

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
CITYWIDE FEES			
First Returned Check	Each	\$25	\$25
Subsequent Returned Check	Each	\$35	\$35
Copies (Citywide):			
Copying of Routine Document	Per Page	\$0.25	\$0.25
Copies of sizes other than 8- ½" by 11" or 8 - ½" by 14" or 11" by 17 or color copies will be charged at cost - To be paid in advance			
Copies of Reports/Statements filed pursuant to Political Reform Act	Per Page	\$0.10	\$0.10
BUILDING			
BUILDING PERMIT FEES BASED ON TOTAL VALUATION			
\$1.00 to \$500.00	Base	\$217.82	\$217.82
\$501.00 to \$2,000.00	Base	\$217.82	\$217.82
\$501.00 to \$2,000.00	Each Additional \$100 or fraction thereof	\$44.43	\$44.43
\$2,001.00 to \$25,000.00	Base	\$884.23	\$884.23
\$2,001.00 to \$25,000.00	Each Additional \$1,000 or fraction thereof	\$16.78	\$16.78
\$25,001.00 to \$50,000.00	Base	\$1,270.28	\$1,270.28
\$25,001.00 to \$50,000.00	Each Additional \$1,000 or fraction thereof	\$50.81	\$50.81
\$50,001.00 to \$100,000.00	Base	\$2,540.55	\$2,540.55
\$50,001.00 to \$100,000.00	Each Additional \$1,000 or fraction thereof	\$50.81	\$50.81
\$100,001.00 to \$500,000.00	Base	\$5,081.11	\$5,081.11
\$100,001.00 to \$500,000.00	Each Additional \$1,000 or fraction thereof	\$8.91	\$8.91
\$500,001.00 to \$1,000,000.00	Base	\$8,643.92	\$8,643.92
\$500,001.00 to \$1,000,000.00	Each Additional \$1,000 or fraction thereof	\$5.84	\$30.52
\$1,000,001 to \$10,000,000	Base	\$11,565.73	\$23,901.87
\$1,000,001 to \$10,000,000	Each Additional \$1,000 or fraction thereof	\$2.52	\$12.61
\$10,000,001 - \$50,000,000	Base	\$34,231.35	\$137,406.30
\$10,000,001 - \$50,000,000	Each Additional \$1,000 or fraction thereof	\$0.93	\$5.08
\$50,000,001 - \$100,000,000	Base	\$71,476.04	\$340,628.08
\$50,000,001 - \$100,000,000	Each Additional \$1,000 or fraction thereof	\$0.93	\$4.52
\$100,000,001+	Base	\$118,141.79	\$566,728.52
\$100,000,001+	Each Additional \$1,000 or fraction thereof	\$0.47	\$2.26
<i>Building Valuation Data Multiplier: The Building Division utilizes the most recently published ICC information with a regional multiplier of 2.29 to determine the valuation of the project.</i>			
OTHER BUILDING PERMIT FEES			
Building inspections outside normal business hours	Per Hour	\$260	\$260
Re-inspection fees (minimum – one hour)	Per Hour	\$224	\$224
General fire inspections for new building and tenant remodels limited to building permits of commercial or multi-family residential	Each	Actual Cost	Actual Cost
Single-Family & Duplex Re-Roof	Each		\$548
Single-Family & Duplex Window Replacement	Each		\$548
City of Burlingame Permit Fee Multiplier	Each	2.29x caculated valuation per ICC table	
PLAN REVIEW FEES			
Basic Fee – Building Division	% of Bldg Permit Fee	65%	65%
Energy Plan Check Fee (where applicable; includes review of Green Points Checklist)	% of Bldg Permit Fee	25%	25%

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Disabled Access Plan Check Fee (where applicable)	% of Bldg Permit Fee	25%	25%
Review of Request for Alternate Materials and Methods	Per Hour	\$282	\$282
Review of Unreasonable Hardship Request	Per Hour	\$282	\$282
Planning Department Plan Check Fee (where applicable)	% of Bldg Permit Fee	25%	25%
Plan Revisions Subsequent to Permit Issuance	Per Hour	\$178	\$178
Engineering Division Plan Review (where applicable)	% of Bldg Permit Fee	25%	25%
<u>Arborist Review:</u>			
Residential	Each	\$333	\$333
Commercial	Each	\$676	\$676
PLUMBING PERMIT FEES			
For issuance of each plumbing permit	Each	\$99	\$99
New Residential Building - including all plumbing fixtures, connections and gas outlets for new single- and multi-family buildings	Per Sq. Ft.	\$0.18	\$0.18
New Commercial Building - including all plumbing fixtures, connections and gas outlets	Per Sq. Ft.	\$0.21	\$0.21
Fixtures and vents			
For each plumbing fixture or trap (including water and waste piping and backflow prevention)	Each	\$19	\$19
<u>Sewer and interceptors</u>			
For each building sewer	Each	\$224	\$224
For each industrial waste pretreatment interceptor (except kitchen-type grease traps)	Each	\$168	\$168
For installation alteration or repair of water piping or water-treatment equipment	Each	\$168	\$168
For each water heater including vent	Each	\$168	\$168
Heat Pump Water Heater*	Each		\$0
<u>Gas Piping Systems</u>			
1-5 Outlets	Base	\$168	\$168
5+ Outlets	Each Outlet	\$4	\$4
<u>Irrigation Systems and Backflow Prevention Devices</u>			
Irrigation systems including backflow device(s)	Each	\$224	\$224
2 inches (50.8 mm) and smaller - other backflow devices	Each	\$299	\$299
Over 2 inches (50.8 mm) - other backflow devices	Each	\$336	\$336
<u>Swimming Pools: For each swimming pool or spa, all plumbing:</u>			
Pool	Each	\$1,192	\$1,192
Spa	Each	\$968	\$968
Miscellaneous - For each appliance or fixture for which no fee is listed	Each	\$112	\$112
Inspections outside normal business hours	Per Hour	\$260	\$260
Re-inspection fees (minimum – one hour)	Per Hour	\$224	\$224
Inspections for which no fee is specifically indicated - (minimum charge is one-half hour)	Per Hour	\$224	\$224
Plan review (where applicable)	% of Plumbing Permit Fee	25%	25%
<small>*Heat Pump fees are currently waived if replacing outdated furnaces for energy efficiency.</small>			
MECHANICAL PERMIT FEES			
Basic Permit Issuance Fee	Each	\$99	\$99
New Residential Building including all mechanical work including appliances, exhaust fans, ducts, and flues	Per Sq. Ft.	\$0.18	\$0.18
New Commercial Building - including all plumbing fixtures, connections and gas outlets	Per Sq. Ft.	\$0.21	\$0.21

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
<u>Furnaces:</u>			
To & Including 100 MBTU	Each	\$168	\$168
Over 100 MBTU	Each	\$224	\$224
<u>Heat Pump:*</u>			
Heat Pump Space Heating	Each		\$0
Heat Pump AC	Each		\$0
<u>Boilers, compressions, absorption systems:</u>			
To & Including 100 MBTU or 3HP	Each	\$224	\$224
Over 100 MBTU or 3HP	Each	\$280	\$280
Air Conditioners			
<u>Air Handlers:</u>			
To 10,000 CFM	Each	\$112	\$112
Over 10,000 CFM	Each	\$224	\$224
<u>Ventilation and Exhaust</u>			
Each ventilation fan attached to a single duct	Each	\$56	\$56
Each hood including ducts	Each	\$56	\$56
Miscellaneous - For each appliance or piece of equipment not specifically listed above	Each	\$56	\$56
Inspections outside normal business hours	Per Hour	\$260	\$260
Re-inspection fees (minimum charge is one hour)	Per Hour	\$224	\$224
Inspections for which no fee is specifically indicated (minimum charge is one-half hour)	Per Hour	\$224	\$224
Plan review (where applicable)	% of Mechanical Permit Fee	25%	25%
<small>*Heat Pump fees are currently waived if replacing outdated furnaces for energy efficiency.</small>			
<u>ELECTRICAL PERMIT FEES</u>			
For issuance of each electrical permit	Each	\$99	\$99
New Residential Building - including all wiring and electrical devices in or on each building, including service	Per Sq. Ft.	\$0.18	\$0.18
New Commercial Building - including all plumbing fixtures, connections and gas outlets	Per Sq. Ft.	\$0.21	\$0.21
<u>Swimming Pools</u>			
Public swimming pools and spas including all wiring and electrical equipment	Each	\$673	\$673
Private pools for single-family residences	Each	\$336	\$336
Temporary Power - Temporary power/service pole including all attached receptacles and wiring for construction sites, Christmas tree lots, etc.	Each	\$168	\$168
<u>Unit Fee Schedule</u>			
<u>Receptacle, switch and light outlets:</u>			
0-20 Units	Base	\$336	\$336
20+ Units	Each Unit	\$4	\$4
Residential Appliances - For fixed residential appliances including cook tops, ovens, air conditioning, garbage disposals, and similar devices not exceeding 1 HP in rating - (For other types of air conditioners or other motor-driven appliances having larger ratings, see Power Apparatus below)	Each	\$11	\$11
Nonresidential Appliances - Self-contained factory-wired non-residential appliances not exceeding 1 HP, KW, or kVA in rating including medical and dental devices; food, beverage and ice cream cabinets; illuminated showcases; drinking fountains; vending machines; laundry machines; etc. (For other types of devices having larger electrical ratings, see Power Apparatus below)	Each	\$11	\$11

