

TOWN OF PORTOLA VALLEY

Master Fee Schedule



**Adopted by the Town Council
May 22, 2024**

Town of Portola Valley
Fee Schedule
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Administrative Fees & Permits

Activity	Current Fee	Notes
Banner/Sign Fee	\$35	
Business License		
a) Fixed place of business within Portola Valley	\$134	
i) Employee Fee 30+ hours week	\$27	each/per year
ii) Employee Fee 15-30 hours week	\$13	
b) Not Fixed place of business		
i) General Contractor (3 or more subcontractors)	\$535	
ii) General Contractor (less than 3 subcontractors)	\$134	
iii) Subcontractor	\$134	
iv) General License/Home Occupation	\$134	
Classes		
a) Town registration fees	20%	of fees received
b) Insurance (if supplied by the Town)		
i) Non-Sports Instruction	Current carrier rate	
ii) Sports Instruction	Current carrier rate	
Copying Fees		
a) Compact Disc (CD)/Flash Drive Copying	\$14	per CD
b) Paper Documents	\$0.35	per copy
Electric Vehicle Charging Station		
a) First hour	Free	
b) Each additional hour (at cost, not to exceed)	\$14	per hour

Facility Rental Fees/Deposits

a) Community Hall

- i) Resident Only Fee **\$2,777** per day
- ii) Deposit **\$1,000**

b) Community Hall – Memorial Service

(note: per policy, Current/Past Resident Only - 1/2 of the normal fee per day)

- i) Current/Past Resident Only **\$1,389** per day
- ii) Deposit **\$500**

c) Community Hall – Local Non-profit within Town limits

- i) No Fundraiser **No charge**
- ii) No Fundraiser – Deposit **\$1,000**
- iii) Fundraiser **\$1,022**
- iv) Fundraiser – Deposit **\$1,000**

d) Alder or Buckeye Room minimum rental = 2 hours meetings; 4 hours parties

- i) Resident Fee **\$111** per hour
- ii) Deposit **\$250**

e) Kitchen (must rent with room)

- i) Rented with Community Hall **No charge**
- ii) Rented with Alder or Buckeye Room -- Resident **\$111** per event
- iii) Deposit **\$100**

f) Redwood Grove (Weddings only)

- i) Resident Fee **\$172** per event
- ii) Deposit **\$100**

g) Staff Time/Consultation for Rentals

- i) First hour **Free**
- ii) Each additional hour (fully burdened staff hourly rate) **\$65** per hour

Horse Permit

a) New	\$68	per horse/year
b) Renewal – Residential	\$20	per horse/year
c) Renewal – Commercial	\$27	per horse/year
d) Inspection		Per hour as billed

Sport User Fees

a) Town Fields		
i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory)	\$0	no fees/no deposit
ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer)	\$44	per person/season
iii) Local Organized Youth Clubs (Alpine Strikers; CYSO)	\$67	per person/season
iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball)	\$67	per person/season
v) Local Organized Adult Clubs (PV Soccer Club)	\$100	per person/season
vi) Deposit for ii. through v. above	\$500	
b) Private Parties, Picnics, Pick-up Games		
i) Local Informal Groups	\$3	per person/use
ii) Deposit - 50 or fewer	\$100	
iii) Deposit - greater than 50	\$500	
c) Commercial Use (clinics and classes)	15%	of gross revenue
i) Deposit	\$500	
d) Picnic Spaces (next to Little Peoples' Park – Town Center)	\$3	per person/use
i) Deposit	\$100	
e) Ford Field Parking Lot	\$108	per day
i) Deposit	\$100	

Special Events Permit

a) Litter Deposit

\$130 per day

Credit Card Fees

Fees paid by credit card or other payment platform may be subject to third party transaction or other fees.

The Town is adding options that allow users to make payments by credit card and other convenient payment platforms. People who elect to use these types of payment options will be responsible for paying any transaction fees or similar expenses incurred by the Town in connection with such payment.

