

**CITY OF SPOKANE VALLEY  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 25-013**

**A RESOLUTION OF THE CITY OF SPOKANE VALLEY, SPOKANE COUNTY, WASHINGTON, REPEALING AND REPLACING RESOLUTION 25-006, AND APPROVING THE 2026 MASTER FEE SCHEDULE, AND OTHER MATTERS RELATING THERETO.**

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City uses a resolution to establish the schedule of fees for City programs, permits and services, and periodically the fee resolution and fee schedule must be amended to incorporate new or modified services; and

WHEREAS, Council desires to approve the resolution and accompanying fee schedule.

NOW THEREFORE, be it resolved by the City Council of the City of Spokane Valley, Spokane County, Washington, as follows:

**Section 1. Adoption.** The Master Fee Schedule is hereby adopted as provided herein and as shown and incorporated in the attached schedules.


**Section 2. Repeal.** Resolution 25-006 is hereby repealed in its entirety.


**Section 3. Effective Date.** This Resolution shall be in full force and effect January 1, 2026.

Approved this 23<sup>rd</sup> day of December, 2025.

ATTEST:

CITY OF SPOKANE VALLEY

  
\_\_\_\_\_  
Marci Patterson, City Clerk

  
\_\_\_\_\_  
Pam Haley, Mayor

Approved as to form:

  
\_\_\_\_\_  
Office of the City Attorney

## MASTER FEE SCHEDULE

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# MASTER FEE SCHEDULE

## Schedule A – Planning

### Automatic Annual Adjustment

Unless otherwise specifically amended, Schedule A of this Master Fee Schedule shall be reviewed and automatically adjusted annually to reflect (80%) of any change from September to September of the Consumer Price Index for All Urban Consumers (CPI-U), West Region, 1982-84=100, published by the United States Department of Labor, Bureau of Labor Statistics, or other comparable index if not published. In no event shall the cumulative change in rates or charges be more than four percent (4%) per year. Unit prices shall be rounded to the nearest dollar. The automatic adjustment shall be effective January 1 of each year. No other fee schedules shall be affected by such automatic adjustment.

### Fee Payment

Plan review fees are collected at the time of application. Such fees may be adjusted during plan review. Overages or under payments shall be appropriately adjusted at the time of permit issuance.

In addition to the fees identified below, amounts paid by the City for outside professional services and other expenditures required during the permit process shall be paid by the applicant. Examples of outside professional services include review by consultants such as surveying, floodplain, structural engineering or other services required to determine compliance with applicable codes. Outside costs also include but are not limited to costs for public hearing examiner, recording and legal publication notices.

	<u><b>FEE AMOUNT</b></u>
<u><b>AMENDMENTS</b></u>	
Comprehensive Plan Amendment	\$2,910.00
Zoning or other code text amendment	\$2,910.00
<u><b>APPEALS</b></u>	
Appeal of Administrative Decision	\$872.00
Appeal of Hearing Examiner Findings	\$1,165.00
Transcript/record deposit on Appeals of Hearing Examiner Decisions	\$183.00
Appeal of Administrative Decision - Code Enforcement Final Decision pursuant to chapter 17.100 SVMC	\$582.00 unless otherwise waived pursuant to SVMC 17.110
<u><b>ENVIRONMENTAL REVIEW</b></u>	
<u>STATE ENVIRONMENTAL POLICY ACT (SEPA)</u>	
Single Dwelling (when required)	\$400.00
Northeast Industrial Area	\$200.00
Threshold of Determination of DNS	\$1,050.00
Threshold of Determination of MDNS	\$1,750.00
Environmental Impact Statement (EIS) Review, minimum deposit	\$3,000.00 (deposit) + Actual costs
Addenda of existing EIS Review	\$500.00
<u><b>SHORELINE</b></u>	
Substantial Development Permit - under \$50K	\$1,165.00
Substantial Development Permit - over \$50K	\$1,863.00
Shoreline Exemption	\$698.00
<u><b>CRITICAL AREAS</b></u>	
Floodplain Permit w/out floodplain revision for a single family dwelling	\$850.00

Floodplain Permit with floodplain revision for a single family dwelling	\$1,050.00
Floodplain Permit w/out floodplain revision for a land division or commercial application	\$1,750.00
Floodplain Permit with floodplain revision for a land division or commercial application	\$2,450.00
Floodplain Permit for large or complex project	\$3,500.00 (deposit) + Actual costs

## **LAND USE ACTIONS**

### **SUBDIVISIONS**

Preliminary plat	\$4,500.00 + \$50.00 per lot
Final Plat	\$3,000.00 + \$10.00 per lot
Time extensions – file review and letter	\$582.00

### **SHORT PLATS**

Preliminary	\$4,000.00 + \$30 per lot
Final plat	\$2,500.00 + \$30 per lot
Time extensions – file review and letter	\$582.00

### **PLAT ALTERATION**

Subdivision plat	\$3,000.00
Short plat	\$2,500.00

### **PLAT VACATION**

\$1,716.00

### **BINDING SITE PLAN**

Binding site plan alteration	\$2,327.00
Change of Conditions	\$2,327.00
Preliminary binding site plan	\$2,327.00
Creating lots within final binding site plan via Record of Survey	\$1,746.00
Final Binding Site Plan	\$2,327.00