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
<u>Power Apparatus - For motors, generators, air conditioners and heat pumps and commercial cooking devices as follows (ratings in horsepower, kilowatts, kilovolt-amperes, or kilovolt-amperes-reactive):</u>			
Up to 10	Each	\$56	\$56
Over 10 to and including 100	Each	\$112	\$112
Over 100	Each	\$224	\$224
<u>Photo voltaic systems:</u>			
Residential Systems:**			
Permit	Each	\$463	\$0
Plan Check	Each	\$178	\$0
Commercial Systems:			
Permit	Each	\$631	\$631
Plan Check	Each	\$356	\$356
Busways - For trolleys and plug-in type busways	Each 100 ft	\$56	\$56
<u>Signs, Outline Lighting and Marquees Permits</u>			
Signs, outline lighting, or marquees supplied from one circuit	Each	\$224	\$224
For additional branch circuits within the same sign, outline lighting, or marquee	Each Additional	\$56	\$56
<u>Services</u>			
600 volts or less and not over 200 amperes in rating	Each	\$224	\$224
600 volts or less, over 200 amperes to 1,000 amperes	Each	\$280	\$280
Over 600 volts or over 1,000 amperes	Each	\$336	\$336
Miscellaneous - For apparatus, conduits, and conductors for which a permit is required but for which no fee is set forth	Each	\$56	\$56
Inspections outside normal business hours	Per Hour	\$260	\$260
Re-inspection fees (minimum charge is one hour)	Per Hour	\$224	\$224
Inspections for which no fee is specifically indicated (minimum charge is one-half hour)	Per Hour	\$224	\$224
Plan review (where applicable)	% of Electrical Permit Fee	25%	25%
<small>*Residential Solar Permit fees are currently waived to incentivize solar permits.</small>			
<u>RECYCLING DEPOSITS</u>			
Alteration of, and/or addition to, an existing structure, single family	% of Job Value	1.5%	1.5%
Alteration of, and/or addition to, an existing structure, other than a single family	% of Job Value	1.5%	1.5%
Construction of a new structure, single family	% of Job Value	1.0%	1.0%
Construction of a new structure, other than a single family	% of Job Value	1.0%	1.0%
Demolition of an entire structure	Per l.b.	\$0.03	\$0.03
<u>OTHER FEES</u>			
Building Moving	Each	\$830	\$830
Copy Research Services Fee	Per Designer	\$149	\$149
Accessory Dwelling Unit Amnesty Permit - Building Official Inspection Deposit	Deposit	\$705	\$705
<u>SURCHARGES</u>			
General Plan and Title 25 Zoning Ordinance Maintenance Fee	% of Bldg Valuation	0.2%	0.2%
Technology Fee	% of Fee	2.0%	2.0%

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
CITY CLERK & ELECTIONS FEES			
All Certifications	Each	\$15	\$15
Filing of Nomination Papers	Per Candidate	\$25	\$25
ENGINEERING			
ENCROACHMENT PERMITS			
Work without Permit	Penalty		2x Fee
Minor (no excavation involved)	Each	\$320	\$320
Sewer Lateral Test	Each	\$269	\$269
Sewer Lateral Replacement (with Sidewalk fee)	Each	\$709	\$709
Sewer Lateral Re-Test	Each	\$169	\$169
Storm Service Connection (with sidewalk fees)	Each	\$709	\$709
Water Service Connection (with Sidewalk fee)	Each	\$946	\$946
Fire System Connection (with Sidewalk Add No. 5)	Each	\$946	\$946
Standalone Street excavation/trench work (up to 150 L.F.)	Base	\$502	\$502
Standalone Street excavation/trench work (over 150 L.F.) with above base fee	L.F.	\$1	\$1
Utility Potholing or Installation/Decommission of monitoring well	Each	\$585	\$585
Sewer Cleanout installation	Each	\$489	\$489
Sidewalk Underdrain	Each	\$540	\$540
Sidewalk/Driveway			
Up to 200 S.F. (includes Curb Drain)	Base	\$540	\$540
Over 200 S.F. with above base fee	Per S.F.	\$22	\$22
Sidewalk Closure/Pedestrian Protection	Per Review	\$558	\$558
Traffic Control	Per Review	\$558	\$558
Block Party			
Up to 6 Barricades	Base	\$101	\$101
Each Addl. Barricade with above base fee	Per Barricade	\$5	\$5
Commercial Areas and Construction Purposes (i.e. Dumpsters/Containers/Construction)			
Processing fee	Base	\$310	\$310
Parking Space Rental Rate (or meter rate/whichever is higher) with above base fee	Per Day	\$30	\$30
Moving Only Purposes (Residential Areas)			
Processing Fee	Base	\$50	\$50
Parking Space Rental Rate (or meter rate/whichever is higher) with above base fee	Per Day	\$30	\$30
Large Development Projects (Greater than 4 multi-family units or commercial properties)*	Each	Actual Cost	Actual Cost
*Separate Encroachment Permit Consultant Fee + Staff Fee will be assessed based on the duration of the project schedule provided in the construction management plan (CMP)			
GENERAL FEES			
Demolition Permit	Each	\$2,379	\$2,379
Add fire line	Each	\$100	\$100
Add curb drain	Each	\$330	\$330
Add sidewalk closure	Each	\$265	\$265
Add PG&E	Each	\$467	\$467

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Address Change	Each	\$400	\$400
Single Trip -Transportation Fee	Each	\$16	\$16
Leaf Blower Testing Certification Fee			
0-5 Leaf-Blowers	Each	\$169	
Certification-Decal	Each	\$5	
Creek Enclosures	Each	\$4,447	\$4,447
Abandonment of Public Utility Easement	Each	\$6,239	\$6,239
Hauling Permit			
Application Fee	Base	\$324	\$324
Distance Fee to Highway <i>with above base fee</i>	Per Ton Per Mile	\$1	\$1
Inspection/Investigation Fee	Per Hour	\$364	\$364
Parklet Application Fee	One-time	\$1,801	\$1,801
Parklet Space Use Fee	Per S.F.	*calculation will include area of water walls \$15/sf per year (Downtown Burlingame Area)* and \$6/sf per year (Broadway Area)*	\$15/sf per year (Downtown Burlingame Area)* and \$6/sf per year (Broadway Area)*
Parklet Cleaning Fee	Per Year	\$3,180	\$3,180
Parklet Inspection Fee	Per Year	\$1,800	\$1,800
SUBSURFACE SHORING PERMITS			
Subsurface Shoring Systems that encroach into the public right-of- way			
Per 10'-20' deep tieback	Each	\$2,500	\$2,500
Per >20' deep tieback	Each	\$1,500	\$1,500
For permanent area used (i.e. shoring wall) <i>within the City's right-of-way</i>	Each	50% of appraised land value multiplied by encroached area (SF)	50% of appraised land value multiplied by encroached area (SF)
SPECIAL ENCROACHMENT PERMITS			
Permanent structures, such as retaining walls, fences	Each	\$3,296	\$3,296
Non-permanent installations, such as tables, chairs, planters	Each	\$1,963	\$1,963
DEPOSITS OR BONDS FOR ENCROACHMENT PERMIT WORK			
Openings in Public Right-of-Way	Min.	\$2,000	\$2,000
Not in Sidewalk or Street	Per S.F.	\$20	\$20
Not in Street	Per S.F.	\$35	\$35
Street Roadway Opening (AC Pavement Restoration)	Per S.F.	\$25	\$25
Water Main Modification	Per Connection	\$15,000	\$15,000
Sewer Main & Storm Drain Modification	Per Connection	\$15,000	\$15,000
Street Lighting (<i>relocation or new installation</i>)	Per Street Light	\$20,000	\$20,000
SUBDIVISION MAPS**			
Lot Line Adjustment	Each	\$3,361	\$3,361
Lot Combination	Each	\$3,361	\$3,361
Subdivision Map			
0-4 Lots	Base	\$4,897	\$4,897
5+ Lots <i>with above base fee</i>	Per Lot	\$512	\$512
City Benchmark Maintenance	Per Map Action	\$5,121	\$5,121

