



**Proposed Master Fee
Supplemental
Documentation
April 28, 2026**

Overview of Master Fee supplemental document

The attached Master Fee supplemental document presents each fee alongside key financial and operational data to provide context for the proposed updates. Annual volume estimates are generally based on recent historical activity (typically from the prior fiscal year); however, some fees may show zero volume where applications were infrequent, not tracked during that period, or where the fee is newly established. For each fee, the schedule includes the current fee, proposed fee, and a description, as well as associated annual cost, subsidy, and both current and proposed revenue. Additional columns identify the proposed fee's actual dollar and percentage change, the user fee cost recovery policy, and the resulting current and proposed cost recovery levels. Together, these elements are intended to illustrate the impact of the proposed fee changes and how they compare to the cost of providing service.

General Administration

| City of Menlo Park - 2026 ADMINISTRATION | | PER UNIT ANALYSIS | | | | | | ANNUALIZED PROJECTIONS | | | | |
|---|--|------------------------------------|-------------|---|-----------------------|---|----------------------|------------------------|---------------------|-------------|-----------|------------------|
| Fee Category | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 1 | Copy Charges: 8 ½ x 11 sheet | 0 | \$0.10 | per image | 100% | \$0.10 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 2 | Copy Charges: 11 x 17 sheet | 0 | \$0.20 | per image | 100% | \$0.20 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 3 | Return Check Charge | 0 | \$30 | per check – each return | 100% | \$30 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 4 | Collection Agency Fee Recovery | 0 | \$0 | Minimum of 25% of assigned debt or Actual Cost whichever is greater | 100% | | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 5 | Municipal Code Book: Code Book and updating supplements to date - Unassembled | 0 | \$50 | Change from flat fee to Actual Cost | 100% | | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 6 | Municipal Code Book: Code Book and updating supplements to date - Assembled | 0 | \$250 | Change from flat fee to Actual Cost | 100% | | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 7 | Credit card convenience fee | Substantial number of transactions | \$0 | per transaction | 0% | Actual cost when processed through supported point-of-sale (POS) systems that allow fee passthrough, or 2.5% of the transaction when processed through payment methods that do not support passthrough. | N/A | N/A | \$0 | \$ 600,000 | \$600,000 | \$ 600,000 |
| 8 | Candidates' Election Statement: Candidates' reimburse City for the statement printing and mailing costs. | 0 | \$350 | (Collected in advance. Any overpayment will be refunded.) | 100% | \$650 | \$300 | 86% | \$0 | \$0 | \$0 | \$0 |
| 9 | Elections: Notice of Intent Fee | 0 | \$200 | Fee refunded if it qualifies for ballot | 100% | \$200 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 10 | Political Campaign Statements And Reports: Copying charge (as per Government Code Section 81008) | 0 | \$0.10 | per page | 100% | \$0.10 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 11 | Political Campaign Statements And Reports: Statements five or more years old | 0 | \$5 | per statement | 100% | \$5 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 12 | Tape Recording Duplication: Audio tape of City Council meetings (collected in advance) | 0 | \$0 | Actual costs per tape | 100% | | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 13 | Tape Recording Duplication: Video tape of City Council meetings (collected in advance) | 0 | \$0 | Actual costs per tape | 100% | | N/A | N/A | \$0 | \$0 | \$0 | \$0 |

| City of Menlo Park - 2026 ADMINISTRATION | | PER UNIT ANALYSIS | | | | | | | ANNUALIZED PROJECTIONS | | | |
|---|--|-------------------|-------------|----------------------|-----------------------|--------------|----------------------|----------|------------------------|-------------|---------|------------------|
| Fee Category | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 14 | Council Chambers Rental: Residents (plus cleaning fee deposit) | 0 | \$125 | per hour | 100% | \$125 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 15 | Council Chambers Rental: Non-residents (plus cleaning fee deposit) | 0 | \$160 | per hour | 100% | \$160 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 16 | Council Chambers Rental: Commercial (plus cleaning fee deposit) | 0 | \$190 | per hour | 100% | \$190 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 17 | Council Chambers Rental: Service charge on cancellations | 0 | \$25 | | 100% | \$25 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 18 | Council Chambers Rental: Cleaning Fee Deposit (refundable) | 0 | \$250 | Deposit (refundable) | 100% | \$250 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 19 | Council Chambers Rental: AV Service Fee | 0 | \$35 | per hour | 100% | \$65 | \$30 | 86% | \$0 | \$0 | \$0 | \$0 |
| 20 | Film, Video and Audio Production Permits: Application Review and Coordination | 0 | \$150 | each | 100% | \$150 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 21 | Film, Video and Audio Production Permits: Application Revisions | 0 | \$50 | each | 100% | \$50 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 22 | Film, Video and Audio Production Permits: Daily Permit Fees - Still Photography and Short Subject | 0 | \$50 | each | 100% | \$50 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 23 | Film, Video and Audio Production Permits: Daily Permit Fees - Industrials | 0 | \$100 | each | 100% | \$100 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 24 | Film, Video and Audio Production Permits: Daily Permit Fees - Features, TV, Music Videos and Commercials | 0 | \$150 | each | 100% | \$150 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 25 | Publications: Financial Statement | 0 | \$20 | each - plus postage | 100% | \$20.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 26 | Publications: Budget, bound copy | 0 | \$15 | each - plus postage | 100% | \$15.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 27 | Publications: Master Fee Schedule | 0 | \$5 | each - plus postage | 100% | \$5.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |

Menlo Mark Municipal Water

| City of Menlo Park - 2026 Public Works - Water | | | PER UNIT ANALYSIS | | | | | | | | ANNUALIZED PROJECTIONS | | | | |
|---|---|--|-------------------|-------------|----------------------|-----------------------|--------------------------------|------------------------|--------------|----------------------|------------------------|---------------------|-------------|---------|------------------|
| Fee Category | | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 1 | Water Capacity Charge for Fire Services with Sprinklers | | 12 | \$1,000 | Water Rate Study | N/A | Not included in current policy | 100% | \$1,000 | \$0 | 0% | \$12,000 | \$12,000 | \$0 | \$12,000 |
| 2 | Water Capacity Charge for Fire Services without Sprinklers | | 12 | \$3,500 | Water Rate Study | N/A | Not included in current policy | 100% | \$3,500 | \$0 | 0% | \$42,000 | \$42,000 | \$0 | \$42,000 |
| 3 | Deposit Required to Establish Water Service Account Effective July 1, 2026 deposits collected on new account setups are no longer refundable. Deposits cover administrative costs to establish new account. | | 0 | \$100 | Flat Fee Per Account | 41% | Not included in current policy | 100% | \$246 | \$146 | 146% | \$0 | \$0 | \$0 | \$0 |
| 4 | Deposit Required for Temporary Water Meters A temporary water including a gate (check) valve may be obtained from the City upon payment of a deposit. Monthly fees shall be assessed based on the meter size and the amount of water used (based on monthly water meter readings). The City shall designate the hydrant where the temporary meter is to be used. The deposit will be refunded after the return of the meter (undamaged) and payment of the final bill. | | 0 | \$3,442 | Deposit, Per Meter | 68% | Not included in current policy | 100% | \$5,082 | \$1,640 | 48% | \$0 | \$0 | \$0 | \$0 |
| 5 | Finance charge (interest rate) on late payment | | 0 | 1.50% | Penalty | 100% | Not included in current policy | 100% | 1.50% | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 6 | Disconnect Door Tag Fee | | 0 | \$31 | Flat Fee | 16% | Not included in current policy | 100% | \$190 | \$159 | 513% | \$0 | \$0 | \$0 | \$0 |
| 7 | Reconnection fee (for services closed for non-payment) During business hours (7:30 a.m. - 4:00 p.m.) | | 0 | \$140 | Per Meter | N/A | Not included in current policy | 100% | \$140 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 8 | Reconnection fee (for services closed for non-payment) After business hours (after 4:00 p.m.) | | 0 | \$338 | Per Meter | N/A | Not included in current policy | 100% | \$338 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 9 | Unauthorized connections to Fire Hydrants (plus staff time, materials, water quality testing) | | 0 | \$1,000 | Penalty | 100% | Not included in current policy | 100% | \$1,000 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 10 | Fire Flow Test (report included) | | 31 | \$473 | Flat Fee | 60% | Not included in current policy | 100% | \$786 | \$313 | 66% | \$14,663 | \$24,359 | \$9,696 | \$24,359 |
| 11 | Additional copies of Flow Test Reports | | 0 | \$45 | Per Add'l Copy | 100% | Not included in current policy | 100% | \$55 | \$10 | 22% | \$0 | \$0 | \$0 | \$0 |
| 12 | Restricted Access to Water Meter (for meter reading or maintenance) | | 0 | \$123 | Flat Fee | N/A | Not included in current policy | 100% | \$123 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 13 | Service Requests (customer requested) During business hours (7:30 a.m. - 4:00 p.m.) Charged after 2nd service request in a year | | 0 | \$134 | Per Hour | 48% | Not included in current policy | 100% | \$278 | \$144 | 107% | \$0 | \$0 | \$0 | \$0 |
| 14 | Service Requests (customer requested) After business hours (after 4:00 p.m.) Charged after 2nd service request in a year | | 0 | \$266 | Per Hour | 48% | Not included in current policy | 100% | \$555 | \$289 | 109% | \$0 | \$0 | \$0 | \$0 |
| 15 | Meter Tampering Fee (plus staff time and materials) | | 0 | \$108 | Flat Fee | N/A | Not included in current policy | 100% | \$108 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 17 | Backflow Device Test Fee During business hours (7:30 a.m. - 4:00 p.m.) | | 0 | \$140 | Per Hour | 100% | Not included in current policy | 100% | \$313 | \$173 | 123% | \$0 | \$0 | \$0 | \$0 |

| City of Menlo Park - 2026 Public Works - Water | | | PER UNIT ANALYSIS | | | | | | | | ANNUALIZED PROJECTIONS | | | | |
|---|--|--|-------------------|-------------|--------------------------------|-----------------------|--------------------------------|------------------------|--------------------|----------------------|------------------------|---------------------|-------------|----------|------------------|
| Fee Category | | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 18 | Backflow Device Test Fee After business hours (after 4:00 p.m.) | | 0 | \$338 | Per Hour | 45% | Not included in current policy | 100% | \$750 | \$412 | 122% | \$0 | \$0 | \$0 | \$0 |
| 19 | Backflow Device Test Fee Penalty for non-compliance with ordinance | | 0 | \$130 | Penalty | \$100 | Not included in current policy | 100% | \$130 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 20 | Water Connection Inspection Single Family Residences | | 24 | | New, Flat Fee + Materials cost | N/A | Not included in current policy | 100% | \$1,161 | New | New | \$13,148 | \$27,859 | \$14,711 | \$27,859 |
| 21 | Water Connection Inspection Multifamily Residences, commercial, and Industrial (base) | | 2 | | New, Flat Fee + Materials cost | N/A | Not included in current policy | 100% | \$4,279 | New | New | \$3,528 | \$8,557 | \$5,029 | \$8,557 |
| 22 | Water Connection Inspections Inspection, OT (4 hour minimum) | | 0 | | New Fee, OT per hour | N/A | Not included in current policy | 100% | \$1,000 | New | New | \$0 | \$0 | \$0 | \$0 |
| 23 | Water Connection Inspection Re-Inspections - per each re-inspection or for missed or cancelled inspections | | 0 | | New Fee, per hour | N/A | Not included in current policy | 100% | New Fee, per hour | New | New | \$0 | \$0 | \$0 | \$0 |
| 24 | New/Upgraded Connection Plan Review (2 review) Single Family Residence (base) | | 24 | | New Fee, flat | N/A | Not included in current policy | 100% | \$622 | New | New | \$8,766 | \$14,938 | \$6,173 | \$14,938 |
| 25 | Miscellaneous Water Connection Fees Plan Review Fee (staff time needed over base cost for new/upgraded meters, meter exchanges) | | 0 | | Base + Staff Time | N/A | Not included in current policy | 100% | \$311 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 26 | New/Upgraded Connection Plan Review (2 review) Multifamily Residences, Commercial and Industrial (base) | | 2 | | New Fee, flat | N/A | Not included in current policy | 100% | \$934 | New | New | \$1,083 | \$1,867 | \$784 | \$1,867 |
| 27 | Miscellaneous Water Connection Fees Inspection Fee (staff time needed over base cost for new/upgraded meters, meter exchanges) | | 0 | | Time and Materials | N/A | Not included in current policy | 100% | Time and Materials | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 28 | Building Permit Water Review Multifamily Residence, Commercial and Industrial | | 0 | | Time and Materials | N/A | Not included in current policy | 100% | Time and Materials | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 29 | Building Permit Water Review Single Family Residence (base, 2 reviews) | | 0 | | New Fee, flat | N/A | Not included in current policy | 100% | \$622 | New | New | \$0 | \$0 | \$0 | \$0 |

Library and Community Services

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|--|---|------------------|-------------------------------------|-------------------------------|------------------------|---|------------------------|-------------------|----------------------|----------|
| | Library and Community Services - Recreation and Sports Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed. Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. Hyperlocal resident fees are 65% of resident fee unless a Hyperlocal resident fee is listed. | | | | | | | | | |
| Recreation classes (fees vary by class content, duration, and other factors) | | | | | | | | | | |
| Resident | \$0-\$65 | per hour | 36% | 0-30% | 36% | | \$0 to \$65.00 | per hour | \$0 | 0% |
| Non-Resident | \$5-\$100 | per hour | 36% | 0-30% | 36% | | \$5.00 to \$100.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$0-\$20 | per hour | 36% | 0-30% | 36% | | \$0 to \$20.00 | per hour | \$0 | 0% |
| Recreation camps (fees vary by camp content, duration, and other factors) | | | | | | | | | | |
| Resident | \$0-\$65 | per hour | 36% | 0-30% | 36% | | \$0 to \$65.00 | per hour | \$0 | 0% |
| Non-Resident | \$5-\$100 | per hour | 36% | 0-30% | 36% | | \$5 to \$100.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$0-\$20 | per hour | 36% | 0-30% | 36% | | \$0 to \$20.00 | per hour | \$0 | 0% |
| Teen program | | | | | | | | | | |
| Daily | \$5.00 | per day | N/A | 0-30% | 0-30% | | \$5.00 | per day | \$0 | 0% |
| Monthly | \$12.00 | per month | N/A | 0-30% | 0-30% | | \$12.00 | per month | \$0 | 0% |
| Annual | \$70.00 | per year | N/A | 0-30% | 0-30% | | \$70.00 | per year | \$0 | 0% |
| *The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus. | | | | | | | | | | |
| Gymnastics Classes (All gymnastics fees for non-residents are 135% of resident fee.) | | | | | | | | | | |
| 1-2 hours | \$16.00 | per week | 46% | 0-30% | 51% | 30-70% | \$18.00 | per hour/per week | \$2 | 13% |
| 3 hours | \$15.00 | per week | 46% | 0-30% | 51% | 30-70% | \$17.00 | per hour/per week | \$2 | 13% |
| 6 hours | \$13.00 | per week | 46% | 0-30% | 51% | 30-70% | \$14.00 | per hour/per week | \$1 | 8% |
| 9 hours | \$12.00 | per week | 46% | 0-30% | 51% | 30-70% | \$13.00 | per hour/per week | \$1 | 8% |
| 12 hours | \$11.00 | per week | 46% | 0-30% | 51% | 30-70% | \$12.00 | per hour/per week | \$1 | 9% |
| Menlo Children's Center / BHDC / BYHC participant | \$8.00 | per hour fee | 46% | 0-30% | 51% | 30-70% | \$9.00 | per hour fee | \$1 | 13% |
| Private Lessons | | | | | | | | | | |
| 1/2 hour – resident - up to two children | \$38.00 | | 46% | 0-30% | 51% | 30-70% | \$42.00 | | \$4 | 11% |
| - each additional child | \$15.00 | | 46% | 0-30% | 51% | 30-70% | \$17.00 | | \$2 | 13% |
| 1 hour – resident - up to two children | \$67.00 | | 46% | 0-30% | 51% | 30-70% | \$74.00 | | \$7 | 10% |
| - each additional child | \$25.00 | | 46% | 0-30% | 51% | 30-70% | \$28.00 | each | \$3 | 12% |
| Private or Drop-in Insurance fee | \$1.00 | per registration | | N/A | | | \$1.00 | per registration | \$0 | 0% |
| Gymnastics Program T-Shirt | \$10.00 | each | | N/A | | | \$10.00 | each | \$0 | 0% |
| Gymnastics – Registration / Insurance fee | \$9.00 | per registration | | N/A | | | \$9.00 | per registration | \$0 | 0% |
| Birthday Party Packages | \$239.00 to \$1,061.00 | | 46% | 0-30% | 51% | 30-70% | \$263.00 to \$1,167.00 | per package | \$24-\$106 | 10% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|--|---------------|-----------------------|-------------------------------------|-------------------------------|------------------------|---|----------------|-----------------------|----------------------|----------|
| | | | | | | | | | | |
| Birthday Party Cancellation Fee | \$50.00 | | | N/A | | | \$50.00 | | \$0 | 0% |
| Youth Afterschool Sports | | | | | | | | | | |
| Volleyball | | | | | | | | | | |
| All Grades – resident | \$555.00 | per season – per team | 73% | 70-100% | 80% | | \$611.00 | per season – per team | \$56 | 10% |
| All Grades – non-resident | \$755.00 | per season – per team | 73% | 70-100% | 80% | | \$831.00 | per season – per team | \$76 | 10% |
| Basketball | | | | | | | | | | |
| 3rd & 4th Grades – resident | \$670.00 | per season – per team | 73% | 70-100% | 80% | | \$737.00 | per season – per team | \$67 | 10% |
| 3rd & 4th Grades – non-resident | \$840.00 | per season – per team | 73% | 70-100% | 80% | | \$924.00 | per season – per team | \$84 | 10% |
| 5th to 7th Grades – resident | \$865.00 | per season – per team | 73% | 70-100% | 80% | | \$952.00 | per season – per team | \$87 | 10% |
| 5th to 7th Grades – non-resident | \$1,040.00 | per season – per team | 73% | 70-100% | 80% | | \$1,144.00 | per season – per team | \$104 | 10% |
| Adult Sports – Leagues | | | | | | | | | | |
| Basketball | \$820.00 | per season – per team | 53% | 70-100% | 58% | | \$902.00 | per season – per team | \$82 | 10% |
| Softball | | | | | | | | | | |
| Men’s | \$950.00 | per season – per team | | | | | \$1,045.00 | per season – per team | | |
| Co-ed | \$740.00 | per season – per team | 53% | 70-100% | 58% | | \$814.00 | per season – per team | \$74 | 10% |
| Noon | \$235.00 | per season – per team | 53% | 70-100% | 58% | | \$259.00 | per season – per team | \$24 | 10% |
| Volleyball | \$780.00 | per season – per team | 53% | 70-100% | 58% | | \$858.00 | per season – per team | \$78 | 10% |
| Non-resident Team (more than 50% players are nonresidents) | 10% surcharge | | | | | | Additional 10% | per season – per team | \$0 | 0% |
| Library and Community Services - Meeting room rentals See City website for rental policies, requirements, deposits, and booking information: menlopark.gov/meetingrooms Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Commercial (for-profit use) fees are double the non-resident fee unless a commercial fee is listed. Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed. | | | | | | | | | | |
| Arrillaga Family Recreation Center | | | | | | | | | | |
| Weekends (Friday evening, Saturday, and Sunday) | | | | | | | | | | |
| Sequoia Room | | | | | | | | | | |
| Resident | \$223.00 | per hour | 74% | 70-100% | 81% | | \$245.00 | per hour | \$22 | 10% |
| Non-resident | \$300.00 | per hour | 74% | 70-100% | 81% | | \$330.00 | per hour | \$30 | 10% |
| Commercial | \$600.00 | per hour | 74% | 70-100% | 81% | | \$660.00 | per hour | \$60 | 10% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

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|---|--------------|----------|-------------------------------------|-------------------------------|------------------------|---|--------------|----------|----------------------|----------|
| | | | | | | | | | | |
| Sequoia Room | | | | | | | | | | |
| Resident | \$167.00 | per hour | 74% | 70-100% | 81% | | \$184.00 | per hour | \$17 | 10% |
| Non-resident | \$226.00 | per hour | 74% | 70-100% | 81% | | \$249.00 | per hour | \$23 | 10% |
| Commercial | \$450.00 | per hour | 74% | 70-100% | 81% | | \$495.00 | per hour | \$45 | 10% |
| Large Patio | | | | | | | | | | |
| Resident | \$167.00 | per hour | 74% | 70-100% | 81% | | \$184.00 | per hour | \$17 | 10% |
| Non-resident | \$226.00 | per hour | 74% | 70-100% | 81% | | \$249.00 | per hour | \$23 | 10% |
| Commercial | \$450.00 | per hour | 74% | 70-100% | 81% | | \$495.00 | per hour | \$45 | 10% |
| Elm Room | | | | | | | | | | |
| Resident | \$61.00 | per hour | 74% | 70-100% | 81% | | \$67.00 | per hour | \$6 | 10% |
| Non-resident | \$83.00 | per hour | 74% | 70-100% | 81% | | \$91.00 | per hour | \$8 | 10% |
| Cypress Room | | | | | | | | | | |
| Resident | \$61.00 | per hour | 74% | 70-100% | 81% | | \$67.00 | per hour | \$6 | 10% |
| Non-resident | \$83.00 | per hour | 74% | 70-100% | 81% | | \$91.00 | per hour | \$8 | 10% |
| Maple Room | | | | | | | | | | |
| Resident | \$83.00 | per hour | 74% | 70-100% | 81% | | \$91.00 | per hour | \$8 | 10% |
| Non-resident | \$111.00 | per hour | 74% | 70-100% | 81% | | \$122.00 | per hour | \$11 | 10% |
| Willow Room | | | | | | | | | | |
| Resident | \$39.00 | per hour | 74% | 70-100% | 81% | | \$43.00 | per hour | \$4 | 10% |
| Non-resident | \$56.00 | per hour | 74% | 70-100% | 81% | | \$62.00 | per hour | \$6 | 11% |
| Oak Room | | | | | | | | | | |
| Resident | \$61.00 | per hour | 74% | 70-100% | 81% | | \$67.00 | per hour | \$6 | 10% |
| Non-resident | \$83.00 | per hour | 74% | 70-100% | 81% | | \$91.00 | per hour | \$8 | 10% |
| Juniper Room | | | | | | | | | | |
| Resident | \$61.00 | per hour | 74% | 70-100% | 81% | | \$67.00 | per hour | \$6 | 10% |
| Non-resident | \$83.00 | per hour | 74% | 70-100% | 81% | | \$91.00 | per hour | \$8 | 10% |
| Small Patio – additional charge with rental of Oak or Elm Rms | \$56.00 | per hour | 74% | 70-100% | 81% | | \$62.00 | per hour | \$6 | 11% |
| Kitchen | | | | | | | | | | |
| Resident | \$44.00 | per hour | 74% | 70-100% | 81% | | \$48.00 | per hour | \$4 | 9% |
| Non-resident | \$61.00 | per hour | 74% | 70-100% | 81% | | \$67.00 | per hour | \$6 | 10% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|--|--------------|--------------|-------------------------------------|-------------------------------|------------------------|---|--------------|-------------|----------------------|----------|
| | Commercial | \$76.00 | per hour | 74% | 70-100% | 81% | | \$84.00 | per hour | \$8 |
| Belle Haven Community Campus | | | | | | | | | | |
| Weekends (Friday evening, Saturday, and Sunday) | | | | | | | | | | |
| Large event room - full room | | | | | | | | | | |
| Resident | \$223.00 | per hour | 18% | 70-100% | 20% | | \$245.00 | per hour | \$22 | 10% |
| Non-resident | \$300.00 | per hour | 18% | 70-100% | 20% | | \$330.00 | per hour | \$30 | 10% |
| Commercial | \$600.00 | per hour | 18% | 70-100% | 20% | | \$660.00 | per hour | \$60 | 10% |
| Hyperlocal resident* | \$125.00 | per hour | 18% | 70-100% | 20% | | \$138.00 | per hour | \$13 | 10% |
| Large event room - half room + terrace | | | | | | | | | | |
| Resident | \$111.00 | per hour | 18% | 70-100% | 20% | | \$122.00 | per hour | \$11 | 10% |
| Non-resident | \$150.00 | per hour | 18% | 70-100% | 20% | | \$165.00 | per hour | \$15 | 10% |
| Commercial | \$300.00 | per hour | 18% | 70-100% | 20% | | \$330.00 | per hour | \$30 | 10% |
| Hyperlocal resident* | \$65.00 | per hour | 18% | 70-100% | 20% | | \$72.00 | per hour | \$7 | 11% |
| Prep kitchen | | | | | | | | | | |
| Resident | \$44.00 | per hour | 18% | 70-100% | 20% | | \$48.00 | per hour | \$4 | 9% |
| Non-resident | \$60.00 | per hour | 18% | 70-100% | 20% | | \$66.00 | per hour | \$6 | 10% |
| Commercial | \$120.00 | per hour | 18% | 70-100% | 20% | | \$132.00 | per hour | \$12 | 10% |
| Hyperlocal resident* | \$25.00 | per hour | 18% | 70-100% | 20% | | \$28.00 | per hour | \$3 | 12% |
| In-house catering service | varies | 100% of cost | | | | | | actual cost | \$0 | 0% |
| Gymnasium | | | | | | | | | | |
| Resident | \$88.00 | per hour | 18% | 70-100% | 20% | | \$97.00 | per hour | \$9 | 10% |
| Non-resident | \$120.00 | per hour | 18% | 70-100% | 20% | | \$132.00 | per hour | \$12 | 10% |
| Commercial | \$250.00 | per hour | 18% | 70-100% | 20% | | \$275.00 | per hour | \$25 | 10% |
| Hyperlocal resident* | \$50.00 | per hour | 18% | 70-100% | 20% | | \$55.00 | per hour | \$5 | 10% |
| Makerspace + terrace | | | | | | | | | | |
| Resident | \$111.00 | per hour | 18% | 70-100% | 20% | | \$122.00 | per hour | \$11 | 10% |
| Non-resident | \$150.00 | per hour | 18% | 70-100% | 20% | | \$165.00 | per hour | \$15 | 10% |
| Commercial | \$300.00 | per hour | 18% | 70-100% | 20% | | \$330.00 | per hour | \$30 | 10% |
| Hyperlocal resident* | \$65.00 | per hour | 18% | 70-100% | 20% | | \$72.00 | per hour | \$7 | 11% |
| Flex classroom | | | | | | | | | | |
| Resident | \$83.00 | per hour | 18% | 70-100% | 20% | | \$91.00 | per hour | \$8 | 10% |
| Non-resident | \$111.00 | per hour | 18% | 70-100% | 20% | | \$122.00 | per hour | \$11 | 10% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|---|--------------|--------------|-------------------------------------|-------------------------------|------------------------|---|--------------|-------------|----------------------|----------|
| | | | | | | | | | | |
| Hyperlocal resident* | \$40.00 | per hour | 18% | 70-100% | 20% | | \$44.00 | per hour | \$4 | 10% |
| Movement Studio | | | | | | | | | | |
| Resident | \$83.00 | per hour | 18% | 70-100% | 20% | | \$91.00 | per hour | \$8 | 10% |
| Non-resident | \$111.00 | per hour | 18% | 70-100% | 20% | | \$122.00 | per hour | \$11 | 10% |
| Hyperlocal resident* | \$40.00 | per hour | 18% | 70-100% | 20% | | \$44.00 | per hour | \$4 | 10% |
| Belle Haven Community Campus | | | | | | | | | | |
| Weekdays (Monday through Thursday, and Friday morning/afternoon) | | | | | | | | | | |
| Large event room - full room | | | | | | | | | | |
| Resident | \$167.00 | per hour | 18% | 70-100% | 18% | | \$167.00 | per hour | \$0 | 0% |
| Non-resident | \$226.00 | per hour | 18% | 70-100% | 18% | | \$226.00 | per hour | \$0 | 0% |
| Commercial | \$500.00 | per hour | 18% | 70-100% | 18% | | \$500.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$85.00 | per hour | 18% | 70-100% | 18% | | \$85.00 | per hour | \$0 | 0% |
| Large event room - half room + terrace | | | | | | | | | | |
| Resident | \$85.00 | per hour | 18% | 70-100% | 18% | | \$85.00 | per hour | \$0 | 0% |
| Non-resident | \$115.00 | per hour | 18% | 70-100% | 18% | | \$115.00 | per hour | \$0 | 0% |
| Commercial | \$230.00 | per hour | 18% | 70-100% | 18% | | \$230.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$50.00 | per hour | 18% | 70-100% | 18% | | \$50.00 | per hour | \$0 | 0% |
| Prep kitchen | | | | | | | | | | |
| Resident | \$30.00 | per hour | 18% | 70-100% | 18% | | \$30.00 | per hour | \$0 | 0% |
| Non-resident | \$40.00 | per hour | 18% | 70-100% | 18% | | \$40.00 | per hour | \$0 | 0% |
| Commercial | \$80.00 | per hour | 18% | 70-100% | 18% | | \$80.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$15.00 | per hour | 18% | 70-100% | 18% | | \$15.00 | per hour | \$0 | 0% |
| In-house catering service | varies | 100% of cost | | | | | varies | actual cost | \$0 | 0% |
| Gymnasium | | | | | | | | | | |
| Resident | \$88.00 | per hour | 18% | 70-100% | 18% | | \$88.00 | per hour | \$0 | 0% |
| Non-resident | \$120.00 | per hour | 18% | 70-100% | 18% | | \$120.00 | per hour | \$0 | 0% |
| Commercial | \$250.00 | per hour | 18% | 70-100% | 18% | | \$250.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$50.00 | per hour | 18% | 70-100% | 18% | | \$50.00 | per hour | \$0 | 0% |
| Makerspace + terrace | | | | | | | | | | |
| Resident | \$85.00 | per hour | 18% | 70-100% | 18% | | \$85.00 | per hour | \$0 | 0% |
| Non-resident | \$115.00 | per hour | 18% | 70-100% | 18% | | \$115.00 | per hour | \$0 | 0% |
| Commercial | \$230.00 | per hour | 18% | 70-100% | 18% | | \$230.00 | per hour | \$0 | 0% |

