

**NAPA COUNTY FEES FOR SERVICES
PROVIDED BY COUNTY DEPARTMENTS AND AGENCIES**

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BOS Adopted 2-7-06
Revised 11-21-06; Resolution 06-199
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-xx (eff 10-13-12)
Revised 10-2-12; Resolution 2012-123 (eff 10-13-12)
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Revised 08-14-2018; Resolution 2018-109 (eff 08-14-18)
Revised 05-21-2019; Resolution 2019-70 (eff 07-01-19)
Revised 07-23-2024; Resolution 2024-79 (eff 07-23-24)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 10

GENERAL PROVISIONS

Sec. 10.010. Imposition of
FeesSec. 10.020. Waiver of Fees
Sec. 10.030. Processing Applications or Permits; Fees

Sec. 10.010. Imposition of Fees.

Fees adopted by resolution of the Board of Supervisors shall be collected by the Department indicated and deposited with the Treasurer-Tax Collector of Napa County. The fees shall be credited to a revenue account of the Department that collected the fee unless otherwise indicated. The amount of the prescribed fee does not include the fee for any environmental impact assessment required in connection therewith. No part of any fee shall be refundable, unless otherwise indicated. Under no circumstances shall a refund be processed for an amount less than \$15.00 or more than one year after fee payment.

Sec. 10.020. Waiver of Fees.

- (a) Unless otherwise specified, the County officer or employee responsible for collecting any fee established herein, or on appeal the County Executive Officer, may waive said fee if the following findings are made:
- (1) The waiver of the fee will advance a public policy; and
 - (2) The waiver of the fee is in the public interest and will promote a public benefit; and
 - (3) The applicant is a non-profit organization; and

- (4) The non-profit organization approved for a temporary event fee waiver or special event on roadways/road closure fee waiver has provided written assurance that a designated percentage of the proceeds of said event will be donated for the public benefit of the citizens of Napa County; and
 - (5) The fee is not for a building, public works, or other permit whose user fee has been established to recover the full cost of service, according to County policy except for roadways / road closure permits; or
 - (6) The appeal fee is for an individual who can provide verification of fiscal hardship.
- (b) Each department shall keep and maintain records of the nature, number and dollar amount of fees waived by the various County departments and shall quarterly submit copies of those records to the County Executive Officer.
- (c) The County Executive Officer shall prepare annual reports regarding the nature, number and dollar amount of fees waived by the various County departments and shall present those reports to the Board of Supervisors for review.
- (d) The Planning, Building, and Environmental Services (PBES) Director shall reduce fees in the following amounts for all building permits submitted after the Board of Supervisors has declared a Local Emergency to replace or repair structures damaged in the disaster:
 - (1) Plan Review – Environmental Health Fee by 50%; and
 - (2) Plan Review – Engineering Fee by 50%; and
 - (3) Plan Review – Planning Fee by 50%; and
 - (4) Plan Review – Standard by 50%; and
 - (5) Imaging Plan Retention by 100%; and
 - (6) Permit Issuance by 100%; and
 - (7) Building Inspection by 25%; and
 - General Plan Surcharge by 100%.

To qualify for a fee reduction, the structure must meet all the following criteria:

- (1) The original structure must have been legally established;
and
- (2) The original structure must have been red- or yellow-tagged by the County as a structure damaged or destroyed in the disaster that led to the declaration of Local Emergency by the Board of Supervisors; and
- (3) The applicant must submit a complete building permit application to repair or replace the damaged or destroyed structure.

Only the initial replacement structure (defined as up to 125% of the pre-fire legally established livable space) shall qualify for a fee refund. Subsequent applications to modify, expand, or alter the initial replacement structure, after the replacement building permit has been issued, shall not have their fees reduced under these provisions.

For those permit applications submitted prior to the adoption of this Policy, the PBES Director shall issue refunds to the payee consistent with the above fee reductions.

Fee reductions shall expire five years from the date of the declaration by the Board of Supervisors of a Local Emergency for each specific disaster. No permit applications submitted after the five-year deadline for the declaration shall be entitled to a fee reduction.