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Condominium Map			
0-4 Units	Base	\$3,906	\$3,906
4+ Units with above base fee	Each Unit	\$768	\$768
Standalone Recordable Instrument (Certificate of Compliance, Maintenance Agreement, etc.)	Each	\$3,178	\$3,178
**Reflects application (filing fee), consultant costs are billed additionally.			
STORMWATER POLLUTION PREVENTION CONSTRUCTION PERMITS			
Work without Stormwater Permit	Penalty	2x Fee	2x Fee
Type 1 Project: Single family parcels with additions on a 10,000 sf lot or smaller			
Inspection	Each	\$430	\$430
Security Deposit	Each	\$2,500	\$2,500
Type 2 Project: Multi-family parcels or commercial additions that are on a 10,000 sf lot or smaller			
Inspection	Each	\$750	\$750
Security Deposit	Each	\$5,000	\$5,000
Type 3 Project: Any project 10,000 sf up to an acre lot			
Inspection	Each	\$970	\$970
Security Deposit	Each	\$25,000	\$25,000
Type 4 Project: Any project greater than one acre in size			
Inspection	Each	\$1,959	\$1,959
Security Deposit	Each	\$50,000	\$50,000
WIRELESS COMMUNICATION FACILITIES			
Review of Wireless Permit Applications	Deposit	\$2,000	\$2,000
Wireless Permit Application Appeal Fee	Each	\$968	\$968
PLANNING APPLICATION REVIEWS			
Single Family Dwelling			
New	Each	\$1,443	\$1,443
Addition	Each	\$866	\$866
Multi-family	Each	\$2,309	\$2,309
Commercial / Industrial			
New	Each	\$2,309	\$2,309
Remodel / Addition	Each	\$1,155	\$1,155
Environmental Review	Each	\$2,021	\$2,021
Traffic and Parking Studies	Each	\$4,294	\$4,294
BUILDING PERMIT REVIEW			
Engineering Plan Review & Inspection on Building Permits	% of Bldg Permit Fee	25%	25%
GRADING PERMIT			
1 – 100 cubic yards	Each	\$1,794	\$1,794
101 – 1,000 cubic yards	Each	\$2,372	\$2,372
1,001 – 10,000 cubic yards	Each	\$2,949	\$2,949
Over 10,000 cubic yards	Each	\$3,815	\$3,815

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
ENVIRONMENTAL COMPLIANCE			
Stormwater Inspection for Industrial/Commercial Facilities	Per Hour	\$220	\$220
OTHER FEES			
Technology Fee	% of Fee	2.0%	2.0%
FINANCE FEES			
Duplicate business license	Each	\$14	\$14
Application for first business license	Each	\$41	\$41
Processing fee for exempted business licenses	Each	\$20	\$20
Submittal of surety bond for transient occupancy after expiration of bond	Per 15 Days Late	\$150	\$150
Short Term Residential Rental Zoning Permit Application Fees:			
Initial Short Term Residential Rental Registration Fee	Each	\$282	\$282
Renewal Fee	Each	\$100	\$100
Sidewalk Vending Permit	Each	\$100	\$100
FIRE FEES - CENTRAL COUNTY FIRE DEPARTMENT			
CARE FACILITIES INSPECTION			
Pre-inspection of licensed community care	Per Hour	\$207	\$207
Residential Care Facility for Elderly serving 6 or fewer persons – Fire Inspection Enforcement	Each	Fee set by State	Fee set by State
Residential Care Facility	Each	\$413	\$413
Large Family Day Care	Each	\$111	\$111
Skilled Nursing Facilities	Each	\$805	\$805
Hospital/Institution	Each	\$3,941	\$3,941
RE-INSPECTIONS			
Second re-inspection	Per Inspection	\$130	\$130
Third and subsequent re-inspection	Per Inspection	\$164	\$164
CONSTRUCTION FEES			
General Fire & Life Safety Services - (Consultation & Research, Pre-application meetings and Design Review, Property Survey, General Construction Inspections, Processing, Scheduling, and Record Keeping)	% of Building Permit Fee	12%	12%
Building or Planning Plan Check Fees	Per Hour	\$241	\$241
Expedite Building or Planning Check Fees	Per 2 Hours	\$428	\$428
Consultation and Planning	Per Hour	\$314	\$314
Alternate Means of Protection Review	Per Hour	\$436	\$436
Additional Construction Inspection (all permits)	Per Hour	\$201	\$201
FIRE ALARM/FIRE PROTECTION SYSTEMS			
Fire Alarm Systems			
Permit for Sprinkler Monitoring System	Per Permit	\$244	\$244
Permit for Manual System	Per Permit	\$244	\$244
Permit for Automatic System	Per Permit	\$440	\$440
Permit for Combination System	Per Permit	\$636	\$636
Fixed Fire Extinguishing System Permit	Per Permit	\$342	\$342
Standpipe System Permit	Per Permit	\$440	\$440

Fiscal Year 2024-25 Master Fee Schedule

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Storage Tank (above or below ground) Permit	Per Permit	\$244	\$244
Multi-Residential or Commercial Fire Alarm system remodel or extension	Per Permit	\$244	\$244
Multi-residential or commercial minor fire alarm remodel or repair (device relocation/adjustment)	Per Permit	\$195	\$195
Emergency Responder Radio Coverage System Permit	Per Permit	\$504	\$504
FIRE SPRINKLER SYSTEMS			
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - (Includes 2 Inspections - additional inspections will be charged at the hourly rate of the staff who perform each inspection)	Per System	\$636	\$636
Fire Pump Permit	Per Pump	\$244	\$244
New Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – (Includes 2 Inspections - additional inspections will be charged at the hourly rate of the staff who perform each inspection)	Per System	\$1,028	\$1,028
Multi-Residential or Commercial Fire Sprinkler system remodel or extension	Per System	\$293	\$293
Fire Sprinkler minor remodel or repair (sprinkler head relocation/adjustment)	Per Remodel	\$195	\$195
Underground Fire Service Line Permit	Per Permit	\$440	\$440
Fire Flow Information Admin Fee (Please refer to fee schedule for each city for respective fire flow fees for each city)	Per Permit	\$39	\$39
MISCELLANEOUS FIRE PERMITS			
Community CPR / AED Class			
Resident	Per Class	\$40	\$40
Non-Resident	Per Class	\$50	\$50
Labor Rate for Mechanic Shop	Per Hour	\$125	\$125
Photographs from investigations	Per Photo	Cost of Reproduction	Cost of Reproduction
Photocopies	Per Page	\$1	\$1
Fire Incident Reports (not including photographs)	Per Report	\$15	\$15
Non-Sufficient Funds Returned Check Fee	Per Check	As charged by Bank	As charged by Bank
Work without a construction permit (fees to be determined at Fire Marshal’s discretion)	Per Permit	Up to 10x the permit fees	Up to 10x the permit fees
Emergency Response Costs for Driving under the Influence (Billing upon conviction)	Per Hour + Actual Costs according to Personnel Schedule	\$173	\$173
False Alarms			
3-5 False Alarms		\$638	\$638
6 or More False Alarm		\$1,276	\$1,276
Wildland-Urban Interface (WUI) Inspection	Per Inspection	\$200	\$200
Change of Use inspection (usually triggered by new business license)	Per Inspection	\$156	\$156
Hazardous Materials Clean-up/Response	Per Hour + Actual Costs according to Personnel Schedule	\$173	\$173