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Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|---|----------------------|----------------|-------------------------------------|-------------------------------|------------------------|---|--------------------|----------------|----------------------|----------|
| | Hyperlocal resident* | \$50.00 | per hour | 18% | 70-100% | 18% | | \$50.00 | per hour | \$0 |
| Flex classroom | | | | | | | | | | |
| Resident | \$61.00 | per hour | 18% | 70-100% | 18% | | \$61.00 | per hour | \$0 | 0% |
| Non-resident | \$83.00 | per hour | 18% | 70-100% | 18% | | \$83.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$35.00 | per hour | 18% | 70-100% | 18% | | \$35.00 | per hour | \$0 | 0% |
| Movement Studio | | | | | | | | | | |
| Resident | \$61.00 | per hour | 18% | 70-100% | 18% | | \$61.00 | per hour | \$0 | 0% |
| Non-resident | \$83.00 | per hour | 18% | 70-100% | 18% | | \$83.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$35.00 | per hour | 18% | 70-100% | 18% | | \$35.00 | per hour | \$0 | 0% |
| Arrillaga Family Gymnasium | | | | | | | | | | |
| Court Rental | | | | | | | | | | |
| Resident | \$88.00 | per hour | 629% | 70-100% | 629% | | \$88.00 | per hour | \$0 | 0% |
| Non-resident | \$120.00 | per hour | 629% | 70-100% | 629% | | \$120.00 | per hour | \$0 | 0% |
| Commercial | \$250.00 | per hour | 629% | 70-100% | 629% | | \$250.00 | per hour | \$0 | 0% |
| Arrillaga Family Gymnastics Center | | | | | | | | | | |
| Gymnastics Floor | | | | | | | | | | |
| Resident | \$179.00 | per hour | 629% | 70-100% | 629% | | \$179.00 | per hour | \$0 | 0% |
| Non-resident | \$221.00 | per hour | 629% | 70-100% | 629% | | \$221.00 | per hour | \$0 | 0% |
| Fitness Room | | | | | | | | | | |
| Resident | \$28.00 | per hour | 629% | 70-100% | 629% | | \$28.00 | per hour | \$0 | 0% |
| Non-resident | \$39.00 | per hour | 629% | 70-100% | 629% | | \$39.00 | per hour | \$0 | 0% |
| Multi-Purpose Room | | | | | | | | | | |
| Weekday – Resident | \$39.00 | per hour | 629% | 70-100% | 629% | | \$39.00 | per hour | \$0 | 0% |
| Weekday – Non-resident | \$56.00 | per hour | 629% | 70-100% | 629% | | \$56.00 | per hour | \$0 | 0% |
| Weekend – Resident | \$56.00 | per hour | 629% | 70-100% | 629% | | \$56.00 | per hour | \$0 | 0% |
| Weekend – Non-resident | \$78.00 | per hour | 629% | 70-100% | 629% | | \$78.00 | per hour | \$0 | 0% |
| Miscellaneous Rental Items | | | | | | | | | | |
| EZ Up Canopy (rental including setup and take down) | \$75.00 | per day - each | N/A | N/A | N/A | | \$75.00 | per day - each | \$0 | 0% |
| Miscellaneous equipment rentals (varies by equipment) | \$1 to \$250 | per day - each | N/A | N/A | N/A | | \$1.00 to \$250.00 | per day - each | \$0 | 0% |
| Cleaning Fee | \$115.00 | | N/A | N/A | N/A | | \$115.00 | | \$0 | 0% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

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|--|--------------|-----------|-------------------------------------|-------------------------------|------------------------|---|--------------|-----------|----------------------|----------|
| | | | | | | | | | | |
| Multi-room Discount – 30% discount on any additional room(s) rented for the same time – applies only to the lower cost room(s) | | | | | | | | | | |
| Advertising Rates | | | | | | | | | | |
| Video Display Ad | \$10.00 | per month | N/A | N/A | N/A | | \$10.00 | per month | \$0 | 0% |
| Burgess Park Concession Stand | | | | | | | | | | |
| Seasonal Rental | \$275.00 | | N/A | N/A | N/A | | \$275.00 | | \$0 | 0% |
| Daily Rental | \$75.00 | | N/A | N/A | N/A | | \$75.00 | | \$0 | 0% |
| Security Deposit | \$250.00 | | N/A | N/A | N/A | | \$250.00 | | \$0 | 0% |
| Library and Community Services - Athletic fields | | | | | | | | | | |
| Non-resident fees are 135% of resident fee unless a non-resident fee is listed. | | | | | | | | | | |
| Commercial (for-profit use) fees are double the non-resident fee unless a commercial fee is listed. | | | | | | | | | | |
| Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. | | | | | | | | | | |
| Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed. | | | | | | | | | | |
| Natural Turf | | | | | | | | | | |
| Baseball | | | | | | | | | | |
| Resident | \$22.00 | per hour | 58% | 70-100% | 64% | | \$24.00 | per hour | \$2 | 9% |
| Non-Resident | \$30.00 | per hour | 58% | 70-100% | 64% | | \$33.00 | per hour | \$3 | 10% |
| Softball | | | | | | | | | | |
| Resident | \$26.00 | per hour | 58% | 70-100% | 64% | | \$29.00 | per hour | \$3 | 12% |
| Non-Resident | \$35.00 | per hour | 58% | 70-100% | 64% | | \$39.00 | per hour | \$4 | 11% |
| Soccer/Lacrose | | | | | | | | | | |
| Small Field (7v7) | | | | | | | | | | |
| Resident | \$25.00 | per hour | 58% | 70-100% | 64% | | \$28.00 | per hour | \$3 | 12% |
| Non-Resident | \$35.00 | per hour | 58% | 70-100% | 64% | | \$39.00 | per hour | \$4 | 11% |
| Medium Field (9v9) | | | | | | | | | | |
| Resident | \$50.00 | per hour | 58% | 70-100% | 64% | | \$55.00 | per hour | \$5 | 10% |
| Non-Resident | \$68.00 | per hour | 58% | 70-100% | 64% | | \$75.00 | per hour | \$7 | 10% |
| Large Field (11v11) | | | | | | | | | | |
| Resident | \$100.00 | per hour | 58% | 70-100% | 64% | | \$110.00 | per hour | \$10 | 10% |
| Non-Resident | \$135.00 | per hour | 58% | 70-100% | 64% | | \$149.00 | per hour | \$14 | 10% |

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Library and Community Services

PER UNIT ANALYSIS

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|---|--------------|------------|-------------------------------------|-------------------------------|------------------------|---|--------------|------------|----------------------|----------|
| | | | | | | | | | | |
| Synthetic turf | | | | | | | | | | |
| Small Field (7v7) | | | | | | | | | | |
| Resident | \$30.00 | per hour | 66% | 70-100% | 66% | | \$30.00 | per hour | \$0 | 0% |
| Non-Resident | \$41.00 | per hour | 66% | 70-100% | 66% | | \$41.00 | per hour | \$0 | 0% |
| Commercial | \$85.00 | per hour | 66% | 70-100% | 66% | | \$85.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$20.00 | per hour | 66% | 70-100% | 66% | | \$20.00 | per hour | \$0 | 0% |
| Medium Field (9v9) | | | | | | | | | | |
| Resident | \$50.00 | per hour | 66% | 70-100% | 66% | | \$50.00 | per hour | \$0 | 0% |
| Non-Resident | \$60.00 | per hour | 66% | 70-100% | 66% | | \$60.00 | per hour | \$0 | 0% |
| Commercial | \$120.00 | per hour | 66% | 70-100% | 66% | | \$120.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$30.00 | per hour | 66% | 70-100% | 66% | | \$30.00 | per hour | \$0 | 0% |
| Large Field (11v11) | | | | | | | | | | |
| Resident | \$120.00 | per hour | 66% | 70-100% | 66% | | \$120.00 | per hour | \$0 | 0% |
| Non-Resident | \$162.00 | per hour | 66% | 70-100% | 66% | | \$162.00 | per hour | \$0 | 0% |
| Commercial | \$225.00 | per hour | 66% | 70-100% | 66% | | \$225.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$65.00 | per hour | 66% | 70-100% | 66% | | \$65.00 | per hour | \$0 | 0% |
| Lighting Fee - All Fields | | | | | | | | | | |
| Resident | \$10.00 | per hour | 15% | 70-100% | 17% | | \$11.00 | per hour | \$1 | 10% |
| Non-Resident | \$12.00 | per hour | 15% | 70-100% | 17% | | \$14.00 | per hour | \$2 | 17% |
| Commercial | \$25.00 | per hour | 15% | 70-100% | 17% | | \$28.00 | per hour | \$3 | 12% |
| Hyperlocal resident* | \$5.00 | per hour | 15% | 70-100% | 17% | | \$6.00 | per hour | \$1 | 20% |
| Banner / signage fee | \$100.00 | per season | | | | | \$100.00 | per season | \$0 | 0% |
| Library and Community Services - Other outdoor facilities Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Commercial (for-profit use) fees are double the non-resident fee unless a commercial fee is listed. Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed. | | | | | | | | | | |
| Tennis / Pickleball Courts | | | | | | | | | | |
| Court reservations | | | | | | | | | | |
| Resident | \$10.00 | per hour | 53% | 30-70% | 53% | | \$10.00 | per hour | \$0 | 0% |
| Non-Resident | \$15.00 | per hour | 53% | 30-70% | 53% | | \$15.00 | per hour | \$0 | 0% |
| Commercial | \$25.00 | per hour | 53% | 30-70% | 53% | | \$25.00 | per hour | \$0 | 0% |
| Hyperlocal resident* | \$6.00 | per hour | 53% | 30-70% | 53% | | \$6.00 | per hour | \$0 | 0% |

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Library and Community Services

PER UNIT ANALYSIS

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|---|--------------------|---------------------|-------------------------------------|-------------------------------|------------------------|---|--------------------|---------------------|----------------------|----------|
| | | | | | | | | | | |
| Picnic Areas | | | | | | | | | | |
| (fees vary by area, amenities, and other factors) | | | | | | | | | | |
| Resident | \$10.00 to \$15.00 | per hour | 70% | 70-100% | 70% | | \$10.00 to \$15.00 | per hour | \$0 | 0% |
| Non-resident | \$15.00 to \$20.00 | per hour | 70% | 70-100% | 70% | | \$15.00 to \$20.00 | per hour | \$0 | 0% |
| Auxiliary Field – Non-Athletic Field Parks | | | | | | | | | | |
| Resident | \$17.00 | per hour – per area | 70% | 70-100% | 70% | | \$17.00 | per hour – per area | \$0 | 0% |
| Non-resident | \$23.00 | per hour – per area | 70% | 70-100% | 70% | | \$23.00 | per hour – per area | \$0 | 0% |
| Weddings (Sharon Park only) | | | | | | | | | | |
| Residents | \$165.00 | | no data | 70-100% | no data | | \$165.00 | | \$0 | 0% |
| Non-residents | \$275.00 | | no data | 70-100% | no data | | \$275.00 | | \$0 | 0% |
| NOTE: The above fees do not include field preparation or equipment. | | | | | | | | | | |
| Bedwell Bayfront Park (non-exclusive use of park) | | | | | | | | | | |
| Special Event Park Usage | \$150.00 | per day | 7% | 70-100% | 8% | 0-30% | \$165.00 | per day | \$15 | 10% |
| Library and Community Services - Child development | | | | | | | | | | |
| Non-resident fees are 135% of resident fee unless a non-resident fee is listed. | | | | | | | | | | |
| Menlo Children's Center – Preschool | | | | | | | | | | |
| Toddler room | | | | | | | | | | |
| Full-time 5 day | \$2,493.00 | per month | 37% | 70-100% | 39% | | \$2,618.00 | per month | \$125 | 5% |
| Part-time 3 day | \$1,925.00 | per month | 37% | 70-100% | 39% | | \$2,021.00 | per month | \$96 | 5% |
| Part-time 2 day | \$1,613.00 | per month | 37% | 70-100% | 39% | | \$1,694.00 | per month | \$81 | 5% |
| Early pre-school room | | | | | | | | | | |
| Full-time 5 day | \$2,035.00 | per month | 37% | 70-100% | 39% | | \$2,137.00 | per month | \$102 | 5% |
| Part-time 3 day | \$1,621.00 | per month | 37% | 70-100% | 39% | | \$1,702.00 | per month | \$81 | 5% |
| Part-time 2 day | \$1,375.00 | per month | 37% | 70-100% | 39% | | \$1,444.00 | per month | \$69 | 5% |
| Pre-school room | | | | | | | | | | |
| Full-time 5 day | \$2,035.00 | per month | 37% | 70-100% | 39% | | \$2,137.00 | per month | \$102 | 5% |
| Part-time 3 day | \$1,621.00 | per month | 37% | 70-100% | 39% | | \$1,702.00 | per month | \$81 | 5% |
| Part-time 2 day | \$1,375.00 | per month | 37% | 70-100% | 39% | | \$1,444.00 | per month | \$69 | 5% |
| Hot Lunch Fee (Friday only, varies by vendor) | \$5.00-\$10.00 | per day | 37% | 70-100% | 39% | | \$5.25 to \$10.50 | | \$0.25-\$0.50 | 5% |
| Toddler Resident 1/2 Day | \$1,363.00 | per month | 37% | 70-100% | 39% | | \$1,431.00 | per month | \$68 | 5% |
| Early Preschool 1/2 Day | \$1,125.00 | per month | 37% | 70-100% | 39% | | \$1,181.00 | per month | \$56 | 5% |

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|--|----------------------|--------------------|-------------------------------------|-------------------------------|------------------------|---|------------------------|--------------------|----------------------|----------|
| | | | | | | | | | | |
| Transitional Kindergarten | \$1,000-1,200 | per month | 37% | 70-100% | 39% | | \$1,050.00 to 1,260.00 | per month | \$50-\$60 | 5% |
| Menlo Children’s Center - School-Age | | | | | | | | | | |
| Afternoon Kindergarten | | | | | | | | | | |
| Full-time 5 day | \$538.00 | per month | 37% | 70-100% | 39% | | \$565.00 | per month | \$27 | 5% |
| Full-time 3 day | \$387.00 | per month | 37% | 70-100% | 39% | | \$406.00 | per month | \$19 | 5% |
| Full-time 2 day | \$307.00 | per month | 37% | 70-100% | 39% | | \$322.00 | per month | \$15 | 5% |
| 1st through 5th grades | | | | | | | | | | |
| Full-time 5 day | \$497.00 | per month | 37% | 70-100% | 39% | | \$522.00 | per month | \$25 | 5% |
| Full-time 4 day | \$445.00 | per month | 37% | 70-100% | 39% | | \$467.00 | per month | \$22 | 5% |
| Full-time 3 day | \$363.00 | per month | 37% | 70-100% | 39% | | \$381.00 | per month | \$18 | 5% |
| Full-time 2 day | \$282.00 | per month | 37% | 70-100% | 39% | | \$296.00 | per month | \$14 | 5% |
| Full-time 1 day | \$167.00 | per month | 37% | 70-100% | 39% | | \$175.00 | per month | \$8 | 5% |
| Menlo Children's Center - Seasonal programs | | | | | | | | | | |
| Fees reduced by 5% when pre-enrolling two continuous sessions Field Trips are subject to extra fees | | | | | | | | | | |
| 2 week Camp | | | | | | | | | | |
| Kindergarten | \$610.00 | | 55% | 70-100% | 61% | | \$671.00 | | \$61 | 10% |
| 1st through 5th grades | \$477.00 | | 55% | 70-100% | 61% | | \$525.00 | | \$48 | 10% |
| Middle School grades | \$451.00 | | 55% | 70-100% | 61% | | \$496.00 | | \$45 | 10% |
| Daily rate | \$56-\$63 | per day | 55% | 70-100% | 61% | | \$62.00 to \$69.00 | per day | \$6 | 10% |
| Parents Night Out – 3 hours of unlicensed care | | | | | | | | | | |
| First Child | \$25.00 | | 55% | 70-100% | 61% | | \$28.00 | | \$3 | 12% |
| Additional Sibling | \$20.00 | each | 55% | 70-100% | 61% | | \$22.00 | each | \$2 | 10% |
| Children not enrolled in a season program | \$30.00 | | 55% | 70-100% | 61% | | \$33.00 | | \$3 | 10% |
| 1 week Camp – All age groups | \$159.00 to \$403.00 | per week fee range | 55% | 70-100% | 61% | | \$175.00 to \$443.00 | per week fee range | \$16-\$40 | 10% |
| Weekly Camps – School Year Breaks | \$276.00 to \$342 | | 55% | 70-100% | 61% | | \$304.00 to \$376.00 | per week fee range | \$28-\$34 | 10% |
| Morning Program – 8:30 am to Noon | | | | | | | | | | |

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Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|---|---------------|-----------|-------------------------------------|-------------------------------|------------------------|---|-------------------|-----------|----------------------|----------|
| | 5 days a week | \$611.00 | | 55% | 70-100% | 61% | | \$672.00 | | \$61 |
| 3 days a week | \$387.00 | | 55% | 70-100% | 61% | | \$426.00 | | \$39 | 10% |
| 2 days a week | \$272.00 | | 55% | 70-100% | 61% | | \$299.00 | | \$27 | 10% |
| Menlo Children’s Center – Miscellaneous Fees | | | | | | | | | | |
| Late Tuition Payment Fee – assessed if payment not received by the 5th of the month | \$21.00 | | N/A | N/A | N/A | | \$22.00 | | \$1 | 5% |
| Late Pick-up Fee – if child is not picked-up by scheduled closing time | | | | | | | | | | |
| First 10 minutes | \$16.00 | | N/A | N/A | N/A | | \$17.00 | per child | \$1 | 6% |
| Each additional minute | | | | | | | \$1.00 | per child | | |
| Lunch Fee (varies by vendor) | \$5-\$10 | | N/A | N/A | N/A | | \$5.25 to \$10.50 | | \$0.25-\$0.50 | 5% |
| Non-notification of Absence Fee | \$26.00 | | N/A | N/A | N/A | | \$27.00 | | \$1 | 4% |
| Waiting List Application Fee | \$53.00 | | N/A | N/A | N/A | | \$56.00 | | \$3 | 6% |
| Facility Rental (2 hour minimum) | \$121.00 | per hour | N/A | N/A | N/A | | \$127.00 | per hour | \$6 | 5% |
| Belle Haven Child Development Center | | | | | | | | | | |
| Preschool (non-certified program) | | | | | | | | | | |
| Resident – Full Day | \$1,042.00 | | no revenue | 30-70% | | 0-30% | \$1,042.00 | | \$0 | 0% |
| Non-resident – Full Day | \$1,406.00 | | no revenue | 30-70% | | 0-30% | \$1,406.00 | | \$0 | 0% |
| Late Pick-up (if child is not picked up by scheduled closing time) | | | no revenue | | | | | | | |
| First 10 minutes | \$15.00 | per child | no revenue | 30-70% | | 0-30% | \$15.00 | per child | \$0 | 0% |
| Each additional minute | \$1.00 | per child | no revenue | 30-70% | | 0-30% | \$1.00 | per child | \$0 | 0% |
| Parents Night Out – 3 hours of unlicensed care | | | | | | | | | | |
| First Child | \$21.00 | | no revenue | 30-70% | | 0-30% | \$21.00 | | \$0 | 0% |
| Additional Sibling | \$11.00 | each | no revenue | 30-70% | | 0-30% | \$11.00 | each | \$0 | 0% |
| Children not enrolled in a season program | \$26.00 | | no revenue | 30-70% | | 0-30% | \$26.00 | | \$0 | 0% |
| Belle Haven Youth Center - School-Age | | | | | | | | | | |
| Kindergarten – standard start (resident) | \$109.00 | per month | 16% | 30-70% | 16% | 0-30% | \$109.00 | per month | \$0 | 0% |
| 1st through 6th grade – standard start (resident) | \$99.00 | per month | 16% | 30-70% | 16% | 0-30% | \$99.00 | per month | \$0 | 0% |
| Kindergarten – early start (resident) | \$129.00 | per month | 16% | 30-70% | 16% | 0-30% | \$129.00 | per month | \$0 | 0% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|--|--|-----------|-------------------------------------|-------------------------------|------------------------|---|----------------------|-----------|----------------------|----------|
| | *Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee. | | | | | | | | | |
| Belle Haven School Age Child Care – Camp Programs | | | | | | | | | | |
| *Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee. | | | | | | | | | | |
| (Field Trips are subject to extra fees) | | | | | | | | | | |
| 2 week program – Summer Break | | | | | | | | | | |
| Kindergarten (resident) | \$168.00 | two weeks | 4% | 30-70% | 4% | 0-30% | \$168.00 | two weeks | \$0 | 0% |
| 1st through 6th grade (resident) | \$147.00 | two weeks | 4% | 30-70% | 4% | 0-30% | \$147.00 | two weeks | \$0 | 0% |
| 6th through 8th grade | \$126.00 | two weeks | 4% | 30-70% | 4% | 0-30% | \$126.00 | two weeks | \$0 | 0% |
| 1 week program – Winter/Spring Breaks | | | | | | | | | | |
| Kindergarten through 6th grade (non-subsidized) | \$159.00 to \$403.00 | one week | 4% | 30-70% | 4% | 0-30% | \$159.00 to \$403.00 | one week | \$0 | 0% |
| Kindergarten through 6th grade (subsidized) | \$84.00 | one week | 4% | 30-70% | 4% | 0-30% | \$84.00 | one week | \$0 | 0% |
| One Day Program – School Breaks – resident | | | | | | | | | | |
| Single All Day Care (non-subsidized) | \$65.00 | per day | 4% | 30-70% | 4% | 0-30% | \$65.00 | per day | \$0 | 0% |
| Single All Day Care (subsidized) | \$21.00 | per day | 4% | 30-70% | 4% | 0-30% | \$21.00 | per day | \$0 | 0% |
| Belle Haven School Breaks – One Day Program | \$15.00 | per day | no data | 30-70% | | 0-30% | \$15.00 | | \$0 | 0% |
| Library and Community Services - Library Fees | | | | | | | | | | |
| Library Card | | | | | | | | | | |
| Residents | No charge | | N/A | N/A | N/A | | No charge | | | |
| Library meeting room (non-profit groups only) | \$35.00 | per hour | | | | | \$35.00 | per hour | \$0 | 0% |
| Lost or Damaged Materials Fee | | | | | | | | | | |
| The value of the damaged item plus \$5.00 for processing | \$5.50 | minimum | N/A | N/A | N/A | | \$5.50 | minimum | \$0 | 0% |
| Collection Agency Fee | \$10.00 | | N/A | N/A | N/A | | \$10.00 | | \$0 | 0% |
| Equipment Use | | | | | | | | | | |
| Copy/Internet Printers | \$0.15 | per page | N/A | N/A | N/A | | \$0.15 | per page | \$0 | 0% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|---|--------------|-----------|-------------------------------------|-------------------------------|------------------------|---|--------------|-----------|----------------------|----------|
| | | | | | | | | | | |
| Library and Community Services - Aquatics | | | | | | | | | | |
| Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed. | | | | | | | | | | |
| Memberships | | | | | | | | | | |
| Resident swim passes and/or swim memberships are valid at all locations | | | | | | | | | | |
| Lap & Open Swim | | | | | | | | | | |
| General resident | \$64 | monthly | | | 0-30% | | \$64.00 | monthly | \$0 | 0% |
| General non-resident | \$86 | monthly | | | 0-30% | | \$86.00 | monthly | \$0 | 0% |
| Senior resident | \$51 | monthly | | | 0-30% | | \$51.00 | monthly | \$0 | 0% |
| Senior non-resident | \$69 | monthly | | | 0-30% | | \$69.00 | monthly | \$0 | 0% |
| Hyperlocal resident* | \$42 | monthly | | | 0-30% | | \$42.00 | monthly | \$0 | 0% |
| Masters | | | | | | | | | | |
| General resident | \$102 | monthly | | | 0-30% | | \$102.00 | monthly | \$0 | 0% |
| General non-resident | \$138 | monthly | | | 0-30% | | \$138.00 | monthly | \$0 | 0% |
| Senior resident | \$91 | monthly | | | 0-30% | | \$91.00 | monthly | \$0 | 0% |
| Senior non-resident | \$123 | monthly | | | 0-30% | | \$123.00 | monthly | \$0 | 0% |
| Hyperlocal resident* | \$74 | monthly | | | 0-30% | | \$74.00 | monthly | \$0 | 0% |
| Aqua fit | | | | | | | | | | |
| General resident | \$87 | monthly | | | 0-30% | | \$87.00 | monthly | \$0 | 0% |
| General non-resident | \$117 | monthly | | | 0-30% | | \$117.00 | monthly | \$0 | 0% |
| Senior resident | \$68 | monthly | | | 0-30% | | \$68.00 | monthly | \$0 | 0% |
| Senior non-resident | \$92 | monthly | | | 0-30% | | \$92.00 | monthly | \$0 | 0% |
| Hyperlocal resident* | \$57 | monthly | | | 0-30% | | \$57.00 | monthly | \$0 | 0% |
| Drop-in | | | | | | | | | | |
| Lap Swim | | | | | | | | | | |
| General resident | \$9 | per visit | | | 0-30% | | \$9.00 | per visit | \$0 | 0% |
| General non-resident | \$12 | per visit | | | 0-30% | | \$12.00 | per visit | \$0 | 0% |
| Senior resident | \$8 | per visit | | | 0-30% | | \$8.00 | per visit | \$0 | 0% |
| Senior non-resident | \$11 | per visit | | | 0-30% | | \$11.00 | per visit | \$0 | 0% |
| Hyperlocal resident* | \$6 | per visit | | | 0-30% | | \$6.00 | per visit | \$0 | 0% |
| Open Swim | | | | | | | | | | |
| General resident | \$8 | per visit | | | 0-30% | | \$8.00 | per visit | \$0 | 0% |
| General non-resident | \$11 | per visit | | | 0-30% | | \$11.00 | per visit | \$0 | 0% |
| General hyperlocal resident* | \$6 | per visit | | | 0-30% | | \$6.00 | per visit | \$0 | 0% |
| Child resident | \$4 | per visit | | | 0-30% | | \$4.00 | per visit | \$0 | 0% |

City of Menlo Park - 2026

Library and Community Services

PER UNIT ANALYSIS

| Fee Category | Current Fees | | Current Program Level Recovery Rate | User Fee Cost Recovery Policy | Proposed Cost Recovery | User Fee Cost Recovery Proposed Changes | Proposed Fee | | Actual Dollar Change | % Change |
|--|--------------|--------------|-------------------------------------|-------------------------------|------------------------|---|--------------|--------------|----------------------|----------|
| | | | | | | | | | | |
| Child non-resident | \$5 | per visit | | | 0-30% | | \$5.00 | per visit | \$0 | 0% |
| Child hyperlocal resident* | \$3 | per visit | | | 0-30% | | \$3.00 | per visit | \$0 | 0% |
| Family resident | \$23 | per visit | | | 0-30% | | \$23.00 | per visit | \$0 | 0% |
| Family non-resident | \$31 | per visit | | | 0-30% | | \$31.00 | per visit | \$0 | 0% |
| Family hyperlocal resident* | \$16 | per visit | | | 0-30% | | \$16.00 | per visit | \$0 | 0% |
| Spectator resident | \$3 | per visit | | | 0-30% | | \$3.00 | per visit | \$0 | 0% |
| Spectator non-resident | \$5 | per visit | | | 0-30% | | \$5.00 | per visit | \$0 | 0% |
| Masters | | | | | | | | | | |
| General resident | \$20 | per visit | | | 0-30% | | \$20.00 | per visit | \$0 | 0% |
| General non-resident | \$24 | per visit | | | 0-30% | | \$24.00 | per visit | \$0 | 0% |
| Hyperlocal resident* | \$13 | per visit | | | 0-30% | | \$13.00 | per visit | \$0 | 0% |
| Aqua fit | | | | | | | | | | |
| General resident | \$20 | per session | | | 0-30% | | \$20.00 | per session | \$0 | 0% |
| General non-resident | \$25 | per session | | | 0-30% | | \$25.00 | per session | \$0 | 0% |
| Hyperlocal resident* | \$13 | per session | | | 0-30% | | \$13.00 | per session | \$0 | 0% |
| Bundle discount | | | | | | | | | | |
| Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs. | | | | | | | | | | |
| Swim lessons | | | | | | | | | | |
| Group lessons - resident | \$29 | per 1/2 hour | | | 0-30% | | \$29.00 | per 1/2 hour | \$0 | 0% |
| Group lessons - non-resident | \$39 | per 1/2 hour | | | 0-30% | | \$39.00 | per 1/2 hour | \$0 | 0% |
| Group lessons - hyperlocal resident* | \$19 | per 1/2 hour | | | 0-30% | | \$19.00 | per 1/2 hour | \$0 | 0% |
| Private lessons - resident | \$79 | per 1/2 hour | | | 0-30% | | \$79.00 | per 1/2 hour | \$0 | 0% |
| Private lessons - non-resident | \$107 | per 1/2 hour | | | 0-30% | | \$107.00 | per 1/2 hour | \$0 | 0% |
| Private lessons - hyperlocal resident* | \$51 | per 1/2 hour | | | 0-30% | | \$51.00 | per 1/2 hour | \$0 | 0% |
| Fee-assisted scholarship (residents only) | \$5 | per 1/2 hour | | | 0-30% | | \$5.00 | per 1/2 hour | \$0 | 0% |
| Youth bridge program | | | | | | | | | | |
| Youth bridge program - resident | \$24 | per 3/4 hour | | | 0-30% | | \$24.00 | per 3/4 hour | \$0 | 0% |
| Youth bridge program - non-resident | \$32 | per 3/4 hour | | | 0-30% | | \$32.00 | per 3/4 hour | \$0 | 0% |
| Youth bridge program - hyperlocal resident* | \$16 | per 3/4 hour | | | 0-30% | | \$16.00 | per 3/4 hour | \$0 | 0% |
| Youth camps | | | | | | | | | | |
| Youth camps - resident | \$19 | per hour | | | 0-30% | | \$19.00 | per hour | \$0 | 0% |
| Youth camps - non-resident | \$26 | per hour | | | 0-30% | | \$26.00 | per hour | \$0 | 0% |