- (e) Public Right of Way Encroachment Permit Fees collected under Section 140.020 may be waived for the Town of Yountville and the Cities of American Canyon, Napa, St. Helena, and Calistoga if the jurisdiction has entered into an agreement with the County's Director of Public Works to reciprocate such fees waivers within their jurisdiction.
- (f) Upon a showing of a unique public benefit, the Director of Public Works shall have the sole discretion to waive Public Right of Way Encroachment Permit Fees otherwise collected under Section 140.020 without complying with subsections 10.020(a)(3, 4, and 5) of this Part III of the Policy Manual. Any encroachment fee waivers

authorized pursuant to the Director's discretion must comply with all other provisions of Section 10.020 "Waivers".

- (g) Upon request of an owner/operator, the Airport Manager shall have the discretion to waive up to two (2) nights of Overnight Parking Fees otherwise collected under Section 30.020 where the aircraft is being used (a) in connection with assisting a non-profit 501(c)(3) providing a public service, or (b) in support of Airport sponsored business and events.
- (h) The fees otherwise required to be paid by Section 80.020 (b) are waived in the case of applicants whose peddling or soliciting consists exclusively of the solicitation of orders to be filled solely by interstate shipment on behalf of business who do not maintain a place of interstate business and exemption shall be claimed yearly by filing by the application with the Director the following declaration, under penalty of perjury:

“I declare that my business activity under the Napa County Solicitors and Peddlers Law will consist exclusively of the solicitation of orders to be filled solely by interstate shipment from business who do not maintain a place of intrastate business in the State of California.”

Applicants who claim said exemption shall receive a permit restricted to the solicitation of orders to be filled solely by interstate shipment from businesses who do not maintain a place of intrastate business in the State of California.
- (i) The fees required by Section 115.110 may be waived by the Director of Public Works if the animal and bite victim reside at the same residence.
- (j) The Director or other Administrative Authority of the Environmental Health Division of Planning, Building and Environmental Services may waive up to 10% of the fees in Section 110.150 and 110.200 for facilities conducting a Department approved self-auditing program, such as the Green Business Program, which demonstrates reductions in Department expenses.
- (k) (Reserved)

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- (l) Notwithstanding 10.020 (a) – (k) above, a non-profit organization approved for a Fee Waiver for a Temporary Event shall still pay a minimum processing fee of \$149 per application, as well as any applicable late fees.

Revised 7-13-07; Resolution 07-72
Revised 2-5-08; Resolution 08-28
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 4-5-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)
Revised 5-21-19; Resolution 2019-70 (eff 07-01-2019)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 20

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

Sec. 20.010. General

Sec. 20.020. Fees for Pest Control Operators and Advisors

Sec. 20.030. Fees for Weights and Measures Testing

Sec. 20.040. Fees for Agricultural Inspection

Sec. 20.050. Fees for Other Agricultural Services

Sec. 20.060. Request for Public Information

Sec. 20.070. California Weights and Measures Administration Fee

Sec. 20.010. General

The fees set forth in this Part shall be paid to the Agricultural Commissioner / Sealer of Weights and Measures. Fees are either a one-time fixed payment, or an hourly rate. The Agricultural Commissioner / Sealer of Weights and Measures will provide a reasonable estimate of the cost for a service paid by an hourly fee prior to the service being provided. Time shall be billed to the nearest half hour.

Sec. 20.020. Fees for Pest Control Operators and Advisors

The following fees are established and shall be paid annually:

(a) Notification Fee Structural Pest Control Business

(1) Initial Notification

A.	Structural Pest Control Business – Branch 1	\$25.00 Inclusive
	• Operators	
	• Field Representatives	

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B.	Structural Pest Control Business – Branch 2 or Branch 3	\$10.00 Inclusive
	• Qualifying Manager	
(2)	Amendment to Existing Notification	
A.	Structural Pest Control Business – Branch 1	\$10.00 Inclusive
	• Operators	
	• Field Representatives	
B.	Structural Pest Control Business – Branch 2 or Branch 3	\$10.00 Inclusive
	• Qualifying Manager	
(b)	Registration Fee Maintenance Gardener/Pest Control Business	\$25.00
(c)	Registration Fee Agricultural Pest Control Business	\$105.00
(d)	Registration Fee Pest Control Aircraft Pilot	
(1)	In County	\$10.00
(2)	Out of County	\$5.00
(e)	Registration Fee Agricultural Pest Control Advisor	
(1)	In County	\$10.00
(2)	Out of County	\$5.00
(f)	Registration Fee Farm Labor Contractor	\$105.00

Sec. 20.030. Fees for Weights and Measures Testing

The following fees are established for weights and measures testing and re-inspection:

(a)	Non-Commercial Device Testing	\$144.00 per hour
(b)	Standby Rate/Missed Appointments/Rescheduling	\$144.00 per hour

- (c) Testing and re-inspection fees for weight and measuring devices and Point-of-Sale systems \$144.00 per hour

Sec. 20.040. Fees for Agricultural Inspection

- (a) Winegrape inspection \$68.00 per hour
- (b) Time and one-half charged for all hours worked over 40 hours in one week.