Fiscal Year 2024-25 Master Fee Schedule

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STANDBY SERVICE			
Firefighter (minimum of 3 hours)	Per Hour	\$139	\$139
Fire Captain (minimum of 3 hours)	Per Hour	\$160	\$160
Battalion Chief (minimum of 3 hours)	Per Hour	\$190	\$190
Engine Company (minimum of 3 hours plus apparatus costs as set by the State)	Per Hour	\$662	\$662
PERSONNEL COSTS			
Administration	Per Hour	\$75	\$75
Firefighter	Per Hour	\$139	\$139
Fire Captain	Per Hour	\$160	\$160
Fire Prevention Specialist	Per Hour	\$90	\$90
Fire Inspector	Per Hour	\$196	\$196
Deputy Fire Marshal	Per Hour	\$208	\$208
Battalion Chief	Per Hour	\$190	\$190
Fire Marshal	Per Hour	\$260	\$260
Deputy Fire Chief	Per Hour	\$287	\$287
Fire Chief	Per Hour	\$323	\$323
GENERAL PERMITS			
Aerosol Products	Per Permit	\$223	\$223
Amusement Buildings	Per Permit	\$370	\$370
Apartments, Hotels, and Motels – 10 or less units	Per Permit	\$166	\$166
Apartments, Hotels, and Motels – 11 to 25 units	Per Permit	\$188	\$188
Apartments, Hotels, and Motels – 26 to 100 units	Per Permit	\$211	\$211
Apartments, Hotels, and Motels – 101 to 300 units	Per Permit	\$362	\$362
Apartments, Hotels, and Motels – 301 or more units	Per Permit	\$452	\$452
Apartments (Specialized Inspection)	Per Permit	\$117	\$117
Aviation Facilities	Per Permit	\$664	\$664
Battery System	Per Permit	\$664	\$664
Carnivals and Fairs	Per Permit	\$370	\$370
Christmas Tree Lot	Per Permit	\$370	\$370
Combustible Fiber Storage	Per Permit	\$370	\$370
Combustible Material Storage	Per Permit	\$370	\$370
Commercial Occupancy Assigned to Prevention	Per Permit	\$117	\$117
Commercial Rubbish-Handling Operation	Per Permit	\$370	\$370
Compressed Gases	Per Permit	\$370	\$370
Cryogenes	Per Permit	\$370	\$370
Dry Cleaning Plants	Per Permit	\$370	\$370
Dust-Producing Operations	Per Permit	\$370	\$370
Exhibits & Trade Shows – Display Booth	Per Permit	\$370	\$370
Exhibits & Trade Shows – With Open Flame	Per Permit	\$370	\$370
Exhibits & Trade Shows – Display Fuel Powered Equipment	Per Permit	\$370	\$370

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Explosives or Blasting Agents	Per Permit	\$664	\$664
Fire Hydrants and Water Control Valves	Per Permit	\$365	\$365
Fireworks	Per Permit	\$664	\$664
Flammable or Combustible Liquids	Per Permit	\$664	\$664
Hazardous Materials	Per Permit	\$664	\$664
High-Piled Combustible Storage – 20,000 square feet or less	Per Permit	\$674	\$674
High-Piled Combustible Storage – more than 20,000 square feet	Per Permit	\$772	\$772
Highrise	Per Permit	\$643	\$643
Hot-Work Operations	Per Permit	\$370	\$370
Liquefied Petroleum Gasses	Per Permit	\$664	\$664
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings	Per Permit	\$664	\$664
Live Audiences	Per Permit	\$664	\$664
Lumber Yards storing in excess of 100,000 board feet	Per Permit	\$517	\$517
Magnesium Working	Per Permit	\$370	\$370
Motor Vehicle Fuel-Dispensing Stations	Per Permit	\$370	\$370
Open Burning	Per Permit	\$370	\$370
Organic Coating	Per Permit	\$370	\$370
Ovens, Industrial Baking and Drying	Per Permit	\$370	\$370
Parade Floats	Per Permit	\$370	\$370
Places of Assembly	Per Permit	\$615	\$615
Production Facilities	Per Permit	\$615	\$615
Pyrotechnical and Special Effects Material	Per Permit	\$664	\$664
Radioactive Materials	Per Permit	\$370	\$370
Refrigeration Equipment	Per Permit	\$476	\$476
Repair Garage	Per Permit	\$370	\$370
Spraying and Dipping	Per Permit	\$370	\$370
Tents, Canopies, and Temporary Membrane Structures	Per Permit	\$561	\$561
Tire Storage	Per Permit	\$370	\$370
Wood Products	Per Permit	\$370	\$370
LIBRARY			
MISCELLANEOUS FEES			
Photocopies – Black and White	Per Page	\$0.15	\$0.15
Photocopies - Color	Per Page	\$0.45	\$0.45
Internet /Database copies or printouts – Black and White	Per Page After First 5 Free Pages	\$0.15	\$0.15
Internet /Database copies or printouts – Color	Per Page after First Free Page	\$0.45	\$0.45
FACILITIES RENTAL FEES			
Lane Community Room Rental	Each	\$175	\$175
Laptop Set-up / Breakdown	Each	\$50	\$50
<u>U.L Meeting Room Rental</u>			
First 4 hours	Each	\$100	\$100
Each Additional Hour	Per Hour	\$25	\$25
OTHER FEES			
Outside System Book Loan	Processing Fee	\$5	\$5
Photo / Filming Fee	Per Hour	\$58	\$58
Lost Book Replacement	Each		

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
PARKS AND RECREATION			
Group Classifications for Purposes of Parks & Recreation Facilities Usage:			
Group A: City of Burlingame, Burlingame School District			
Group A-1: Recognized & validated Burlingame based non-profit youth sports groups (for field use & Board meetings only)			
Group B: Non-profit groups or organizations with IRS Section 501c(3) tax exempt status			
Group C: Private parties, commercial, business, and profit-making organizations			
School District Fees: Fees shall be applied to the district and affiliated organizations (examples: PTA, Boosters, Foundations) as follows:			
San Mateo Union High School District			
a. Unless otherwise specified in an adopted facility use agreement, indoor and athletic facility fees shall be calculated administratively to be comparable to the SMUHSD fee schedule as it pertains to City use of similar SMUHSD facilities.			
b. Picnic and special park facility fees, and staffing fees charged to SMUHSD shall be at the rates described in other sections of the fee schedule.			
Burlingame School District			
a. Unless otherwise specified in an adopted facility use agreement, indoor and athletic facility fees shall be calculated administratively to be comparable to the BSD fee schedule as it pertains to City use of similar BSD facilities.			
b. Picnic and special park facility fees, and staffing fees charged to BSD shall be at the rates described in other sections of the fee schedule.			
INDOOR FACILITIES			
Burlingame Based Non-Profit Board Meeting	Per Hour	\$43	\$43
Community Hall Sequoia Room - Whole			
Group A:			
Burlingame Residents	Per Event	No Charge	No Charge
Non-Residents	Per Event	No Charge	No Charge
Group B:			
<u>Monday – Thursday:</u>			
Burlingame Residents	Per Hour	\$195	\$195
Non-Residents	Per Hour	\$232	\$232
<u>Friday – Sunday:</u>			
Burlingame Residents	Per Hour	\$271	\$271
Non-Residents	Per Hour	\$326	\$326
Group C:			
<u>Monday – Thursday:</u>			
Burlingame Residents	Per Hour	\$323	\$323
Non-Residents	Per Hour	\$387	\$387
<u>Friday – Sunday:</u>			
Burlingame Residents	Per Hour	\$452	\$452
Non-Residents	Per Hour	\$542	\$542
Deposits:			
Burlingame Residents	Per Event	\$1,000	\$1,000
Non-Residents	Per Event	\$1,000	\$1,000

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
<u>Large Rooms - Elm Meeting Room (Whole), Maker's Space, Maple Meeting Room, Grand Oak Lounge, Kids Town, STEAM Lab, Fine Arts Studio</u>			
Group A:			
Burlingame Residents	Per Event	No Charge	No Charge
Non-Residents	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$111	\$111
Non-Residents	Per Hour	\$133	\$133
Group C:			
Burlingame Residents	Per Hour	\$184	\$184
Non-Residents	Per Hour	\$221	\$221
Deposits:			
Burlingame Residents	Per Event	\$500	\$500
Non-Residents	Per Event	\$500	\$500
<u>Sequoia A or B:</u>			
Group A:			
Burlingame Residents	Per Event	No Charge	No Charge
Non-Residents	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$111	\$184
Non-Residents	Per Hour	\$133	\$221
Group C:			
Burlingame Residents	Per Hour	\$184	\$307
Non-Residents	Per Hour	\$221	\$367
Deposits:			
Burlingame Residents	Per Event	\$500	\$500
Non-Residents	Per Event	\$500	\$500
<u>Medium Rooms - Magnolia Meeting Room, Dance/Fitness Studio, Kitchen, Teen Scene, Elm Meeting Room A or B, Musical Arts Room:</u>			
Group A:			
Burlingame Residents	Per Event	No Charge	No Charge
Non-Residents	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$98	\$98
Non-Residents	Per Hour	\$118	\$118
Group C:			
Burlingame Residents	Per Hour	\$164	\$164
Non-Residents	Per Hour	\$197	\$197
Deposits:			
Burlingame Residents	Per Event	\$500	\$500
Non-Residents	Per Event	\$500	\$500