Police

| City of Menlo Park - 2026 Police | | | PER UNIT ANALYSIS | | | | | | | | | ANNUALIZED PROJECTIONS | | | |
|-------------------------------------|---|---|-------------------|-------------|------------------------|-----------------------|-------------------------------|------------------------|--------------|----------------------|----------|------------------------|-------------|----------|------------------|
| Fee Header | Fee Category | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 1 | Case Copies | One report | 583 | \$2 | Per Page | N/A | 0-30% | 0-30% | \$2.00 | \$0 | 0% | \$1,166 | \$1,166 | \$0 | \$1,166 |
| 2 | Case Copies | Additional copy | 0 | \$0.10 | Per Page | N/A | 0-30% | 0-30% | \$0.10 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 3 | Case Copies | Letter of Good Conduct | 19 | \$30 | Flat Fee | 52% | 0-30% | 77% | \$45.00 | \$15 | 50% | \$570 | \$1,106 | \$536 | \$855 |
| 4 | Case Copies | Fingerprinting Document Processing (plus Department of Justice and other agency fees) | 9 | \$45 | Per Person | 75% | 0-30% | 100% | \$60.00 | \$15 | 33% | \$405 | \$539 | \$134 | \$540 |
| 5 | Massage Permit Processing (does not include fingerprint fees) | Initial Permit | 4 | \$135 | Flat Fee | 51% | 70-100% | 100% | \$266.00 | \$131 | 97% | \$540 | \$1,064 | \$524 | \$1,064 |
| 6 | Massage Permit Processing (does not include fingerprint fees) | Annual Renewal Permit | 0 | \$135 | Flat Fee | 53% | 70-100% | 100% | \$253.00 | \$118 | 87% | \$0 | \$0 | \$0 | \$0 |
| 7 | Peddlers – Solicitors Permit Processing (does not include fingerprint fees) | Initial Permit | 0 | \$135 | Flat Fee | 53% | 70-100% | 100% | \$253.00 | \$118 | 87% | \$0 | \$0 | \$0 | \$0 |
| 8 | Peddlers – Solicitors Permit Processing (does not include fingerprint fees) | Annual Renewal Permit | 0 | \$135 | Flat Fee | 53% | 70-100% | 100% | \$253.00 | \$118 | 87% | \$0 | \$0 | \$0 | \$0 |
| 9 | Check Cashing Permit Processing (does not include fingerprint fees) | Initial Permit | 0 | \$955 | Flat Fee | 118% | 70-100% | 100% | \$807.00 | -\$148 | -15% | \$0 | \$0 | \$0 | \$0 |
| 10 | Check Cashing Permit Processing (does not include fingerprint fees) | Annual Renewal Permit | 0 | \$955 | Flat Fee | 165% | 70-100% | 100% | \$579.00 | -\$376 | -39% | \$0 | \$0 | \$0 | \$0 |
| 11 | Notary and Document Certification Services | Notary | 0 | \$10 | Per Signature | N/A | 70-100% | 100% | \$15.00 | \$5 | 50% | \$0 | \$0 | \$0 | \$0 |
| 12 | Notary and Document Certification Services | Document Certification | 19 | \$10 | Per Document | N/A | 70-100% | 100% | \$15.00 | \$5 | 50% | \$190 | \$285 | \$95 | \$285 |
| 13 | Child Seat Safety Installation | Resident | 0 | \$40 | Flat Fee | 22% | 0-30% | 22% | \$40.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 14 | Child Seat Safety Installation | Non-resident | 0 | \$100 | Flat Fee | 54% | 30-70% | 54% | \$100.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 15 | False Alarm Program | Registration - Initial and Annual Renewal | 0 | \$26 | Flat Fee | 35% | 30-70% | 68% | \$50.00 | \$24 | 92% | \$0 | \$0 | \$0 | \$0 |
| 16 | Standard – False Alarm Response | First occurrence per year | 221 | \$0 | No Fee | 0% | 30-70% | 0% | \$0.00 | \$0 | 0% | \$0 | \$61,769 | \$61,769 | \$0 |
| 17 | Standard – False Alarm Response | Second occurrence per year | 61 | \$88 | Per Occurrence | 31% | 30-70% | 31% | \$88.00 | \$0 | 0% | \$0 | \$17,049 | \$17,049 | \$5,368 |
| 18 | Standard – False Alarm Response | Third occurrence per year | 27 | \$93 | Per Occurrence | 33% | 30-70% | 40% | \$113.00 | \$20 | 22% | \$0 | \$7,546 | \$7,546 | \$3,051 |
| 19 | Standard – False Alarm Response | Fourth occurrence per year | 15 | \$98 | Per Occurrence | 35% | 30-70% | 49% | \$138.00 | \$40 | 41% | \$0 | \$4,192 | \$4,192 | \$2,070 |
| 20 | Standard – False Alarm Response | Fifth occurrence per year | 9 | \$103 | Per Occurrence | 37% | 30-70% | 58% | \$163.00 | \$60 | 58% | \$0 | \$2,515 | \$2,515 | \$1,467 |
| 21 | Standard – False Alarm Response | Sixth occurrence per year | 19 | \$108 | Per Occurrence | 39% | 30-70% | 67% | \$188.00 | \$80 | 74% | \$0 | \$5,310 | \$5,310 | \$3,572 |
| 22 | Standard – False Alarm Response | Each additional occurrence after sixth per year | 0 | \$108 | Each addt'l Occurrence | 39% | 30-70% | 76% | \$213.00 | \$105 | 97% | \$0 | \$0 | \$0 | \$0 |
| 23 | High Risk – False Alarm Response | First occurrence per year | 6 | \$0 | No Fee | 0% | 70-100% | 0% | \$0.00 | \$0 | 0% | \$0 | \$3,099 | \$3,099 | \$0 |
| 24 | High Risk – False Alarm Response | Second occurrence per year | 1 | \$175 | Per Occurrence | 34% | 70-100% | 72% | \$370.00 | \$195 | 111% | \$175 | \$517 | \$342 | \$370 |
| 25 | High Risk – False Alarm Response | Third occurrence per year | 0 | \$185 | Per Occurrence | 36% | 70-100% | 76% | \$395.00 | \$210 | 114% | \$0 | \$0 | \$0 | \$0 |
| 26 | High Risk – False Alarm Response | Fourth occurrence per year | 0 | \$196 | Per Occurrence | 38% | 70-100% | 81% | \$420.00 | \$224 | 114% | \$0 | \$0 | \$0 | \$0 |
| 27 | High Risk – False Alarm Response | Fifth occurrence per year | 0 | \$206 | Per Occurrence | 40% | 70-100% | 86% | \$445.00 | \$239 | 116% | \$0 | \$0 | \$0 | \$0 |
| 28 | High Risk – False Alarm Response | Sixth occurrence per year | 0 | \$216 | Per Occurrence | 42% | 70-100% | 91% | \$470.00 | \$254 | 118% | \$0 | \$0 | \$0 | \$0 |
| 29 | High Risk – False Alarm Response | Each additional occurrence after sixth per year | 0 | \$216 | Each addt'l Occurrence | 42% | 70-100% | 96% | \$495.00 | \$279 | 129% | \$0 | \$0 | \$0 | \$0 |

| City of Menlo Park - 2026 Police | | | PER UNIT ANALYSIS | | | | | | | | | ANNUALIZED PROJECTIONS | | | |
|-------------------------------------|---------------------------------------|--|-------------------|-----------------|-----------------------|-------------------------------|------------------------|--------------|--------------------------------|----------|---------------------|------------------------|----------|------------------|----------|
| Fee Header | Fee Category | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue | |
| 30 | False Alarm Program - Payment Penalty | 30 day late payment penalty | 0 | 10% | Penalty | 100% | 70-100% | 100% | 10% | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 31 | False Alarm Program - Payment Penalty | 60 day late payment penalty | 0 | 10% | Penalty | 100% | 70-100% | 100% | 2% per each additional 30 days | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 32 | Vehicle Releases | Vehicle Code Infraction | 74 | \$125 | Flat Fee | 97% | 70-100% | 100% | \$128.00 | \$3 | 2% | \$9,250 | \$9,504 | \$254 | \$9,472 |
| 33 | Vehicle Releases | Misdemeanor or Felony Incidents | 0 | \$125 | Flat Fee | 97% | 70-100% | 100% | \$128.00 | \$3 | 2% | \$0 | \$0 | \$0 | \$0 |
| 34 | Civil Subpoena Appearance | Police Officers (Sworn) | 2 | \$275 | Deposit | 100% | 70-100% | 100% | \$275.00 | \$0 | 0% | \$550 | \$550 | \$0 | \$550 |
| 35 | Civil Subpoena Appearance | Non-sworn Employees | 0 | \$275 | Per Hour | 100% | 70-100% | 100% | \$275.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 36 | Miscellaneous Document Copies | 1st page | 0 | \$2 | 1st page | 95% | 70-100% | 95% | \$2.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 37 | Miscellaneous Document Copies | additional | 0 | \$0.10 | Per Page | 100% | 70-100% | 100% | \$0.10 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 38 | Unruly Gatherings | After initial written warning \$100 plus cost of repair to damaged City property and the cost of an officer per hour for each officer called out to the scene. | 0 | \$100 | Base plus Actual Cost | 100% | 70-100% | 100% | \$100.00 plus actual costs | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 39 | Background Investigations | Background Investigations | 0 | \$0 | Actual Cost | \$100 | 70-100% | 100% | Actual Cost | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 40 | Rotation Tow Service Contract | Annual Application and Maintenance | 0 | \$150 | Flat Fee | 56% | 30-70% | 71% | \$190.00 | \$40 | 27% | \$0 | \$0 | \$0 | \$0 |
| 41 | Rotation Tow Service Contract | Vehicle towed – stored and released after 30 days | 0 | \$100 | Per Vehicle | 37% | 30-70% | 71% | \$190.00 | \$90 | 90% | \$0 | \$0 | \$0 | \$0 |
| 42 | Rotation Tow Service Contract | Three tow request non-response within six months | 0 | \$150 | Flat Fee | N/A | 30-70% | 30-70% | \$150.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 43 | Rotation Tow Service Contract | Failure to display identification | 0 | \$100 | Fine | N/A | 30-70% | 30-70% | \$100.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 44 | Rotation Tow Service Contract | Records check | 0 | \$10 | Flat Fee | 37% | 30-70% | 71% | \$19.00 | \$9 | 90% | \$0 | \$0 | \$0 | \$0 |
| 45 | Rotation Tow Service Contract | Dispatching or Towing without contract | 0 | \$100 | Flat Fee | N/A | 30-70% | 30-70% | \$100.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 46 | Repossession Fee | Repossession Fee (fee subject to change per California Vehicle Code) | 0 | \$15 | Flat Fee | 75% | 70-100% | 100% | \$19.96 | \$5 | 33% | \$0 | \$0 | \$0 | \$0 |
| 47 | Citation Replacement | Citation Replacement | 0 | \$11 | Per Citation | 41% | 30-70% | 71% | \$19.00 | \$8 | 73% | \$0 | \$0 | \$0 | \$0 |
| 48 | Citation Sign | Citation Sign Off | 0 | \$15 | Flat Fee | 56% | 30-70% | 71% | \$19.00 | \$4 | 27% | \$0 | \$0 | \$0 | \$0 |
| 49 | Downtown Parking Permits | Employee and Merchant Delivery Vehicle | 0 | \$592 | Annual | 100% | 70-100% | 100% | \$592.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 50 | Downtown Parking Permits | Permit Replacement/Updating | 0 | \$30 | Flat Fee | 59% | 70-100% | 100% | \$50.54 | \$21 | 68% | \$0 | \$0 | \$0 | \$0 |
| 51 | Downtown Parking Permits | Permit Surrender – Refund Processing | 0 | \$75 | Flat Fee | 88% | 70-100% | 100% | \$85.57 | \$11 | 14% | \$0 | \$0 | \$0 | \$0 |
| 52 | Downtown Parking Permits | Full-day parking | 0 | \$10 | Per Day | 100% | 70-100% | 100% | \$10.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 53 | Overnight Parking Permits | One-night parking | 34,803 | \$2 | Per Night | 100% | 70-100% | 100% | \$2.00 | \$0 | 0% | \$69,606 | \$69,606 | \$0 | \$69,606 |
| 54 | Overnight Parking Permits | After hours permit issuance | 0 | \$5 | Flat Fee | 45% | 70-100% | 100% | \$11.07 | \$6 | 121% | \$0 | \$0 | \$0 | \$0 |
| 55 | Overnight Parking Permits | Annual overnight permit | 378 | \$150 | Annual | 100% | 70-100% | 100% | \$150.00 | \$0 | 0% | \$56,700 | \$56,700 | \$0 | \$56,700 |

| City of Menlo Park - 2026 Police | | PER UNIT ANALYSIS | | | | | | | | | ANNUALIZED PROJECTIONS | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|-------------|-----------------|-----------------------|-------------------------------|------------------------|--------------|----------------------|----------|------------------------|-------------|---------|------------------|-------|
| Fee Header | Fee Category | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue | |
| 56 | Overnight Parking Permits | Permit Replacement/Updating | 3 | \$25 | Each | 47% | 70-100% | 100% | \$53.36 | \$28 | 113% | \$75 | \$160 | \$85 | \$160 |
| 57 | Overnight Parking Permits | Technology surcharge | 0 | 3% | Surcharge | N/A | | 100% | \$0.03 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 58 | Residential Day Time Parking Permits | Flood Park Area (3 permits) | 0 | \$15 | Annual | 34% | 0-30% | 45% | \$20.00 | \$5 | 33% | \$0 | \$0 | \$0 | \$0 |
| 59 | Residential Day Time Parking Permits | College Park / Crane Area (3 permits) | 0 | \$15 | Annual | 34% | 0-30% | 45% | \$20.00 | \$5 | 33% | \$0 | \$0 | \$0 | \$0 |
| 60 | Residential Day Time Parking Permits | Permit Replacement/Updating | 0 | \$15 | Each | 34% | 0-30% | 45% | \$20.00 | \$5 | 33% | \$0 | \$0 | \$0 | \$0 |
| 61 | Residential Day Time Parking Permits | Single Use Permit | 0 | \$1 | Each | N/A | 0-30% | 0-30% | \$1.00 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 62 | Special Event | Special Event - Standby Fee | 0 | \$0 | Per Hour | 0% | 70-100% | 100% | \$212.23 | N/A | N/A | \$0 | \$0 | \$0 | \$0 |

Public Works

| City of Menlo Park - 2026 Public Works | | | | PER UNIT ANALYSIS | | | | | | | ANNUALIZED PROJECTIONS | | | | | |
|---|--|--|--|-------------------|-------------|--------------------------------|-----------------------|--------------------------------|------------------------|--|------------------------|----------|---------------------|-------------|-----------|------------------|
| Fee Category | | | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 10 | General Engineering Fees Annexations | | | 0 | \$4,470 | Time and Materials | 100% | 70-100% | 100% | \$5,000 Deposit T & M | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 11 | General Engineering Fees Stormwater Business Inspections (standard annual fee based on priority level) a. Low-priority businesses (inspected every 5 years) b. Medium-priority businesses (inspected every 3 years) c. High-priority businesses (inspected annually) | | | 69 | \$0 | Consultant cost + 25% | 100% | 70-100% | 100% | Consultant cost + 25% a. 1/5 of standard fee b. 1/3 of the standard fee c. standard fee | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 16 | General Engineering Fees Covenants, Conditions & Restrictions (CC&Rs) Engineering Review Fee | | | 0 | \$1,390 | fixe fee + hourly billing rate | 82% | 70-100% | 100% | \$1,692 + City Attorney Hourly | \$302 | 22% | \$0 | \$0 | \$0 | \$0 |
| 17 | General Engineering Fees Tie-Back Fee | | | 0 | \$200 | per tie-back | 48% | Not included in current policy | 100% | \$418 | \$218 | 109% | \$0 | \$0 | \$0 | \$0 |
| 18 | Encroachment Permits (Routine inspections included in fees) Violation fee: a penalty fee double the amount of the filing fee will be imposed on projects undertaken without the appropriate permits. | | | 0 | | 2x Penalty | 100% | Not included in current policy | 100% | 2x Penalty | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 19 | Encroachment Permits (Routine inspections included in fees) Minor Encroachments: Non-development-related curb, gutter, sidewalk, driveway; up to 3 potholes on the same street; up to 3 monitoring wells on the same street; one lateral street opening; routine maintenance by a utility company; street tree planting. Includes up to 4 inspections. | | | 555 | \$670 | per app | 63% | 70-100% | 100% | \$1,064 | \$394 | 59% | \$371,850 | \$590,498 | \$218,648 | \$590,498 |
| 20 | Encroachment Permits (Routine inspections included in fees) Major Encroachments (base) Work on construction requiring extended impact to traffic, multiple Inspections or other on-going disturbances such as utility mains, street widening and major undergrounding. | | | 20 | \$810 | per app | 41% | 70-100% | 100% | \$1,973 | \$1,163 | 144% | \$16,200 | \$39,459 | \$23,259 | \$39,459 |
| 21 | Encroachment Permits (Routine inspections included in fees) Major Encroachments (inspection) Work on construction requiring extended impact to traffic, multiple Inspections or other on-going disturbances such as utility mains, street widening and major undergrounding. | | | 16 | 5.35% | % of engineering cost estimate | 100% | 70-100% | 100% | 5.35% | \$0 | 0% | \$45,804 | \$45,804 | \$0 | \$45,804 |
| 22 | Encroachment Permits (Routine inspections included in fees) Special Encroachments Work on construction requiring extensive review time, coordination, impact to traffic, inspections, multiple trench/bore, and major undergrounding/aerial. | | | 6 | | Time and Materials | 100% | 70-100% | 100% | Time and Materials | \$0 | 0% | \$75,168 | \$75,168 | \$0 | \$75,168 |
| 23 | Encroachment Permits (Routine inspections included in fees) Temporary Encroachments Under 30 days Non-construction activity such as: scaffolding for façade in improvements; locating a new portable planter box; traffic control only. Includes up to 2 inspections. | | | 20 | \$370 | Flat Fee | 92% | 70-100% | 100% | \$402 | \$32 | 9% | \$7,400 | \$8,046 | \$646 | \$8,046 |
| 24 | Encroachment Permits (Routine inspections included in fees) Temporary Encroachments 30 days or over Non-construction activity such as: scaffolding for façade in improvements; locating a new portable planter box; traffic control only. Includes up to 2 inspections. | | | 20 | \$370 | Flat Fee | 92% | 70-100% | 100% | \$402 | \$32 | 9% | \$7,400 | \$8,046 | \$646 | \$8,046 |
| 25 | Encroachment Permits (Routine inspections included in fees) Permit Extension | | | 115 | \$70 | per app | 69% | 70-100% | 100% | \$101 | \$31 | 44% | \$8,050 | \$11,629 | \$3,579 | \$11,629 |
| 26 | Encroachment Permits (Routine inspections included in fees) City-Mandated Repairs Including but not limited to sidewalk tripping hazard repairs required of the property owner. | | | 0 | \$650 | Actual Cost | 100% | 70-100% | 100% | Actual Cost | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 28 | Encroachment Permits (Routine inspections included in fees) Debris Box / Container on Street | | | 33 | \$120 | per week | 48% | 70-100% | 100% | \$248 | \$128 | 107% | \$3,960 | \$8,179 | \$4,219 | \$8,179 |

| City of Menlo Park - 2026 Public Works | | | | PER UNIT ANALYSIS | | | | | | | ANNUALIZED PROJECTIONS | | | | | |
|---|--|--|--|-------------------|-------------|-------------------------|-----------------------|-------------------------------|------------------------|-----------------|------------------------|----------|---------------------|-------------|---------|------------------|
| Fee Category | | | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 30 | Encroachment Permits (Routine inspections included in fees) Refund for Cancellation prior to any work | | | 0 | \$0 | 50% --> 25% of base fee | N/A | 70-100% | 100% | 25% of base fee | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 31 | Encroachment Permits (Routine inspections included in fees) Appeal to City Council of any Encroachment Permit Action | | | 0 | \$200 | Flat Fee | N/A | 0-30% | 0-30% | \$200 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 32 | Encroachment Permits (Routine inspections included in fees) Technology Fee | | | 711 | 3% | Surcharge | 33% | 70-100% | 100% | 9% | 6% | 200% | \$0 | \$0 | \$0 | \$0 |
| 33 | Streetary Permit Parklets (plus sidewalk cafes where applicable) 1st year *Applicants may be subject to a surcharge for structural review. Renewal fees cover administration. | | | 0 | \$1,725 | Flat Fee | 88% | 70-100% | 100% | \$1,953 | \$228 | 13% | \$0 | \$0 | \$0 | \$0 |
| 34 | Streetary Permit Parklets (plus sidewalk cafes where applicable) Annual renewal *Applicants may be subject to a surcharge for structural review. Renewal fees cover administration. | | | 0 | \$250 | Flat Fee | 66% | 70-100% | 100% | \$380 | \$130 | 52% | \$0 | \$0 | \$0 | \$0 |
| 35 | Streetary Permit Sidewalk cafes (standalone) 1st year *Applicants may be subject to a surcharge for structural review. Renewal fees cover administration. | | | 0 | \$810 | Flat Fee | 80% | 70-100% | 100% | \$1,007 | \$197 | 24% | \$0 | \$0 | \$0 | \$0 |
| 36 | Streetary Permit Sidewalk cafes (standalone) Annual renewal *Applicants may be subject to a surcharge for structural review. Renewal fees cover administration. | | | 0 | \$250 | Flat Fee | 66% | 70-100% | 100% | \$380 | \$130 | 52% | \$0 | \$0 | \$0 | \$0 |
| 37 | Streetary Permits Annual Encroachment Lease Fee 1st year *Applicants may be subject to a surcharge for structural review. Renewal fees cover administration. | | | 0 | \$7 | per sq ft | N/A | 70-100% | 100% | \$7 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 38 | Streetary Permits Annual Encroachment Lease Fee Annual renewal *Applicants may be subject to a surcharge for structural review. Renewal fees cover administration. | | | 0 | \$7 | per sq ft | N/A | 70-100% | 100% | \$7 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 39 | Maps* Abandonments Public easements and right-of-way (ROW) | | | 0 | \$2,320 | Flat Fee | 53% | 70-100% | 100% | \$4,395 | \$2,075 | 89% | \$0 | \$0 | \$0 | \$0 |
| 40 | Maps* Final Parcel Map First 2 sheets - plus any external cost | | | 0 | \$1,130 | Flat Fee | 51% | 70-100% | 100% | \$2,197 | \$1,067 | 94% | \$0 | \$0 | \$0 | \$0 |
| 41 | Maps* Final Parcel Map Additional sheet - plus any external cost | | | 0 | \$240 | each | 79% | 70-100% | 100% | \$303 | \$63 | 26% | \$0 | \$0 | \$0 | \$0 |
| 42 | Maps* Final Map First 2 sheets - plus any external cost | | | 0 | \$3,330 | Flat Fee | 61% | 70-100% | 100% | \$5,494 | \$2,164 | 65% | \$0 | \$0 | \$0 | \$0 |
| 43 | Maps* Final Map Additional sheet - plus any external cost | | | 0 | \$240 | each | 79% | 70-100% | 100% | \$303 | \$63 | 26% | \$0 | \$0 | \$0 | \$0 |
| 44 | Maps* Certificate of Compliance | | | 0 | \$650 | Flat Fee | 55% | 70-100% | 100% | \$1,186 | \$536 | 82% | \$0 | \$0 | \$0 | \$0 |
| 45 | Maps* Certificate of Correction | | | 0 | \$650 | Flat Fee | 64% | 70-100% | 100% | \$1,011 | \$361 | 56% | \$0 | \$0 | \$0 | \$0 |

| City of Menlo Park - 2026 Public Works | | | PER UNIT ANALYSIS | | | | | | | ANNUALIZED PROJECTIONS | | | | | |
|---|---|-----|-------------------|-------------------------------|-----------------|-----------------------|-------------------------------|-------------------------------|--------------|------------------------|-----------|---------------------|-------------|-----------|------------------|
| Fee Category | | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 46 | Maps* Certificate of Correction First 2 sheets - plus any external cost | 0 | \$240 | Flat Fee | 68% | 70-100% | 100% | \$354 | \$114 | 47% | \$0 | \$0 | \$0 | \$0 | |
| 47 | Maps* Certificate of Correction Additional sheet - plus any external cost | 0 | \$240 | each | 68% | 70-100% | 100% | \$354 | \$114 | 47% | \$0 | \$0 | \$0 | \$0 | |
| 48 | Maps* Additional Plan Review | 0 | \$100 | per sheet | 49% | 70-100% | 100% | \$202 | \$102 | 102% | \$0 | \$0 | \$0 | \$0 | |
| 49 | Maps* Adjust lot line | 0 | \$1,130 | Flat Fee | 51% | 70-100% | 100% | \$2,197 | \$1,067 | 94% | \$0 | \$0 | \$0 | \$0 | |
| 50 | Maps* Lot Merger (base) | 0 | \$1,130 | Flat Fee | 48% | 70-100% | 100% | \$2,372 | \$1,242 | 110% | \$0 | \$0 | \$0 | \$0 | |
| 51 | Maps* Easement Dedication | 0 | \$1,870 | each | 67% | 70-100% | 100% | \$2,777 | \$907 | 49% | \$0 | \$0 | \$0 | \$0 | |
| 52 | Maps* Final Condominium Conversion Map Approval Administrative approval | 0 | \$1,130 | Flat Fee | 48% | 70-100% | 100% | \$2,372 | \$1,242 | 110% | \$0 | \$0 | \$0 | \$0 | |
| 53 | Maps* Final Condominium Conversion Map Approval City Council approval | 0 | \$2,050 | Flat Fee | 37% | 70-100% | 100% | \$5,494 | \$3,444 | 168% | \$0 | \$0 | \$0 | \$0 | |
| 54 | Maps* *External consultant cost | 9 | \$0 | Cost plus 25% for staff admin | N/A | 70-100% | 100% | Cost plus 25% for staff admin | \$0 | 0% | \$12,368 | \$12,368 | \$0 | \$12,368 | |
| 56 | Improvement Plan Reviews - 2 reviews. Fees due at time of plan submittal Single Family Residences (base) | 120 | \$810 | Flat Fee | 67% | 70-100% | 100% | \$1,213 | \$403 | 50% | \$97,200 | \$145,619 | \$48,419 | \$145,619 | |
| 57 | Improvement Plan Reviews - 2 reviews. Fees due at time of plan submittal Single Family Residences (plus) | 120 | \$0 | 5.35% of cost estimate | N/A | 70-100% | 100% | 5.35% | \$0 | 0% | \$86,500 | \$86,500 | \$0 | \$86,500 | |
| 58 | Improvement Plan Reviews - 2 reviews. Fees due at time of plan submittal Multi-family Residences, Commercial, and Industrial (base) | 8 | \$4,820 | Flat Fee | 67% | 70-100% | 100% | \$7,230 | \$2,410 | 50% | \$38,560 | \$57,843 | \$19,283 | \$57,843 | |
| 59 | Improvement Plan Reviews - 2 reviews. Fees due at time of plan submittal Multi-family Residences, Commercial, and Industrial (plus) | 8 | \$0 | 5.35% of cost estimate | N/A | 70-100% | 100% | 5.35% | \$0 | 0% | \$16,162 | \$16,162 | \$0 | \$16,162 | |
| 60 | Improvement Plan Reviews - 2 reviews. Fees due at time of plan submittal Additional Plan Review (full plan set required) – fee per sheet | 35 | \$240 | per sheet | 79% | 70-100% | 100% | \$303 | \$63 | 26% | \$8,400 | \$10,618 | \$2,218 | \$10,618 | |
| 61 | Improvement Plan Reviews - 2 reviews. Fees due at time of plan submittal Plan Revision – fee per sheet requiring revision | 19 | \$240 | per sheet | 79% | 70-100% | 100% | \$303 | \$63 | 26% | \$4,560 | \$5,764 | \$1,204 | \$5,764 | |
| 62 | Construction Inspection Routine inspections | 63 | | 5.35% of cost estimate | N/A | 70-100% | 100% | 5.35% of cost estimate | \$0 | 0% | \$166,332 | \$166,332 | \$0 | \$166,332 | |
| 63 | Construction Inspection Special project inspection - Staff Time and Materials | 2 | | Staff T&M | N/A | 70-100% | 100% | Staff T&M | \$0 | 0% | \$5,070 | \$5,070 | \$0 | \$5,070 | |
| 64 | Construction Inspection Overtime Construction Inspection – Four hour minimum | 8 | \$230 | per hour - time and a half | 31% | 70-100% | 100% | \$750 | \$520 | 226% | \$3,910 | \$5,998 | \$2,088 | \$5,998 | |
| 65 | Construction Inspection Re-inspection - fee per each re-inspection or for missed or cancelled inspection | 0 | \$160 | per each re-inspection | 57% | 70-100% | 100% | \$281 | \$121 | 76% | \$0 | \$0 | \$0 | \$0 | |
| 68 | FEMA Determination for Substantial Improvements | 9 | \$160 | Flat Fee | 40% | 70-100% | 100% | \$404 | \$244 | 153% | \$1,440 | \$3,640 | \$2,200 | \$3,640 | |