### **AGGREGATION/SEGREGATION**

Lot line adjustment	\$550.00
Lot line elimination	\$500.00
Zero lot line	\$500.00 + \$10.00 per lot

### **OTHER PLANNING**

Administrative Exception	\$750.00
Variance	\$1,834.00
Administrative Interpretations	\$409.00
Home Occupation Permit	\$116.00
Accessory Dwelling Units (ADU)	\$349.00
Conditional Use Permit	\$3,000.00
Temporary Use Permit	\$582.00
Temporary Use Permit – for RV usage over 30 days	\$35.00
Community Services	\$250.00
Small Cell Permit Application	\$582.00 for up to five sites + \$116.00 per additional site
Hourly Rate for City Employees (Hourly Rate)	\$110.00
Document Recording Service by Staff	Hourly
Street Vacation Application	\$1,590.00



Pre-application Meetings	\$500.00
*Fee shall be deducted from building or commercial permit fees when application is filed within one year of pre-application meeting.	
Public Notice when required by any permit	Cost
Public Hearing when required by any permit	Cost

<b><u>ZONING</u></b> map amendments (rezone)*	\$4,075.00
Planned residential development plan	\$2,327.00 + \$30.00 per lot
Planned residential development modification	\$612.00
Zoning letter	\$350.00
*If rezone is combined with other action(s), cost of other action(s) is additional	

## **Schedule B – Building**

### **Automatic Annual Adjustment**

Unless otherwise specifically amended, Schedule B of this Master Fee Schedule shall be reviewed and automatically adjusted annually to reflect (80%) of any change from September to September of the Consumer Price Index for All Urban Consumers (CPI-U), West Region, 1982-84=100, published by the United States Department of Labor, Bureau of Labor Statistics, or other comparable index if not published. In no event shall the cumulative change in rates or charges be more than four percent (4%) per year. Unit prices shall be rounded to the nearest dollar. The automatic adjustment shall be effective January 1 of each year.

Stormwater Utility Charges on Developed Parcels shall be reviewed and automatically adjusted annually to reflect any change from September to September of the Consumer Price Index for All Urban Consumers (CPI-U), West Region, 1982-84=100, published by the United States Department of Labor, Bureau of Labor Statistics, or other comparable index if not published. Unit prices shall be rounded to the nearest dollar. The automatic adjustment shall be effective January 1 of each year.

Building permit fees shall not be included in the annual automatic adjustment because updates occur semi-annually through the International Code Council (ICC) published updates. No other fee schedules shall be affected by such automatic adjustment.

### **Fee Payment**

Plan review fees are collected at the time of application. Such fees may be adjusted during plan review. Overages or under payments shall be appropriately adjusted at the time of permit issuance.

Plan review fees are separate from and additional to building permit fees. Permit fees and any other unpaid fees shall be collected prior to issuance of the permit.

Fees for outside professional services required during the permit process shall be paid by the applicant. Examples of outside professional services include review by contract reviewers, special inspection or construction services, consultant services for special topics, surveying or other services required to determine compliance with applicable codes.

**Fee Refund Policy.** Refunds authorized under this policy apply to Schedule A and B.

#### **PLAN REVIEW FEES**

- Plan review fees are non-refundable once any plan review work has been started.
- Paid plan review fees may be refunded when an eligible request is received in writing.
- At a minimum, an administrative fee equal to the Hourly Rate for City Employees (Hourly Rate) shall be retained.
- If the paid plan review fee is less than the Hourly Rate, no refund is authorized.
- If the paid plan review fee is more than the Hourly Rate, the amount for refund shall be calculated at the rate of 100% of the paid plan review fee minus the Hourly Rate.

#### **PERMIT FEES**

- Permit fees are non-refundable once work authorized by the permit has begun.
- Paid permit fees may be refunded when an eligible request is received in writing.
- At a minimum, an administrative fee equal to the Hourly Rate will be retained when fees are refunded.
- If the paid permit fee is less than the Hourly Rate, no refund is authorized.
- If the paid permit fee is more than the Hourly Rate, the refund shall be calculated at the rate of 95% of the paid permit fee minus the Hourly Rate.

For any application taken or permit issued in error, a full refund of fees paid shall be made. No portion of the paid fees shall be retained.

### **GENERAL**

Hourly Rate for City Employees (Hourly Rate)	\$110.00
Overtime Rate for City Employees (Overtime Rate) - 1.5 times regular Hourly Rate	\$165.00
Investigation fee: Work commenced without required permits	Equal to permit fee
Working beyond the scope of work	\$174.00
Replacement of lost permit documents	Hourly rate – 1 hr minimum
Technology fee	\$25 per permit
Excessive Reviews (more than 3)	Hourly Rate – 2 hr minimum
After hour inspections (6pm to 6am, weekends and holidays)	Overtime Rate – 2 hr minimum
Reinspection fee	Hourly Rate – 1 hr minimum

Revisions to plans requested by the applicant or permit holder shall be charged the hourly rate with a minimum of one hour. Revised plans submitted in response to reviewer correction letters are not subject to the hourly assessment.