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
<u>In Conjunction with Community Hall/Sequoia Room Rental - Additional Rental Charges:</u>			
Tables/Chairs-up to 50	Per Event	\$22	\$22
Tables/Chairs-51 to 100	Per Event	\$32	\$32
Tables/Chairs-over 100	Per Event	\$48	\$48
Dance Floor	Per Event	\$108	\$108
Building Attendant*	Per Hour	\$43	\$43
Second Building Attendant (Over 150 guests)	Per Hour	\$43	\$43
Custodian (4 hours)	Per Event	\$164	\$164
Extra, Non-Scheduled Hours	Per Hour	2x the hourly room rental rate	2x the hourly room rental rate
OUTDOOR FACILITIES			
Field Attendant	Per Hour	\$46	\$46
<u>Large Special Event Deposit for Athletic Fields:</u>			
Less than 100 in attendance	Per Event	\$281	\$281
More than 100 in attendance	Per Event	\$562	\$562
<u>Group A-1: Validated Field Use per Season by Burlingame-based non-profit youth sports group:</u>			
Resident	Per Resident	\$20	\$20
Non-Resident	Per Non-Resident	\$90	\$90
Field Use Fee	Per Hour Per Field	\$3	\$3
Field Use Fee for Groups less than 50% Resident	Per Hour Per Field	\$12	\$12
Fields used by Validated Burlingame-based non-profit youth sports groups	Deposit	\$500	\$500
<u>Bayside Ball Fields #1 and #2:</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$27	\$27
Non-Residents	Per Hour	\$39	\$39
Group C:			
Burlingame Residents	Per Hour	\$39	\$39
Non-Residents	Per Hour	\$63	\$63
Bayside Field Lights	Per Hour	\$44	\$44
<u>Bayside Ball Fields #3,#4 or #5 for Softball or Baseball</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$23	\$23
Non-Residents	Per Hour	\$34	\$34
Group C:			
Burlingame Residents	Per Hour	\$34	\$34
Non-Residents	Per Hour	\$50	\$50
Bayside Field Lights	Per Hour	\$44	\$44

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
<u>Bayside Soccer Fields</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$27	\$27
Non-Residents	Per Hour	\$39	\$39
Group C:			
Burlingame Residents	Per Hour	\$39	\$39
Non-Residents	Per Hour	\$63	\$63
Bayside Field Lights	Per Hour	\$44	\$44
<u>Cuernavaca Park</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$27	\$27
Non-Residents	Per Hour	\$39	\$39
Group C:			
Burlingame Residents	Per Hour	\$39	\$39
Non-Residents	Per Hour	\$63	\$63
<u>Murray Field</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$68	\$68
Non-Residents	Per Hour	\$92	\$92
Group C:			
Burlingame Residents	Per Hour	\$92	\$92
Non-Residents	Per Hour	\$117	\$117
Murray Field Lights	Per Hour	\$44	\$44
<u>Ray Park Ball Fields #1 or #2</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$27	\$27
Non-Residents	Per Hour	\$39	\$39
Group C:			
Burlingame Residents	Per Hour	\$39	\$39
Non-Residents	Per Hour	\$63	\$63
<u>Washington Park Main Ball Field for Baseball</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$39	\$39
Non-Residents	Per Hour	\$63	\$63

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Group C:			
Burlingame Residents	Per Hour	\$63	\$63
Non-Residents	Per Hour	\$88	\$88
Washington Park Lights	Per Hour	\$44	\$44
Grandstands	Per Hour	\$23	\$23
Field Attendant Cleaning Fee	Per Event	\$172	\$172
<u>Washington Park Bullpen</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$20	\$20
Non-Residents	Per Hour	\$27	\$27
Group C:			
Burlingame Residents	Per Hour	\$39	\$39
Non-Residents	Per Hour	\$50	\$50
<u>Washington Park Main Ball field Outfield for Soccer</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$39	\$39
Non-Residents	Per Hour	\$63	\$63
Group C:			
Burlingame Residents	Per Hour	\$63	\$63
Non-Residents	Per Hour	\$89	\$89
Washington Park Lights	Per Hour	\$44	\$44
<u>Washington Park Small Ball Field</u>			
Group A	Per Event	No Charge	No Charge
Group B:			
Burlingame Residents	Per Hour	\$20	\$20
Non-Residents	Per Hour	\$34	\$34
Group C:			
Burlingame Residents	Per Hour	\$34	\$34
Non-Residents	Per Hour	\$50	\$50
Washington Small Lights	Per Hour	\$44	\$44
<u>Tennis Courts</u>			
USTA Tournaments			
Burlingame Residents	Per Hour	\$41	\$41
Non-Residents	Per Hour	\$67	\$67
For Profit Rental			
Burlingame Residents	Per Hour	\$25	\$25
Non-Residents	Per Hour	\$29	\$29

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
PICNIC PERMITS			
<u>West-end of Washington Park (for Burlingame residents and non-profit groups only)</u>			
Permit	Per Permit	\$527	\$527
Security Deposit	Deposit	\$500	\$500
Electrical Service Hook-up at West-end of Washington Park		\$93	\$93
<u>Oak Tree Playground Picnic Area</u>			
Burlingame Residents	Per Permit	\$197	\$197
Non-Residents	Per Permit	\$236	\$236
Security Deposit	Deposit	No Charge	No Charge
<u>Redwood Grove Picnic Area</u>			
Burlingame Residents	Per Permit	\$257	\$257
Non-Residents	Per Permit	\$323	\$323
Security Deposit	Deposit	No Charge	No Charge
Non-profit Group Picnic Fees - Cuernavaca & Ray Parks	Per Permit	\$123	\$123
Security Deposit	Deposit	No Charge	No Charge
<u>Both Washington Park Picnic Areas (Redwood Grove +Oak Tree)</u>			
Burlingame Residents	Per Permit	\$364	\$364
Non-Residents	Per Permit	\$472	\$472
Security Deposit	Deposit	No Charge	No Charge
<u>Olive Tree Picnic Area</u>			
Burlingame Residents	Per Permit	\$130	\$130
Non-Residents	Per Permit	\$174	\$174
Security Deposit	Deposit	No Charge	No Charge
<u>Washington Park Sports Court</u>			
Washington Park Basketball Court	Per Hour	\$19	\$19
<u>Rental of Pickleball Net</u>			
If returned damaged	Penalty Fee	\$100	\$100
If returned beyond repair	Penalty Fee	\$200	\$200
<u>Washington Park Bocce Ball Courts (reservations)</u>			
Burlingame Residents	Per Hour Per Court	\$33	\$33
Non-Residents	Per Hour Per Court	\$38	\$38
Security Deposit	Deposit	No Charge	No Charge
<u>Washington Park Horseshoe Pits (reservations)</u>			
Burlingame Residents	Per Hour Per Court	\$33	\$33
Non-Residents	Per Hour Per Court	\$38	\$38
Security Deposit	Deposit	No Charge	No Charge

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Rental of Bocce Ball and Horseshoes:			
Flat Rate	Rental Fee	\$11	\$11
Refundable Deposit	Deposit	\$40	\$40
Rental of Park Space for Private Classes (Exercise Boot Camps, Stroller Exercise Classes & Other Private Uses)			
Burlingame Residents	Per Hour	\$23	\$23
Non-Residents	Per Hour	\$27	\$27
Village Park Picnic Fee (3 tables)			
Burlingame Residents	Per Permit	\$129	\$129
Non-Residents	Per Permit	\$174	\$174
Security Deposit	Deposit	No Charge	No Charge
Offsite: Non-Profit Community Groups Equipment Rental Fees			
Collapsible Picnic Table	Per Table Per Day	\$22	\$22
Tables	Per Table Per Day	\$6	\$6
Chairs	Per Chair Per Day	\$3	\$3
Tents	Per Tent Per Day	\$27	\$27
Inflatable Jump House - Washington Park	Per Permit	\$129	\$129
Security Deposit	Deposit	No Charge	No Charge
WEDDING CEREMONY			
Washington Park Rose Garden			
Burlingame Residents	Per Permit	\$129	\$129
Non-Residents	Per Permit	\$195	\$195
Washington Park Anson Burlingame Portals			
Burlingame Residents	Per Permit	\$129	\$129
Non-Residents	Per Permit	\$195	\$195
With Facility Rental			
Burlingame Residents	Per Permit	\$65	\$65
Non-Residents	Per Permit	\$129	\$129
PHOTO AND FILM FEES			
Photo Shoots in Parks			
Application Fee (Non-Refundable)	Per Application	\$63	\$63
Rental Fee Per Day	Per Day	\$161	\$161
Student Photo Shoot	Per Permit	No Charge	No Charge
Film Shoot in Parks			
Application Fee (Non-Refundable)	Per Application	\$369	\$369
Commercial or Corporate	Per Day	\$515	\$515
Feature Film/Documentary	Per Day	\$773	\$773