| City of Menlo Park - 2026 Public Works | | | PER UNIT ANALYSIS | | | | | | | ANNUALIZED PROJECTIONS | | | | | |
|---|--|--|-------------------|-------------|--|-----------------------|--------------------------------|------------------------|--|------------------------|----------|---------------------|-------------|----------|------------------|
| Fee Category | | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 69 | FEMA Building Permit Plan Review (SFR) | | 9 | \$490 | Flat Fee | 48% | 70-100% | 100% | \$1,011 | \$521 | 106% | \$4,410 | \$9,101 | \$4,691 | \$9,101 |
| 70 | FEMA Building Permit Plan Review (Commercial, Multifamily) | | 1 | \$1,610 | Flat Fee | 80% | 70-100% | 100% | \$2,022 | \$412 | 26% | \$1,610 | \$2,022 | \$412 | \$2,022 |
| 71 | FEMA Flood Study – CLOMR-LOMAR Fee | | 0 | \$2,520 | Flat Fee | 83% | 70-100% | 100% | \$3,046 | \$526 | 21% | \$0 | \$0 | \$0 | \$0 |
| | Document Recording plus County Recorder's fees at cost | | | \$220 | Flat Fee | | | | \$220 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 72 | Water Efficient Landscape Plan Check Commercial and Multi-family Residential (base) | | 2 | \$1,050 | Flat Fee | 80% | 70-100% | 100% | \$1,315 | \$265 | 25% | \$2,100 | \$2,629 | \$529 | \$2,629 |
| 73 | Water Efficient Landscape Plan Check Commercial and Multi-family Residential (plus) | | 0 | \$0 | plus 125% of cost of external review | N/A | 70-100% | 100% | plus 125% of cost of external review | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 74 | Water Efficient Landscape Plan Check Single Family Home (base) | | 32 | \$410 | Flat Fee | 51% | 70-100% | 100% | \$809 | \$399 | 97% | \$13,120 | \$25,888 | \$12,768 | \$25,888 |
| 75 | Water Efficient Landscape Plan Check Single Family Home (plus) | | 0 | \$0 | plus 125% of cost of external review | N/A | 70-100% | 100% | plus 125% of cost of external review | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 76 | Standard Agreements* | | 0 | \$810 | Flat Fee | 80% | 70-100% | 100% | \$1,011 | \$201 | 25% | \$0 | \$0 | \$0 | \$0 |
| 77 | *Non-standard agreements will be charged time and materials | | 0 | \$0 | T & M | N/A | 70-100% | 100% | T & M | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 78 | Forfeiture of Encroachment Permits – Deposits And Bonds All funds collected are subject to forfeiture for failure to comply with City Codes and Ordinances | | 0 | \$0 | Policy | N/A | 70-100% | 100% | Policy | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 79 | Special Services Provided by City Staff where a special interest is served other than the general public - i.e., special surveying, encroachment permits (in some cases), special inspections, and other | | 0 | \$0 | City staff time plus 25% billing and administration charge | N/A | 70-100% | 100% | City staff time plus 25% billing and administration charge | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 80 | Newsracks New Permit | | 0 | \$0 | No Fee | 0% | Not included in current policy | 100% | \$373 | \$373 | 373% | \$0 | \$0 | \$0 | \$0 |
| 81 | Newsracks Renewal Permit | | 0 | \$0 | No Fee | 0% | Not included in current policy | 100% | \$233 | \$233 | 233% | \$0 | \$0 | \$0 | \$0 |
| 82 | Newsracks Appeal | | 0 | \$550 | Flat Fee | 148% | Not included in current policy | 100% | \$373 | -\$177 | -32% | \$0 | \$0 | \$0 | \$0 |
| 83 | Newsracks Impound | | 0 | | Cost + 25% | 0% | Not included in current policy | 100% | Cost + 25% | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 84 | Newsracks Protest | | 0 | \$550 | Flat Fee | 148% | Not included in current policy | 100% | \$373 | -\$177 | -32% | \$0 | \$0 | \$0 | \$0 |
| 85 | Newsracks Disposal | | 0 | | Cost + 25% | 0% | Not included in current policy | 100% | Cost + 25% | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 86 | General Engineering Fees Stormwater polychlorinated biphenyls (PCB), per hour at staff rate or consultant cost, 2 hour minimum | | 0 | | Per Hour, 2 hour min | 0% | Not included in current policy | 100% | \$404 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 87 | Engineering Demolition Permit plan review and inspection (Non-Single-Family projects only: commercial, mixed-use, multifamily, etc.) | | 0 | | New Flat Fee | 0% | Not included in current policy | 100% | \$2,886 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |

| City of Menlo Park - 2026 Public Works | | | | PER UNIT ANALYSIS | | | | | | | ANNUALIZED PROJECTIONS | | | | | |
|---|--|--|--|-------------------|-------------|--------------------------|-----------------------|--------------------------------|------------------------|-------------------------|------------------------|----------|---------------------|-------------|----------|------------------|
| Fee Category | | | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 88 | Wireless Facilities Wireless Facility Permit | | | 1 | \$5,000 | Deposit T & M | 83% | Not included in current policy | 100% | \$5,000 | \$0 | 0% | \$5,000 | \$5,000 | \$0 | \$5,000 |
| 89 | Wireless Facilities Site License (per location) | | | 0 | \$270 | Per Year | 67% | Not included in current policy | 100% | \$404 | \$134 | 50% | \$0 | \$0 | \$0 | \$0 |
| 92 | Traffic Signal Collision – Plus actual cost of repairs and 25% admin cost | | | 0 | \$570 | Actual Cost + 25% admin | N/A | 70-100% | 100% | Actual Cost + 25% admin | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 94 | Truck Route Trip | | | 155 | \$16 | per trip | 100% | 70-100% | 100% | \$16 | \$0 | 0% | \$2,480 | \$2,480 | \$0 | \$2,480 |
| 95 | Truck Route Annual | | | 52 | \$90 | flat fee | 100% | 70-100% | 100% | \$90 | \$0 | 0% | \$4,680 | \$4,680 | \$0 | \$4,680 |
| 96 | Truck Route 10 or more repetitive loads | | | 0 | \$90 | flat fee | 100% | 70-100% | 100% | \$90 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 97 | Color Curb Blue, yellow, green and white including analysis, City Council action and implementation | | | 0 | \$0 | New, Flat Fee | 0% | Not included in current policy | 100% | \$1,893 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 100 | Traffic Signal Interruption Fee | | | 0 | \$0 | Actual Cost | N/A | 70-100% | 100% | Actual Cost | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 104 | Barricade (private party), pickup/return by private party - 3' barricade per day | | | 0 | \$3 | Per Day | N/A | 70-100% | 100% | \$3 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 105 | Barricade (private party), pickup/return by private party - 12' barricade per day | | | 0 | \$8 | Per Day | N/A | 70-100% | 100% | \$8 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 106 | Barricade (private party), pickup/return by city staff- 3' barricade per day | | | 0 | \$3 | Per Day + staff cost | N/A | 70-100% | 100% | \$3 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 107 | Barricade (private party), pickup/return by city staff- 12' barricade per day | | | 0 | \$8 | Per Day + staff cost | N/A | 70-100% | 100% | \$8 | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 108 | Lost or broken - 3' barricade | | | 0 | \$50 | Flat Fee --> Actual Cost | N/A | 70-100% | 100% | Actual Cost | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 109 | Lost or broken - 12' barricade | | | 0 | \$200 | Flat Fee --> Actual Cost | N/A | 70-100% | 100% | Actual Cost | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 111 | Banners (installation, maintenance and removal): Santa Cruz Ave - one week display | | | 52 | \$480 | Flat Fee | 68% | 70-100% | 100% | \$705 | \$225 | 47% | \$24,960 | \$36,655 | \$11,695 | \$36,655 |
| 112 | Banners (installation, maintenance and removal): Santa Cruz Ave - two week display | | | 52 | \$480 | Flat Fee | 68% | 70-100% | 100% | \$705 | \$225 | 47% | \$24,960 | \$36,655 | \$11,695 | \$36,655 |
| 113 | Heritage Tree: Permit - 1-3 trees (non development) | | | 139 | \$210 | each | 39% | 0-30% | 100% | \$542 | \$332 | 158% | \$29,190 | \$75,319 | \$46,129 | \$75,319 |
| 114 | Heritage Tree: Permit - additional for 4 or more trees (non-development) | | | 228 | \$180 | each | 67% | 70-100% | 100% | \$270 | \$90 | 50% | \$41,070 | \$61,656 | \$20,586 | \$61,656 |

| City of Menlo Park - 2026 Public Works | | PER UNIT ANALYSIS | | | | | | | | ANNUALIZED PROJECTIONS | | | | |
|---|---|-------------------|-------------|--|-----------------------|-------------------------------|------------------------|--|----------------------|------------------------|---------------------|-------------|---------|------------------|
| Fee Category | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 115 | Heritage Tree: Violation | 0 | | Not to exceed \$5,000.00 per tree or the value of each such tree, whichever amount is higher | N/A | 70-100% | 100% | Not to exceed \$5,000.00 per tree or the value of each such tree, whichever amount is higher | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 117 | Heritage Tree: Appeals by community member (violations and permits) | 7 | \$200 | \$200.00 for first tree, \$100.00 for each additional tree with a maximum of \$500.00 | 13% | 0-30% | 100% | \$200.00 for first tree, \$100.00 for each additional tree with a maximum of \$500.00 | \$0 | 0% | \$1,400 | \$10,456 | \$9,056 | \$10,456 |
| 118 | Heritage Tree: Appeals by permit applicant (violations and permits) | 2 | \$100 | \$1,494.00 for first tree, \$200.00 for each additional tree | 7% | 0-30% | 100% | \$1,494.00 for first tree, \$200.00 for each additional tree | \$0 | 0% | \$200 | \$2,988 | \$2,788 | \$2,988 |
| 122 | Heritage Tree: Replacement In-Lieu Fee | 0 | | Appraisal Value (development) OR Value based on trunk diameter (non-development) | N/A | 70-100% | 100% | Appraisal Value (development) OR Value based on trunk diameter (non-development) | \$0 | 0% | \$85,984 | \$85,984 | \$0 | \$85,984 |
| 123 | City Retained Arborist Fee | 0 | | Contract Arborist Rate, per Hour | N/A | 70-100% | 100% | Contract Arborist Rate, per Hour | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 125 | Street Tree - new and replacement - 24-in tree box | 0 | \$250 | Each | 60% | 70-100% | 100% | \$419 | \$169 | 67% | \$0 | \$0 | \$0 | \$0 |
| 126 | Street Tree Trimming – Premium Service | 0 | | Actual cost - If contracted out – actual costs plus 25% for billing and administration | N/A | 70-100% | 100% | Actual cost - If contracted out – actual costs plus 25% for billing and administration | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |
| 129 | Damaged City Property | 0 | | Actual cost plus 25% | N/A | 70-100% | 100% | Actual cost plus 25% | \$0 | 0% | \$0 | \$0 | \$0 | \$0 |

Community Development - Planning

| MENLO PARK - 2026 PLANNING DIVISION | | PER UNIT ANALYSIS | | | | | | | | ANNUALIZED PROJECTIONS | | | | |
|--|---|-------------------|-------------|-----------------|-----------------------|--------------------------------|------------------------|--------------|----------------------|------------------------|---------------------|-------------|----------|------------------|
| | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy | Proposed Revenue |
| 1 | Tentative Parcel Maps - Administrative | 1 | \$4,400.00 | Flat Fee | 64% | 70 - 100% | 100% | \$6,900.00 | \$2,500.00 | 57% | \$4,400 | \$6,901 | \$2,501 | \$6,900 |
| 2 | Zoning Compliance Letter | 10 | \$618.00 | Flat Fee | 41% | 70 - 100% | 100% | \$1,500.00 | \$882.00 | 143% | \$6,180 | \$15,060 | \$8,880 | \$15,000 |
| 3 | Reasonable Accommodation Review | 0 | \$100.00 | Flat Fee | N/A | Not included in current policy | 100% | \$100.00 | \$0.00 | 0% | \$0 | \$0 | \$0 | \$0 |
| 7 | Sign review by Staff | 19 | \$294.00 | Flat Fee | 49% | 70 - 100% | 100% | \$600.00 | \$306.00 | 104% | \$5,586 | \$11,446 | \$5,860 | \$11,400 |
| 9 | Temporary Sign | 0 | \$0.00 | No Charge | 0% | 0 - 30% | 0% | \$0.00 | \$0.00 | 0% | \$0 | \$0 | \$0 | \$0 |
| 10 | Fences: Administrative Review: Non-Residential | 0 | \$500.00 | Flat Fee | 22% | 30 - 70% | 100% | \$2,250.00 | \$1,750.00 | 350% | \$0 | \$0 | \$0 | \$0 |
| | Fences: Administrative Review: Residential on Santa Cruz Avenue | 1 | \$500.00 | Flat Fee | 22% | 30 - 70% | 22% | \$500.00 | \$0.00 | 0% | \$500 | \$2,250 | \$1,750 | \$500 |
| 11 | Administrative Review: Administrative Permit | 5 | \$1,725.00 | Flat Fee | 40% | 70 - 100% | 100% | \$4,310.00 | \$2,585.00 | 150% | \$8,625 | \$21,575 | \$12,950 | \$21,550 |
| 12 | Appeal of staff decision (by a Menlo Park resident) | 0 | \$110.00 | Flat Fee | 1% | 0 - 30% | 1% | \$110.00 | \$0.00 | 0% | \$0 | \$0 | \$0 | \$0 |
| 13 | Appeal of Planning Commission Decision (by a Menlo Park resident) | 0 | \$110.00 | Flat Fee | 1% | 0 - 30% | 1% | \$110.00 | \$0.00 | 0% | \$0 | \$0 | \$0 | \$0 |
| 14 | Appeal of staff decision (by a nonresident of Menlo Park) | 0 | \$110.00 | Deposit | 0% | 0 - 30% | 100% | \$1,000.00 | \$890.00 | 809% | \$0 | \$0 | \$0 | \$0 |
| 15 | Home Occupation Permit | 0 | \$93.00 | Flat Fee | 146% | 70 - 100% | 100% | \$60.00 | -\$33.00 | -35% | \$0 | \$0 | \$0 | \$0 |
| 16 | Business License – Zoning Compliance Review Fee (Non-residential locations) | 0 | \$93.00 | Flat Fee | 105% | 70 - 100% | 100% | \$80.00 | -\$13.00 | -14% | \$0 | \$0 | \$0 | \$0 |
| 19 | Special Event Permit Application Fee | 18 | \$250.00 | Flat Fee | 13% | 70 - 100% | 100% | \$250.00 | \$0.00 | 0% | \$4,500 | \$35,100 | \$30,600 | \$4,500 |
| 20 | Special Event Permit Cancellation Fee | 0 | \$25.00 | Flat Fee | 36% | 70 - 100% | 100% | \$25.00 | \$0.00 | 0% | \$0 | \$0 | \$0 | \$0 |
| 21 | Change of Address | 2 | \$129.00 | Flat Fee | 0% | 70 - 100% | 100% | \$442.00 | \$313.00 | 243% | \$258 | \$442 | \$184 | \$884 |
| 22 | Administrative Extension of Approved Applications | 0 | \$438.00 | Flat Fee | 31% | 70 - 100% | 100% | \$1,390.00 | \$952.00 | 217% | \$0 | \$0 | \$0 | \$0 |
| 23 | Construction Noise Ordinance Exemption | 2 | \$515.00 | Flat Fee | 49% | 70 - 100% | 100% | \$1,040.00 | \$525.00 | 102% | \$1,030 | \$2,096 | \$1,066 | \$2,080 |
| 24 | Front Lot Line Election | 0 | \$515.00 | Flat Fee | 65% | 70 - 100% | 100% | \$790.00 | \$275.00 | 53% | \$0 | \$0 | \$0 | \$0 |
| 28 | Non-residential zoning use violation | 0 | \$1,000.00 | Per Violation | 0% | 70 - 100% | 100% | \$1,000.00 | \$0.00 | 0% | \$0 | n/a | n/a | \$0 |
| 30 | Technology Fee | 268 | 3% | Surcharge | 33% | Not included in current policy | 100% | \$0.09 | \$0.06 | 200% | \$31,199 | \$93,597 | \$62,398 | \$93,597 |
| 31 | General Plan Update Fee | 268 | 3% | Surcharge | 38% | Not included in current policy | 100% | \$0.08 | \$0.05 | 167% | \$31,199 | \$83,197 | \$51,998 | \$83,197 |
| 32 | Review by Community Development Director or designee of a request not listed elsewhere. | 0 | NEW | NEW | 0% | Not included in current policy | 100% | \$400.00 | N/A | N/A | n/a | n/a | n/a | n/a |
| 33 | Administrative Architectural Control | 0 | NEW | NEW | 0% | Not included in current policy | 100% | \$1,500.00 | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 35 | Noticing costs per mailer: | | | | | | | | | | | | | |
| | 300' radius | 0 | NEW | Flat Fee | N/A | Not included in current policy | 100% | \$67.86 | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| | 500' radius | 0 | NEW | Flat Fee | N/A | Not included in current policy | 100% | \$277.68 | N/A | N/A | \$0 | \$0 | \$0 | \$0 |

| MENLO PARK - 2026 PLANNING DIVISION | | PER UNIT ANALYSIS | | | | | | | | ANNUALIZED PROJECTIONS | | | |
|--|------|-------------------|-----------------|-----------------|--------------------------------|-------------------------------|------------------------|--------------|----------------------|------------------------|---------------------|-------------|-------------|
| | | Annual Volume | Current Fee | Fee Description | Current Cost Recovery | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | Current Fee Revenue | Annual Cost | Subsidy |
| 1/4 mile radius | 0 | NEW | Flat Fee | N/A | Not included in current policy | 100% | \$588.12 | N/A | N/A | \$0 | \$0 | \$0 | \$0 |
| 36 Pre-Application Fee | 0 | \$400.00 | Deposit | N/A | 70 - 100% | 100% | \$400.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 37 Study Session | 0 | \$1,000.00 | Deposit | N/A | 70 - 100% | 100% | \$1,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 39 Use Permit | 55 | \$1,500.00 | Deposit | N/A | 70 - 100% | 100% | \$3,000.00 | \$1,500.00 | 100% | n/a | n/a | n/a | n/a |
| 40 Architectural Control | 15 | \$2,000.00 | Deposit | N/A | 70 - 100% | 100% | \$3,000.00 | \$1,000.00 | 50% | n/a | n/a | n/a | n/a |
| 41 Variance | 6 | \$3,000.00 | Deposit | N/A | 70 - 100% | 100% | \$4,500.00 | \$1,500.00 | 50% | n/a | n/a | n/a | n/a |
| 42 Tentative Parcel Maps: PC | 0 | \$6,000.00 | Deposit | N/A | 70 - 100% | 100% | \$6,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 43 Tentative Tract / Subdivision Map | 0 | \$6,000.00 | Deposit | N/A | 70 - 100% | 100% | \$6,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 44 General Plan Amendment | 1 | \$8,000.00 | Deposit | N/A | 70 - 100% | 100% | \$8,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 45 Compliance Review (e.g., R-4-S, emergency shelter, ministerial architectural control, ministerial use permit, ministerial subdivisions, etc.) | 0 | \$800.00 | Deposit | N/A | 70 - 100% | 100% | \$2,000.00 | \$1,200.00 | 150% | n/a | n/a | n/a | n/a |
| 46 Zoning Map and/or Ordinance Amendment | 2 | \$8,000.00 | Deposit | N/A | 70 - 100% | 100% | \$8,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 47 Conditional Development Permit/Planned Development Permit | 0 | \$10,000.00 | Deposit | N/A | 70 - 100% | 100% | \$10,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 48 Development Agreement | 0 | \$10,000.00 | Deposit | N/A | 70 - 100% | 100% | \$10,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 50 Appeal of Planning Commission decision (by a nonresident of Menlo Park) | 0 | \$1,000.00 | Deposit | N/A | 70 - 100% | 100% | \$1,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 52 City Attorney: Preparation of Recorded Deed Restrictions | 0 | Hourly | Hourly | N/A | 70 - 100% | 100% | Hourly | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 53 Sign review by Planning Commission | 1 | \$1,500.00 | Deposit | N/A | 70 - 100% | 100% | \$1,500.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 54 Property File Research (after the first hour) | 0 | Hourly | Hourly | N/A | 70 - 100% | 100% | \$200/hour | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 55 Exemption Underground Utilities Ordinance | 0 | \$2,000.00 | Deposit | N/A | 70 - 100% | 100% | \$2,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 56 Additional staff review required by revisions to plans | 7 | \$150.00 | Deposit | N/A | 70 - 100% | 100% | \$150.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 57 Mitigation and Condition Monitoring | 0 | \$800.00 | Deposit | N/A | 70 - 100% | 100% | \$800.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 58 Revisions, extensions or review of any item | 0 | \$2,000.00 | Deposit | N/A | 70 - 100% | 100% | \$2,000.00 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 59 Total of Deposit Accounts Financials | 2949 | | | | | | | | | \$1,952,832 | \$2,314,393 | \$0 | \$2,314,393 |
| 60 El Camino Real/Downtown Specific Plan Preparation Impact Fee | 0 | \$1.13 | Per Square Foot | N/A | 70 - 100% | 100% | \$1.13 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 61 Below Market Rate (BMR) Housing Commercial In-Lieu Fees Group A: square foot of gross floor area for uses that are office as well as research and development (R&D) | 0 | \$21.12 | Per Square Foot | N/A | 70 - 100% | 100% | \$21.12 | \$0.00 | 0% | n/a | n/a | n/a | n/a |
| 62 Below Market Rate (BMR) Housing Commercial In-Lieu Fees Group B: square foot of gross floor area that are all other commercial and industrial uses not in | 0 | \$11.46 | Per Square Foot | N/A | 70 - 100% | 100% | \$11.46 | \$0.00 | 0% | n/a | n/a | n/a | n/a |

Community Development - Housing

**MENLO PARK 2026
HOUSING DIVISION**

PER UNIT ANALYSIS

**ANNUALIZED
PROJECTIONS**

| Fee Category | Annual Volume | Current Fee | Fee Description | Current Cost Per Unit | Current Cost Recovery | User Fee Cost Recovery Policy | User Fee Cost Recovery Proposed Changes | Proposed Cost Recovery | Proposed Fee | Actual Dollar Change | % Change | ANNUALIZED PROJECTIONS | |
|--|---------------|-------------|----------------------|-----------------------|-----------------------|--------------------------------|---|------------------------|--------------|----------------------|----------|------------------------|------------------|
| | | | | | | | | | | | | Current Fee Revenue | Proposed Revenue |
| 1 Initial Income Eligibility Review and BMR Tenants and BMR Owners (assessed to the developer) | N/A | New Fee | Flat Fee | \$875 | 0% | Not included in current policy | 0-30% | 29% | \$250 | N/A | N/A | \$0 | \$0 |
| 2 BMR Ownership Sales Price Determination (Assessed to the developer for ownership developments) | N/A | New Fee | Flat Fee | \$250 | 0% | Not included in current policy | 70-100% | 100% | \$250 | N/A | N/A | \$0 | \$0 |
| 3 Subordination Agreement Review for BMR Ownership Units (Assessed to BMR Owner) | N/A | New Fee | Flat Fee | \$250 | 0% | Not included in current policy | 70-100% | 100% | \$250 | N/A | N/A | \$0 | \$0 |
| 4 Pay off Demand & Reconveyance | N/A | New Fee | Flat Fee | \$375 | 0% | Not included in current policy | 70-100% | 100% | \$375 | N/A | N/A | \$0 | \$0 |
| 7 NOFA Loan Document Preparation | N/A | New Fee | Flat Fee + 10% Legal | \$4,420 | 0% | Not included in current policy | 0-30% | 23% | \$1,000 | N/A | N/A | \$0 | \$0 |
| 8 NOFA Loan Amendment | N/A | New Fee | Actual Cost | n/a | 0% | Not included in current policy | 70-100% | 100% | Actual Cost | N/A | N/A | \$0 | \$0 |
| 9 Subordination Agreement Review for Developers (assessed to the developer) | N/A | New Fee | Actual Cost | n/a | 0% | Not included in current policy | 70-100% | 100% | Actual Cost | N/A | N/A | \$0 | \$0 |
| 11 Annual BMR Tenant Recertification (assessed to the developer/ property manager) | N/A | New Fee | Annual | \$875 | 0% | Not included in current policy | 0-30% | 29% | \$250 | N/A | N/A | \$0 | \$0 |

Community Development - Building

Administrative Fees

| | Current Fee Amount | Proposed Fee Amount |
|--|---|---|
| <u>ADMINISTRATIVE</u> | | |
| Violation Fee | A PENALTY FEE EQUAL TO THE AMOUNT OF THE PERMIT FEE WILL BE IMPOSED ON PROJECTS UNDERTAKEN WITHOUT THE APPROPRIATE PERMITS | A PENALTY FEE EQUAL TO THE AMOUNT OF THE PERMIT FEE WILL BE IMPOSED ON PROJECTS UNDERTAKEN WITHOUT THE APPROPRIATE PERMITS |
| Building Permit Reinstatement Fee | One-half of original Building Permit Fee, with a \$50 minimum | One-half of original Building Permit Fee, with a \$50 minimum |
| Building Plan Check Reinstatement Fee | NEW | One-half of original Building Plan Check Fee, with a \$50 minimum |
| Records Research - Per Address - Per Hour | \$125.66 | \$213.00 |
| Green Halo administrative charge | \$25.00 | \$106.50 |
| Services Beyond Standard Fee per the Director (Staff time @ hourly rates) | \$170 plan check/\$165 permit | |
| Inspection (first hour) | | \$288.50 |
| Inspection (each additional 1/2 hour) | | \$144.25 |
| Plan Check (first hour) | | \$341.00 |
| Plan Check (each additional 1/2 hour) | | \$170.50 |
| Certificate of Occupancy and Temporary Certificate of Occupancy | NEW | \$682.00 |
| <u>MISCELLANEOUS PERMIT</u> | | |
| Construction and Demolition Debris Recycling | Must meet 65% of all construction and demolition (C&D) debris through salvage or recycling (Menlo Park Ordinance 12.48.110). Projects in non-compliance are subject to a fine of \$1 per square foot. | Must meet 65% of all construction and demolition (C&D) debris through salvage or recycling (Menlo Park Ordinance 12.48.110). Projects in non-compliance are subject to a fine of \$1 per square foot. |
| Services Provided Not Otherwise Listed, per 1/2 hour | \$200.00 | \$214.22 |

Administrative Fees

| | Current Fee Amount | Proposed Fee Amount | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|-----|-------------------|-----|---------------------|-----|---------------------|-----|----------------------|-----|---|-----|---|------------------|-----|-------------------|-----|---------------------|-----|---------------------|-----|----------------------|-----|---|-----|
| Change of Address (Presented in Planning fee section) | NEW | \$442.46 | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>MISCELLANEOUS PLAN CHECK</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expedited Outside Plan Check Fee, if Available | 50% of Plan Check Fee | 50% of Plan Check Fee | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Check by Appointment (in addition to regular plan check fee) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commercial and Industrial Tenant Improvements (first hour) | \$440.84 | \$447.15 | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplemental Plan Check Fee (each additional 1/2 hour) | \$223.51 | \$177.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Residential Projects (first hour) | NEW | \$276.75 | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplemental Plan Check Fee (each additional 1/2 hour) | NEW | \$177.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Consultant Review (e.g. Geologist, Arborist, Landscape Arch.) | Fee based on cost of consultant | Fee based on cost of consultant | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternate Materials and Methods: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard Fee | \$172.01 | | | | | | | | | | | | | | | | | | | | | | | | | |
| First 1/2 hour | NEW | \$214.22 | | | | | | | | | | | | | | | | | | | | | | | | |
| Each Additional 1/2 hour | NEW | \$214.22 | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>STATE MANDATED FEES</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Strong Motion Fee | Residential construction: \$.13 per \$1,000.00 of valuation. | Residential construction: \$.13 per \$1,000.00 of valuation. | | | | | | | | | | | | | | | | | | | | | | | | |
| | Non-Residential construction: \$.28 per \$1,000.00 of valuation. | Non-Residential construction: \$.28 per \$1,000.00 of valuation. | | | | | | | | | | | | | | | | | | | | | | | | |
| Fee for the Adoption and Publication of Green Building Standards | <table border="0"> <thead> <tr> <th style="text-align: left;">Permit Valuation</th> <th style="text-align: left;">Fee</th> </tr> </thead> <tbody> <tr> <td>\$1.00 - \$25,000</td> <td>\$1</td> </tr> <tr> <td>\$25,001 - \$50,000</td> <td>\$2</td> </tr> <tr> <td>\$50,000 - \$75,000</td> <td>\$3</td> </tr> <tr> <td>\$75,001 - \$100,000</td> <td>\$4</td> </tr> <tr> <td>Every \$25,000 or fraction thereof above \$100,000</td> <td>\$1</td> </tr> </tbody> </table> | Permit Valuation | Fee | \$1.00 - \$25,000 | \$1 | \$25,001 - \$50,000 | \$2 | \$50,000 - \$75,000 | \$3 | \$75,001 - \$100,000 | \$4 | Every \$25,000 or fraction thereof above \$100,000 | \$1 | <table border="0"> <thead> <tr> <th style="text-align: left;">Permit Valuation</th> <th style="text-align: left;">Fee</th> </tr> </thead> <tbody> <tr> <td>\$1.00 - \$25,000</td> <td>\$1</td> </tr> <tr> <td>\$25,001 - \$50,000</td> <td>\$2</td> </tr> <tr> <td>\$50,000 - \$75,000</td> <td>\$3</td> </tr> <tr> <td>\$75,001 - \$100,000</td> <td>\$4</td> </tr> <tr> <td>Every \$25,000 or fraction thereof above \$100,000 or Current State Rates</td> <td>\$1</td> </tr> </tbody> </table> | Permit Valuation | Fee | \$1.00 - \$25,000 | \$1 | \$25,001 - \$50,000 | \$2 | \$50,000 - \$75,000 | \$3 | \$75,001 - \$100,000 | \$4 | Every \$25,000 or fraction thereof above \$100,000 or Current State Rates | \$1 |
| Permit Valuation | Fee | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$1.00 - \$25,000 | \$1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$25,001 - \$50,000 | \$2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$50,000 - \$75,000 | \$3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$75,001 - \$100,000 | \$4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Every \$25,000 or fraction thereof above \$100,000 | \$1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permit Valuation | Fee | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$1.00 - \$25,000 | \$1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$25,001 - \$50,000 | \$2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$50,000 - \$75,000 | \$3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$75,001 - \$100,000 | \$4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Every \$25,000 or fraction thereof above \$100,000 or Current State Rates | \$1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>SURCHARGES</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technology Fee | 3% | 9% | | | | | | | | | | | | | | | | | | | | | | | | |
| General Plan Update Fee | 3% | 8% | | | | | | | | | | | | | | | | | | | | | | | | |