Washington State Building Code Council Surcharge (WSBCC) – see the Washington State Building Code Council website for fees.

Spokane Valley Fire Department - Permit Processing Fee	\$35.00
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### **BUILDING PERMIT:**

Building permit fees for each project are set by the following fees. The figures below shall be used to determine the building permit fees and plans check fees based on the value of the construction work as stated by the applicant or the value calculated by the Building Official using the latest valuation data published in the *Building Safety Journal* by the International Code Council, whichever value is greater.

#### **Valuations not listed in the Building Safety Journal:**

<b><u>Building Type</u></b>	<b><u>Valuation Per Square Foot</u></b>
Residential garages/storage buildings (wood frame)	\$22.00
Residential garages (masonry)	\$25.00
Miscellaneous residential pole buildings	\$22.00
Residential carports, decks, porches	\$18.00

#### **Building Permit Fee Calculation**

<b><u>Total Valuation</u></b>	<b><u>Building Permit Fee</u></b>
\$1.00 to \$25,000.00	\$69.25 for first \$2,000.00 + \$14.00 for each additional \$1,000.00 (or fraction thereof) Up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for first \$25,000 + \$10.10 for each additional \$1,000.00 (or fraction thereof) Up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for first \$50,000.00 + \$7.00 for each additional \$1,000.00 (or fraction thereof) Up to and including \$100,000.00

\$100,001.00 to \$500,000.00	\$993.75 for first \$100,000 + \$5.60 for each additional \$1,000.00 (or fraction thereof) Up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for first \$500,000.00 + \$4.75 for each additional \$1,000.00 (or fraction thereof) Up to and including \$1,000,000.00
\$1,000,001 and up	\$5,608.75 for first \$1,000,000.00 + \$3.15 for each additional \$1,000.00 (or fraction thereof)

<b><u>Plan Review Fee Calculation</u></b>	<b><u>% of Building Permit Fee</u></b>
Plans review fee (general)	65%
Plans review fee – Group R-3 occupancies (single family less than 7,999 sq. ft.)	40%
Plans review fee – Group R-3 occupancies (single family 8,000 sq. ft. or more)	65%
Plans review fee – Group U occupancies (sheds, barns, et.)	25%

#### **OTHER PERMITS:**

##### **SITE PLAN REVIEW**

New Residential Home Site Plan Review	\$349.00
Residential Accessory Structure Site Plan Review	\$92.00
Commercial Site Plan Review	\$675.00

##### **DEMOLITION PERMIT**

Single Family Residence	\$70.00 flat fee
Commercial Building	\$151.00 flat fee
Garage or accessory building associated with residence or commercial building	\$70.00 flat fee

Foundation Only Building Permit: 25% of building permit fee

Swimming Pools, over 2 feet in depth Hourly Rate + plumbing fees

Re-roof (no plan review charge unless submitted for review) Based on Project Valuation

Change of Use or Occupancy Classification Permit Hourly

##### **TEMPORARY CERTIFICATE OF OCCUPANCY**

Commercial or Multifamily Building	\$233.00
Residential Building	\$174.00

Manufactured Home (FAS) Placement Permit \$70.00 per section

Permit or Application Expiration Extension Hourly Rate

Towers, elevated tanks, antennas Hourly

**SIGN PERMIT:**

Sign Permits are subject to the assessment of the WSBCC fee as noted in Schedule B “General” section and the following review fees.

Sign Plan Review Fee	\$100.00
Wall Sign Permit	\$87.00 per sign (flat fee)
Freestanding or Monument Sign Permit	\$116.00 per sign (flat fee)

**RIGHT-OF-WAY (ROW) PERMIT:**

A traffic plan and traffic plan review is required if more than 50% of the width of any street is closed or if a single arterial lane is closed. A minimum plan review fee equal to the Hourly Rate for City Employees (Hourly Rate) applies to all right-of-way permits that require a traffic plan. If additional staff time is required, it shall be charged at the hourly rate.

Fees for outside professional services required during the permit process shall be paid by the applicant. Examples of outside professional services include review by contract reviewers, special inspection or construction services, consultant services for special topics, surveying or other services required to determine compliance with applicable codes.

**TYPES OF ROW PERMITS**

Non-cut obstruction without clean up	\$144.00
Non-cut obstruction with clean up	\$216.00
Pavement cut obstruction, non-winter	\$411.00
Pavement cut obstruction, winter	\$616.00
Working without a permit	200% Permit Fee
Commercial Approach Permit	\$308.00
Residential Approach Permit	\$180.00
Multiple Use Permit – overhead	\$359.00 per 1/4 mile
Multiple Use Permit – underground	\$1,642.00 per 1/4 mile
Multiple Use Permit – tree trimming only	\$150.00 per 1/4 mile
Erosion/Sediment Control – Site Inspection	\$154.00
Oversized Load Permit Fee	\$87.00
Structure Transport Permit	\$174.00 per section