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
COMMUNITY GARDEN (ANNUAL FEE)			
Burlingame Residents	Per Year Per Plot	\$110	\$110
Non-Residents	Per Year Per Plot	\$132	\$132
Deposit	Deposit	\$100	\$100
BROCHURE ADS			
1/8 page			
1 Issue	Per Issue	\$89	\$89
3 Issues (1 year - 20% Discount)	Per 3 Issues	\$288	\$288
1/4 page			
1 Issue	Per Issue	\$179	\$179
3 Issues (1 year - 20% Discount)	Per 3 Issues	\$571	\$571
1/2 page			
1 Issue	Per Issue	\$359	\$359
3 Issues (1 year - 20% Discount)	Per 3 Issues	\$1,151	\$1,151
Full page			
1 Issue	Per Issue	\$718	\$718
3 Issues (1 year - 20% Discount)	Per 3 Issues	\$2,297	\$2,297
Full Page Inside Front Cover			
1 Issue	Per Issue	\$968	\$968
3 Issues (1 year - 20% Discount)	Per 3 Issues	\$3,095	\$3,095
Full Page Inside Back Cover			
1 Issue	Per Issue	\$902	\$902
3 Issues (1 year - 20% Discount)	Per 3 Issues	\$2,888	\$2,888
Full Page Back Cover			
1 Issue	Per Issue	\$1,075	\$1,075
3 Issues (1 year - 20% Discount)	Per 3 Issues	\$3,441	\$3,441
Layout	Per Hour	\$92	\$92
Discount for Non-Profits			
Resident Groups	% Discount	25%	25%
Non-Resident Groups	% Discount	0%	0%
CLASSES			
Class Fees	Per Class	Based on class provider and materials/facilities	Based on class provider and materials/facilities
Registration Fees	Per Class	\$12	\$12
Non-resident Fee on Classes	% of Class Fee	20%	20%
Senior discount – Burlingame residents age 65 and over	% Discount	25%	25%
Senior discount – Non-Residents age 65 and over	Per Class	Waive Non-resident Fee	Waive Non-resident Fee
Registration cancellation charge	Per Class or Event	\$8	\$8

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
TREES AND PARKS FEES			
<u>Memorial Tree Plantings</u>			
15 Gallon	Per Tree	\$350	\$773
24" Box Size	Per Tree	\$1,041	\$1,041
Memorial Bench	Per Bench	\$7,924	\$7,924
<u>Additional Street Tree Plantings</u>			
15 Gallon	Per Tree	\$773	\$773
24" Box Size	Per Tree	\$1,041	\$1,041
<u>Protected Tree Removal Application Fee</u>			
Residential	Per Application	\$439	\$439
Residential - No Public Notification	Per Application	\$150	\$150
Commercial	Per Application	\$740	\$740
Failure to Meet Replanting Requirements of Permit	Per Tree	\$1,500	\$1,500
<u>Arborist's Plan Review for landscaping requirements on planning applications</u>			
Residential	Each	\$166	\$166
Commercial	Each	\$385	\$385
<u>Arborist Check of construction plans and inspection of landscape requirements on building permit submittals</u>			
Residential	Each	\$333	\$333
Commercial	Each	\$676	\$676
Appeal to City Council from Beautification Commission decision (does not include noticing costs)	Per Appeal	\$600	\$600
Noticing, City Council Appeal	Per Appeal	\$150	\$150
Street Banner Hanger	Per Banner	\$940	\$940
<u>Private Tree Emergency Work</u>			
Business Hours (M-F; 7-3:30)	Per Hour	\$134	\$134
After Hours (Weekends & Holidays)	Per Hour	\$151	\$151
PLANNING			
PRE-APPLICATIONS			
<u>Preliminary Plan Check:</u>			
New Construction	Each	\$988	\$988
Addition / Remodel	Each	\$1,129	\$1,129
Zoning Verification/Property Profile Letter	Each	\$212	\$212
APPLICATIONS			
Ambiguity/Determination Hearing before Planning Commission (applies to Planning, Fire, and Building requests)	Each	\$2,070	\$2,070
Amendment	Each	\$1,365	\$1,365
Extension of Permits	Each	\$630	\$630
Appeal to Planning Commission of administratively approved permits/appeal to City Council of Planning Commission decisions	Each	\$750	\$750
Conditional Use Permit	Each	\$1,929	\$1,929

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Design Review:			
Single-Unit Residential	Each	\$3,058	\$3,058
Multi-Unit Residential:			
25 Units or Fewer	Each	\$4,640	\$4,640
26 Units or Greater	Each	\$9,044	\$9,044
Commercial:			
50,000 Gross Square Feet or less	Each	\$4,810	\$4,810
50,001 - 100,000 Gross Square Feet	Each	\$5,827	\$5,827
100,000 - 500,000 Gross Square Feet	Each	\$13,618	\$13,618
500,000+	Each	\$24,008	\$24,008
Amendment	Each	\$2,409	\$2,409
Deposit	Deposit	\$2,000	\$2,000
Handling Fee	Each	\$262	\$262
Information Submittal to Planning Commission	Each	\$1,997	\$1,997
Pre-Application Development Agreement	Each	\$1,997	\$1,997
Fence Variance	Each	\$800	\$800
Minor Modification	Each	\$800	\$800
Hillside Area Construction Permit	Each	\$1,194	\$1,194
Accessory Dwelling Unit	Each	\$950	\$950
Reasonable Accommodation	Each	\$630	\$630
General Plan Amendment/Re-zoning	Each	\$2,924	\$2,924
Special Permit	Each	\$997	\$997
Variance			
Single-Family	Each	\$1,082	\$1,082
Multi-Family	Each	\$1,732	\$1,732
Commercial	Each	\$1,732	\$1,732
Wireless Communications Administrative Use Permit	Each	\$1,759	\$1,759
Plan Recheck Fee			
More than two plan checks	Each	\$912	\$912
Major redesign of project plans	Each	\$1,195	\$1,195
Cannabis Operator Review:			
Permit Application:			
Delivery Only, No Fixed Location	Each	\$1,477	\$1,477
Fixed Location, Non-Storefront Retail Location	Each	\$2,888	\$2,888
Permit Renewal:			
Delivery Only, No Fixed Location	Each	\$912	\$912
Fixed Location, Non-Storefront Retail Location	Each	\$1,759	\$1,759
ENVIRONMENTAL			
Categorical Exemption	Each	\$141	\$141
Negative Declaration If prepared by staff	Each	\$7,803	\$7,803

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Initial Study/Mitigated Negative Declaration Checklist/Streamlining Exemption and/or with a Responsible Agency	Each	Pass-Through	Pass-Through
Environmental Impact Report	Each	Pass-Through	Pass-Through
Environmental Posting Fee, Mitigated Negative Declaration and EIR	Each	\$944	\$944
Fish & Wildlife Fee for Negative Declaration, whether mitigated or not (pass-through fee)	Each	\$2,764	\$2,764
Fish & Wildlife Fee for Environmental Impact Report (pass-through fee)	Each	\$3,839	\$3,839
County Clerk Processing Fee for Fish & Game (pass-through fee)	Each	\$50	\$50
PARKS DIVISION REVIEW			
<u>Arborist Review (when required):</u>			
Residential	Each	\$166	\$166
Commercial	Each	\$385	\$385
ENGINEERING DIVISION REVIEW			
<u>Single Family Dwelling</u>			
New	Each	\$1,443	\$1,443
Addition	Each	\$866	\$866
Multi-family	Each	\$2,309	\$2,309
<u>Commercial / Industrial</u>			
New	Each	\$2,309	\$2,309
Remodel / Addition	Each	\$1,155	\$1,155
Environmental Review	Each	\$2,021	\$2,021
Traffic and Parking Studies	Each	\$4,294	\$4,294
NOTICING			
All Other	Each	\$726	\$726
Design Review	Each	\$994	\$994
Minor Modifications, Hillside Area Construction Permits	Each	\$821	\$821
General Plan Amendment – Re-zoning	Each	\$1,111	\$1,111
Environmental Impact Report	Each	\$1,111	\$1,111
City Council Appeal	Each	\$150	\$150
Wireless Communications	Each	\$620	\$620
SIGNS			
50 square feet or fewer	Each	\$212	\$212
Over 50 SF and less than 200 square feet	Each	\$484	\$484
Over 200 square feet	Each	\$555	\$555
Sign Variance/Master Sign Program	Each	\$2,379	\$2,379
Temporary Sign Permits	Each	\$630	\$630
OTHER FEES			
Temporary Use Permits	Each	\$1,082	\$1,082
SB330 Processing	Each	\$2,494	\$2,494
SB9 Processing	Each	\$2,212	\$2,212
Technology Fee	% of Fee	2.0%	2.0%