Building Plan Check Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|-------------------------------------|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| A-1 | Assembly Group | 200 | | \$ 1,060 | \$ 0.207 | 70-100% | 100% | \$ 1,926 | \$ 0.376 | \$ 865 | 82% | \$0 | \$0 |
| | | 1,000 | | 1,226 | 0.834 | | | 2,226 | 1.515 | 1,001 | 82% | | |
| | | 2,000 | | 2,060 | 1.213 | | | 3,741 | 2.202 | 1,681 | 82% | | |
| | | 5,000 | | 5,697 | 0.775 | | | 10,348 | 1.407 | 4,651 | 82% | | |
| | | 10,000 | | 9,572 | 0.957 | | | 17,385 | 1.407 | 7,813 | 82% | | |
| A-2 | Assembly Group: Restaurants | 100 | | \$ 1,452 | \$ 0.562 | 70-100% | 100% | \$ 2,102 | \$ 0.813 | \$ 650 | 45% | \$8,458 | \$12,246 |
| | | 500 | | 1,676 | 2.286 | | | 2,427 | 3.310 | 751 | 45% | | |
| | | 1,000 | 3 | 2,819 | 3.319 | | | 4,082 | 4.805 | 1,263 | 45% | | |
| | | 2,500 | | 7,797 | 2.120 | | | 11,290 | 3.069 | 3,493 | 45% | | |
| | | 5,000 | | 13,096 | 2.619 | | | 18,963 | 3.069 | 5,867 | 45% | | |
| A-3 | Assembly Group - TI | 500 | | \$ 1,608 | \$ 0.126 | 70-100% | 100% | \$ 2,717 | \$ 0.211 | \$ 1,109 | 69% | \$0 | \$0 |
| | | 2,500 | | 1,858 | 0.506 | | | 3,139 | 0.854 | 1,281 | 69% | | |
| | | 5,000 | | 3,122 | 0.735 | | | 5,275 | 1.242 | 2,153 | 69% | | |
| | | 12,500 | | 8,634 | 0.470 | | | 14,590 | 0.793 | 5,956 | 69% | | |
| | | 25,000 | | 14,503 | 0.579 | | | 24,508 | 0.793 | 10,004 | 69% | | |
| A-3 | Church and Religious Buildings - TI | 500 | | \$ 1,630 | \$ 0.127 | 70-100% | 100% | \$ 2,308 | \$ 0.180 | \$ 678 | 42% | \$3,168 | \$4,486 |
| | | 2,500 | | 1,885 | 0.513 | | | 2,669 | 0.727 | 784 | 42% | | |
| | | 5,000 | 1 | 3,168 | 0.747 | | | 4,486 | 1.056 | 1,318 | 42% | | |
| | | 12,500 | | 8,762 | 0.476 | | | 12,408 | 0.675 | 3,647 | 42% | | |
| | | 25,000 | | 14,718 | 0.589 | | | 20,844 | 0.675 | 6,126 | 42% | | |
| B | Restaurant - Complete | 500 | | \$ 5,743 | \$ 0.447 | 70-100% | 100% | \$ 6,015 | \$ 0.468 | \$ 271 | 5% | \$22,318 | \$23,372 |
| | | 2,500 | | 6,638 | 1.808 | | | 6,952 | 1.894 | 314 | 5% | | |
| | | 5,000 | 2 | 11,159 | 2.627 | | | 11,686 | 2.751 | 527 | 5% | | |
| | | 12,500 | | 30,861 | 1.678 | | | 32,320 | 1.757 | 1,458 | 5% | | |
| | | 25,000 | | 51,839 | 2.074 | | | 54,288 | 1.757 | 2,449 | 5% | | |
| B | Restaurant - Shell | 500 | | \$ 4,443 | \$ 0.345 | 70-100% | 100% | \$ 4,585 | \$ 0.356 | \$ 142 | 3% | \$0 | \$0 |
| | | 2,500 | | 5,134 | 1.399 | | | 5,298 | 1.444 | 164 | 3% | | |
| | | 5,000 | | 8,631 | 2.031 | | | 8,907 | 2.097 | 275 | 3% | | |
| | | 12,500 | | 23,870 | 1.297 | | | 24,632 | 1.339 | 762 | 3% | | |
| | | 25,000 | | 40,094 | 1.603 | | | 41,374 | 1.339 | 1,280 | 3% | | |
| B | Restaurant - TI | 250 | | \$ 2,429 | \$ 0.379 | 70-100% | 100% | \$ 4,569 | \$ 0.713 | \$ 2,139 | 88% | \$0 | \$0 |
| | | 1,250 | | 2,808 | 1.531 | | | 5,281 | 2.879 | 2,473 | 88% | | |
| | | 2,500 | | 4,721 | 2.222 | | | 8,880 | 4.179 | 4,158 | 88% | | |
| | | 6,250 | | 13,055 | 1.420 | | | 24,553 | 2.671 | 11,498 | 88% | | |
| | | 12,500 | | 21,930 | 1.754 | | | 41,243 | 2.671 | 19,314 | 88% | | |
| B | Offices, etc. - Complete | 1,000 | | \$ 8,989 | \$ 0.350 | 70-100% | 100% | \$ 17,570 | \$ 0.685 | \$ 8,581 | 95% | \$34,932 | \$68,276 |
| | | 5,000 | | 10,390 | 1.415 | | | 20,308 | 2.766 | 9,918 | 95% | | |
| | | 10,000 | 2 | 17,466 | 2.055 | | | 34,138 | 4.018 | 16,672 | 95% | | |
| | | 25,000 | | 48,302 | 1.313 | | | 94,409 | 2.567 | 46,107 | 95% | | |
| | | 50,000 | | 81,133 | 1.622 | | | 158,578 | 2.567 | 77,446 | 95% | | |
| B | Offices, etc. - Shell | 1,000 | | \$ 7,561 | \$ 0.294 | 70-100% | 100% | 8,845 | \$ 0.344 | 1,283 | 17% | \$0 | \$0 |
| | | 5,000 | | 8,739 | 1.191 | | | 10,223 | 1.392 | 1,483 | 17% | | |
| | | 10,000 | | 14,691 | 1.729 | | | 17,185 | 2.023 | 2,493 | 17% | | |
| | | 25,000 | | 40,628 | 1.105 | | | 47,523 | 1.292 | 6,895 | 17% | | |
| | | 50,000 | | 68,243 | 1.364 | | | 79,826 | 1.292 | 11,582 | 17% | | |
| B | Commercial Building - Addition | 500 | | \$ 6,893 | \$ 0.538 | 70-100% | 100% | \$ 9,062 | \$ 0.706 | \$ 2,169 | 31% | \$13,392 | \$17,606 |
| | | 2,500 | | 7,967 | 2.170 | | | 10,474 | 2.853 | 2,507 | 31% | | |
| | | 5,000 | 1 | 13,392 | 3.153 | | | 17,606 | 4.145 | 4,214 | 31% | | |
| | | 12,500 | | 37,038 | 2.014 | | | 48,692 | 2.648 | 11,654 | 31% | | |
| | | 25,000 | | 62,213 | 2.488 | | | 81,789 | 2.648 | 19,576 | 31% | | |
| B | Offices, etc. - Non-Medical TI | 500 | | \$ 1,660 | \$ 0.131 | 70-100% | 100% | \$ 3,276 | \$ 0.256 | \$ 1,615 | 97% | \$129,068 | \$254,642 |
| | | 2,500 | | 1,920 | 0.522 | | | 3,788 | 1.031 | 1,868 | 97% | | |
| | | 5,000 | 40 | 3,227 | 0.759 | | | 6,366 | 1.498 | 3,139 | 97% | | |
| | | 12,500 | | 8,921 | 0.486 | | | 17,600 | 0.957 | 8,679 | 97% | | |
| | | 25,000 | | 14,986 | 0.600 | | | 29,566 | 0.957 | 14,580 | 97% | | |
| B | Medical Offices - Complete | 1,000 | | \$ 9,973 | \$ 0.388 | 70-100% | 100% | \$ 11,943 | \$ 0.465 | \$ 1,970 | 20% | \$0 | \$0 |
| | | 5,000 | | 11,525 | 1.570 | | | 13,801 | 1.880 | 2,276 | 20% | | |
| | | 10,000 | | 19,375 | 2.281 | | | 23,201 | 2.731 | 3,826 | 20% | | |
| | | 25,000 | | 53,581 | 1.457 | | | 64,162 | 1.745 | 10,582 | 20% | | |
| | | 50,000 | | 90,001 | 1.800 | | | 107,775 | 1.745 | 17,775 | 20% | | |

Building Plan Check Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|---------------------------------|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| B | Medical Offices - Shell | 1,000 | | \$ 6,977 | \$ 0.272 | 70-100% | 100% | \$ 8,785 | \$ 0.342 | \$ 1,808 | 26% | | |
| | | 5,000 | | 8,063 | 1.098 | | | 10,152 | 1.383 | 2,089 | 26% | | |
| | | 10,000 | | 13,555 | 1.595 | | | 17,066 | 2.009 | 3,512 | 26% | \$0 | \$0 |
| | | 25,000 | | 37,485 | 1.019 | | | 47,197 | 1.283 | 9,712 | 26% | | |
| | | 50,000 | | 62,966 | 1.259 | | | 79,279 | 1.283 | 16,313 | 26% | | |
| B | Medical Offices - TI | 500 | | \$ 3,536 | \$ 0.275 | 70-100% | 100% | \$ 6,638 | \$ 0.517 | \$ 3,102 | 88% | | |
| | | 2,500 | | 4,086 | 1.113 | | | 7,672 | 2.090 | 3,586 | 88% | | |
| | | 5,000 | 3 | 6,869 | 1.617 | | | 12,896 | 3.036 | 6,027 | 88% | \$20,607 | \$38,688 |
| | | 12,500 | | 18,996 | 1.033 | | | 35,664 | 1.939 | 16,668 | 88% | | |
| | | 25,000 | | 31,907 | 1.277 | | | 59,905 | 1.939 | 27,997 | 88% | | |
| E | Shell | 100 | | \$ 2,800 | \$ 1.090 | 70-100% | 100% | \$ 3,350 | \$ 1.305 | \$ 550 | 20% | | |
| | | 500 | | 3,236 | 4.409 | | | 3,872 | 5.276 | 636 | 20% | | |
| | | 1,000 | | 5,441 | 6.402 | | | 6,510 | 7.660 | 1,069 | 20% | \$0 | \$0 |
| | | 2,500 | | 15,045 | 4.091 | | | 18,001 | 4.894 | 2,956 | 20% | | |
| | | 5,000 | | 25,271 | 5.054 | | | 30,236 | 4.894 | 4,965 | 20% | | |
| E | Educational Building - TI | 150 | | \$ 1,566 | \$ 0.406 | 70-100% | 100% | \$ 2,824 | \$ 0.732 | \$ 1,258 | 80% | | |
| | | 750 | | 1,810 | 1.644 | | | 3,263 | 2.966 | 1,453 | 80% | | |
| | | 1,500 | | 3,044 | 2.388 | | | 5,488 | 4.306 | 2,444 | 80% | \$0 | \$0 |
| | | 3,750 | | 8,418 | 1.525 | | | 15,177 | 2.751 | 6,759 | 80% | | |
| | | 7,500 | | 14,139 | 1.885 | | | 25,492 | 2.751 | 11,353 | 80% | | |
| F-1 | Industrial Building - Shell | 500 | | \$ 6,164 | \$ 0.481 | 70-100% | 100% | \$ 6,245 | \$ 0.486 | \$ 81 | 1% | | |
| | | 2,500 | | 7,124 | 1.940 | | | 7,217 | 1.966 | 94 | 1% | | |
| | | 5,000 | | 11,976 | 2.819 | | | 12,133 | 2.856 | 158 | 1% | \$0 | \$0 |
| | | 12,500 | | 33,120 | 1.800 | | | 33,557 | 1.825 | 436 | 1% | | |
| | | 25,000 | | 55,632 | 2.225 | | | 56,365 | 1.825 | 733 | 1% | | |
| F-1 | Industrial Building - TI | 500 | | \$ 1,689 | \$ 0.132 | 70-100% | 100% | \$ 4,772 | \$ 0.373 | \$ 3,083 | 183% | | |
| | | 2,500 | | 1,953 | 0.532 | | | 5,518 | 1.502 | 3,565 | 183% | | |
| | | 5,000 | 1 | 3,282 | 0.772 | | | 9,274 | 2.183 | 5,991 | 183% | \$3,282 | \$9,274 |
| | | 12,500 | | 9,078 | 0.493 | | | 25,649 | 1.395 | 16,571 | 183% | | |
| | | 25,000 | | 15,250 | 0.610 | | | 43,086 | 1.395 | 27,836 | 183% | | |
| H | Hazardous H - Complete | 500 | | \$ 4,656 | \$ 0.363 | 70-100% | 100% | \$ 7,502 | \$ 0.584 | \$ 2,846 | 61% | | |
| | | 2,500 | | 5,381 | 1.466 | | | 8,669 | 2.362 | 3,289 | 61% | | |
| | | 5,000 | | 9,045 | 2.130 | | | 14,574 | 3.431 | 5,529 | 61% | \$0 | \$0 |
| | | 12,500 | | 25,015 | 1.361 | | | 40,305 | 2.192 | 15,290 | 61% | | |
| | | 25,000 | | 42,019 | 1.681 | | | 67,703 | 2.192 | 25,684 | 61% | | |
| H | Hazardous H - Shell | 500 | | \$ 2,241 | \$ 0.175 | 70-100% | 100% | \$ 3,882 | \$ 0.303 | \$ 1,641 | 73% | | |
| | | 2,500 | | 2,592 | 0.705 | | | 4,489 | 1.222 | 1,897 | 73% | | |
| | | 5,000 | | 4,355 | 1.025 | | | 7,543 | 1.776 | 3,188 | 73% | \$0 | \$0 |
| | | 12,500 | | 12,044 | 0.654 | | | 20,860 | 1.134 | 8,816 | 73% | | |
| | | 25,000 | | 20,231 | 0.809 | | | 35,040 | 1.134 | 14,809 | 73% | | |
| H | Hazardous H - TI | 500 | | \$ 3,392 | \$ 0.264 | 70-100% | 100% | \$ 5,866 | \$ 0.457 | \$ 2,474 | 73% | | |
| | | 2,500 | | 3,921 | 1.068 | | | 6,780 | 1.848 | 2,859 | 73% | | |
| | | 5,000 | | 6,592 | 1.552 | | | 11,399 | 2.683 | 4,807 | 73% | \$0 | \$0 |
| | | 12,500 | | 18,230 | 0.992 | | | 31,525 | 1.714 | 13,295 | 73% | | |
| | | 25,000 | | 30,620 | 1.224 | | | 52,950 | 1.714 | 22,331 | 73% | | |
| I-1 | Medical/24 Hour Care - Complete | 250 | | \$ 8,641 | \$ 1.345 | 70-100% | 100% | \$ 10,187 | \$ 1.586 | \$ 1,547 | 18% | | |
| | | 1,250 | | 9,986 | 5.441 | | | 11,773 | 6.416 | 1,787 | 18% | | |
| | | 2,500 | | 16,788 | 7.904 | | | 19,793 | 9.318 | 3,005 | 18% | \$0 | \$0 |
| | | 6,250 | | 46,425 | 5.049 | | | 54,735 | 5.953 | 8,310 | 18% | | |
| | | 12,500 | | 77,981 | 6.239 | | | 91,940 | 5.953 | 13,959 | 18% | | |
| I-1 | Medical/24 Hour Care - Shell | 250 | | \$ 6,203 | \$ 0.966 | 70-100% | 100% | \$ 7,271 | \$ 1.133 | \$ 1,067 | 17% | | |
| | | 1,250 | | 7,170 | 3.906 | | | 8,403 | 4.578 | 1,234 | 17% | | |
| | | 2,500 | | 12,052 | 5.675 | | | 14,126 | 6.651 | 2,074 | 17% | \$0 | \$0 |
| | | 6,250 | | 33,330 | 3.625 | | | 39,066 | 4.249 | 5,735 | 17% | | |
| | | 12,500 | | 55,986 | 4.480 | | | 65,619 | 4.249 | 9,633 | 17% | | |
| I-1 | Medical/24 Hour Care - TI | 250 | | \$ 2,706 | \$ 0.422 | 70-100% | 100% | \$ 4,758 | \$ 0.742 | \$ 2,052 | 76% | | |
| | | 1,250 | | 3,128 | 1.705 | | | 5,500 | 2.998 | 2,372 | 76% | | |
| | | 2,500 | | 5,260 | 2.475 | | | 9,247 | 4.353 | 3,988 | 76% | \$0 | \$0 |
| | | 6,250 | | 14,543 | 1.582 | | | 25,570 | 2.781 | 11,027 | 76% | | |
| | | 12,500 | | 24,430 | 1.955 | | | 42,954 | 2.781 | 18,524 | 76% | | |

Building Plan Check Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|---------------------------------------|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| I-4 | Day Care Facility - Complete | 250 | | \$ 6,982 | \$ 1.087 | 70-100% | 100% | \$ 8,673 | \$ 1.351 | \$ 1,691 | 24% | | |
| | | 1,250 | | 8,069 | 4.397 | | | 10,024 | 5.463 | 1,955 | 24% | | |
| | | 2,500 | | 13,566 | 6.387 | | | 16,852 | 7.934 | 3,286 | 24% | \$0 | \$0 |
| | | 6,250 | | 37,515 | 4.080 | | | 46,604 | 5.068 | 9,088 | 24% | | |
| | | 12,500 | | 63,016 | 5.041 | | | 78,281 | 5.068 | 15,266 | 24% | | |
| I-4 | Day Care Facility - TI | 100 | | \$ 1,628 | \$ 0.634 | 70-100% | 100% | \$ 2,979 | \$ 1.158 | \$ 1,351 | 83% | | |
| | | 500 | | 1,882 | 2.563 | | | 3,442 | 4.688 | 1,560 | 83% | | |
| | | 1,000 | | 3,163 | 3.723 | | | 5,786 | 6.812 | 2,623 | 83% | \$0 | \$0 |
| | | 2,500 | | 8,749 | 2.378 | | | 16,004 | 4.352 | 7,255 | 83% | | |
| | | 5,000 | | 14,696 | 2.939 | | | 26,884 | 4.352 | 12,188 | 83% | | |
| M | Retail Sales - Complete | 1,000 | | \$ 7,296 | \$ 0.283 | 70-100% | 100% | \$ 9,986 | \$ 0.388 | \$ 2,690 | 37% | | |
| | | 5,000 | | 8,431 | 1.148 | | | 11,539 | 1.572 | 3,109 | 37% | | |
| | | 10,000 | | 14,172 | 1.668 | | | 19,398 | 2.283 | 5,226 | 37% | \$0 | \$0 |
| | | 25,000 | | 39,195 | 1.065 | | | 53,647 | 1.459 | 14,452 | 37% | | |
| | | 50,000 | | 65,838 | 1.316 | | | 90,114 | 1.459 | 24,276 | 37% | | |
| M | Retail Sales - Shell | 1,000 | | \$ 5,763 | \$ 0.224 | 70-100% | 100% | \$ 9,024 | \$ 0.351 | \$ 3,261 | 57% | | |
| | | 5,000 | | 6,660 | 0.907 | | | 10,430 | 1.421 | 3,769 | 57% | | |
| | | 10,000 | | 11,197 | 1.318 | | | 17,534 | 2.064 | 6,337 | 57% | \$0 | \$0 |
| | | 25,000 | | 30,965 | 0.842 | | | 48,489 | 1.318 | 17,524 | 57% | | |
| | | 50,000 | | 52,013 | 1.039 | | | 81,447 | 1.318 | 29,435 | 57% | | |
| M | Retail Sales - TI | 1,000 | | \$ 2,101 | \$ 0.083 | 70-100% | 100% | \$ 3,910 | \$ 0.153 | \$ 1,808 | 86% | | |
| | | 5,000 | | 2,429 | 0.331 | | | 4,520 | 0.615 | 2,091 | 86% | | |
| | | 10,000 | | 4,083 | 0.481 | | | 7,597 | 0.894 | 3,514 | 86% | \$0 | \$0 |
| | | 25,000 | | 11,291 | 0.307 | | | 21,009 | 0.571 | 9,718 | 86% | | |
| | | 50,000 | | 18,965 | 0.379 | | | 35,288 | 0.571 | 16,323 | 86% | | |
| R-1 | Hotel Low/Mid Rise - Complete | 2,500 | | \$ 25,327 | \$ 0.395 | 70-100% | 100% | \$ 45,291 | \$ 0.705 | \$ 19,964 | 79% | | |
| | | 12,500 | | 29,270 | 1.595 | | | 52,342 | 2.852 | 23,072 | 79% | | |
| | | 25,000 | | 49,206 | 2.316 | | | 87,994 | 4.143 | 38,788 | 79% | \$0 | \$0 |
| | | 62,500 | | 136,077 | 1.480 | | | 243,343 | 2.646 | 107,265 | 79% | | |
| | | 125,000 | | 228,571 | 1.829 | | | 408,746 | 2.646 | 180,175 | 79% | | |
| R-1 | Hotel Low/Mid Rise - Shell | 2,500 | | \$ 20,543 | \$ 0.320 | 70-100% | 100% | \$ 28,096 | \$ 0.438 | \$ 7,552 | 37% | | |
| | | 12,500 | | 23,743 | 1.294 | | | 32,471 | 1.769 | 8,729 | 37% | | |
| | | 25,000 | | 39,913 | 1.878 | | | 54,587 | 2.570 | 14,674 | 37% | \$0 | \$0 |
| | | 62,500 | | 110,377 | 1.200 | | | 150,956 | 1.642 | 40,579 | 37% | | |
| | | 125,000 | | 185,403 | 1.484 | | | 253,565 | 1.642 | 68,162 | 37% | | |
| R-1 | Hotel Low/Mid Rise - TI | 2,500 | | \$ 13,228 | \$ 0.205 | 70-100% | 100% | \$ 22,723 | \$ 0.354 | \$ 9,494 | 72% | | |
| | | 12,500 | | 15,288 | 0.833 | | | 26,261 | 1.431 | 10,973 | 72% | | |
| | | 25,000 | | 25,702 | 1.210 | | | 44,150 | 2.079 | 18,447 | 72% | \$0 | \$0 |
| | | 62,500 | | 71,078 | 0.774 | | | 122,094 | 1.328 | 51,015 | 72% | | |
| | | 125,000 | | 119,391 | 0.955 | | | 205,083 | 1.328 | 85,691 | 72% | | |
| R-2 | Multi-Family Residential - New | 1,667 | | \$ 5,112 | \$ 1.426 | 70-100% | 100% | \$ 7,502 | \$ 2.092 | \$ 2,390 | 47% | | |
| | | 3,333 | | 7,489 | 1.678 | | | 10,989 | 2.463 | 3,501 | 47% | | |
| | | 5,000 | | 10,285 | 1.861 | | | 15,094 | 2.731 | 4,808 | 47% | \$0 | \$0 |
| | | 8,333 | | 16,489 | 1.176 | | | 24,197 | 1.726 | 7,708 | 47% | | |
| | | 12,500 | | 21,389 | 1.711 | | | 31,388 | 1.726 | 9,999 | 47% | | |
| R-2 | Multi-Family Residential - Addition | 667 | | \$ 1,987 | \$ 1.384 | 70-100% | 100% | \$ 3,269 | \$ 2.278 | \$ 1,282 | 65% | | |
| | | 1,333 | | 2,909 | 1.630 | | | 4,787 | 2.680 | 1,878 | 65% | | |
| | | 2,000 | 11 | 3,996 | 1.807 | | | 6,574 | 2.973 | 2,579 | 65% | \$43,951 | \$72,315 |
| | | 3,333 | | 6,405 | 1.142 | | | 10,539 | 1.879 | 4,134 | 65% | | |
| | | 5,000 | | 8,308 | 1.662 | | | 13,670 | 1.879 | 5,362 | 65% | | |
| R-2 | Multi-Family Residential - Alteration | 667 | | \$ 1,971 | \$ 1.375 | 70-100% | 100% | \$ 3,327 | \$ 2.321 | \$ 1,356 | 69% | | |
| | | 1,333 | | 2,887 | 1.618 | | | 4,874 | 2.730 | 1,987 | 69% | | |
| | | 2,000 | | 3,965 | 1.793 | | | 6,694 | 3.028 | 2,729 | 69% | \$0 | \$0 |
| | | 3,333 | | 6,356 | 1.134 | | | 10,731 | 1.914 | 4,375 | 69% | | |
| | | 5,000 | | 8,246 | 1.650 | | | 13,922 | 1.914 | 5,676 | 69% | | |
| R-3 | Single-Family (custom or model) | 1,000 | | \$ 2,619 | \$ 1.217 | 70-100% | 100% | \$ 5,259 | \$ 2.445 | \$ 2,640 | 101% | | |
| | | 2,000 | | 3,836 | 1.434 | | | 7,704 | 2.879 | 3,867 | 101% | | |
| | | 3,000 | | 5,270 | 1.589 | | | 10,582 | 3.190 | 5,312 | 101% | \$0 | \$0 |
| | | 5,000 | | 8,447 | 1.005 | | | 16,963 | 2.017 | 8,515 | 101% | | |
| | | 7,500 | | 10,959 | 1.461 | | | 22,006 | 2.017 | 11,047 | 101% | | |

Building Plan Check Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|--|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| R-3 | Single-Family - Production / Repeat | 667 | | \$ 838 | \$ 0.583 | 70-100% | 100% | \$ 2,539 | \$ 1.766 | \$ 1,701 | 203% | | |
| | | 1,333 | | 1,227 | 0.687 | | | 3,717 | 2.079 | 2,490 | 203% | | |
| | | 2,000 | | 1,684 | 0.763 | | | 5,103 | 2.311 | 3,419 | 203% | \$0 | \$0 |
| | | 3,333 | | 2,701 | 0.481 | | | 8,185 | 1.459 | 5,484 | 203% | | |
| | | 5,000 | | 3,504 | 0.700 | | | 10,616 | 1.459 | 7,112 | 203% | | |
| R-3 | Single-Family Residential - Addition | 250 | | \$ 1,009 | \$ 1.406 | 70-100% | 100% | \$ 2,474 | \$ 3.451 | \$ 1,465 | 145% | | |
| | | 1,000 | | 2,065 | 1.544 | | | 5,062 | 3.784 | 2,998 | 145% | | |
| | | 1,500 | 232 | 2,837 | 1.711 | | | 6,955 | 4.194 | 4,118 | 145% | \$658,078 | \$1,613,445 |
| | | 2,500 | | 4,547 | 1.081 | | | 11,149 | 2.650 | 6,601 | 145% | | |
| | | 3,750 | | 5,899 | 1.573 | | | 14,462 | 2.650 | 8,563 | 145% | | |
| R-3 | Single-Family Residential - Alteration | 250 | | \$ 859 | \$ 1.453 | 70-100% | 100% | \$ 1,895 | \$ 3.204 | \$ 1,035 | 120% | | |
| | | 1,000 | | 1,949 | 1.459 | | | 4,298 | 3.216 | 2,348 | 120% | | |
| | | 1,500 | | 2,679 | 1.615 | | | 5,906 | 3.561 | 3,227 | 120% | \$0 | \$0 |
| | | 2,500 | | 4,294 | 1.021 | | | 9,467 | 2.250 | 5,173 | 120% | | |
| | | 3,750 | | 5,570 | 1.485 | | | 12,279 | 2.250 | 6,710 | 120% | | |
| R-3 | Manufactured Home - Complete | 667 | | \$ 1,016 | \$ 0.708 | 70-100% | 100% | \$ 1,974 | \$ 1.376 | \$ 958 | 94% | | |
| | | 1,333 | | 1,488 | 0.835 | | | 2,892 | 1.624 | 1,404 | 94% | | |
| | | 2,000 | | 2,045 | 0.924 | | | 3,974 | 1.796 | 1,929 | 94% | \$0 | \$0 |
| | | 3,333 | | 3,277 | 0.585 | | | 6,369 | 1.137 | 3,092 | 94% | | |
| | | 5,000 | | 4,252 | 0.850 | | | 8,263 | 1.137 | 4,011 | 94% | | |
| R-3 | Prefabricated Dwelling - Complete | 333 | | \$ 1,016 | \$ 1.416 | 70-100% | 100% | \$ 1,921 | \$ 2.679 | \$ 906 | 89% | | |
| | | 667 | | 1,488 | 1.671 | | | 2,814 | 3.161 | 1,326 | 89% | | |
| | | 1,000 | | 2,045 | 1.849 | | | 3,868 | 3.495 | 1,823 | 89% | \$0 | \$0 |
| | | 1,667 | | 3,277 | 1.170 | | | 6,198 | 2.212 | 2,921 | 89% | | |
| | | 2,500 | | 4,252 | 1.700 | | | 8,042 | 2.212 | 3,790 | 89% | | |
| N/A | Modular Building - Complete | 250 | | \$ 2,159 | \$ 0.336 | 70-100% | 100% | \$ 2,166 | \$ 0.337 | \$ 7 | 0% | | |
| | | 1,250 | | 2,494 | 1.361 | | | 2,503 | 1.365 | 8 | 0% | | |
| | | 2,500 | | 4,194 | 1.975 | | | 4,209 | 1.981 | 14 | 0% | \$0 | \$0 |
| | | 6,250 | | 11,599 | 1.261 | | | 11,639 | 1.266 | 39 | 0% | | |
| | | 12,500 | | 19,483 | 1.558 | | | 19,549 | 1.266 | 66 | 0% | | |
| N/A | Manufactured Building - Foundation | 250 | | \$ 288 | \$ 0.046 | 70-100% | 100% | \$ 412 | \$ 0.066 | \$ 124 | 43% | | |
| | | 1,250 | | 334 | 0.181 | | | 478 | 0.258 | 143 | 43% | | |
| | | 2,500 | | 560 | 0.264 | | | 801 | 0.377 | 240 | 43% | \$0 | \$0 |
| | | 6,250 | | 1,550 | 0.169 | | | 2,215 | 0.241 | 665 | 43% | | |
| | | 12,500 | | 2,606 | 0.209 | | | 3,724 | 0.241 | 1,118 | 43% | | |
| S-1/S-2 | Warehouse - Complete | 1,000 | | \$ 6,740 | \$ 0.263 | 70-100% | 100% | \$ 7,566 | \$ 0.295 | \$ 826 | 12% | | |
| | | 5,000 | | 7,791 | 1.060 | | | 8,746 | 1.191 | 955 | 12% | | |
| | | 10,000 | | 13,095 | 1.541 | | | 14,700 | 1.730 | 1,606 | 12% | \$0 | \$0 |
| | | 25,000 | | 36,215 | 0.985 | | | 40,655 | 1.105 | 4,440 | 12% | | |
| | | 50,000 | | 60,832 | 1.216 | | | 68,290 | 1.105 | 7,459 | 12% | | |
| S-1 | Repair Garage & Service Station - Complete | 500 | | \$ 3,251 | \$ 0.253 | 70-100% | 100% | \$ 3,707 | \$ 0.289 | \$ 456 | 14% | | |
| | | 2,500 | | 3,757 | 1.024 | | | 4,284 | 1.168 | 527 | 14% | | |
| | | 5,000 | 1 | 6,317 | 1.487 | | | 7,203 | 1.695 | 886 | 14% | \$6,317 | \$7,203 |
| | | 12,500 | | 17,466 | 0.950 | | | 19,916 | 1.083 | 2,450 | 14% | | |
| | | 25,000 | | 29,338 | 1.173 | | | 33,453 | 1.083 | 4,115 | 14% | | |
| S-1 | Repair Garage & Service Station - Shell | 500 | | \$ 2,711 | \$ 0.212 | 70-100% | 100% | \$ 3,533 | \$ 0.275 | \$ 822 | 30% | | |
| | | 2,500 | | 3,133 | 0.853 | | | 4,082 | 1.112 | 949 | 30% | | |
| | | 5,000 | | 5,266 | 1.240 | | | 6,862 | 1.615 | 1,596 | 30% | \$0 | \$0 |
| | | 12,500 | | 14,564 | 0.791 | | | 18,978 | 1.032 | 4,414 | 30% | | |
| | | 25,000 | | 24,462 | 0.979 | | | 31,876 | 1.032 | 7,413 | 30% | | |
| S-1 | Repair Garage & Service Station - TI | 500 | | \$ 1,820 | \$ 0.142 | 70-100% | 100% | \$ 3,330 | \$ 0.259 | \$ 1,511 | 83% | | |
| | | 2,500 | | 2,103 | 0.573 | | | 3,849 | 1.048 | 1,746 | 83% | | |
| | | 5,000 | | 3,534 | 0.833 | | | 6,468 | 1.523 | 2,934 | 83% | \$0 | \$0 |
| | | 12,500 | | 9,774 | 0.532 | | | 17,888 | 0.973 | 8,114 | 83% | | |
| | | 25,000 | | 16,417 | 0.657 | | | 30,046 | 0.973 | 13,629 | 83% | | |
| S-2 | Parking Garage - Complete | 1,000 | | \$ 5,541 | \$ 0.216 | 70-100% | 100% | \$ 5,829 | \$ 0.227 | \$ 288 | 5% | | |
| | | 5,000 | | 6,404 | 0.872 | | | 6,737 | 0.918 | 333 | 5% | | |
| | | 10,000 | | 10,766 | 1.267 | | | 11,325 | 1.333 | 559 | 5% | \$0 | \$0 |
| | | 25,000 | | 29,774 | 0.810 | | | 31,321 | 0.852 | 1,547 | 5% | | |
| | | 50,000 | | 50,013 | 1.000 | | | 52,612 | 0.852 | 2,599 | 5% | | |