Planning Fees & Permits

Activity	Current Deposit	Current Fee
Pre-Application Meeting	\$1,000	\$828
Architectural Review		
a) New Residence	\$6,000	\$1,594
b) Guest House/Addition	\$5,000	\$944
c) Amendment	\$3,500	\$479
Site Development Permit		
a) 51-100 Cubic Yards	\$3,000	\$1,499
b) 101-1,000 Cubic Yards	\$4,000	\$3,196
c) Greater than 1,000 Cubic Yards	\$5,000	\$4,052
Conditional Use Permit		
a) Standard (New or Major Amendment)	\$9,000	\$5,681
b) Planned Unit Development	\$6,000	\$8,528
c) Amendment (Minor)	\$6,000	\$2,848
d) Cannabis	\$6,000	\$940
Variance	\$8,000	\$3,361
Lot Line Adjustment	\$8,000	\$2,300
Geology Review		
a) Building Permit	none	\$355
b) Map Modification	\$3,500	\$1,423
c) Deviation	\$6,000	\$1,245
Subdivision Preliminary Map	\$6,000	\$4,366
Subdivision - Tentative Map	\$8,000	\$6,659
Subdivision - Final Map	\$3,500	\$1,904
Map Time Extension	\$1,000	\$534
Tentative Map Amendment	\$3,500	\$1,067

Final Map Revision	\$6,000	\$1,067
Certificate of Compliance	\$4,000	\$2,211
Environmental - Initial Assessment	\$10,000	\$479
Environmental - Negative Declaration	\$25,000	\$1,423
General Plan Amendment	\$10,000	\$4,737
Zoning Ordinance Amendment	\$10,000	\$2,367
Fence Permit		
a) Horse Fence	\$1,200	\$151
b) All Other Fences	\$1,200	\$322
Tree Removal Permit	none	\$96
Residential Data Report	none	\$151
Allowed Floor Area Calculation	none	\$151
Temporary Occupancy Permit	\$10,000	\$1,766
Appeal	\$7,500	\$7,358
Photovoltaic System	none	\$68
Temporary Gas or Electrical	\$500	
Additional Plan Review or Revision		Per hour as billed
Planning Fee	none	\$161
Zoning Permit/Fee		
a) Permit	\$1,200	\$431

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Planning Entitlements In addition to the fixed administrative fees, planners' time and Town attorney's time spent on processing, planning entitlements shall be billed at an hourly rate of **\$239** and **\$390**, respectively, and withdrawn from a deposit account held by the Town. In addition, consultants' time shall also be billed at the rate contracted by the Town and withdrawn from the deposit account. In connection with a planning application, Applicant shall post an initial deposit amount as listed in this municipal fee schedule or as determined by the Town Manager or designee.

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Calculating Hourly Rates for Staff

Hourly rates for Town Staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs; except the planning hourly rate shall be \$239 and the Town Attorney's hourly rate shall be \$390.

Building Fees & Permits

Activity	Current Deposit	Current Fee
Construction & Demolition Recycling		
a) Demo Debris	\$50/estimated ton of construction and/or demolition debris and one-half percent of total project valuation for new construction projects, but not less than \$1,000	\$253
b) Construction Debris		\$253
c) Demo & Construction Debris		\$507
Commercial		
Commercial without Interior Improvements		
a) Less than 1,000 square feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	Deposit based on valuation	Per hour as billed
b) Greater than 1,000 square feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	Deposit based on valuation	Per hour as billed
Commercial with Interior Improvements		
a) Less than 1,000 square feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	Deposit based on valuation	Per hour as billed
b) Greater than 1,000 square feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	Deposit based on valuation	Per hour as billed

Commercial Tenant Improvements

a) Less than 1,000 square feet

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$1,204

b) Greater than 1,000 square feet

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$2,067

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

Commercial Repair

a) Less than 1,000 square feet

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$685

b) Greater than 1,000 square feet

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$1,382

Commercial Barn/Stable

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$1,382

Residential

Custom Residence Without Basement

a) 5,000 square Feet or Less

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$4,312

b) Greater than 5,000 Square Feet

	Deposit based on valuation	Per hour as billed
i) Plan Check		

ii) Inspection	none	\$5,168
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Custom Residence With Basement

a) 5,000 square Feet or Less

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$6,029

b) Greater than 5,000 Square Feet

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$6,029

Addition

a) 500 Square Feet or Less

i) Plan Check	none	\$520
ii) Inspection	none	\$1,725

b) 501-1,000 Square Feet

i) Plan Check	none	\$1,026
ii) Inspection	none	\$2,408

c) Greater than 1,000 Square Feet

	Deposit based on valuation	Per hour as billed
i) Plan Check		
ii) Inspection	none	\$3,108