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
DEVELOPMENT IMPACT FEES (PLANNING)			
<p>The Public Facilities Impact Fee is a general category of fees based on the uses, number of dwelling units and/or amount of square footage to be located on the property after completion of a development project. The fees are committed to public improvement, public services, and community amenities affected by new development (Burlingame Municipal Code Chapter 25.80). The purpose of the fee is established upon approval of a permit for construction or reconstruction, and is intended for improvements in one or more of the following categories: General Facilities & Equipment, Streets & Traffic, Libraries, Fire, Police, Storm Drainage, Parks & Recreation</p>			
General			
Single Family	Per Dwelling Unit	\$2,756	\$2,756
Multifamily	Per Dwelling Unit	\$1,636	\$1,636
Commercial	Per 1000 Sq. Ft.	\$930	\$930
Office	Per 1000 Sq. Ft.	\$640	\$640
Industrial	Per 1000 Sq. Ft.	\$305	\$305
Library			
Single Family	Per Dwelling Unit	\$2,383	\$2,383
Multifamily	Per Dwelling Unit	\$1,415	\$1,415
Commercial	Per 1000 Sq. Ft.	N/A	N/A
Office	Per 1000 Sq. Ft.	N/A	N/A
Industrial	Per 1000 Sq. Ft.	N/A	N/A
Police			
Single Family	Per Dwelling Unit	\$437	\$437
Multifamily	Per Dwelling Unit	\$259	\$259
Commercial	Per 1000 Sq. Ft.	\$147	\$147
Office	Per 1000 Sq. Ft.	\$102	\$102
Industrial	Per 1000 Sq. Ft.	\$48	\$48
Parks			
Single Family	Per Dwelling Unit	\$590	\$590
Multifamily	Per Dwelling Unit	\$350	\$350
Commercial	Per 1000 Sq. Ft.	\$172	\$172
Office	Per 1000 Sq. Ft.	\$118	\$118
Industrial	Per 1000 Sq. Ft.	\$56	\$56
Traffic/Streets			
Single Family	Per Dwelling Unit	\$1,573	\$1,573
Multifamily	Per Dwelling Unit	\$1,105	\$1,105
Commercial	Per 1000 Sq. Ft.	\$7,285	\$7,285
Office	Per 1000 Sq. Ft.	\$1,810	\$1,810
Industrial	Per 1000 Sq. Ft.	\$1,146	\$1,146
Fire			
Single Family	Per Dwelling Unit	\$642	\$642
Multifamily	Per Dwelling Unit	\$381	\$381
Commercial	Per 1000 Sq. Ft.	\$360	\$360
Office	Per 1000 Sq. Ft.	\$248	\$248
Industrial	Per 1000 Sq. Ft.	\$118	\$118

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Storm Drainage			
Single Family	Per Dwelling Unit	\$781	\$781
Multifamily	Per Dwelling Unit	\$391	\$391
Commercial	Per 1000 Sq. Ft.	\$717	\$717
Office	Per 1000 Sq. Ft.	\$442	\$442
Industrial	Per 1000 Sq. Ft.	\$628	\$628
Total			
Single Family	Per Dwelling Unit	\$9,162	\$9,162
Multifamily	Per Dwelling Unit	\$5,537	\$5,537
Commercial	Per 1000 Sq. Ft.	\$9,611	\$9,611
Office	Per 1000 Sq. Ft.	\$3,360	\$3,360
Industrial	Per 1000 Sq. Ft.	\$2,301	\$2,301

Burlingame Avenue Parking In Lieu Fees are applicable only to commercial properties within Downtown Burlingame and are collected in those instances where a land-use requires additional parking, but the site cannot physically accommodate additional spaces. The fee is based upon a per space, or portion thereof that is not being provided on the property. The funds are to remain in the City's Parking fund to help defray the cost of building a City-owned and operated parking structure. The fees are updated annually based on the February Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the San Francisco Area.

Burlingame Avenue Parking in Lieu Fees	Per Space	\$66,598	\$66,598
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AFFORDABLE HOUSING IMPACT FEES (PLANNING)

Commercial Affordable Housing Linkage Fees were adopted by the City Council in 2017 to provide a dedicated source of funding for programs supporting workforce housing in Burlingame.

Retail	Per Sq. Ft.	\$7	\$7
With Prevailing / Area Wage	Per Sq. Ft.	\$5	\$5
Hotel	Per Sq. Ft.	\$12	\$12
With Prevailing / Area Wage	Per Sq. Ft.	\$10	\$10
Office projects of 50,000 square feet or less	Per Sq. Ft.	\$18	\$18
With Prevailing / Area Wage	Per Sq. Ft.	\$15	\$15
Office projects greater than 50,000 square feet	Per Sq. Ft.	\$25	\$25
With Prevailing / Area Wage	Per Sq. Ft.	\$20	\$20

Residential Impact Fees were adopted by the City Council in 2019. The fees are to be used to increase, improve, and/or protect the supply of housing affordable to moderate-, low-, very low-, and extremely low-income households. An "in-lieu" option is available where the developer chooses to provide an affordable unit or units on site.

Rental Multifamily - 11 units and above

Up to 50 du/ac

Base	Per Sq. Ft.	\$17	\$17
With Prevailing / Area Wage	Per Sq. Ft.	\$14	\$14

51-70 du/ac

Base	Per Sq. Ft.	\$20	\$20
With Prevailing / Area Wage	Per Sq. Ft.	\$17	\$17

71 du/ac and above

Base	Per Sq. Ft.	\$30	\$30
With Prevailing / Area Wage	Per Sq. Ft.	\$25	\$25

For Sale Multifamily (Condominiums) – 7 units and above

Base	Per Sq. Ft.	\$35	\$35
With Prevailing / Area Wage	Per Sq. Ft.	\$30	\$30

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
POLICE			
Vehicle Release	Each	\$174	\$174
Police Reports Report Copies	Per Page	\$0.25	\$0.25
Fingerprint Rolling Fee	Each	\$35	\$35
CD's/DVD's/Flash Drives Containing Digital Files	Each	\$112	\$112
Clearance Letter	Each	\$33	\$33
Repossessed Vehicle	Each	\$15	\$15
Preferential Parking Permits - Residential Permit Parking Program			
Issuance (up to 2 permits for same address)	Each	\$66	\$66
Annual Renewal (up to 2 permits for same address)	Each	\$66	\$66
Charges for Replacement of Lot Permit	Each	\$66	\$66
Burlingame Avenue Downtown Area Parking Permits	Per Month	\$40	\$40
Driving Under Influence (DUI) Fees			
Per Hour Cost	Per Hour	\$233	\$233
Blood Test	Each	\$282	\$282
Breath / Urine Test	Each	\$104	\$104
Refused Blood Test	Each	\$157	\$157
Security Service (Outside Detail) (minimum charge of four hours)	Per Hour	\$167	\$167
Alarm Permits:			
Application Fee	Each	\$18	\$18
Annual Renewal Fee	Per Year	\$32	\$32
False Alarms:			
1-2 False Alarms	Each	\$0	\$0
3-5 False Alarms	Each	\$50	\$50
6 or more false alarms	Each	\$100	\$100
Any false alarm for which no alarm permit has been issued	Each	\$50	\$50
Live Entertainment Permit	Each	\$1,187	\$1,187
Single Event Entertainment Permit	Each	\$120	\$120
Peddlers and Solicitors	Each	\$1,582	\$1,582
Curb Painting	Each	\$67	\$67
Tanning Salon			
Application	Each	\$1,187	\$1,187
Sale or Transfer	Each	\$989	\$989
Renewal	Each	\$989	\$989
Massage Operator:			
Application	Each	\$1,483	\$1,483
Sale or Transfer	Each	\$1,483	\$1,483
Renewal	Each	\$989	\$989
Model/Escort Service			
Application	Each	\$1,187	\$1,187
Sale or Transfer	Each	\$1,187	\$1,187
Renewal	Each	\$989	\$989

