree Management Permit fee	
30.	Additional Grading Plan Review or Review of Specialized Reports Required by Changes, Additions or Revisions to Approved Plans	Actual engineering review costs	
31.	Storm Drainage and Erosion Control Facilities and Inspections and Plan Review	Actual engineering costs	

B.	RIGHT-OF-WAY PERMITS	FEE	
1.	Right-of-Way--Homeowner	\$150 + costs (includes one ROW inspection)	
2.	Right-of-Way--Minor Utility	\$250 + costs (includes one ROW inspection)	
3.	Right-of-Way--Major Utility	\$350 + costs (includes one ROW inspection)	
4.	Additional ROW Inspections	\$75 for each inspection	
5.	Road Cut Fee	Class A Project (a cut of 1,000 square feet or more and/or a project that includes work on multiple streets): \$500 plus pavement mitigation fee.	
		Class B Project (a cut of less than 1,000 square feet and all work is on the same street): \$115 plus pavement mitigation fee.	
a.	Pavement Mitigation Fee	Project on street that has been overlaid within the past five years.	\$12.50/s.f.
		Project on street that has not been overlaid within the last five years, and the Director has determined that the street has ten or more years useful life left.	Class A: \$3.50/s.f.
			Class B: \$4.75/s.f.
		Project on street that has not been overlaid within the last five years, and the Director has determined that the street has less than ten years useful life left.	No fee
		The Director may waive fee where the permit requires the entire width of the road to be repaved.	
6.	30-day Extension of Right-of-Way Permits	½ of original permit fee	

B.	RIGHT-OF-WAY PERMITS	FEE
7.	Revocable Permit for Unfranchised Facilities in the Town's Rights-of-Way	\$75/year
8.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section B, excluding any consultant costs.
9.	Stop Work Order Fee	An amount equal to the permit fee, minimum \$250 (Note: this fee is not a permit fee and does not reduce the cost of any permit(s) that may be required.)

C.	LAND USE FEES	FEE
1.	Short Subdivision	
a.	Preliminary Plat	\$1,750 base plus \$100/lot + costs
b.	Final Plat	\$1,250 base plus \$50/lot + costs
2.	Formal Subdivision	
a.	Preliminary Plat	\$3,000 base plus \$100/lot + costs
b.	Final Plat	\$2,000 base plus \$50/lot + costs
3.	Development Agreement	\$1,000 plus costs
4.	Variance	\$1,500 plus costs
5.	Administrative Variance	\$750 plus costs
6.	Conditional Use Permit	\$1,500 plus costs
7.	Boundary Line Adjustment	\$750 plus costs
8.	Comprehensive Plan Map or Text Amendment	\$1,000 plus costs
9.	Zoning Ordinance Map or Text Amendment	\$1,000 plus costs
10.	Wireless Facility Fee	\$4,000 plus costs
11.	Appeals	\$500 plus costs
12.	SEPA	\$500 plus costs
13.	Code Interpretation	\$100 plus costs
14.	Site Plan Review	\$250 plus costs
15.	Staff Costs	\$100/hour
16.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section C, excluding any consultant or staff costs.

D.	LICENSES/OTHER FEES	FEE
1.	Business License – Annual value of products, gross proceeds of sales, or gross income in the Town is greater than \$2,000/year	\$50
		Delinquency fees:
		15--30 days: Greater of 10% of license fee or \$5.00
		31--90 days: Greater of 50% of license fee or \$10.00
	>90 days: Greater of 100% of license fee or \$25.00	
2.	Business License – In Town – Annual value of products, gross proceeds of sales, or gross income of the business in the Town is equal to or less than \$2,000	No fee
3.	Solicitation Permit	No fee

D.	LICENSES/OTHER FEES	FEE
4.	Peddler Permit	No fee
5.	Lifetime Animal License	\$50
6.	Animal License - Replacement Tag	\$10
7.	Sign Permit	Individual: \$50
		2--5 agents: \$100
		6--10 agents: \$200
		10 or more agents: \$300
8.	Sign Retrieval Fee	\$50/sign
9.	Returned Check Fee – Electronic Payment – Unable to Locate Account	\$7
10.	Returned Check Fee – All Other	\$30
11.	Reproducing Public Records	\$0.15 per page for letter, legal, or 11x17 size copies of public records
		Actual cost for larger copies or scans
		\$0.10 per page for letter, legal, or 11x17 size public records scanned into an electronic format
		\$0.05 per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery
		\$0.10 per gigabyte for the transmission of public records in an electronic format or for the use of Town equipment to send the records electronically
		The actual cost of any digital storage media or device provided by the Town
		The actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge
		Any applicable customized service charges, as described in RCW 42.56.120(4)
		The charges above may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request
The Town may charge a flat fee of up to two dollars for any request as an alternative to fees authorized above when the Town reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars		
12.	Fax	\$1.00/page
13.	False Alarms	\$250/second and consecutive responses within 6 months
14.	General Appeals	\$300 plus costs
15.	Large Function Permit	No fee
16.	Outdoor Burning	Prohibited
17.	Temporary Tent Encampments	No fee

E.	TOWN HALL RENTAL	FEE
1.	Resident Rate – Per Four Hour-Block	\$150
2.	Non-Resident Rate – Per Four-Hour Block	\$300
3.	Alcohol Fee	\$200
4.	Refundable Damage/Cleaning Deposit	\$200
5.	Administrative Fee	\$50
6.	Lost Key Fee	Actual cost of re-keying all necessary locks

- A. Right-of-Way. The criteria for determining the category of a right-of-way permit are listed in 12.50.030.
- B. Reproducing public records.
1. The Town finds that calculating the actual costs of providing paper or electronic copies of public records would be unduly burdensome because of the complexity of factors involved in calculating such a charge. The Town will therefore charge fees for providing copies of public records in accordance with RCW 42.56.120, as set forth in Section 3.32.010.
 2. Actual reproduction cost shall be charged for copies or scans which the Town is unable to reproduce in-house. The charge is the amount necessary to reimburse the Town for its actual costs incident to such copying and will be based on the costs charged by the off-site vendor or copying service. The Town may, at its discretion, choose to send large or complex copy jobs to outside vendors even when the Town can complete the job in house when doing so would conserve resources. In this case, the charge will be based on the total charge imposed by the off-site copying service.
- C. When a stated fee amount in the fee schedule includes “plus costs”, the costs are due and payable to the Town from the applicant or property owner, as provided in WMC 3.32.020.
- D. Town Hall Rental.
1. Rental of Town Hall shall be at the discretion of the Mayor, or the Mayor’s designee, in accordance with applicable federal and state laws and this Fee Schedule. The Mayor may waive any and all fees for a not-for-profit business or organization that provides a service to the Town or its residents or for a government agency or public official acting in their governmental capacity.
 2. Cancellations and refunds shall be processed pursuant to the Town’s Facility Usage Policy.
- E. Permit Refunds.
1. The building official may authorize refunding of not more than eighty percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
 2. The building official may authorize refunding of not more than eighty percent of the permit fee paid when no work has been done under a permit issued in accordance with this chapter.
 3. The building official shall not authorize a refund of any fee paid except on written application filed by the original permittee not later than one hundred eighty days after the date of payment of the fee.
- F. Stormwater Utility
1. The Stormwater Utility Service Charges listed in Section A shall increase annually by the June-to-June CPI-U for Seattle-Tacoma-Bellevue, with a minimum increase of 3%, rounded up to the nearest whole number. (WMC 11.01.110)