**ENGINEERING PERMITS****GRADING INSPECTION PERMIT:**

Pre- Construction meeting	\$140.00
Onsite Drainage only	\$210.00
Frontage improvement with or without site improvements	\$700.00
Full improvements (frontage improvements and internal streets)	\$1,400.00
Warranty inspections and surety release	\$140.00
Inspections outside normal hours (6 pm – 6am weekdays, anytime during weekends and holidays)	Overtime Rate min 2 hours

**GRADING PLAN REVIEW FEE:**

Engineering Site Plan Review	\$500.00
Frontage improvement with or without site improvements	\$700.00
Full improvements (frontage improvements and internal streets)	\$1,400.00
ROW dedication, border easements and/or drainage easements	\$140.00 plus surveyor costs
Additional or excessive reviews (more than 3)	\$140.00 per review

Grubbing & Clearing Only (without earth being moved)	\$79.00
Paving Permit (greater than 5,000 sq. ft. – new paving on-site only)	\$307.00

#### OTHER ENGINEERING

Design Deviation	\$200.00
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#### TRAFFIC ENGINEERING REVIEW

Project located within traffic impact area	\$70.00
Trip Generation & Distribution letter	\$140.00
Traffic Impact Analysis	\$280.00 plus costs

#### OTHER TRAFFIC

Memorial Sign	\$600.00
Memorial Sign (Plaque only on existing memorial sign)	\$360.00

#### STORMWATER UTILITY CHARGE ON DEVELOPED PARCELS:

Each single-family unit	\$63.00 annual
All other properties each	\$63.00 per 3,160 sq. ft impervious surface

#### MECHANICAL PERMIT:

Plan review fees for mechanical permits shall be collected at the time of application as noted in the “Fee Payment” section of this schedule. Permit fees shall be collected when the permit is issued.

##### **A. BASIC FEES**

1. Basic fee for issuing each Stand-Alone permit	\$70.00
2. Basic fee for each Supplemental permit	\$8.00

##### **B. UNIT FEES (in addition to the basic fee)**

1. Installation or relocation of Furnaces and suspended heaters	
a. up to and including 100,000 btu	\$15.00
b. over 100,000 btu	\$20.00
2. Duct work system	\$11.00
3. Heat pump and air conditioner	
a. 0 to 3 tons	\$15.00
b. over 3 tons to 15 tons	\$25.00
c. over 15 tons to 30 tons	\$30.00
d. over 30 tons to 50 tons	\$43.00
e. over 50 tons	\$74.00
4. Gas water heater	\$11.00
5. Gas piping system	\$1.00 per outlet
6. Gas log, fireplace, and gas insert installation	\$11.00
7. Appliance vents installation; relocation; replacement	\$10.00 each
8. Boilers, compressors, and absorption systems	
a. 0 to 3 hp – 100,000 btu or less	\$15.00
b. over 3 to 15 hp – 100,001 to 500,000 btu	\$25.00
c. over 15 – 30 hp – 500,001 to 1,000,000 btu	\$30.00
d. over 30 hp – 1,000,001 to 1,750,000 btu	\$43.00
e. over 50 hp – over 1,750,000 btu	\$74.00
9. Air Handlers	
a. each unit up to 10,000 cfm, including ducts	\$15.00
b. each unit over 10,000 cfm	\$20.00
10. Evaporative Coolers (other than portable)	\$11.00

11. Ventilation and Exhausts	
a. each fan connected to a single duct	\$11.00
b. each ventilation system	\$15.00
c. each hood served by mechanical exhaust	\$15.00
12. Incinerators	
a. residential installation or relocation	\$25.00
b. commercial installation or relocation	\$27.00
13. Unlisted appliances	
a. under 400,000 btu	\$61.00
b. 400,000 btu or over	\$122.00
14. Hood	
a. Type I	\$61.00
b. Type II	\$11.00
15. LP Storage Tank	\$11.00
16. Wood or Pellet Stove insert	\$11.00
17. Wood stove system – free standing	\$30.00

**PLUMBING PERMIT:**

Plan review fees for plumbing permits shall be collected at the time of application as noted in the “Fee Payment” section of this schedule. Permit fees shall be collected when the permit is issued.

**A. BASIC FEES**

1. Basic fee for issuing each Stand-Alone permit	\$70.00
2. Basic fee for each Supplemental permit	\$8.00

**B. UNIT FEES (in addition to the basic fee)**

1. Each plumbing fixture on a trap (includes garbage disposals, dishwashers, backflow device, drainage, hot tubs, built-in water softener, water closets, lavatories, sinks, drains, etc.)	\$6.00 each
2. Water Heater	\$6.00 each
3. Industrial waste pretreatment interceptor (includes its trap and vent, except kitchen type grease interceptors functioning as fixture traps.)	\$20.00
4. Repair or alteration of water piping, drainage or vent piping	\$6.00 each fixture
5. Atmospheric type vacuum breaker	\$6.00 each
6. Backflow protective device other than atmospheric type vacuum breakers	\$6.00 each
7. Medical gas	\$6.00 per outlet
8. Interceptors	\$6.00 each

## Schedule C – Parks and Recreation

### ADMINISTRATIVE FEES

#### Basic fees to be considered when applying rates

Administrative Fee	\$32.00
Refuse Fee	\$52.00

### AQUATICS

Pool admission (age 5 and under)	free
Pool admission (age older than 5)	\$1.00
Pool punch pass (25 swims)	\$20.00
Weekend family discount – 1 child under 13 free with paying adult	
At the discretion of the City Manager, the Parks and Recreation Department may on occasion offer free admission open swim days.	