Accessory Dwelling Unit (ADU)

i) Plan Check	none	\$1,382
ii) Inspection	none	\$2,408

b) Accessory Building (e.g. Cabana)

i) Plan Check	none	\$1,026
ii) Inspection	none	\$1,382

Detached Unit (Other)

a) Garage/Workshop - 1,000 Square Feet or Less

i) Plan Check	none	\$1,026
ii) Inspection	none	\$1,204

b) Carport		
i) Plan Check	none	\$685
ii) Inspection	none	\$862

Detached Unit (Other) -- Cont.

c) Barn/Stable		
i) Plan Check	none	\$1,026
ii) Inspection	none	\$862

Bathroom Remodel

a) Bathroom with Structural		
	Deposit based	Per hour as
	on valuation	billed
i) Plan Check		
ii) Inspection		\$1,382
b) Bathroom without Structural		
i) Plan Check	none	\$178
ii) Inspection	none	\$1,026

Kitchen Remodel

a) Kitchen with Structural		
	Deposit based	Per hour as
	on valuation	billed
i) Plan Check		
ii) Inspection		\$1,382
b) Kitchen without Structural		
i) Plan Check	none	\$178
ii) Inspection	none	\$1,026

Minor Repair (e.g. Deck)

a) Without Plan Check		
i) Inspection	none	\$342
b) With Plan Check		
i) Plan Check	none	\$178
ii) Inspection	none	\$520

Remodel with Structural

a) 0-500 Square Feet		
	Deposit based	Per hour as
	on valuation	billed
i) Plan Check		

ii) Inspection	none	\$1,382
b) 501-1,000 Square Feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	none	\$1,639
c) 1001-1,500 Square Feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	none	\$2,067
d) 1,501-2,000 Square Feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	none	\$2,751
e) 2,001 - 3,000 Square Feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	none	\$3,108
f) 3,001-4,000 Square Feet		
i) Plan Check	Deposit based on valuation	Per hour as billed
ii) Inspection	none	\$3,450
Remodel without Structural		
a) 0-500 Square Feet		
i) Plan Check	none	\$342
ii) Inspection	none	\$1,026
b) 501-1,000 Square Feet		
i) Plan Check	none	\$685
ii) Inspection	none	\$1,382
c) 1001-1,500 Square Feet		
i) Plan Check	none	\$1,026
ii) Inspection	none	\$1,725
d) 1,501-2,000 Square Feet		

i) Plan Check	none	\$1,204
ii) Inspection	none	\$2,067
e) 2,001-3,000 Square Feet		
i) Plan Check	none	\$1,382
ii) Inspection	none	\$2,408
f) 3,001-4,000 Square Feet		
i) Plan Check	none	\$1,547
ii) Inspection	none	\$2,751

Mobile Home Installation

a) With Foundation		
i) Plan Check	none	\$520
ii) Inspection	none	\$520
b) Without Foundation		
i) Plan Check	none	\$178
ii) Inspection	none	\$342

Foundation Repair

a) 35 Linear Feet or Less		
i) Plan Check	none	\$342
ii) Inspection	none	\$520
b) Greater Than 35 Linear Feet		
i) Plan Check	none	\$685
ii) Inspection	none	\$862

Stucco/Siding

a) 500 Square Feet or Less		
i) Plan Check	none	\$178
ii) Inspection	none	\$342
b) 501-1,000 Square Feet		
i) Plan Check	none	\$178
ii) Inspection	none	\$520
c) Greater than 1,000 Square Feet		
i) Plan Check	none	\$342
ii) Inspection	none	\$685

Re-Roofing

a) 1,000 Square Feet or Less

i) Plan Check	none	\$123
ii) Inspection	none	\$520

b) 1,001-3,000 Square Feet

i) Plan Check	none	\$123
ii) Inspection	none	\$520

c) Greater than 3,000 Square Feet

i) Plan Check	none	\$123
ii) Inspection	none	\$862

Doors and Windows

a) Five or Less

i) Plan Check	none	\$178
ii) Inspection	none	\$342

b) More than Five

i) Plan Check	none	\$178
ii) Inspection	none	\$520

Swimming Pool (In Ground)

i) Plan Check	none	\$1,026
ii) Inspection	none	\$862

Spa

a) In Ground

i) Plan Check	none	\$520
ii) Inspection	none	\$685

b) Above Ground (Prefabricated)

i) Plan Check	none	\$342
ii) Inspection	none	\$376

Demolition

i) Plan Check	none	\$61
ii) Inspection	none	\$342

Retaining Wall

a) Four Feet High or Less

i) Plan Check	none	\$123
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ii) Inspection	none	\$520
b) Greater than Four Feet High		
i) Plan Check	none	\$253
ii) Inspection	none	\$862
Permit Application Fee (applies to all building permits)		
a) For Initial Permit	none	\$87
b) For Each Additional Permit	none	\$40