Building Plan Check Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|--|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| | | 250 | | \$ 1,772 | \$ 0.275 | | | \$ 2,664 | \$ 0.414 | \$ 893 | 50% | | |
| | | 1,250 | | 2,047 | 1.117 | | | 3,079 | 1.680 | 1,031 | 50% | | |
| S-2 | Commercial Carport | 2,500 | 1 | 3,443 | 1.621 | 70-100% | 100% | 5,178 | 2.437 | 1,735 | 50% | \$3,443 | \$5,178 |
| | | 6,250 | | 9,521 | 1.035 | | | 14,318 | 1.557 | 4,797 | 50% | | |
| | | 12,500 | | 15,992 | 1.280 | | | 24,049 | 1.557 | 8,057 | 50% | | |
| | | 100 | | \$ 1,546 | \$ 0.602 | | | \$ 1,789 | \$ 0.695 | \$ 243 | 16% | | |
| | | 500 | | 1,786 | 2.432 | | | 2,067 | 2.815 | 281 | 16% | | |
| U | Accessory Building - Commercial | 1,000 | 2 | 3,002 | 3.532 | 70-100% | 100% | 3,474 | 4.087 | 472 | 16% | \$6,005 | \$6,948 |
| | | 2,500 | | 8,300 | 2.257 | | | 9,604 | 2.612 | 1,304 | 16% | | |
| | | 5,000 | | 13,943 | 2.789 | | | 16,134 | 2.612 | 2,191 | 16% | | |
| | | 167 | | \$ 807 | \$ 2.245 | | | \$ 1,749 | \$ 4.863 | \$ 941 | 117% | | |
| | | 333 | | 1,181 | 2.655 | | | 2,559 | 5.753 | 1,378 | 117% | | |
| U | Accessory Building - Residential | 500 | 8 | 1,624 | 2.932 | 70-100% | 100% | 3,518 | 6.353 | 1,894 | 117% | \$12,990 | \$28,142 |
| | Such as pool houses, recreation rooms, art studios and sheds | 833 | | 2,601 | 1.856 | | | 5,635 | 4.023 | 3,034 | 117% | | |
| | | 1,250 | | 3,375 | 2.700 | | | 7,311 | 4.023 | 3,937 | 117% | | |
| | | 167 | | \$ 1,022 | \$ 2.846 | | | \$ 1,663 | \$ 4.632 | \$ 641 | 63% | | |
| | | 333 | | 1,496 | 3.362 | | | 2,435 | 5.472 | 939 | 63% | | |
| U | Residential Garage | 500 | 40 | 2,057 | 3.715 | 70-100% | 100% | 3,347 | 6.047 | 1,291 | 63% | \$82,268 | \$133,894 |
| | | 833 | | 3,295 | 2.353 | | | 5,363 | 3.830 | 2,068 | 63% | | |
| | | 1,250 | | 4,276 | 3.421 | | | 6,959 | 3.830 | 2,683 | 63% | | |
| | | 167 | | \$ 517 | \$ 1.440 | | | \$ 1,525 | \$ 4.247 | \$ 1,008 | 195% | | |
| | | 333 | | 757 | 1.703 | | | 2,233 | 5.021 | 1,476 | 195% | | |
| U | Residential Carport | 500 | 2 | 1,041 | 1.882 | 70-100% | 100% | 3,070 | 5.549 | 2,029 | 195% | \$2,082 | \$6,140 |
| | | 833 | | 1,668 | 1.191 | | | 4,920 | 3.510 | 3,251 | 195% | | |
| | | 1,250 | | 2,164 | 1.732 | | | 6,382 | 3.510 | 4,218 | 195% | | |
| | | 333 | | \$ 468 | \$ 0.652 | | | \$ 1,442 | \$ 2.009 | \$ 973 | 208% | | |
| | | 667 | | 686 | 0.768 | | | 2,111 | 2.364 | 1,426 | 208% | | |
| N/A | Residential Patio Cover | 1,000 | 28 | 942 | 0.854 | 70-100% | 100% | 2,899 | 2.628 | 1,958 | 208% | \$26,363 | \$81,184 |
| | | 1,667 | | 1,510 | 0.538 | | | 4,651 | 1.656 | 3,141 | 208% | | |
| | | 2,500 | | 1,959 | 0.784 | | | 6,032 | 1.656 | 4,073 | 208% | | |
| | | 333 | | \$ 521 | \$ 0.724 | | | \$ 1,665 | \$ 2.313 | \$ 1,144 | 220% | | |
| | | 667 | | 763 | 0.855 | | | 2,436 | 2.733 | 1,674 | 220% | | |
| R-3 | Residential Patio Enclosure | 1,000 | 2 | 1,048 | 0.949 | 70-100% | 100% | 3,347 | 3.032 | 2,300 | 220% | \$2,095 | \$6,695 |
| | | 1,667 | | 1,680 | 0.598 | | | 5,368 | 1.912 | 3,688 | 220% | | |
| | | 2,500 | | 2,179 | 0.871 | | | 6,962 | 1.912 | 4,783 | 220% | | |

| Fire-Rating | Multiplier |
|------------------------|------------|
| Group A: V-A / V-B | x 1.00 |
| Group B: III-A / III-B | x 1.14 |
| Group C: IV | x 1.30 |
| Group B: II-A / II-B | x 1.36 |
| Group B: I-A / I-B | x 1.46 |

TOTAL BUILDING PLAN CHECK

1,078,816

2,389,734

Menlo Park - 2026

Building Permit Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|-------------------------------------|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| A-1 | Assembly Group | 200 | | \$ 1,580 | \$ 0.651 | 70-100% | 100% | \$ 2,200 | \$ 0.650 | \$ 620 | 39% | \$0 | \$0 |
| | | 1,000 | | 2,100 | 0.382 | | | 2,925 | 0.487 | 824 | 39% | | |
| | | 2,000 | | 2,587 | 0.188 | | | 3,603 | 0.240 | 1,015 | 39% | | |
| | | 5,000 | | 3,307 | 0.121 | | | 4,605 | 0.154 | 1,298 | 39% | | |
| | | 10,000 | | 4,076 | 0.320 | | | 5,675 | 0.154 | 1,600 | 39% | | |
| A-2 | Assembly Group: Restaurants | 100 | | \$ 1,580 | \$ 1.021 | 70-100% | 100% | \$ 2,200 | \$ 1.301 | \$ 620 | 39% | \$7,761 | \$10,808 |
| | | 500 | | 2,100 | 0.764 | | | 2,925 | 0.974 | 824 | 39% | | |
| | | 1,000 | 3 | 2,587 | 0.376 | | | 3,603 | 0.480 | 1,015 | 39% | | |
| | | 2,500 | | 3,307 | 0.242 | | | 4,605 | 0.307 | 1,298 | 39% | | |
| | | 5,000 | | 4,076 | 0.640 | | | 5,675 | 0.307 | 1,600 | 39% | | |
| A-3 | Assembly Group - TI | 500 | | \$ 860 | \$ 0.111 | 70-100% | 100% | \$ 1,120 | \$ 0.141 | \$ 260 | 30% | \$0 | \$0 |
| | | 2,500 | | 1,143 | 0.083 | | | 1,489 | 0.106 | 346 | 30% | | |
| | | 5,000 | | 1,408 | 0.041 | | | 1,834 | 0.052 | 426 | 30% | | |
| | | 12,500 | | 1,801 | 0.026 | | | 2,345 | 0.033 | 544 | 30% | | |
| | | 25,000 | | 2,218 | 0.070 | | | 2,889 | 0.033 | 671 | 30% | | |
| A-3 | Church and Religious Buildings - TI | 500 | | \$ 877 | \$ 0.113 | 70-100% | 100% | \$ 1,121 | \$ 0.144 | \$ 244 | 28% | \$1,434 | \$1,834 |
| | | 2,500 | | 1,164 | 0.085 | | | 1,488 | 0.108 | 324 | 28% | | |
| | | 5,000 | 1 | 1,434 | 0.041 | | | 1,834 | 0.053 | 399 | 28% | | |
| | | 12,500 | | 1,834 | 0.027 | | | 2,344 | 0.034 | 511 | 28% | | |
| | | 25,000 | | 2,260 | 0.071 | | | 2,889 | 0.034 | 629 | 28% | | |
| B | Restaurant - Complete | 500 | | \$ 3,372 | \$ 0.435 | 70-100% | 100% | \$ 4,344 | \$ 0.555 | \$ 972 | 29% | \$11,039 | \$14,221 |
| | | 2,500 | | 4,482 | 0.325 | | | 5,774 | 0.415 | 1,292 | 29% | | |
| | | 5,000 | 2 | 5,520 | 0.161 | | | 7,110 | 0.205 | 1,591 | 29% | | |
| | | 12,500 | | 7,058 | 0.102 | | | 9,092 | 0.131 | 2,034 | 29% | | |
| | | 25,000 | | 8,696 | 0.273 | | | 11,203 | 0.131 | 2,506 | 29% | | |
| B | Restaurant - Shell | 500 | | \$ 2,840 | \$ 0.367 | 70-100% | 100% | \$ 3,619 | \$ 0.467 | \$ 779 | 27% | \$0 | \$0 |
| | | 2,500 | | 3,773 | 0.274 | | | 4,808 | 0.350 | 1,035 | 27% | | |
| | | 5,000 | | 4,647 | 0.135 | | | 5,922 | 0.173 | 1,275 | 27% | | |
| | | 12,500 | | 5,941 | 0.087 | | | 7,572 | 0.110 | 1,630 | 27% | | |
| | | 25,000 | | 7,322 | 0.230 | | | 9,331 | 0.110 | 2,009 | 27% | | |
| B | Restaurant - TI | 250 | | \$ 852 | \$ 0.221 | 70-100% | 100% | \$ 1,605 | \$ 0.282 | \$ 754 | 88% | \$0 | \$0 |
| | | 1,250 | | 1,133 | 0.164 | | | 2,136 | 0.210 | 1,003 | 88% | | |
| | | 2,500 | | 1,396 | 0.082 | | | 2,630 | 0.104 | 1,235 | 88% | | |
| | | 6,250 | | 1,784 | 0.052 | | | 3,362 | 0.066 | 1,579 | 88% | | |
| | | 12,500 | | 2,199 | 0.138 | | | 4,144 | 0.066 | 1,946 | 88% | | |
| B | Offices, etc. - Complete | 1,000 | | \$ 3,881 | \$ 0.250 | 70-100% | 100% | \$ 4,917 | \$ 0.319 | \$ 1,035 | 27% | \$12,707 | \$16,096 |
| | | 5,000 | | 5,159 | 0.187 | | | 6,535 | 0.239 | 1,376 | 27% | | |
| | | 10,000 | 2 | 6,353 | 0.092 | | | 8,048 | 0.118 | 1,695 | 27% | | |
| | | 25,000 | | 8,123 | 0.059 | | | 10,290 | 0.075 | 2,167 | 27% | | |
| | | 50,000 | | 10,010 | 0.157 | | | 12,680 | 0.075 | 2,670 | 27% | | |
| B | Offices, etc. - Shell | 1,000 | | \$ 2,601 | \$ 0.168 | 70-100% | 100% | 2,802 | 0.214 | 201 | 8% | \$0 | \$0 |
| | | 5,000 | | 3,457 | 0.126 | | | 3,724 | 0.160 | 267 | 8% | | |
| | | 10,000 | | 4,259 | 0.062 | | | 4,587 | 0.079 | 328 | 8% | | |
| | | 25,000 | | 5,445 | 0.039 | | | 5,865 | 0.051 | 420 | 8% | | |
| | | 50,000 | | 6,708 | 0.106 | | | 7,226 | 0.051 | 517 | 8% | | |
| B | Commercial Building - Addition | 500 | | \$ 2,498 | \$ 0.322 | 70-100% | 100% | \$ 3,202 | \$ 0.411 | \$ 703 | 28% | \$4,088 | \$5,239 |
| | | 2,500 | | 3,320 | 0.242 | | | 4,254 | 0.307 | 934 | 28% | | |
| | | 5,000 | 1 | 4,088 | 0.119 | | | 5,239 | 0.152 | 1,151 | 28% | | |
| | | 12,500 | | 5,227 | 0.076 | | | 6,698 | 0.097 | 1,471 | 28% | | |
| | | 25,000 | | 6,441 | 0.202 | | | 8,254 | 0.097 | 1,813 | 28% | | |
| B | Offices, etc. - Non-Medical TI | 500 | | \$ 717 | \$ 0.092 | 70-100% | 100% | \$ 923 | \$ 0.118 | \$ 206 | 29% | \$46,943 | \$60,438 |
| | | 2,500 | | 953 | 0.070 | | | 1,227 | 0.088 | 274 | 29% | | |
| | | 5,000 | 40 | 1,174 | 0.034 | | | 1,511 | 0.043 | 337 | 29% | | |
| | | 12,500 | | 1,500 | 0.022 | | | 1,931 | 0.028 | 431 | 29% | | |
| | | 25,000 | | 1,848 | 0.058 | | | 2,379 | 0.028 | 531 | 29% | | |
| B | Medical Offices - Complete | 1,000 | | \$ 3,342 | \$ 0.215 | 70-100% | 100% | \$ 4,168 | \$ 0.275 | \$ 826 | 25% | \$0 | \$0 |
| | | 5,000 | | 4,442 | 0.161 | | | 5,540 | 0.206 | 1,098 | 25% | | |
| | | 10,000 | | 5,470 | 0.079 | | | 6,822 | 0.102 | 1,352 | 25% | | |
| | | 25,000 | | 6,994 | 0.051 | | | 8,723 | 0.065 | 1,729 | 25% | | |
| | | 50,000 | | 8,619 | 0.135 | | | 10,749 | 0.065 | 2,131 | 25% | | |
| B | Medical Offices - Shell | 1,000 | | \$ 2,611 | \$ 0.169 | 70-100% | 100% | \$ 3,287 | \$ 0.215 | \$ 676 | 26% | \$0 | \$0 |
| | | 5,000 | | 3,469 | 0.126 | | | 4,368 | 0.161 | 899 | 26% | | |
| | | 10,000 | | 4,273 | 0.062 | | | 5,379 | 0.079 | 1,107 | 26% | | |
| | | 25,000 | | 5,463 | 0.040 | | | 6,878 | 0.051 | 1,415 | 26% | | |
| | | 50,000 | | 6,731 | 0.106 | | | 8,474 | 0.051 | 1,744 | 26% | | |

Building Permit Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|---------------------------------|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| B | Medical Offices - TI | 500 | | \$ 988 | \$ 0.127 | 70-100% | 100% | \$ 1,264 | \$ 0.162 | \$ 277 | 28% | | |
| | | 2,500 | | 1,312 | 0.096 | | | 1,680 | 0.122 | 368 | 28% | | |
| | | 5,000 | 3 | 1,616 | 0.047 | | | 2,069 | 0.060 | 453 | 28% | \$4,848 | \$6,207 |
| | | 12,500 | | 2,067 | 0.030 | | | 2,646 | 0.038 | 579 | 28% | | |
| | | 25,000 | | 2,547 | 0.079 | | | 3,261 | 0.038 | 714 | 28% | | |
| E | Shell | 100 | | \$ 1,590 | \$ 1.028 | 70-100% | 100% | \$ 1,891 | \$ 1.311 | \$ 302 | 19% | | |
| | | 500 | | 2,114 | 0.768 | | | 2,515 | 0.979 | 401 | 19% | | |
| | | 1,000 | | 2,604 | 0.379 | | | 3,098 | 0.483 | 494 | 19% | \$0 | \$0 |
| | | 2,500 | | 3,328 | 0.243 | | | 3,959 | 0.309 | 631 | 19% | | |
| | | 5,000 | | 4,101 | 0.643 | | | 4,878 | 0.309 | 778 | 19% | | |
| E | Educational Building - TI | 150 | | \$ 916 | \$ 0.394 | 70-100% | 100% | \$ 1,176 | \$ 0.502 | \$ 261 | 28% | | |
| | | 750 | | 1,217 | 0.295 | | | 1,563 | 0.375 | 346 | 28% | | |
| | | 1,500 | | 1,498 | 0.146 | | | 1,925 | 0.186 | 427 | 28% | \$0 | \$0 |
| | | 3,750 | | 1,916 | 0.094 | | | 2,461 | 0.119 | 545 | 28% | | |
| | | 7,500 | | 2,361 | 0.247 | | | 3,033 | 0.119 | 672 | 28% | | |
| F-1 | Industrial Building - Shell | 500 | | \$ 2,666 | \$ 0.344 | 70-100% | 100% | \$ 3,022 | \$ 0.438 | \$ 356 | 13% | | |
| | | 2,500 | | 3,543 | 0.258 | | | 4,016 | 0.328 | 473 | 13% | | |
| | | 5,000 | | 4,364 | 0.127 | | | 4,947 | 0.162 | 583 | 13% | \$0 | \$0 |
| | | 12,500 | | 5,579 | 0.082 | | | 6,324 | 0.104 | 745 | 13% | | |
| | | 25,000 | | 6,875 | 0.215 | | | 7,793 | 0.104 | 918 | 13% | | |
| F-1 | Industrial Building - TI | 500 | | \$ 820 | \$ 0.107 | 70-100% | 100% | \$ 1,043 | \$ 0.135 | \$ 223 | 27% | | |
| | | 2,500 | | 1,090 | 0.079 | | | 1,387 | 0.101 | 297 | 27% | | |
| | | 5,000 | 1 | 1,343 | 0.039 | | | 1,708 | 0.050 | 366 | 27% | \$1,343 | \$1,708 |
| | | 12,500 | | 1,717 | 0.025 | | | 2,185 | 0.032 | 468 | 27% | | |
| | | 25,000 | | 2,115 | 0.066 | | | 2,691 | 0.032 | 576 | 27% | | |
| H | Hazardous H - Complete | 500 | | \$ 2,838 | \$ 0.366 | 70-100% | 100% | \$ 3,928 | \$ 0.466 | \$ 1,089 | 38% | | |
| | | 2,500 | | 3,770 | 0.274 | | | 5,218 | 0.350 | 1,447 | 38% | | |
| | | 5,000 | | 4,644 | 0.135 | | | 6,427 | 0.173 | 1,783 | 38% | \$0 | \$0 |
| | | 12,500 | | 5,939 | 0.087 | | | 8,218 | 0.110 | 2,280 | 38% | | |
| | | 25,000 | | 7,317 | 0.230 | | | 10,126 | 0.110 | 2,809 | 38% | | |
| H | Hazardous H - Shell | 500 | | \$ 2,122 | \$ 0.274 | 70-100% | 100% | \$ 2,937 | \$ 0.349 | \$ 814 | 38% | | |
| | | 2,500 | | 2,820 | 0.205 | | | 3,902 | 0.261 | 1,082 | 38% | | |
| | | 5,000 | | 3,474 | 0.101 | | | 4,806 | 0.129 | 1,333 | 38% | \$0 | \$0 |
| | | 12,500 | | 4,442 | 0.065 | | | 6,146 | 0.083 | 1,704 | 38% | | |
| | | 25,000 | | 5,474 | 0.172 | | | 7,574 | 0.083 | 2,100 | 38% | | |
| H | Hazardous H - TI | 500 | | \$ 1,386 | \$ 0.178 | 70-100% | 100% | \$ 1,793 | \$ 0.228 | \$ 407 | 29% | | |
| | | 2,500 | | 1,841 | 0.134 | | | 2,382 | 0.171 | 541 | 29% | | |
| | | 5,000 | | 2,268 | 0.066 | | | 2,935 | 0.084 | 666 | 29% | \$0 | \$0 |
| | | 12,500 | | 2,899 | 0.042 | | | 3,751 | 0.054 | 852 | 29% | | |
| | | 25,000 | | 3,572 | 0.112 | | | 4,622 | 0.054 | 1,050 | 29% | | |
| I-1 | Medical/24 Hour Care - Complete | 250 | | \$ 2,816 | \$ 0.727 | 70-100% | 100% | \$ 3,574 | \$ 0.927 | \$ 758 | 27% | | |
| | | 1,250 | | 3,743 | 0.544 | | | 4,750 | 0.694 | 1,007 | 27% | | |
| | | 2,500 | | 4,610 | 0.269 | | | 5,850 | 0.343 | 1,240 | 27% | \$0 | \$0 |
| | | 6,250 | | 5,894 | 0.172 | | | 7,480 | 0.219 | 1,586 | 27% | | |
| | | 12,500 | | 7,262 | 0.456 | | | 9,216 | 0.219 | 1,954 | 27% | | |
| I-1 | Medical/24 Hour Care - Shell | 250 | | \$ 2,695 | \$ 0.695 | 70-100% | 100% | \$ 3,420 | \$ 0.886 | \$ 725 | 27% | | |
| | | 1,250 | | 3,582 | 0.521 | | | 4,545 | 0.665 | 963 | 27% | | |
| | | 2,500 | | 4,413 | 0.257 | | | 5,599 | 0.328 | 1,187 | 27% | \$0 | \$0 |
| | | 6,250 | | 5,642 | 0.164 | | | 7,159 | 0.210 | 1,517 | 27% | | |
| | | 12,500 | | 6,951 | 0.436 | | | 8,821 | 0.210 | 1,870 | 27% | | |
| I-1 | Medical/24 Hour Care - TI | 250 | | \$ 843 | \$ 0.218 | 70-100% | 100% | \$ 1,098 | \$ 0.277 | \$ 255 | 30% | | |
| | | 1,250 | | 1,121 | 0.163 | | | 1,460 | 0.209 | 339 | 30% | | |
| | | 2,500 | | 1,382 | 0.081 | | | 1,799 | 0.102 | 418 | 30% | \$0 | \$0 |
| | | 6,250 | | 1,766 | 0.051 | | | 2,300 | 0.065 | 534 | 30% | | |
| | | 12,500 | | 2,175 | 0.136 | | | 2,833 | 0.065 | 658 | 30% | | |
| I-4 | Day Care Facility - Complete | 250 | | \$ 2,329 | \$ 0.602 | 70-100% | 100% | \$ 2,959 | \$ 0.767 | \$ 629 | 27% | | |
| | | 1,250 | | 3,096 | 0.450 | | | 3,933 | 0.574 | 837 | 27% | | |
| | | 2,500 | | 3,813 | 0.222 | | | 4,844 | 0.283 | 1,031 | 27% | \$0 | \$0 |
| | | 6,250 | | 4,876 | 0.143 | | | 6,194 | 0.181 | 1,318 | 27% | | |
| | | 12,500 | | 6,008 | 0.376 | | | 7,632 | 0.181 | 1,624 | 27% | | |
| I-4 | Day Care Facility - TI | 100 | | \$ 875 | \$ 0.566 | 70-100% | 100% | \$ 1,099 | \$ 0.721 | \$ 224 | 26% | | |
| | | 500 | | 1,164 | 0.422 | | | 1,462 | 0.538 | 298 | 26% | | |
| | | 1,000 | | 1,433 | 0.209 | | | 1,799 | 0.266 | 366 | 26% | \$0 | \$0 |
| | | 2,500 | | 1,832 | 0.133 | | | 2,301 | 0.170 | 469 | 26% | | |
| | | 5,000 | | 2,257 | 0.354 | | | 2,834 | 0.170 | 577 | 26% | | |