Swimming Lessons	\$48.00
Swim Team Fee	\$75.00
Pool Rental (fewer than 100 people)	\$300.00 for 2-hr rental
Pool Rental (101-200 people)	\$400.00 for 2-hr rental
Refundable Pool Damage Deposit	\$150.00

### ALCOHOLIC BEVERAGE PERMIT

\$10.00

### CENTERPLACE

#### Conference Center Wing

Auditorium (presentation system included)	\$79.00 per hour
Auditorium (presentation system included)	\$475.00 per day
Auditorium (presentation system included)	\$236.00 per half day
Auditorium Refundable Damage Deposit	\$75.00
Executive Conference Room	\$52.00 per hour
Executive Conference Room ½ day	\$156.00 per 4 hours
Executive Conference Room full day rental	\$416.00 per day
Executive Conference Room Refundable Damage Deposit	\$75.00
Meeting Room	\$42.00 per hour
Meeting Room	\$263.00 per day
Large Meeting Room	\$75.00 per hour
Large Meeting Room	\$225.00 per half day
Large Meeting Room	\$450.00 per 9 hr day
Meeting Room	\$131.00 per half day
Meeting Room Refundable Damage Deposit	\$75.00
Portable Sound System	\$150.00 per event
Bluetooth Speaker (includes hand-held or lapel microphone)	\$75.00
Platinum Package	\$500.00 per event

#### Great Room

Multi-use/Banquet Hall	\$105.00 per hour
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Multi-use/Banquet Hall – Wedding Reception – 10 hours	\$1,500.00
Multi-use/Banquet Hall	\$840.00 per 9 hr session
Multi-use/Banquet Hall	\$1,575.00 all day (6 a.m.-1 a.m.)
Small Dining Area	\$52.00 per hour
Refundable Deposit	\$210.00
Refundable Deposit – Weddings	\$500.00
Table Settings (linens and tableware)	\$3.00 per place setting
Pipe & Drape rental	\$100.00 per day

### **Senior Center Wing**

Lounge with Dance Floor	\$105.00 per hour
Lounge with Dance Floor – Wedding Reception – 8 hours	\$1,000.000
Refundable Lounge deposit	\$210.00
Refundable Lounge deposit – Weddings	\$500.00
Meeting room (evening use)	\$42.00 per hour
Meeting room (evening use)	\$131.00 per 4 hr session
Meeting room (weekend use)	\$262.00 per day
Meeting room (weekend use)	\$131.00 per half day
Meeting room deposit	\$75.00

### **West Lawn and CenterPlace**

Rental fee	\$3,500.00 per day
West Lawn Wedding Ceremony - 2 hours (with CenterPlace Reception)	\$1,000.00
West Lawn Plaza – Wedding Reception - 10 hours	\$2,500.00
West Lawn Plaza Rental	\$2,000.00 per day
- North Meadow	additional \$500.00 per day
North Meadow Rental	\$1,000.00 per day
West Lawn Plaza Rental - 1/2 day	\$1,000.00
- North Meadow	additional \$250.00
North Meadow Rental – ½ Day	\$500.00
Outdoor Venue Refundable Damage Deposit	\$500.00

### **Miscellaneous**

Double-Set Wedding Ceremony with Reception	\$500.00
Self-Catered Event fee for groups bringing their own food in on Sundays	
• Groups in meeting rooms	\$75.00
• Groups in Fireside Lounge	\$210.00
• Groups in Great Room	\$500.00
Host/Hostess (after hours)	\$30.00 per hour
Presentation System	\$262.00 per day
(includes projector, podium, DVD/VCR sound system, camera system)	
Room Setup	\$30.00 per hour
85” TV with Crestron System	\$262.00 per hour
Additional Microphones	\$25.00 each
Technical Support	\$42.00 per hour
LCD Projector/ Television	\$25.00 per hour
LCD Projector/ Television	\$100.00 per day
Linens Only	\$10.00 per table
Glass only rental	\$0.50 per glass
Easel Paper Pad	\$20.00 per pad
Laptop Usage	\$50.00 per event
Package Storage received two days before or after contracted event	\$5.00 per box per day
Pallet Storage received two days before or after contracted event	\$50.00 per pallet per day

**Business Incentive Rental Policy** – The Parks & Recreation Director has the authority to reduce the room rental rate by one hr. when the rental meets the following criteria: minimum of 25 participants; utilize a classroom at CenterPlace eight or more times per calendar year; and use in-house caterer for a meal each reservation.