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
Private Patrol Company			
Application	Each	\$1,384	\$1,384
Renewal	Each	\$923	\$923
Taxi Operator			
Application	Each	Business license	Business license
Renewal	Each	Business license	Business license
Taxi Driver:			
Application	Each	\$84	\$84
Renewal	Each	\$74	\$74
Taxicab Annual Inspection	Per Vehicle	\$156	\$156
Valet Parking	Each	\$1,088	\$1,088
Concealed Weapon	Each	\$3,164	\$3,164
Fortune Teller	Each	\$1,055	\$1,055
Unruly Gathering	Each		
Tobacco Retailer Permit			
Annual Retailer Permit	Each	\$672	\$672
New Tobacco Retailer Application	Each	\$249	\$249
Special Events & Street Closing:			
Application and Permit	Each	\$120	\$120
Sidewalk Closure	Per Parcel / Day	\$165	\$165
Road Closure	Per Parcel / Day	\$297	\$297
Verification of non-resident "proof-of-correction" citations	Each	\$0	\$0
SEWER			
SEWER CAPACITY CHARGES			
Single-family	Per Dwelling Unit	\$11,094	\$11,094
Multi-family, Two or More Bedrooms	Per Dwelling Unit	\$7,680	\$7,680
Multi-family, Studio and One Bedroom	Per Dwelling Unit	\$5,215	\$5,215
Accessory Dwelling Unit (ADU) > 150 square feet	Per Sq. Ft.	\$4.63	\$4.63
Non-Residential, water meter size = ¾-inch	Per Connection	\$21,335	\$21,335
Non-Residential, water meter size = 1-inch	Per Connection	\$35,559	\$35,559
Non-Residential, water meter size = 1½-inch	Per Connection	\$71,117	\$71,117
Non-Residential, water meter size = 2-inch	Per Connection	\$113,787	\$113,787
Non-Residential, water meter size = 3-inch	Per Connection	\$213,351	\$213,351
Non-Residential, water meter size = 4-inch	Per Connection	\$355,587	\$355,587
INDUSTRIAL WASTE DISCHARGE FEES			
Light Discharger, Annual	Per Year	\$638	\$638
Moderate Discharger, Annual	Per Year	\$1,748	\$1,748
Heavy Discharger, Annual	Per Year	\$2,441	\$2,441
Non-Conventional Discharger, Annual	Per Year	\$1,305	\$1,305
Groundwater Discharger	Per 1000 Gallons	Non-conventional Fee plus \$7.00 per 1000 gallons discharged	Non-conventional Fee plus \$7.00 per 1000 gallons discharged
Application Processing Fee	Per Application	\$168	\$168

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
ANALYTICAL FEES			
In-house Testing		Cost	Cost
Contract Lab Testing		Cost plus 15%	Cost plus 15%
BIMONTHLY SEWER SERVICE CHARGES			
Minimum Bi-Monthly Charges (Applies only when volumetric sewer rates result in a charge that is lower than the minimum.)		\$29.82	\$32.50
Single-family or duplex	Per 1000 Gallons	\$14.91	\$16.25
Multi-Unit residential	Per 1000 Gallons	\$14.65	\$16.25
Food Related: Restaurant, other commercial food-related uses	Per 1000 Gallons	\$35.69	\$37.24
Moderate/Heavy commercial	Per 1000 Gallons	\$25.63	\$27.45
Light commercial	Per 1000 Gallons	\$15.35	\$16.25
Institutional/ Schools/ Churches	Per 1000 Gallons	\$8.62	\$10.52
NEW CUSTOMERS IN SINGLE-FAMILY OR DUPLEX CLASSIFICATION			
1 Bedroom or Studio	Bi-Monthly	\$59.64	\$65.00
2 Bedrooms	Bi-Monthly	\$89.46	\$97.50
3 Bedrooms	Bi-Monthly	\$119.28	\$130.00
4 Bedrooms	Bi-Monthly	\$149.10	\$162.50
5 or More Bedrooms	Bi-Monthly	\$178.92	\$195.00
WATER			
WATER CAPACITY CHARGES			
Single-family	Per Dwelling Unit	\$7,272	\$7,272
Multi-family, Two or More Bedrooms	Per Dwelling Unit	\$4,521	\$4,521
Multi-family, Studio and One Bedroom	Per Dwelling Unit	\$2,947	\$2,947
Accessory Dwelling Unit (ADU), > 150 square feet	Per Sq. Ft.	\$3.04	\$3.04
Non-Residential, water meter size= ¾-inch	Per Connection	\$11,006	\$11,006
Non-Residential, water meter size=1-inch	Per Connection	\$18,357	\$18,357
Non-Residential, water meter size= 1 ½ -inch	Per Connection	\$36,675	\$36,675
Non-Residential, water meter size=2-inch	Per Connection	\$58,687	\$58,687
Non-Residential, water meter size=3-inch	Per Connection	\$110,063	\$110,063
Non-Residential, water meter size=4-inch	Per Connection	\$183,452	\$183,452
BI-MONTHLY CHARGE FOR METERS			
¾" meter	Bi-Monthly	\$84.03	\$84.03
1" meter	Bi-Monthly	\$140.05	\$140.05
1 - ½" meter	Bi-Monthly	\$280.10	\$280.10
2" meter	Bi-Monthly	\$448.16	\$448.16
3" meter	Bi-Monthly	\$840.30	\$840.30
4" meter	Bi-Monthly	\$1,400.50	\$1,400.50
6" meter	Bi-Monthly	\$2,801.00	\$2,801.00
8" meter	Bi-Monthly	\$4,481.60	\$4,481.60

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
BI-MONTHLY CHARGE FOR NEW FIRE (F2) METER			
4"	Bi-Monthly	\$134.76	\$134.76
6"	Bi-Monthly	\$163.66	\$163.66
8"	Bi-Monthly	\$255.20	\$255.20
10"	Bi-Monthly	\$296.98	\$296.98
12"	Bi-Monthly	\$330.32	\$330.32
WATER CONSUMPTION			
Single Family Residential Tiers			
Tier 1 (0-4,000 gal)	Per 1000 Gallons	\$9.79	\$9.79
Tier 2 (4,001-8,000 gal)	Per 1000 Gallons	\$10.98	\$10.98
Tier 3 (8,001-16,000 gal)	Per 1000 Gallons	\$12.18	\$12.18
Tier 4 (16,001-24,000 gal)	Per 1000 Gallons	\$13.38	\$13.38
Tier 5 (24,001 gal & above)	Per 1000 Gallons	\$14.58	\$14.58
Commercial/Multi-Family/Duplex/Other	Per 1000 Gallons	\$11.46	\$11.46
WATER SERVICE FEES (NON-RATES AND CAPACITY CHARGES)			
Water Service Turn-on Fees			
8am-3:15pm M-F	Each	\$99	\$99
3:16pm-3:30pm M-F	Each	\$99	\$99
3:31pm-7:59am M-F	Each	\$198	\$198
Sat / Sun / Holiday	Each	\$198	\$198
Penalty Fee (Past Due) - Not Paid within 30 days of billing	% of Bill	1.50%	1.50%
Service Renewal			
8am-3:15pm M-F	Each	\$99	\$99
3:16pm-3:30pm M-F	Each	\$99	\$99
3:31pm-4:50pm M-F	Each	\$198	\$198
After Normal Operating Hours	Each	\$198	\$198
Maintenance of Water in Fire Protection System (\$2 min charge)	Per Month Per Pipe Diameter in Inches	\$1	\$1
Flow Test			
3/4" through 1"	Each	Cost + 15%	Cost + 15%
1-1/2" and 2"	Each	Cost + 15%	Cost + 15%
Over 2"	Min.	Cost + 15%	Cost + 15%
Temporary Water Service Meter Charges (does not include water consumption)			
Deposit	Deposit	\$750	\$750
1" meter	Per Month	\$43	\$43
3" meter	Per Month	\$85	\$85
Water Service Turn-On Deposit (if Delinquent on City Water Account in Previous 12 months)	Each or 2 months consumption cost	\$50	\$50
Fire Flow Test	Per Hydrant	\$432	\$432

Fiscal Year 2024-25 Master Fee Schedule

Fee Name	Unit	Fee	Proposed Fee
<u>Water Line Installation</u>			
3/4" Bypass Meter	Each	\$608	\$608
<u>Long Side - from Centerline of Street</u>			
3/4" Service with meter	Each	\$16,240	\$16,240
1" service with meter	Each	\$18,382	\$18,382
1-1/2" service with meter	Each	\$18,912	\$18,912
2" service with meter	Each	\$19,838	\$19,838
<u>Short Side - From Centerline of Street</u>			
3/4" Service with meter	Each	\$10,231	\$10,231
1" service with meter	Each	\$11,581	\$11,581
1-1/2" service with meter	Each	\$11,915	\$11,915
2" service with meter	Each	\$12,498	\$12,498
Meter Upgrade (to 3/4" or 1" meter - meter only)	Each	\$516	\$516