Building Permit Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|--|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| M | Retail Sales - Complete | 1,000 | | \$ 2,928 | \$ 0.189 | 70-100% | 100% | \$ 3,728 | \$ 0.241 | \$ 799 | 27% | | |
| | | 5,000 | | 3,891 | 0.141 | | | 4,953 | 0.180 | 1,062 | 27% | | |
| | | 10,000 | | 4,793 | 0.070 | | | 6,101 | 0.089 | 1,308 | 27% | \$0 | \$0 |
| | | 25,000 | | 6,127 | 0.045 | | | 7,799 | 0.057 | 1,672 | 27% | | |
| | | 50,000 | | 7,551 | 0.119 | | | 9,611 | 0.057 | 2,060 | 27% | | |
| M | Retail Sales - Shell | 1,000 | | \$ 2,507 | \$ 0.162 | 70-100% | 100% | \$ 3,155 | \$ 0.206 | \$ 648 | 26% | | |
| | | 5,000 | | 3,331 | 0.121 | | | 4,192 | 0.154 | 862 | 26% | | |
| | | 10,000 | | 4,102 | 0.060 | | | 5,163 | 0.076 | 1,061 | 26% | \$0 | \$0 |
| | | 25,000 | | 5,245 | 0.038 | | | 6,602 | 0.049 | 1,357 | 26% | | |
| | | 50,000 | | 6,463 | 0.101 | | | 8,135 | 0.049 | 1,672 | 26% | | |
| M | Retail Sales - TI | 1,000 | | \$ 867 | \$ 0.055 | 70-100% | 100% | \$ 1,089 | \$ 0.071 | \$ 222 | 26% | | |
| | | 5,000 | | 1,151 | 0.042 | | | 1,446 | 0.054 | 295 | 26% | | |
| | | 10,000 | | 1,419 | 0.021 | | | 1,782 | 0.026 | 363 | 26% | \$0 | \$0 |
| | | 25,000 | | 1,813 | 0.013 | | | 2,277 | 0.017 | 464 | 26% | | |
| | | 50,000 | | 2,235 | 0.035 | | | 2,807 | 0.017 | 572 | 26% | | |
| R-1 | Hotel Low/Mid Rise - Complete | 2,500 | | \$ 6,614 | \$ 0.171 | 70-100% | 100% | \$ 8,286 | \$ 0.218 | \$ 1,672 | 25% | | |
| | | 12,500 | | 8,791 | 0.127 | | | 11,013 | 0.163 | 2,222 | 25% | | |
| | | 25,000 | | 10,827 | 0.063 | | | 13,564 | 0.080 | 2,737 | 25% | \$0 | \$0 |
| | | 62,500 | | 13,844 | 0.040 | | | 17,344 | 0.051 | 3,499 | 25% | | |
| | | 125,000 | | 17,057 | 0.107 | | | 21,368 | 0.051 | 4,311 | 25% | | |
| R-1 | Hotel Low/Mid Rise - Shell | 2,500 | | \$ 5,755 | \$ 0.149 | 70-100% | 100% | \$ 8,958 | \$ 0.189 | \$ 3,203 | 56% | | |
| | | 12,500 | | 7,649 | 0.111 | | | 11,905 | 0.142 | 4,256 | 56% | | |
| | | 25,000 | | 9,422 | 0.054 | | | 14,665 | 0.070 | 5,243 | 56% | \$0 | \$0 |
| | | 62,500 | | 12,046 | 0.035 | | | 18,750 | 0.045 | 6,703 | 56% | | |
| | | 125,000 | | 14,843 | 0.094 | | | 23,103 | 0.045 | 8,260 | 56% | | |
| R-1 | Hotel Low/Mid Rise - TI | 2,500 | | \$ 3,141 | \$ 0.082 | 70-100% | 100% | \$ 4,212 | \$ 0.103 | \$ 1,071 | 34% | | |
| | | 12,500 | | 4,174 | 0.061 | | | 5,597 | 0.077 | 1,423 | 34% | | |
| | | 25,000 | | 5,141 | 0.030 | | | 6,894 | 0.038 | 1,753 | 34% | \$0 | \$0 |
| | | 62,500 | | 6,574 | 0.020 | | | 8,816 | 0.024 | 2,242 | 34% | | |
| | | 125,000 | | 8,100 | 0.051 | | | 10,862 | 0.024 | 2,762 | 34% | | |
| R-2 | Multi-Family Residential - New | 1,667 | | \$ 3,929 | \$ 0.391 | 70-100% | 100% | \$ 6,820 | \$ 0.498 | \$ 2,892 | 74% | | |
| | | 3,333 | | 4,758 | 0.260 | | | 8,261 | 0.331 | 3,503 | 74% | | |
| | | 5,000 | | 5,310 | 0.223 | | | 9,219 | 0.284 | 3,909 | 74% | \$0 | \$0 |
| | | 8,333 | | 6,258 | 0.141 | | | 10,864 | 0.180 | 4,606 | 74% | | |
| | | 12,500 | | 7,008 | 0.440 | | | 12,167 | 0.180 | 5,159 | 74% | | |
| R-2 | Multi-Family Residential - Addition | 667 | | \$ 1,859 | \$ 0.462 | 70-100% | 100% | \$ 2,410 | \$ 0.589 | \$ 551 | 30% | | |
| | | 1,333 | | 2,251 | 0.307 | | | 2,919 | 0.391 | 668 | 30% | | |
| | | 2,000 | 11 | 2,512 | 0.263 | | | 3,257 | 0.335 | 745 | 30% | \$27,634 | \$35,830 |
| | | 3,333 | | 2,959 | 0.168 | | | 3,836 | 0.214 | 877 | 30% | | |
| | | 5,000 | | 3,315 | 0.520 | | | 4,299 | 0.214 | 983 | 30% | | |
| R-2 | Multi-Family Residential - Alteration | 667 | | \$ 1,434 | \$ 0.358 | 70-100% | 100% | \$ 2,142 | \$ 0.456 | \$ 708 | 49% | | |
| | | 1,333 | | 1,738 | 0.237 | | | 2,596 | 0.302 | 858 | 49% | | |
| | | 2,000 | | 1,939 | 0.203 | | | 2,897 | 0.259 | 957 | 49% | \$0 | \$0 |
| | | 3,333 | | 2,285 | 0.129 | | | 3,413 | 0.165 | 1,128 | 49% | | |
| | | 5,000 | | 2,559 | 0.401 | | | 3,823 | 0.165 | 1,263 | 49% | | |
| R-3 | Single-Family (custom or model) | 1,000 | | \$ 2,590 | \$ 0.429 | 70-100% | 100% | \$ 3,624 | \$ 0.547 | \$ 1,034 | 40% | | |
| | | 2,000 | | 3,136 | 0.285 | | | 4,389 | 0.363 | 1,252 | 40% | | |
| | | 3,000 | | 3,500 | 0.245 | | | 4,897 | 0.312 | 1,397 | 40% | \$0 | \$0 |
| | | 5,000 | | 4,124 | 0.154 | | | 5,771 | 0.198 | 1,646 | 40% | | |
| | | 7,500 | | 4,618 | 0.483 | | | 6,462 | 0.198 | 1,844 | 40% | | |
| R-3 | Single-Family - Production / Repeat | 667 | | \$ 1,742 | \$ 0.433 | 70-100% | 100% | \$ 2,692 | \$ 0.551 | \$ 949 | 54% | | |
| | | 1,333 | | 2,110 | 0.287 | | | 3,260 | 0.366 | 1,150 | 54% | | |
| | | 2,000 | | 2,354 | 0.247 | | | 3,637 | 0.315 | 1,283 | 54% | \$0 | \$0 |
| | | 3,333 | | 2,774 | 0.157 | | | 4,286 | 0.200 | 1,512 | 54% | | |
| | | 5,000 | | 3,107 | 0.487 | | | 4,801 | 0.200 | 1,693 | 54% | | |
| R-3 | Single-Family Residential - Addition | 250 | | \$ 1,196 | \$ 0.763 | 70-100% | 100% | \$ 1,772 | \$ 1.442 | \$ 577 | 48% | | |
| | | 1,000 | | 1,925 | 0.350 | | | 2,854 | 0.662 | 929 | 48% | | |
| | | 1,500 | 232 | 2,149 | 0.300 | | | 3,185 | 0.568 | 1,036 | 48% | \$498,515 | \$738,947 |
| | | 2,500 | | 2,532 | 0.190 | | | 3,753 | 0.360 | 1,221 | 48% | | |
| | | 3,750 | | 2,835 | 0.593 | | | 4,203 | 0.360 | 1,368 | 48% | | |
| R-3 | Single-Family Residential - Alteration | 250 | | \$ 959 | \$ 0.409 | 70-100% | 100% | \$ 1,705 | \$ 0.928 | \$ 746 | 78% | | |
| | | 1,000 | | 1,351 | 0.246 | | | 2,402 | 0.557 | 1,050 | 78% | | |
| | | 1,500 | | 1,508 | 0.211 | | | 2,680 | 0.478 | 1,172 | 78% | \$0 | \$0 |
| | | 2,500 | | 1,777 | 0.133 | | | 3,159 | 0.302 | 1,382 | 78% | | |
| | | 3,750 | | 1,989 | 0.416 | | | 3,536 | 0.302 | 1,547 | 78% | | |

Building Permit Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|---|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| R-3 | Manufactured Home - Complete | 667 | | \$ 655 | \$ 0.163 | 70-100% | 100% | \$ 1,036 | \$ 0.329 | \$ 382 | 58% | \$0 | \$0 |
| | | 1,333 | | 793 | 0.108 | | | 1,256 | 0.217 | 463 | 58% | | |
| | | 2,000 | | 885 | 0.094 | | | 1,401 | 0.188 | 516 | 58% | | |
| | | 3,333 | | 1,043 | 0.059 | | | 1,651 | 0.119 | 608 | 58% | | |
| | | 5,000 | | 1,168 | 0.183 | | | 1,849 | 0.119 | 681 | 58% | | |
| R-3 | Prefabricated Dwelling - Complete | 333 | | \$ 655 | \$ 0.326 | 70-100% | 100% | \$ 1,036 | \$ 0.659 | \$ 382 | 58% | \$0 | \$0 |
| | | 667 | | 793 | 0.215 | | | 1,256 | 0.435 | 463 | 58% | | |
| | | 1,000 | | 885 | 0.186 | | | 1,401 | 0.375 | 516 | 58% | | |
| | | 1,667 | | 1,043 | 0.118 | | | 1,651 | 0.237 | 608 | 58% | | |
| | | 2,500 | | 1,168 | 0.367 | | | 1,849 | 0.237 | 681 | 58% | | |
| N/A | Modular Building - Complete | 250 | | \$ 603 | \$ 0.157 | 70-100% | 100% | \$ 899 | \$ 0.298 | \$ 295 | 49% | \$0 | \$0 |
| | | 1,250 | | 803 | 0.116 | | | 1,196 | 0.221 | 393 | 49% | | |
| | | 2,500 | | 989 | 0.058 | | | 1,473 | 0.109 | 484 | 49% | | |
| | | 6,250 | | 1,264 | 0.037 | | | 1,882 | 0.070 | 618 | 49% | | |
| | | 12,500 | | 1,558 | 0.098 | | | 2,320 | 0.070 | 762 | 49% | | |
| N/A | Manufactured Building - Foundation | 250 | | \$ 326 | \$ 0.084 | 70-100% | 100% | \$ 725 | \$ 0.238 | \$ 399 | 122% | \$0 | \$0 |
| | | 1,250 | | 433 | 0.063 | | | 962 | 0.178 | 530 | 122% | | |
| | | 2,500 | | 533 | 0.032 | | | 1,185 | 0.088 | 652 | 122% | | |
| | | 6,250 | | 681 | 0.020 | | | 1,515 | 0.056 | 834 | 122% | | |
| | | 12,500 | | 839 | 0.052 | | | 1,866 | 0.056 | 1,027 | 122% | | |
| S-1/S-2 | Warehouse - Complete | 1,000 | | \$ 2,475 | \$ 0.160 | 70-100% | 100% | \$ 3,110 | \$ 0.256 | \$ 636 | 26% | \$0 | \$0 |
| | | 5,000 | | 3,289 | 0.120 | | | 4,134 | 0.191 | 845 | 26% | | |
| | | 10,000 | | 4,051 | 0.059 | | | 5,091 | 0.094 | 1,040 | 26% | | |
| | | 25,000 | | 5,178 | 0.038 | | | 6,508 | 0.060 | 1,330 | 26% | | |
| | | 50,000 | | 6,381 | 0.100 | | | 8,020 | 0.060 | 1,639 | 26% | | |
| S-1 | Repair Garage & Service Station - Complete | 500 | | \$ 2,650 | \$ 0.342 | 70-100% | 100% | \$ 3,528 | \$ 0.580 | \$ 879 | 33% | \$4,336 | \$5,774 |
| | | 2,500 | | 3,521 | 0.256 | | | 4,688 | 0.434 | 1,167 | 33% | | |
| | | 5,000 | 1 | 4,336 | 0.126 | | | 5,774 | 0.215 | 1,438 | 33% | | |
| | | 12,500 | | 5,545 | 0.081 | | | 7,383 | 0.137 | 1,839 | 33% | | |
| | | 25,000 | | 6,832 | 0.214 | | | 9,097 | 0.137 | 2,265 | 33% | | |
| S-1 | Repair Garage & Service Station - Shell | 500 | | \$ 2,411 | \$ 0.311 | 70-100% | 100% | \$ 3,022 | \$ 0.497 | \$ 611 | 25% | \$0 | \$0 |
| | | 2,500 | | 3,204 | 0.233 | | | 4,016 | 0.372 | 812 | 25% | | |
| | | 5,000 | | 3,947 | 0.115 | | | 4,947 | 0.184 | 1,000 | 25% | | |
| | | 12,500 | | 5,047 | 0.074 | | | 6,325 | 0.117 | 1,279 | 25% | | |
| | | 25,000 | | 6,217 | 0.195 | | | 7,793 | 0.117 | 1,576 | 25% | | |
| S-1 | Repair Garage & Service Station - TI | 500 | | \$ 820 | \$ 0.107 | 70-100% | 100% | \$ 1,043 | \$ 0.172 | \$ 223 | 27% | \$0 | \$0 |
| | | 2,500 | | 1,090 | 0.079 | | | 1,387 | 0.128 | 297 | 27% | | |
| | | 5,000 | | 1,343 | 0.039 | | | 1,708 | 0.064 | 366 | 27% | | |
| | | 12,500 | | 1,717 | 0.025 | | | 2,185 | 0.041 | 468 | 27% | | |
| | | 25,000 | | 2,115 | 0.066 | | | 2,691 | 0.041 | 576 | 27% | | |
| S-2 | Parking Garage - Complete | 1,000 | | \$ 4,067 | \$ 0.262 | 70-100% | 100% | \$ 4,895 | \$ 0.403 | \$ 828 | 20% | \$0 | \$0 |
| | | 5,000 | | 5,406 | 0.197 | | | 6,506 | 0.302 | 1,100 | 20% | | |
| | | 10,000 | | 6,659 | 0.097 | | | 8,014 | 0.149 | 1,355 | 20% | | |
| | | 25,000 | | 8,513 | 0.062 | | | 10,246 | 0.095 | 1,733 | 20% | | |
| | | 50,000 | | 10,490 | 0.164 | | | 12,625 | 0.095 | 2,135 | 20% | | |
| S-2 | Commercial Carport | 250 | | \$ 683 | \$ 0.176 | 70-100% | 100% | \$ 1,328 | \$ 0.437 | \$ 645 | 95% | \$1,118 | \$2,175 |
| | | 1,250 | | 907 | 0.133 | | | 1,765 | 0.328 | 858 | 95% | | |
| | | 2,500 | 1 | 1,118 | 0.065 | | | 2,175 | 0.161 | 1,057 | 95% | | |
| | | 6,250 | | 1,429 | 0.041 | | | 2,780 | 0.104 | 1,351 | 95% | | |
| | | 12,500 | | 1,762 | 0.111 | | | 3,428 | 0.104 | 1,666 | 95% | | |
| U | Accessory Building - Commercial | 100 | | \$ 714 | \$ 0.462 | 70-100% | 100% | \$ 1,241 | \$ 1.024 | \$ 526 | 74% | \$2,339 | \$4,062 |
| | | 500 | | 950 | 0.344 | | | 1,650 | 0.761 | 700 | 74% | | |
| | | 1,000 | 2 | 1,169 | 0.171 | | | 2,031 | 0.377 | 862 | 74% | | |
| | | 2,500 | | 1,495 | 0.109 | | | 2,597 | 0.242 | 1,102 | 74% | | |
| | | 5,000 | | 1,844 | 0.289 | | | 3,202 | 0.242 | 1,358 | 74% | | |
| U | Accessory Building - Residential Such as pool houses, recreation rooms, art studios and sheds | 167 | | \$ 567 | \$ 0.561 | 70-100% | 100% | \$ 1,129 | \$ 1.424 | \$ 561 | 99% | \$6,137 | \$12,210 |
| | | 333 | | 687 | 0.379 | | | 1,366 | 0.960 | 679 | 99% | | |
| | | 500 | 8 | 767 | 0.320 | | | 1,526 | 0.811 | 759 | 99% | | |
| | | 833 | | 903 | 0.203 | | | 1,797 | 0.517 | 894 | 99% | | |
| | | 1,250 | | 1,011 | 0.634 | | | 2,012 | 0.517 | 1,001 | 99% | | |
| U | Residential Garage | 167 | | \$ 793 | \$ 0.790 | 70-100% | 100% | \$ 1,355 | \$ 1.720 | \$ 562 | 71% | \$42,948 | \$73,347 |
| | | 333 | | 961 | 0.529 | | | 1,642 | 1.151 | 680 | 71% | | |
| | | 500 | 40 | 1,074 | 0.447 | | | 1,834 | 0.974 | 760 | 71% | | |
| | | 833 | | 1,264 | 0.287 | | | 2,158 | 0.625 | 895 | 71% | | |
| | | 1,250 | | 1,416 | 0.889 | | | 2,419 | 0.625 | 1,003 | 71% | | |
| | | 167 | | \$ 394 | \$ 0.392 | | | \$ 915 | \$ 1.160 | \$ 521 | 132% | | |

Building Permit Fee Schedule

New Construction, Additions, and Alterations

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Occupancy Group | Fee Category | Size Basis (Sq Ft) | Annual Volume | Current Fee | Each Additional SF | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee | Each Additional SF | Actual Dollar Change | % Change | Current Annual Revenue | Proposed Annual Revenue |
|-----------------|-----------------------------|--------------------|---------------|-------------|--------------------|-------------------------------|------------------------|--------------|--------------------|----------------------|----------|------------------------|-------------------------|
| U | Residential Carport | 333 | 2 | 477 | 0.261 | 70-100% | 100% | 1,109 | 0.774 | 632 | 132% | \$1,065 | \$2,475 |
| | | 500 | | 533 | 0.222 | | | 1,238 | 0.658 | 705 | 132% | | |
| | | 833 | | 627 | 0.144 | | | 1,457 | 0.425 | 830 | 132% | | |
| | | 1,250 | | 703 | 0.442 | | | 1,634 | 0.425 | 931 | 132% | | |
| N/A | Residential Patio Cover | 333 | 28 | \$ 394 | \$ 0.196 | 70-100% | 100% | \$ 915 | \$ 0.580 | \$ 521 | 132% | \$14,915 | \$34,656 |
| | | 667 | | 477 | 0.131 | | | 1,109 | 0.387 | 632 | 132% | | |
| | | 1,000 | | 533 | 0.111 | | | 1,238 | 0.329 | 705 | 132% | | |
| | | 1,667 | | 627 | 0.072 | | | 1,457 | 0.213 | 830 | 132% | | |
| R-3 | Residential Patio Enclosure | 2,500 | 2 | 703 | 0.221 | 70-100% | 100% | 1,634 | 0.213 | 931 | 132% | \$1,534 | \$3,052 |
| | | 333 | | \$ 567 | \$ 0.281 | | | \$ 1,129 | \$ 0.712 | \$ 561 | 99% | | |
| | | 667 | | 687 | 0.189 | | | 1,366 | 0.480 | 679 | 99% | | |
| | | 1,000 | | 767 | 0.160 | | | 1,526 | 0.406 | 759 | 99% | | |
| | | 1,667 | | 903 | 0.102 | | | 1,797 | 0.258 | 894 | 99% | | |
| | | 2,500 | | 1,011 | 0.318 | | | 2,012 | 0.258 | 1,001 | 99% | | |

| Fire-Rating | Multiplier |
|------------------------|------------|
| Group A: V-A / V-B | x 1.00 |
| Group B: III-A / III-B | x 1.14 |
| Group C: IV | x 1.30 |
| Group B: II-A / II-B | x 1.36 |
| Group B: I-A / I-B | x 1.46 |

TOTAL BUILDING PERMIT

\$690,706

\$1,029,081

**Menlo Park - 2026
Building - Misc Items**

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit | % Change Permit | Current Revenue: Combined PC and Permit | Proposed Revenue: Combined PC and Permit |
|---|---------------|--------------------|-------------------------|----------------|-------------------------|-------------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|-----------------------------|-----------------|---|--|
| ACCESSORY STRUCTURES | | | | | | | | | | | | | | | |
| Retaining Wall (concrete or masonry) | | | | | | | | | | | | | | | |
| First 50 lf | 3 | \$211 | 51% | \$223 | 47% | 70-100% | 100% | \$415 | \$475 | \$205 | 97% | \$252 | 113% | \$1,299 | \$2,671 |
| Each additional 50 lf | | \$14 | 50% | \$40 | 57% | 70-100% | 100% | \$27 | \$69 | \$14 | 100% | \$30 | 75% | | |
| Special Design, 3-10' high (up to 50 lf) | 5 | \$253 | 51% | \$300 | 51% | 70-100% | 100% | \$500 | \$593 | \$247 | 98% | \$293 | 98% | \$2,767 | \$5,468 |
| Each additional 50 lf | | \$14 | 50% | \$54 | 57% | 70-100% | 100% | \$27 | \$95 | \$14 | 100% | \$41 | 75% | | |
| Special Design, over 10' high (up to 50 lf) | 1 | \$307 | 52% | \$584 | 55% | 70-100% | 100% | \$586 | \$1,052 | \$279 | 91% | \$468 | 80% | \$891 | \$1,638 |
| Each additional 50 lf | | \$14 | 50% | \$96 | 57% | 70-100% | 100% | \$27 | \$167 | \$14 | 100% | \$72 | 75% | | |
| Deck | 13 | \$203 | 41% | \$181 | 45% | 70-100% | 100% | \$500 | \$403 | \$297 | 146% | \$222 | 122% | \$5,002 | \$11,742 |
| Fence or Freestanding Wall to 6 feet (masonry / garden) | | | | | | | 100% | | | | | | | | |
| 1st 100 lf | 23 | \$164 | 50% | \$221 | 47% | 70-100% | 100% | \$330 | \$472 | \$166 | 101% | \$251 | 114% | \$8,858 | \$18,448 |
| Each additional 100 lf | | \$28 | 50% | \$13 | 57% | 70-100% | 100% | \$57 | \$23 | \$28 | 100% | \$10 | 75% | | |
| Each additional 5 feet of height | 3 | \$54 | 50% | \$132 | 37% | 70-100% | 100% | \$109 | \$354 | \$55 | 100% | \$222 | 168% | \$560 | \$1,389 |
| Patio Cover (includes ICC Products) | 7 | \$102 | 96% | \$167 | 44% | 70-100% | 100% | \$106 | \$377 | \$4 | 4% | \$210 | 126% | \$1,879 | \$3,383 |
| New Arbor/Trellis | 9 | \$178 | | \$274 | | 70-100% | 100% | \$330 | \$472 | \$152 | 85% | \$198 | 72% | \$4,069 | \$7,219 |
| Outdoor Kitchen/BBQ | 18 | \$207 | | \$287 | | 70-100% | 100% | \$415 | \$475 | \$208 | 101% | \$188 | 65% | \$8,891 | \$16,023 |
| Shed (up to 120 sq. ft. with no MEP) | 3 | \$293 | | \$274 | | 70-100% | 100% | \$500 | \$403 | \$208 | 71% | \$129 | 47% | \$1,700 | \$2,710 |
| Cellular/Mobile Phone, free-standing | 2 | \$248 | 23% | \$127 | 28% | 70-100% | 100% | \$1,097 | \$452 | \$849 | 342% | \$325 | 255% | \$751 | \$3,097 |
| Cellular Tower with Equipment Shelter | 2 | \$626 | 37% | \$198 | 36% | 70-100% | 100% | \$1,693 | \$544 | \$1,067 | 171% | \$346 | 175% | \$1,648 | \$4,475 |
| Non-Residential Projects of 5,000 square feet or greater | | \$839 | n/a | \$262 | n/a | 70-100% | 100% | Remove | Remove | N/A | N/A | N/A | N/A | | |
| Water feature/ fountain - built in | 2 | \$238 | | \$327 | | 70-100% | 100% | \$500 | \$403 | \$262 | 110% | \$76 | 23% | \$1,130 | \$1,806 |
| Antennas on an existing tower | 1 | \$230 | | \$250 | | 70-100% | 100% | \$500 | \$593 | \$270 | 118% | \$343 | 137% | \$480 | \$1,094 |
| ALTERATION FOR NON-RESIDENTIAL STRUCTURES | | | | | | | | | | | | | | | |
| Close Existing Openings | 1 | \$39 | n/a | \$88 | n/a | 70-100% | 100% | Remove | Remove | N/A | N/A | N/A | N/A | | |
| Siding - Other than stucco (per story) | 4 | \$79 | 56% | \$170 | 42% | 70-100% | 100% | \$142 | \$403 | \$63 | 80% | \$233 | 137% | \$995 | \$2,179 |
| Stone and Brick Veneer (interior or exterior) First 50 lf | | \$92 | 49% | \$170 | 42% | 70-100% | 100% | \$188 | \$403 | \$96 | 104% | \$233 | 137% | | |
| Stone and Brick Veneer (interior or exterior) Each Additional 50 lineal feet | | \$0 | n/a | \$13 | 56% | 70-100% | 100% | | \$23 | \$0 | 0% | \$10 | 78% | | |
| All Other - First 50 lineal feet | 5 | \$92 | 55% | \$170 | 42% | 70-100% | 100% | \$169 | \$403 | \$77 | 83% | \$233 | 137% | \$1,312 | \$2,860 |
| All Other - Each Additional 50 lineal feet | | | n/a | \$13 | 57% | 70-100% | 100% | | \$23 | \$0 | 0% | \$10 | 75% | | |
| Stucco Applications | 1 | \$51 | 59% | \$170 | 42% | 70-100% | 100% | \$87 | \$403 | \$36 | 70% | \$233 | 137% | \$222 | \$490 |
| Signs | | | | | | 70-100% | 100% | | | | | | | | |
| Permanent | 5 | \$221 | 50% | \$170 | 42% | 70-100% | 100% | \$442 | \$403 | \$222 | 100% | \$233 | 137% | \$1,954 | \$4,227 |
| Wall/Awning Sign, Non-Electric | 4 | \$94 | 42% | \$76 | 30% | 70-100% | 100% | \$226 | \$256 | \$132 | 140% | \$180 | 237% | \$680 | \$1,926 |
| Wall, Electric | 12 | \$153 | 40% | \$102 | 34% | 70-100% | 100% | \$384 | \$302 | \$232 | 152% | \$200 | 195% | \$3,060 | \$8,237 |
| Skylight (Commercial each) | | \$137 | 41% | \$221 | 47% | 70-100% | 100% | \$337 | \$472 | \$199 | 145% | \$251 | 114% | | |
| Storage Racks each set of plans (Non-Residential) | | \$139 | 36% | \$119 | 36% | 70-100% | 100% | \$391 | \$331 | \$252 | 182% | \$212 | 178% | | |
| Photovoltaic System, Non-Residential up to 50KW | | No Charge | | No Charge | | 0-30% | 100% | State Limit | - | n/a | n/a | n/a | n/a | | |
| Photovoltaic System, Non-Residential above 50KW | | No Charge | | No Charge | | 0-30% | 100% | State Limit | - | n/a | n/a | n/a | n/a | | |
| ALTERATION FOR RESIDENTIAL STRUCTURES | | | | | | | | | | | | | | | |
| Remodel | | | | | | | | | | | | | | | |
| Residential Bathroom Remodel (Non-Structural, remove and replace cabinets) | 63 | \$178 | 51% | \$300 | 51% | 70-100% | 100% | \$350 | \$593 | \$172 | 97% | \$293 | 98% | \$30,138 | \$59,453 |
| Residential Kitchen Remodel (Non-Structural, remove and replace cabinets) | 27 | \$178 | 51% | \$284 | 50% | 70-100% | 100% | \$350 | \$564 | \$172 | 97% | \$281 | 99% | \$12,471 | \$24,701 |
| Non-Structural Dry Rot Repair | 4 | \$139 | | \$246 | | 70-100% | 100% | \$318 | \$472 | \$179 | 129% | \$226 | 92% | \$1,540 | \$3,159 |
| Seismic Upgrade (does not include foundation repair) | 40 | \$168 | | \$140 | | 70-100% | 100% | \$309 | \$465 | \$141 | 84% | \$326 | 233% | \$12,320 | \$30,992 |
| Siding - Other than stucco (per story) | 1 | \$79 | 56% | \$170 | 42% | 70-100% | 100% | \$142 | \$403 | \$63 | 80% | \$233 | 137% | \$249 | \$545 |
| Stone and Brick Veneer (interior or exterior) First 50 lineal feet | | \$92 | 49% | \$170 | 42% | 70-100% | 100% | \$188 | \$403 | \$96 | 104% | \$233 | 137% | | |

**Menlo Park - 2026
Building - Misc Items**

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit | % Change Permit | Current Revenue: Combined PC and Permit | Proposed Revenue: Combined PC and Permit |
|---|---------------|--------------------|-------------------------|----------------|-------------------------|-------------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|-----------------------------|-----------------|---|--|
| Stone and Brick Veneer (interior or exterior) Each Additional 50 lineal feet | | -0- | n/a | \$13 | 57% | 70-100% | 100% | | \$23 | \$0 | 0% | \$10 | 75% | | |
| All Other - First 50 lineal feet | | \$92 | 55% | \$170 | 42% | 70-100% | 100% | \$169 | \$403 | \$77 | 83% | \$233 | 137% | | |
| All Other - Each Additional 50 lineal feet | | | n/a | \$13 | 57% | 70-100% | 100% | \$0 | \$23 | \$0 | 0% | \$10 | 75% | | |
| Stucco Applications | | \$51 | 59% | \$170 | 42% | 70-100% | 100% | \$87 | \$403 | \$36 | 70% | \$233 | 137% | | |
| Insulation and Sheetrock in Garage | 7 | \$139 | | \$166 | | 70-100% | 100% | \$309 | \$465 | \$171 | 123% | \$299 | 180% | \$2,133 | \$5,424 |
| Fireplace (masonry or pre-fab) | 11 | \$39 | | \$219 | | 70-100% | 100% | \$87 | \$403 | \$48 | 122% | \$183 | 84% | \$2,845 | \$5,391 |
| Photovoltaic System, Residential | | \$0 | n/a | \$0 | n/a | 70-100% | 100% | State Limit | State Limit | n/a | n/a | n/a | n/a | | |
| Skylight (First two) | 2 | \$137 | 43% | \$221 | 47% | 70-100% | 100% | \$318 | \$472 | \$180 | 131% | \$251 | 114% | \$716 | \$1,580 |
| Each additional | | \$68 | | \$110 | | 70-100% | 100% | \$159 | \$236 | \$91 | 133% | \$126 | 115% | | |
| Window or Sliding Glass Door (first 5) | 28 | \$151 | 40% | \$294 | 46% | 70-100% | 100% | \$381 | \$638 | \$230 | 152% | \$345 | 117% | \$12,450 | \$28,546 |
| Each additional | | | n/a | \$26 | 57% | 70-100% | 100% | \$0 | \$46 | \$0 | 0% | \$20 | 75% | | |
| Bay Window each (Non-Structural or remove and replace) | | \$141 | 45% | \$195 | 42% | 70-100% | 100% | \$309 | \$465 | \$169 | 120% | \$271 | 139% | | |
| Handrail / Guardrail | | \$168 | | \$220 | | 70-100% | 100% | \$309 | \$465 | \$141 | 84% | \$245 | 112% | | |
| DEMOLITION | | | | | | | | | | | | | | | |
| Demolition - Residential | 38 | \$203 | 57% | \$181 | 71% | 70-100% | 100% | \$354 | \$256 | \$150 | 74% | \$74 | 41% | \$14,622 | \$23,163 |
| Demolition - Multifamily | 1 | \$149 | | \$101 | | 70-100% | 100% | \$212 | \$153 | \$64 | 43% | \$53 | 52% | \$249 | \$366 |
| Demolition - Commercial | 12 | \$149 | 42% | \$127 | 42% | 70-100% | 100% | \$354 | \$302 | \$205 | 138% | \$175 | 137% | \$3,309 | \$7,869 |
| Demolition - Pool | 8 | \$149 | | \$101 | | 70-100% | 100% | \$212 | \$153 | \$64 | 43% | \$53 | 52% | \$1,995 | \$2,926 |
| GRADING | | | | | | | | | | | | | | | |
| Grading (Cut and Fill): | | | | | | | 100% | | | | | | | | |
| 0-50 Cubic Yards (Cut and Fill) | | \$307 | | \$331 | | 70-100% | 100% | \$307 | \$331 | \$0 | 0% | \$0 | 0% | | |
| 51-100 Cubic Yards | | \$161 | | \$31 | | 70-100% | 100% | \$161 | \$31 | \$0 | 0% | \$0 | 0% | | |
| Each Additional 100 Cubic Yards or portion thereof | | \$44 | | \$8 | | 70-100% | 100% | \$44 | \$8 | \$0 | 0% | \$0 | 0% | | |
| 1,000 Cubic Yards (minimum) | | \$825 | | \$859 | | 70-100% | 100% | \$825 | \$859 | \$0 | 0% | \$0 | 0% | | |
| Each Additional 1,000 Cubic Yards or portion thereof | | \$102 | | \$41 | | 70-100% | 100% | \$102 | \$41 | \$0 | 0% | \$0 | 0% | | |
| 10,000 Cubic Yards (minimum) | | \$2,272 | | \$2,514 | | 70-100% | 100% | \$2,272 | \$2,514 | \$0 | 0% | \$0 | 0% | | |
| Each Additional 10,000 Cubic Yards or portion thereof | | \$102 | | \$83 | | 70-100% | 100% | \$102 | \$83 | \$0 | 0% | \$0 | 0% | | |
| 100,000 Cubic Yards (minimum) | | \$3,715 | | \$3,973 | | 70-100% | 100% | \$3,715 | \$3,973 | \$0 | 0% | \$0 | 0% | | |
| Each Additional 10,000 Cubic Yards or portion thereof | | \$102 | | \$83 | | 70-100% | 100% | \$102 | \$83 | \$0 | 0% | \$0 | 0% | | |
| RE-ROOF | | | | | | | | | | | | | | | |
| Re-roofing - Residential (Single and Multi Family) | 249 | \$51 | 59% | \$101 | 44% | 70-100% | 100% | \$87 | \$229 | \$36 | 70% | \$128 | 127% | \$37,919 | \$78,629 |
| Re-roofing - Commercial: | | | | | | | 100% | | | | | | | | |
| Composition - no tear off | | \$51 | 59% | \$114 | 73% | 70-100% | 100% | \$87 | \$156 | \$36 | 70% | \$42 | 37% | | |
| Other roofs (first 10 squares) | 18 | \$51 | 59% | \$114 | 45% | 70-100% | 100% | \$87 | \$252 | \$36 | 70% | \$138 | 121% | \$2,978 | \$6,099 |
| Each additional 10 squares | | -0- | n/a | \$26 | 57% | 70-100% | 100% | \$0 | \$46 | \$0 | 0% | \$20 | 75% | | |
| Re-roofing - Accessory | | \$51 | 59% | \$101 | 44% | 70-100% | 100% | \$87 | \$229 | \$36 | 70% | \$128 | 127% | | |
| SWIMMING POOLS | | | | | | | | | | | | | | | |
| First round reviews are included in the plan check base price. Each subsequent round of review will be charged to the applicant. | | | | | | | | | | | | | | | |
| Swimming Pool / Spa (residential): | | | | | | | | | | | | | | | |
| Vinyl-lined / fiberglass | 1 | \$207 | 44% | \$236 | 46% | 70-100% | 100% | \$474 | \$517 | \$267 | 129% | \$281 | 119% | \$443 | \$992 |
| Gunite (all residential pools that do not require a soils investigation.) | 24 | \$238 | 45% | \$327 | 50% | 70-100% | 100% | \$528 | \$659 | \$289 | 121% | \$332 | 102% | \$13,561 | \$28,468 |
| Gunite (residential pools that require a soils investigation.) | 8 | \$260 | 35% | \$327 | 50% | 70-100% | 100% | \$734 | \$659 | \$474 | 183% | \$332 | 102% | \$4,691 | \$11,142 |
| Spa or Hot Tub (Residential, Pre-fabricated) | 15 | \$94 | 26% | \$140 | 61% | 70-100% | 100% | \$366 | \$229 | \$272 | 289% | \$88 | 63% | \$3,516 | \$8,919 |
| Commercial pool (up to 800 sf) | | \$413 | 42% | \$1,169 | 61% | 70-100% | 100% | \$992 | \$1,914 | \$579 | 140% | \$744 | 64% | | |
| Each additional 800 sf | | -0- | | \$26 | | 70-100% | 100% | | \$26 | \$0 | 0% | \$0 | 0% | | |
| HOURLY INSPECTION RATES | | | | | | | | | | | | | | | |
| Disabled Access Compliance Inspection / handicap ramps, parking | 1 | -0- | n/a | \$204 | n/a | 70-100% | 100% | n/a | \$289 | \$0 | 0% | \$84 | 41% | | |
| Re-Inspection Fee and Inspection Cancellation Fee (first 1/2 hour) | 5 | -0- | n/a | \$132 | n/a | 70-100% | 100% | n/a | \$144 | \$0 | 0% | \$12 | 9% | | |