## **THE COURSE SPOKANE VALLEY**

### **Event Rental Fees**

Full Day	\$1,500.00
Hourly (max 6 hours)	\$175.00

### **K-12 School/Non-Profit Event Rental Rate\***

Full Day	\$1,050.00
Hourly (max 6 hours)	\$122.50

\*Local Rate available to pre-approved K-12 schools and non-profit organizations from within the Spokane-Coeur d'Alene Combined Statistical Reporting Area (CSA)

### **Event Rental Deposit**

Percentage of rental fee due upon reservation (non-refundable)	20%
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### **Event Participant Fees**

(per athlete)	
1-100	\$2.50
101-200	\$2.25
201-300	\$2.00
301-400	\$1.75
401-500	\$1.50
500+	\$1.25

### **Event Ticket Sales**

Percentage of event ticket/entry sales (if any)	15%
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### **Event Vendor Fees\***

Non-Food Vendor provided by event organizer (per 10'x10' space per day)	\$50.00
Food Vendor provided by event organizer (per food vendor per day)	\$50.00

\*Vendors may also be provided by the Venue through separate agreements with the City

### **Portable Restroom Fees**

If provided by event organizer, per unit	\$15.00
If provided by City, per unit	Full Cost + 15% service charge

### **Team Practice Fees**

Practice times subject to availability and online scheduling	Participant Fees apply
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## **PICNIC SHELTER RESERVATION**

### **(For groups of fewer than 200 people)**

Browns – large red (up to five hours)	\$100.00
Browns – small green (up to two hours)	\$40.00
Edgecliff (up to five hours)	\$100.00
Discovery Playground (up to two hours)	\$40.00
Greenacres – large (up to five hours)	\$100.00
Greenacres – shade umbrella (up to two hours)	\$40.00
Mirabeau Meadows (up to five hours)	\$100.00
Mirabeau Meadows – stage (up to five hours)	\$50.00

Mirabeau Springs – shelter and dock (up to two hours)	\$250.00
Sullivan (up to five hours)	\$100.00
Terrace View (up to five hours)	\$100.00
Valley Mission (up to five hours)	\$100.00

#### **GREENACRES PARK COMMUNITY GARDEN**

4' x 8' garden plot (per season)	\$25.00
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#### **EVENT RESERVATION – include shelter**

##### **(For groups of 200 or more people)**

Events include but are not limited to activities such as car shows, tournaments, or high-risk activities. The Parks and Recreation Director shall make the final determination.

General fee (up to five hours):	\$175.00
Non-profit applications with proof of qualifying as a 501(c)(3) entity (up to five hours):	\$100.00

#### **EVENT PHOTOS**

Mirabeau Springs shelter and dock	\$150.00 per hour
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#### **REFUNDABLE FACILITY DAMAGE DEPOSIT**

Fewer than 200 people	\$75.00
Weddings, Special Events and events with 200 or more people	\$300.00

#### **SPECIAL EVENTS** (See Spokane Valley Municipal Code 5.15)

Application Fee	\$50.00
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#### **RECREATION**

Recreation program fees are established at amounts to recover costs, as specified in the Parks and Recreation revenue policy.

#### **REFUNDS / CANCELLATIONS**

##### **Recreation and Aquatics Programs:**

- For all cancellations by the City of Spokane Valley (“City”) of City Programs, participants who have submitted payment will receive a 100% refund via a mailed refund check; or:
  - Staff will do their best to transfer participants to another program if the option is available.
- For unanticipated closures due to contamination, inclement weather, maintenance issues, or poor air quality, staff will coordinate a make-up class or session or issue a credit at the daily rate of the cancelled class or session.
- If available, programs will be moved to alternate locations. Program refunds or credits will be issued if alternate program locations are unavailable.
- For cancellations made by participants, notice of the cancellation must be received by the City at least 7 days before the program start date. *Cancellations must be received in writing to [parksandrec@spokanevalleywa.gov](mailto:parksandrec@spokanevalleywa.gov) and/or by phone at 509-720-5200.*
  - If notification of program cancellation is received **7 or more days** prior to the program start date and the participant has submitted payment, then a full refund of the amount paid shall be given via a mailed refund check.
  - If notification of program cancellation is received **less than 7 days** prior to the program start date and the participant has submitted payment, then a 50% refund of the amount paid shall be given via a mailed refund check.
    - If the program spot can be filled by another participant before the program start date, a full refund of the amount paid will be given via a mailed refund check.
  - If notification of program cancellation is received after the program has begun, no refund shall be given.

**Park Reservations:**

- For all cancellations of Park Reservations made by the City, customers will receive a 100% refund via a mailed refund check.
- *Cancellations made by customers must be received in writing to [parksandrec@spokanevalleywa.gov](mailto:parksandrec@spokanevalleywa.gov) and/or by phone at 509-720-5200.*
  - If notification of cancellation is received **2 or more weeks** prior to the reservation date, a 100% refund shall be given via a mailed refund check.
  - If notification of cancellation is received **less than 2 weeks** prior to the reservation date, no refund shall be given.
    - If the park reservation spot can be filled by another customer before the reservation date, a 50% refund will be given via a mailed refund check