Sec. 20.050. Fees for Other Agricultural Services

- (a) Apiary Registration \$10.00
- (b) Certified Farmer's Market Certificate \$60.00 per hour
- (c) Certified Producer's Certificate \$60.00 per hour
- (d) Environmental Impact Report Review \$144.00 per hour
- (e) Phytosanitary Certificate \$144.00 per hour
- (f) Quarantine Compliance Certificate \$144.00 per hour
- (g) Re-inspection of Sealed Goods \$144.00 per hour
- (h) Investigation or Abatement of Unpermitted or Non-Compliant Rooster Keeping Site \$144.00 per hour

Sec. 20.060. Request for Public Information

- (a) Providing computer generated public information that requires data compilation, extraction, or programming to produce the record or that is produced only at otherwise regularly scheduled intervals. \$144.00 per hour

Sec. 20.070. California Weights and Measures Administration Fee

- (a) California Weights and Measures Administration Fee as defined in Business and Professions Code Section 12241, and set forth in 4 CCR §4075.

Electric, Vapor or Water Sub-meter	\$0.50 per device
CNG Meter	\$2.20 per device
Fabric, Cordage, Wire Meter	
Grease and Lube Meter	
Odometer	
Retail Motor Fuel Dispenser	
Retail Meter	
Retail Water Meter	
Tank (Liquid Test)	
Taximeter	
Vehicle Meter	
Wholesale Meter	
Miscellaneous Measuring Device	
Scales Less than 2,000 pounds capacity	
Liquefied Gas Meter	
Scales 2,000 pounds to 10,000 pounds capacity	\$16.00 per device
Scales greater than 10,000 pounds capacity	\$24.00 per device

Revised 6/27/06 Resolution 06-138
Revised 6/26/07; Resolution 07-84
Revised: 6/24/08; Resolution 08-105
Revised: 9/15/09; Resolution 09-127
Revised: 6/23/15; Resolution 2015-91
Revised 7/12/16; Resolution 2016-97
Revised 7/18/17; Resolution 2017-120
Revised 6/10/18; Resolution 2018-92
Revised 5/21/19; Resolution 2019-70
Revised 8/27/19; Resolution 2019-98
Revised 6/23/20; Resolution 2020-96
Revised 5/17/22; Resolution 2022-72
Revised 12/6/22; Resolution 2022-197 Eff 1/1/23
Revised 6/6/2023; Resolution 2023-74

PART 30

AIRPORT EXHIBIT "B"

Sec. 30.010. General
Sec. 30.015. Standard Hourly Rates
Sec. 30.020. Parking Fees
Sec. 30.030. Fuel Flowage Fees
Sec. 30.040. Airport Landing Fees
Sec. 30.050. Tiedown Rental Fees
Sec. 30.060. Hangar Rental Fees
Sec. 30.070. Reserved
Sec. 30.080. Lease Execution Deposit
Sec. 30.090. Airport Storage Room Fees
Sec. 30.100. Miscellaneous Fees

Sec. 30.010. General

The fees set forth in this Part shall be paid to the Public Works Department, Airport Division.

Sec. 30.015. Standard Hourly Rates

Any request for services that is not described in this part shall be charged at the hourly rate set forth below with a ½-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Excess fees shall be refunded.

Standard Hourly Rate for Airport Administrative Staff (includes Airport Manager, Airport Assistant Manager, Administrative Analyst, & Airport Admin Assistant):	\$140.00
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Standard Hourly Rate for Airport Operations Staff (includes Senior Operations Worker & Operations Worker):	\$90.00
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Sec. 30.020. Parking Fees

The following parking fees are established as overnight/ full 24-hour period.

(a)	0 - 5,000 lbs.	\$10.00
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The following parking fees are established for **any** portion of a 24- hour period.