Menlo Park - 2026
Building - Misc Items

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit | % Change Permit | Current Revenue: Combined PC and Permit | Proposed Revenue: Combined PC and Permit |
|---|---------------|--------------------|-------------------------|----------------|-------------------------|--------------------------------|--|-----------------------------|-------------------------|---------------------------------|---------------------|-----------------------------|-----------------|---|--|
| Each Additional 1/2 hour | | -0- | n/a | \$82 | n/a | 70-100% | 100% | n/a | \$144 | \$0 | 0% | \$62 | 75% | | |
| After Hours Inspection (first hour, one hour minimum) | 16 | -0- | n/a | \$214 | n/a | 70-100% | 100% | n/a | \$433 | \$0 | 0% | \$218 | 102% | | |
| Each additional hour | | -0- | n/a | \$165 | n/a | 70-100% | 100% | n/a | \$433 | \$0 | 0% | \$268 | 163% | | |
| Non-scheduled Inspection Fee (first 1/2 hour) | | NEW | | NEW | NEW | Not included in current policy | 100% | -0- | \$144 | N/A | N/A | N/A | N/A | | |
| Each Additional 1/2 hour | | NEW | | NEW | NEW | Not included in current policy | 100% | -0- | \$144 | N/A | N/A | N/A | N/A | | |
| CERTIFICATE OF COMPLIANCE | | | | | | | | | | | | | | | |
| Certificate of Occupancy and Temporary Certificate of Occupancy | | NEW | n/a | N/A | n/a | Not included in current policy | 100% | \$682 | \$0 | N/A | N/A | N/A | N/A | | |
| TOTAL MISCELLANEOUS ITEMS FEE REVENUE | | | | | | | TOTAL MISCELLANEOUS ITEMS FEE REVENUE | | | | | | | \$206,292 | \$429,443 |

| Menlo Park - 2026 | | | | | | | | | | | | | | | |
|--|---------------|--------------------|-------------------------|----------------|-------------------------|-------------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|---------------------------------|---------------------|---|--|
| Building - Mechanical Fees | | | | | | | | | | | | | | | |
| PER UNIT ANALYSIS | | | | | | | | | | | | | | | |
| ANNUALIZED PROJECTIONS | | | | | | | | | | | | | | | |
| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit Fee | % Change Permit Fee | Current Revenue: Combined PC and Permit | Proposed Revenue: Combined PC and Permit |
| ADMINISTRATIVE | | | | | | | | | | | | | | | |
| Permit Issuance | 167 | \$66 | N/A | N/A | N/A | 70-100% | 100% | \$66 | | \$0 | 0% | \$0 | 0% | \$11,022 | \$11,022 |
| Supplemental Permit Issuance | | \$307 | N/A | N/A | N/A | 70-100% | 100% | \$307 | | \$0 | 0% | \$0 | 0% | | |
| Stand Alone Mechanical Plan Check (hourly rate) | | \$171 | N/A | N/A | N/A | 70-100% | 100% | \$171 | | \$0 | 0% | \$0 | 0% | | |
| Mechanical Inspections (per hour) | | \$173 | N/A | N/A | N/A | 70-100% | 100% | \$173 | | \$0 | 0% | \$0 | 0% | | |
| Heating | | | | | | | | | | | | | | | |
| FAU - Residential - Install new, relocate, or replace including ducts and vents up to and including 100,000 BTU (each) | 1 | \$41 | 10% | \$117 | 62% | 70-100% | 100% | \$413 | \$188 | \$372 | 898% | \$70 | 38% | \$50 | \$250 |
| FAU - Residential - Install new, relocate, or replace including attaching existing ducts and vents over 100,000 BTU (each) | 37 | \$42 | 30% | \$118 | 73% | 70-100% | 100% | \$140 | \$162 | \$99 | 236% | \$44 | 27% | \$5,902 | \$11,172 |
| FAU - Non-Residential - Install new, relocate, or replace including ducts and vents up to and including 100,000 BTU (each) | 4 | \$111 | 25% | \$154 | 66% | 70-100% | 100% | \$451 | \$234 | \$339 | 305% | \$80 | 34% | \$1,059 | \$2,737 |
| FAU - Non-Residential - Replace, including attaching existing ducts and vents over 100,000 BTU (each) | 1 | \$84 | 23% | \$154 | 66% | 70-100% | 100% | \$362 | \$234 | \$278 | 331% | \$80 | 34% | \$238 | \$596 |
| Wall or Floor Heater - Install new or relocate, including vents up to and including 100,000 BTU (each) | 3 | \$69 | 23% | \$102 | 63% | 70-100% | 100% | \$297 | \$162 | \$229 | 333% | \$59 | 37% | \$513 | \$1,376 |
| Wall or Floor Heater - Replace existing, including attaching existing vents over 100,000 BTU (each) | | \$41 | 20% | \$102 | 63% | 70-100% | 100% | \$209 | \$162 | \$167 | 404% | \$59 | 37% | | |
| Suspended Heater - Install new, relocate, or replace including vents up to and including 100,000 BTU (each) | | \$111 | 27% | \$102 | 63% | 70-100% | 100% | \$416 | \$162 | \$305 | 274% | \$59 | 37% | | |
| Suspended Heater - Install new, relocate, or replace including vents over 100,000 BTU (each) | | \$84 | 26% | \$102 | 63% | 70-100% | 100% | \$328 | \$162 | \$244 | 290% | \$59 | 37% | | |
| Appliance Vent - Install or replace vent not included in an appliance permit (each) | | \$69 | 26% | \$78 | 66% | 70-100% | 100% | \$263 | \$118 | \$194 | 283% | \$41 | 34% | | |
| Ducts - Install new or replace existing ducts not included in an appliance permit | | \$55 | 20% | \$78 | 66% | 70-100% | 100% | \$270 | \$118 | \$215 | 391% | \$41 | 34% | | |
| Repair / Alteration / Addition to each heating appliance or each heating system including the installation of controls regulated by this code. | | \$69 | N/A | \$78 | N/A | 70-100% | 100% | \$229 | \$118 | \$161 | 234% | \$41 | 34% | | |
| Mini Splits | 24 | \$119 | N/A | \$152 | N/A | 70-100% | 100% | \$229 | \$234 | \$110 | 93% | \$82 | 35% | \$6,504 | \$11,115 |
| Package Units | 1 | \$119 | N/A | \$152 | N/A | 70-100% | 100% | \$229 | \$234 | \$110 | 93% | \$82 | 35% | \$271 | \$463 |
| Electric Heat Pump | 65 | \$110 | N/A | \$208 | N/A | 70-100% | 100% | \$229 | \$286 | \$119 | 109% | \$78 | 27% | \$20,670 | \$33,479 |
| Cooling | | | | | | | | | | | | | | | |
| New Air conditioner to 5 tons condenser and coils (each) | 38 | \$84 | 29% | \$78 | 66% | 70-100% | 100% | \$294 | \$118 | \$210 | 250% | \$41 | 34% | \$6,141 | \$15,657 |
| Air-handling unit, new - up to 10,000 CFM, including attached ducts (each) | 18 | \$127 | 35% | \$183 | 64% | 70-100% | 100% | \$362 | \$286 | \$235 | 186% | \$102 | 36% | \$5,577 | \$11,656 |
| Air-handling unit, new - over 10,000 CFM, including attached ducts (each) | | \$154 | 37% | \$224 | 63% | 70-100% | 100% | \$416 | \$358 | \$263 | 171% | \$133 | 37% | | |
| Evaporative cooler, new - other than portable type (each) | | \$127 | 35% | \$140 | 67% | 70-100% | 100% | \$362 | \$211 | \$235 | 186% | \$70 | 33% | | |
| Appliance Vent - Install or replace vent not included in an appliance permit (each) | | \$69 | 26% | \$78 | 66% | 70-100% | 100% | \$263 | \$118 | \$194 | 283% | \$41 | 34% | | |
| Ducts - Install new or replace existing ducts not included in an appliance permit | | \$55 | 20% | \$78 | 66% | 70-100% | 100% | \$270 | \$118 | \$215 | 391% | \$41 | 34% | | |

Menlo Park - 2026

Building - Mechanical Fees

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit Fee | % Change Permit Fee | Current Revenue: Combined PC and Permit | Proposed Revenue: Combined PC and Permit |
|--|---------------|--------------------|-------------------------|----------------|-------------------------|-------------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|---------------------------------|---------------------|---|--|
| Repair / Alteration / Addition to each refrigeration unit, cooling unit, absorption unit, or each cooling, absorption, or evaporative cooling system, including the installation of controls regulated by this code. | | \$69 | 26% | \$78 | 66% | 70-100% | 100% | \$263 | \$118 | \$194 | 283% | \$41 | 34% | | |
| Chiller | | \$198 | N/A | \$240 | N/A | 70-100% | 100% | \$229 | \$358 | \$31 | 16% | \$118 | 33% | | |
| Boilers and Compressors | | | | | | | | | | | | | | | |
| Install/Relocate boiler or compressor, up to and including 3HP, or each absorption system up to and including 100,000 Btu/h (each) | 3 | \$69 | 28% | \$78 | 66% | 70-100% | 100% | \$246 | \$118 | \$177 | 258% | \$41 | 34% | \$439 | \$1,093 |
| Install/Relocate each boiler or compressor, over 3HP and up to and including 15 HP, or each absorption system over 100,000 Btu/h and up to and including 500,000 Btu/h (each) | 2 | \$96 | 32% | \$127 | 68% | 70-100% | 100% | \$301 | \$188 | \$205 | 213% | \$60 | 32% | \$446 | \$976 |
| Install/Relocate each boiler or compressor, over 15 HP and up to and including 30 HP, or each absorption system over 500,000 Btu/h and up to and including 1,000,000 Btu/h (each) | | \$127 | 35% | \$127 | 68% | 70-100% | 100% | \$362 | \$188 | \$235 | 186% | \$60 | 32% | | |
| Install/Relocate each boiler or compressor, over 30 HP and up to and including 50 HP, or each absorption system over 1,000,000 Btu/h and up to and including 1,750,000 Btu/h (each) | | \$127 | 35% | \$155 | 66% | 70-100% | 100% | \$362 | \$237 | \$235 | 186% | \$81 | 34% | | |
| Install/Relocate each boiler or compressor, over 50 HP, or each absorption system over 1,750,000 Btu/h (each) | 2 | \$154 | 37% | \$224 | 63% | 70-100% | 100% | \$416 | \$358 | \$263 | 171% | \$133 | 37% | \$757 | \$1,548 |
| Hoods & Ventilation Fans | | | | | | | | | | | | | | | |
| Ventilation fan, new - connected to a single duct (each) | 1 | \$69 | 39% | \$78 | 66% | 70-100% | 100% | \$178 | \$118 | \$109 | 159% | \$41 | 34% | \$146 | \$296 |
| Hood, served by mechanical exhaust - Installation, including ducts (each) | | \$123 | 35% | \$154 | 66% | 70-100% | 100% | \$355 | \$234 | \$232 | 188% | \$80 | 34% | | |
| Each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit | | N/A | N/A | \$140 | N/A | 70-100% | 100% | | \$234 | \$0 | 0% | \$93 | 40% | | |
| Miscellaneous | | | | | | | | | | | | | | | |
| Incinerator, commercial or industrial type - Install or Relocate (each) | | \$123 | 35% | \$249 | 65% | 70-100% | 100% | \$355 | \$381 | \$232 | 188% | \$132 | 35% | | |
| Domestic Type Incinerator - Install or Relocate (each) | | \$123 | N/A | \$119 | N/A | 70-100% | 100% | \$229 | \$188 | \$106 | 86% | \$69 | 37% | | |
| 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 (each) | 1 | \$157 | 39% | \$140 | 100% | 70-100% | 100% | \$404 | \$140 | \$248 | 158% | \$0 | 0% | \$297 | \$545 |
| *As part of the implementation of Climate Action Plan (CAP) strategy No. 1, the City does not currently collect plan check or permit fees for building permits for the electrification of existing buildings. | | | | | | | | | | | | | | | |
| TOTAL MECHANICAL REVENUE | | | | | | | | | | | | | | <u>\$60,031</u> | <u>\$103,981</u> |

Menlo Park - 2026

Building - Electrical Fees

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit Fee | % Change Permit Fee | Current Revenue Combined PC and Permit | Proposed Revenue Combined PC and Permit |
|---|---------------|--------------------|-------------------------|----------------|-------------------------|-------------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|---------------------------------|---------------------|--|---|
| ADMINISTRATIVE | | | | | | | | | | | | | | | |
| Permit Issuance | 475 | | \$66 | | N/A | 70-100% | 100% | \$66 | | \$0 | 0% | \$0 | 0% | \$31,350 | \$31,350 |
| Supplemental Permit Issuance | | | \$307 | | N/A | 70-100% | 100% | \$307 | | \$0 | 0% | \$0 | 0% | | |
| Stand Alone Electrical Plan Check (hourly rate) | | | \$171 | | N/A | 70-100% | 100% | \$171 | | \$0 | 0% | \$0 | 0% | | |
| Electrical Inspections (per hour) | | | \$173 | | N/A | 70-100% | 100% | \$173 | | \$0 | 0% | \$0 | 0% | | |
| ELECTRICAL PERMIT FEES | | | | | | | | | | | | | | | |
| Systems | | | | | | | | | | | | | | | |
| Re-wiring of a Single/Multifamily residential homes (Gas heated) | 2 | \$0.02/sq. ft. | | \$0.10/ sq.ft. | N/A | 70-100% | 100% | \$0.02/sq. ft. | \$0.10/ sq.ft. | \$0 | 0% | \$0 | 0% | \$600 | |
| Re-wiring of a Single/Multifamily residential homes (electric heated) | 2 | \$0.035/sq. ft. | | \$0.10/ sq.ft. | N/A | 70-100% | 100% | \$0.035/sq. ft. | \$0.10/ sq.ft. | \$0 | 0% | \$0 | 0% | \$675 | |
| New Electrical Components to Existing Private Residential Swimming Pool | | \$84 | 23% | \$188 | 45% | 70-100% | 100% | \$360 | \$418 | \$276 | 329% | \$230 | 55% | | |
| Services | | | | | | | | | | | | | | | |
| Services of 600 volts or less and not over 200 amperes in rating (each) | 142 | \$41 | 15% | \$78 | 35% | 70-100% | 100% | \$277 | \$225 | \$235 | 568% | \$147 | 65% | \$16,901 | \$71,193 |
| Services of 600 volts or less and over 200 amperes to 1000 amperes in rating (each) | 15 | \$127 | 74% | \$78 | 11% | 70-100% | 100% | \$170 | \$730 | \$44 | 35% | \$652 | 89% | \$3,063 | \$13,499 |
| Services over 600 volts or over 1000 amperes in rating (each) | | \$127 | 74% | \$145 | 18% | 70-100% | 100% | \$170 | \$825 | \$44 | 35% | \$680 | 82% | | |
| Sub-Panels (each) | 51 | \$84 | N/A | \$78 | 35% | 70-100% | 100% | \$229 | \$225 | \$145 | 173% | \$147 | 65% | \$8,241 | \$23,158 |
| Temporary Service power pole or pedestal | 48 | N/A | N/A | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$0 | 0% | \$147 | 65% | | \$14,152 |
| Electrical Service or Switch Gear w/ New Pedestal | | \$210 | N/A | \$224 | N/A | 70-100% | 100% | \$229 | \$225 | \$19 | 9% | \$1 | 0% | | |
| Conduits, Conductors, Switches, Outlets, and Fixed Lighting | | | | | | | | | | | | | | | |
| Conduit/Wiring | 183 | \$41 | 59% | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$147 | 65% | \$21,781 | \$53,953 |
| Bus way: Trolley and plug-in-type bus ways - each 100 feet or fraction thereof | 1 | \$14 | N/A | \$78 | 35% | 70-100% | 100% | \$0 | \$225 | -\$14 | -100% | \$147 | 65% | \$91 | \$225 |
| Receptacle, Switch, and Lighting Outlets - First 20 (or portion thereof) | 19 | \$84 | 54% | \$78 | 35% | 70-100% | 100% | \$155 | \$225 | \$71 | 85% | \$147 | 65% | \$3,070 | \$7,220 |
| Each Additional 10 (or portion thereof) | | \$14 | 50% | \$13 | 57% | 70-100% | 100% | \$27 | \$23 | \$14 | 100% | \$10 | 43% | | |
| Lighting Fixtures, sockets, or other lamp-holding devices - First 10 | 19 | \$111 | 53% | \$78 | 35% | 70-100% | 100% | \$210 | \$225 | \$99 | 89% | \$147 | 65% | \$3,588 | \$8,257 |
| Each additional 10 (or portion thereof) | | \$14 | 50% | \$26 | 57% | 70-100% | 100% | \$27 | \$46 | \$14 | 100% | \$20 | 43% | | |
| Pole or platform-mounted lighting fixtures (each) | 1 | \$111 | 53% | \$114 | 42% | 70-100% | 100% | \$210 | \$271 | \$99 | 89% | \$157 | 58% | \$225 | \$481 |
| Theatrical-type lighting fixtures or assemblies (each) | | \$152 | 52% | \$142 | 44% | 70-100% | 100% | \$292 | \$320 | \$140 | 92% | \$178 | 56% | | |
| Appliances: Hard wired Residential appliances and self-contained factory-wired, nonresidential appliances not included in Power Apparatus Schedule. (each) | 2 | \$41 | 59% | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$147 | 65% | \$238 | \$590 |

Menlo Park - 2026

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

Building - Electrical Fees

| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit Fee | % Change Permit Fee | Current Revenue Combined PC and Permit | Proposed Revenue Combined PC and Permit |
|---|---------------|--------------------|-------------------------|----------------|-------------------------|-------------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|---------------------------------|---------------------|--|---|
| EV Car Charger (Residential) 1 - 10 units | | \$71 | N/A | \$93 | N/A | 70-100% | 100% | \$229 | \$320 | \$158 | 223% | \$227 | 71% | | |
| EV Car Charger (Non residential) 1 - 10 units | | \$143 | N/A | \$157 | N/A | 70-100% | 100% | \$229 | \$418 | \$86 | 60% | \$261 | 62% | | |
| Battery Storage | | \$84 | N/A | \$88 | N/A | 70-100% | 100% | \$229 | \$320 | \$145 | 173% | \$232 | 72% | | |
| Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth | 3 | \$73 | 68% | \$88 | 82% | 70-100% | 100% | \$107 | \$106 | \$35 | 48% | \$19 | 18% | \$481 | \$640 |
| Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows: | | | | | | | | | | | | | | | |
| Rating in horsepower (HP), kilowatts (KW), or kilovolt-amperes (KVA), or kilovolt-amperes-reactive (KVAR): | | | | | | | | | | | | | | | |
| Up to and including 1 (each) | 8 | \$69 | 28% | \$91 | 40% | 70-100% | 100% | \$246 | \$225 | \$177 | 258% | \$134 | 60% | \$1,276 | \$3,766 |
| Over 1 and not over 10 (each) | 10 | \$84 | 30% | \$78 | 35% | 70-100% | 100% | \$277 | \$225 | \$193 | 230% | \$147 | 65% | \$1,616 | \$5,014 |
| Over 10 and not over 50 (each) | 3 | \$98 | 32% | \$78 | 35% | 70-100% | 100% | \$304 | \$225 | \$206 | 211% | \$147 | 65% | \$526 | \$1,586 |
| Over 50 and not over 100 (each) | 1 | \$127 | 35% | \$88 | 39% | 70-100% | 100% | \$362 | \$225 | \$235 | 186% | \$137 | 61% | \$214 | \$587 |
| Over 100 (each) | 1 | \$169 | 71% | \$88 | 39% | 70-100% | 100% | \$239 | \$225 | \$69 | 41% | \$137 | 61% | \$257 | \$463 |
| Signs, Outline Lighting, and Marquees | | | | | | | | | | | | | | | |
| Signs, Outline Lighting, or Marquees supplied from one branch circuit (each) | 3 | \$69 | 20% | \$78 | 35% | 70-100% | 100% | \$348 | \$225 | \$280 | 407% | \$147 | 65% | \$439 | \$1,719 |
| Additional branch circuits within the same sign, outline lighting system, or marquee (each) | | \$14 | 50% | \$78 | 35% | 70-100% | 100% | \$27 | \$225 | \$14 | 100% | \$147 | 65% | | |
| Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays, and attractions. | | | | | | | | | | | | | | | |
| Each electric generator and electrically-driven rides | | \$96 | 53% | \$129 | 43% | 70-100% | 100% | \$179 | \$297 | \$83 | 87% | \$168 | 57% | | |
| Mechanically-driven rides and walk-through attractions or displays having electric lighting (each) | | \$127 | 53% | \$129 | 43% | 70-100% | 100% | \$241 | \$297 | \$114 | 90% | \$168 | 57% | | |
| Each system of area and booth lighting | | \$55 | 56% | \$114 | 42% | 70-100% | 100% | \$97 | \$271 | \$42 | 77% | \$157 | 58% | | |
| Temporary distribution system and temporary lighting and receptacle outlets for non-construction related activities | | \$55 | 56% | \$91 | 37% | 70-100% | 100% | \$97 | \$248 | \$42 | 77% | \$157 | 63% | | |
| *As part of the implementation of Climate Action Plan (CAP) strategy No. 1, the City does not currently collect plan check or permit fees for building permits for the electrification of existing buildings. | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | \$94,632 | \$237,850 |
| TOTAL ELECTRICAL REVENUE | | | | | | | | | | | | | | | |

Menlo Park - 2026

Building - Plumbing Fees

PER UNIT ANALYSIS

ANNUALIZED PROJECTIONS

| Fee Category | Annual Volume | Current Plan Check | Current Cost Recovery % | Current Permit | Current Cost Recovery % | User Fee Cost Recovery Policy | Proposed Cost Recovery | Proposed Fee Plan Check Fee | Proposed Fee Permit Fee | Actual Dollar Change Plan Check | % Change Plan Check | Actual Dollar Change Permit Fee | % Change Permit Fee | Current Revenue Combined PC and Permit | Proposed Revenue Combined PC and Permit |
|---|---------------|--------------------|-------------------------|----------------|-------------------------|-------------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|---------------------|---------------------------------|---------------------|--|---|
| ADMINISTRATIVE | | | | | | | | | | | | | | | |
| Permit Issuance | 155 | | \$66 | | N/A | 70-100% | 100% | \$66 | | \$0 | 0% | \$0 | 0% | \$10,230 | \$10,230 |
| Supplemental Permit Issuance | | | \$307 | | N/A | 70-100% | 100% | \$307 | | \$0 | 0% | \$0 | 0% | | |
| Stand Alone Plumbing Plan Check (hourly rate) | | | \$171 | | N/A | 70-100% | 100% | \$171 | | \$0 | 0% | \$0 | 0% | | |
| Plumbing Inspections (per hour) | | | \$173 | | N/A | 70-100% | 100% | \$173 | | \$0 | 0% | \$0 | 0% | | |
| Water piping - Installation, alteration, or repair (each) | 29 | \$69 | 98% | \$183 | 82% | 70-100% | 100% | \$70 | \$225 | \$2 | 2% | \$41 | 18% | \$7,306 | \$8,550 |
| Building sewer (each) | 66 | \$41 | 59% | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$147 | 65% | \$7,856 | \$19,458 |
| Drainage or Vent piping - repair or alteration (each fixture) | 5 | \$41 | 59% | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$147 | 65% | \$595 | \$1,474 |
| Rainwater systems (per drain) - inside building | | \$84 | 54% | \$76 | 34% | 70-100% | 100% | \$155 | \$222 | \$71 | 85% | \$146 | 66% | | |
| Gas | | | | | | | | | | | | | | | |
| Gas piping - up to and including 4 outlets | 17 | \$55 | 56% | \$101 | 41% | 70-100% | 100% | \$97 | \$248 | \$42 | 77% | \$147 | 59% | \$2,650 | \$5,868 |
| Gas piping - Over 4 outlets (for each additional outlet) | | \$55 | 29% | \$60 | 34% | 70-100% | 100% | \$189 | \$176 | \$134 | 244% | \$116 | 66% | \$0 | \$0 |
| Water Heaters | | | | | | | | | | | | | | | |
| Water Heater and/or vent (each) | 54 | \$41 | 16% | \$76 | 34% | 70-100% | 100% | \$258 | \$222 | \$216 | 522% | \$146 | 66% | \$6,338 | \$25,887 |
| Solar Water Heater | | -0- | | -0- | | | | | | | | | | | |
| Heat Pump Water Heater | 15 | \$124 | | \$192 | | 70-100% | 100% | \$258 | \$222 | \$134 | 108% | \$30 | 13% | \$4,740 | |
| Traps and Interceptors | | | | | | | | | | | | | | | |
| Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps (each) | | \$69 | 55% | \$183 | 47% | 70-100% | 100% | \$125 | \$392 | \$56 | 82% | \$209 | 53% | | |
| Trap - including water, drainage piping, and backflow protection thereof (each) | 1 | \$69 | 55% | \$78 | 35% | 70-100% | 100% | \$125 | \$225 | \$56 | 82% | \$147 | 65% | \$146 | \$349 |
| Back Flow Preventers | | | | | | | | | | | | | | | |
| Backflow/Atmospheric-type vacuum breaker devices, up to and including 2 inches, not included in other fee services - each 4 units | 2 | \$41 | 59% | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$147 | 65% | \$238 | \$590 |
| Backflow/Atmospheric-type vacuum breaker devices, over 2 inches, not included in other fee services - each 4 units | 1 | \$41 | 59% | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$147 | 65% | \$119 | \$295 |
| Lawn sprinkler system - including backflow protection devices (each system) | | \$41 | 59% | \$78 | 35% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$147 | 65% | | |
| Pool, Spas, and Hot Tubs | | | | | | | | | | | | | | | |
| Pool/Spa/Hot Tub Circulation Piping - Single Family Residential | | \$41 | 59% | \$88 | 39% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$137 | 61% | | |
| Pool/Spa/Hot Tub Circulation Piping - Non-Single Family Residential | | \$41 | 59% | \$88 | 39% | 70-100% | 100% | \$70 | \$225 | \$29 | 70% | \$137 | 61% | | |
| *As part of the implementation of Climate Action Plan (CAP) strategy No. 1, the City does not currently collect plan check or permit fees for building permits for the electrification of existing buildings. | | | | | | | | | | | | | | | |
| TOTAL PLUMBING REVENUE | | | | | | | | | | | | | | \$40,218 | \$72,201 |