## Schedule D – Administration

### **COPY FEE**

Paper copies up to 11"x17" (b/w or color)	\$0.15 per page*
Paper copies larger than 11"x17" (b/w or color)	\$0.87 per square foot*
Scanned copies of paper records	\$0.10 per page *
Electronics records uploaded to email, cloud-based storage, CD/DVD, or flash drive	\$0.05 per every 4 electronic files or attachments*
Records transmitted in electronic format	\$0.10 per GB*
Digital Storage Media Device (CD/DVD, flash drive)	Actual Cost*
Envelope	Actual Cost*
Postage	Actual Cost*
Records sent to outside vendor for reproduction	Actual Cost*
Customized Service Charge - When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes, the agency may charge the actual cost. The agency must notify the requestor that it will be doing a customized service and can require a 10 percent deposit.*	

\*It is the intent of the City of Spokane Valley to recover the cost of providing public records when the total cost, including but not limited to the per-page, device, envelope, or postage costs, amounts to \$5.00 or more.

Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request. When combining fees associated with the request, the City will determine the **total cost** and charge accordingly.

Copy charges are assessed for each installment of records provided to the requestor. A deposit of 10% may be required on public record requests.

### **NSF CHECK RETURN FEE**

\$26.00

### **CREDIT CARD TRANSACTION PROCESSING FEE**

2.5% of transaction amount

Applies to all City fees paid by credit card/debit card/electronic check except for those fees under Schedule F – Police Fees (amount of the alarm fee is intended to cover the total cost of administering the false alarm program, including, but not limited to, payment processing fees). Credit card transaction processing fees are non-refundable.

## Schedule E – Other Fees

### **BUSINESS REGISTRATION**

Business Registration	\$25.00 annual
Nonprofit Registration	\$10.00 annual

Out-of-City Business Registration with annual revenues equal to or less than \$4,000 (SVMC 5.05.020(D))	\$0.00
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### **Adult Entertainment\***

Establishment License, Live Adult Entertainment	\$1,575.00
Establishment License, Adult Arcade	\$1,575.00
Adult Arcade Device License	\$157.00
Manager License	\$157.00
Entertainer License	\$157.00

### **Late Adult Entertainment License Fee\*** (charged in addition to the license fee)

7 to 30 calendar days past due	25% of license fee
31 to 60 calendar days past due	50% of license fee
61 and more calendar days past due	75% of license fee

### **Appeal of Administrative Determination – Adult Entertainment License\***

Adult Entertainment License denial, suspension or revocation pursuant to SVMC 5.10	\$1,050.00
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\*Delegation of Authority from City Manager to the Spokane County Sherriff's Office to act as the Licensing Administrator for the purposes of administering and enforcing Chapter 5.20 SVMC.

<b><u>Tow Operator Registration Fee</u></b>	\$105.00 annual
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## Schedule F – Police Fees

### **FALSE ALARM RECOVERY FEE**

Amount of the fee is intended to cover the total cost of administering the false alarm program, including, but not limited to, payment processing fees.

\$65 per incident

## Schedule G – Transportation Impact Fees

### SOUTH BARKER CORRIDOR TRANSPORTATION IMPACT FEE SCHEDULE

Pursuant to chapter 22.100 SVMC and the adopted South Barker Corridor Study and South Barker Corridor Transportation Impact Fee Rate Study, the following fees are the transportation impact fees applicable within the South Barker Corridor area identified in the South Barker Corridor Transportation Impact Fee Rate Study.

Base Rate = \$1,153 per PM Peak Trip				
<i>Land Use Group</i>	<i>ITE Code</i>	<i>ITE Land Use Category</i>	<i>Impact Fee Per Unit</i>	
Residential	210	Single Family & Duplex	\$1,084	per dwelling unit
	220	Multi-Family (Low-Rise) - Not Close to Rail Transit	\$588	per dwelling unit
Services	310	Hotel (3 or More Levels)	\$680	per room
	492	Health Club	\$3.98	per sq ft
	912	Bank	\$15.74	per sq ft
Institution	520	Elementary School	\$2,052	per employee
	522	Middle School	\$2,236	per employee
	525	High School	\$1,856	per employee
Restaurant	975	Drinking Establishment	\$7.46	per sq ft
	934	Fast Food Restaurant (with drive-thru)	\$17.13	per sq ft
	938	Coffee Shop with Drive-Thru (no indoor seating)	\$1,912	per drive-thru lane
Retail	820	Shopping Center	\$2.78	per sq ft
	841	Automobile Sales - Used/New	\$4.32	per sq ft
	945	Convenience Store/Gas Station -GFA(4-5.5k)	\$8,921	per pump
Industrial	110	Light Industry/High Technology	\$0.75	per sq ft
	140	Manufacturing	\$0.85	per sq ft
	150	Warehousing	\$0.21	per sq ft
	151	Mini-Storage	\$19.37	per storage unit
Office	710	General Office	\$1.66	per sq ft
	720	Medical Office / Clinic	\$4.53	per sq ft
	750	Office Park	\$1.50	per sq ft

ITE Trip Generation manual, 11th Edition

“sq ft” means square foot.

“pump” means vehicle servicing position / gas pump.

“room” means available hotel room.