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(ASSOCIATED WITH NEW CONSTRUCTION PERMITS)**

Plumbing (per s.f)	none	\$0.61
Mechanical (per s.f)	none	\$0.55
Electrical (per s.f)	none	\$0.61

**ELECTRICAL, MECHANICAL AND PLUMBING PERMITS
(STAND-ALONE)**

Permit Application Fee (stand-alone projects)

a) For Initial Permit	none	\$35
b) For Each Additional Permit	none	\$35

Water Heater Permit Fee	none	\$55
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PER UNIT FEES -- ELECTRICAL

Temporary Power Pole	none	\$123
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Electrical Service

a) 100-400 Amps	none	\$253
b) Greater than 400 Amps	none	\$376

Subpanel/EV Charger	none	\$61
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Electrical Associated with a Pool/Spa	none	\$253
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Generator	none	\$253
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PER UNIT FEES -- MECHANICAL

Furnace	none	\$61
Condensor (Evaporative Cooler)	none	\$61
Boiler	none	\$61
Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator)	none	\$123
PER UNIT FEES -- PLUMBING		
Water Service	none	\$123
Backflow Device	none	\$61
Water Piping	none	\$123
Sewer Line	none	\$123
Drain-Waste Vent (1-5 Fixtures)	none	\$123
Gas Piping (1-5 Outlets)	none	\$123
Earthquake Shut-off Valve	none	\$61
Pool/Spa Plumbing	none	\$253
Additional Plan Check or Inspection	none	Per hour as billed
Strong Motion Instrumentation & Seismic Hazard Mapping Fee		
a) Residential		Per State
i) Valuation over \$3,850	none	.00013 x valuation
ii) Valuation under \$3,850	none	\$0.50
b) Commercial		Per State
i) Valuation over \$1,786	none	.00028 x valuation
ii) Valuation under \$1,786	none	\$0.50

California Building Standards Commission

Fee

Per State

a) Every \$25,000 or fraction thereof

**\$1 per
\$25,000
none valuation**

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Public Works/Engineering & Permit Fees

Activity	Current Deposit	Current Fee
Driveway Connection to Street		
a) Application	none	\$322
	\$95-\$1,000	
	initial deposit*	
b) Plan Review		\$0
c) Inspection		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Town Staff		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Contract Engineer		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Contract Inspector		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Utilities		
Regular Utility Maintenance Connect / Disconnect		
a) Application		\$322
b) Plan Review	\$500-\$1,000	
	initial deposit*	\$0
c) Inspection		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Town Staff		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Contract Engineer		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Contract Inspector		
	\$500-\$1,000	
	initial deposit*	Per hour as billed
Utility Main / Capital Project		
a) Application		\$322

b) Plan Review	\$95-\$2,500 initial deposit*	Per hour as billed
c) Inspection		
Town Staff	\$500-\$2,000 initial deposit*	Per hour as billed
Contract Engineer	\$500-\$2,000 initial deposit*	Per hour as billed
Contract Inspector	\$500-\$2,000 initial deposit*	Per hour as billed

**Other projects including without limitation:
Right-of-way, landscaping, fences, and investigations**

a) Application	none	\$322
b) Plan Review	\$95-\$1000 initial deposit*	\$0
c) Inspection		
Town Staff	\$95-\$1000 initial deposit*	Per hour as billed
Contract Engineer	\$95-\$1000 initial deposit*	Per hour as billed
Contract Inspector	\$95-\$1000 initial deposit*	Per hour as billed

Additional Plan Review or Inspection

Town Staff		Per hour as billed
Contract Engineer		Per hour as billed
Contract Inspector		Per hour as billed
Clean Up or Repair to Town Property	none	Actual cost

Deposits

* Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required by staff/contract engineer/contract inspector, and project timeline.

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