Pursuant to chapter 22.100 SVMC, transportation impact fees for uses not listed in the rate table shall be based on (1) the most similar land use category identified in the table, or (2) the base rate and the most similar land use category identified in ITE Trip Generation Manual, as documented by a trip generation and distribution letter in accordance with Section 3.2 of the Spokane Valley Street Standards.



## MIRABEAU SUBAREA TRANSPORTATION IMPACT FEE SCHEDULE

Pursuant to chapter 22.100 SVMC and the adopted Mirabeau and North Pines Road Subarea Transportation Impact Fee Rate Study, the following fees are the transportation impact fees applicable within the Mirabeau subarea identified in the Rate Study.

Base Rate = \$698 per PM Peak Trip				
<i>Land Use Group</i>	<i>ITE Code</i>	<i>ITE Land Use Category</i>	<i>Impact Fee Per Unit</i>	
Residential	210	Single Family & Duplex	\$657	per dwelling unit
	220	Multi-Family (Low-Rise) - Not Close to Rail Transit	\$356	per dwelling unit
Services	310	Hotel (3 or More Levels)	\$412	per room
	492	Health Club	\$2.41	per sq ft
	912	Bank	\$9.54	per sq ft
Institution	520	Elementary School	\$1,243	per employee
	522	Middle School	\$1,355	per employee
	525	High School	\$1,125	per employee
Restaurant	975	Drinking Establishment	\$4.52	per sq ft
	934	Fast Food Restaurant (with drive-thru)	\$10.38	per sq ft
	938	Coffee Shop with Drive-Thru (no indoor seating)	\$1,159	per drive-thru lane
Retail	820	Shopping Center	\$1.69	per sq ft
	841	Automobile Sales - Used/New	\$2.62	per sq ft
	945	Convenience Store/Gas Station -GFA(4-5.5k)	\$5,405	per pump
Industrial	110	Light Industry/High Technology	\$0.45	per sq ft
	140	Manufacturing	\$0.52	per sq ft
	150	Warehousing	\$0.13	per sq ft
	151	Mini-Storage	\$11.73	per storage unit
Office	710	General Office	\$1.01	per sq ft
	720	Medical Office / Clinic	\$2.75	per sq ft
	750	Office Park	\$0.91	per sq ft

ITE Trip Generation manual, 11th Edition

“sq ft” means square foot.

“pump” means vehicle servicing position / gas pump.

“room” means available hotel room.

Pursuant to chapter 22.100 SVMC, transportation impact fees for uses not listed in the rate table shall be based on (1) the most similar land use category identified in the table, or (2) the base rate and the most similar land use category identified in ITE Trip Generation Manual, as documented by a trip generation and distribution letter in accordance with Section 3.2 of the Spokane Valley Street Standards.



## **NORTH PINES ROAD SUBAREA TRANSPORTATION IMPACT FEE SCHEDULE**

Pursuant to chapter 22.100 SVMC and the adopted Mirabeau and North Pines Road Subarea Transportation Impact Fee Rate Study, the following fees are the transportation impact fees applicable within the North Pines Road subarea identified in the Rate Study.

<b>Base Rate = \$2,195 per PM Peak Trip</b>				
<b><i>Land Use Group</i></b>	<b><i>ITE Code</i></b>	<b><i>ITE Land Use Category</i></b>	<b><i>Impact Fee Per Unit</i></b>	
Residential	210	Single Family & Duplex	\$2,063	per dwelling unit
	220	Multi-Family (Low-Rise) - Not Close to Rail Transit	\$1,119	per dwelling unit
Services	310	Hotel (3 or More Levels)	\$1,295	per room
	492	Health Club	\$7.57	per sq ft
	912	Bank	\$29.97	per sq ft
Institution	520	Elementary School	\$3,906	per employee
	522	Middle School	\$4,258	per employee
	525	High School	\$3,533	per employee
Restaurant	975	Drinking Establishment	\$14.21	per sq ft
	934	Fast Food Restaurant (with drive-thru)	\$32.62	per sq ft
	938	Coffee Shop with Drive-Thru (no indoor seating)	\$3,640	per drive-thru lane
Retail	820	Shopping Center	\$5.30	per sq ft
	841	Automobile Sales - Used/New	\$8.23	per sq ft
	945	Convenience Store/Gas Station -GFA(4-5.5k)	\$16,983	per pump
Industrial	110	Light Industry/High Technology	\$1.43	per sq ft
	140	Manufacturing	\$1.62	per sq ft
	150	Warehousing	\$0.40	per sq ft
	151	Mini-Storage	\$36.87	per storage unit
Office	710	General Office	\$3.16	per sq ft
	720	Medical Office / Clinic	\$8.62	per sq ft
	750	Office Park	\$2.85	per sq ft

ITE Trip Generation manual, 11th Edition

“sq ft” means square foot.

“pump” means vehicle servicing position / gas pump.

“room” means available hotel room.

Pursuant to chapter 22.100 SVMC, transportation impact fees for uses not listed in the rate table shall be based on (1) the most similar land use category identified in the table, or (2) the base rate and the most similar land use category identified in ITE Trip Generation Manual, as documented by a trip generation and distribution letter in accordance with Section 3.2 of the Spokane Valley Street Standards.