(b)	5,001- 12,500 lbs.	\$15.50
(c)	12,501 lbs. -30,000 lbs.	\$150.00
(d)	Above 30,000 lbs.	\$250.00

Sec. 30.030. Fuel Flowage Fees

The following resale fees are established:

Fuel Flowage Fee for Jet A Fuel	\$25.00 per 100 gal.
Fuel Flowage Fee for AvGas	\$12.00 per 100 gal.
Fuel Flowage Fee for Diesel	\$12.00 per 100 gal.
Fuel Flowage Fee for Mogas	\$12.00 per 100 gal.

Sec. 30.040. Airport Landing Fees for Commercial Operations

Landing fees for aircraft operations at the Napa County Airport shall be imposed according to the following terms:

- (a) A Landing fee shall be assessed upon each landing of all air taxi, all commercial aircraft operations, and any transient (non-based) aircraft weighing 12,500 lbs. or more except for charter operations of any designated Napa County fixed base operators. The Airport Manager shall maintain an up-to-date list of all approved fixed base operators.
- (b) For purposes of this section, an "air taxi operation" is defined as: An aircraft operator who conducts operations for hire or compensation in accordance with 14 CFR 135 (for safety purposes) or FAR Part 135 (for economic regulations/reporting purposes) in an aircraft with 30 or fewer passenger seats and a payload capacity of 7,500 pounds or less. An air taxi operates on an on-demand basis.

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- (c) For purposes of this section, a "commercial operation" is defined as: transportation of person(s), property, and/or mail for hire, compensation or profit.
- (d) The landing fee shall be assessed according to the maximum landing weight of the particular aircraft, as listed in the Federal Aviation Administration, Advisory Circular 36-3H as amended, or as published by the aircraft manufacturer and verified by the Airpmt Manager.
- (e) The following fees pursuant to weight shall be imposed per landing:

<u>WEIGHT</u>	<u>FEES</u>
(1) 0 to 5,000 lbs.	\$16.50
(2) 5,001 lbs. to 12,500 lbs.	\$31.00
(3) 12,501 lbs to 15,000 lbs.	\$42.00
(4) Above 15,000 lbs.	\$42.00 + \$3.50 per each 1,000 lbs.

Sec. 30.050. Tiedown Rental Fees

The following tiedown monthly rental fees are established:

<u>WEIGHT</u>	<u>Fee</u>
0 - 5,000 lbs.	\$75.00

Sec. 30.060. Hangar Rental Fees.

Hangars owned by Napa County Airport shall be charged rental rates according to the following terms:

County-Owned Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
7-8 and 10-12	\$221.00
9	\$198.00
13-24	\$265.00
25-36	\$292.00
37-44	\$339.00
45-54	\$450.00

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60 and 62-81	\$292.00
61	\$317.00
82	\$393.00
83	\$337.00
84	\$407.00
85	\$423.00
86-91	\$344.00
92 and 94	\$453.00
93 and 95	\$390.00
96-101 and 103	\$344.00
102	\$465.00
104	\$395.00
105	\$254.00
106	\$382.00
107-113	\$297.00
114	\$375.00
115	\$346.00
116	\$475.00
117	\$484.00
118-125	\$406.00
126	\$475.00
127	\$406.00

Other County-Owned Hangars (Executive)

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
A1-A4	\$1,210.20
A5-A8	\$1,465.34

Shade Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
SO01 - SO12	\$97.00
SN02-SN10	\$97.00
SN01 & SN1 1	\$108.00
SP02-SP10	\$97.00
SQ01-SQ12	\$97.00
SP01 - SP1 1	\$108.00

Ground Lease for Privately-Owned Portable Hangars

Hangar Number	Monthly Rental Fee
1	\$94.00

2	\$87.00
4	\$59.00

Sec. 30.070. [Reserved]**Sec. 30.080. Lease/Sublease Execution Deposit**

In order to offset all applicable County costs associated with negotiating any lease, amendment to a lease, or other agreements with a term greater than one year, an applicant shall provide a non-interest-bearing Lease/Sublease Execution Deposit. Actual costs expended by the County, including but not limited to any actual time and costs associated with the drafting, reviewing, negotiating, executing, and/or transferring of a lease or other long-term agreement, shall be charged against the deposited amount.

The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$5,000. If the remaining balance of the Lease/Sublease Execution Deposit falls below \$500 or 10% of the initial Lease/Sublease Execution Deposit, whichever is higher, the Applicant shall be required to replenish the account as requested by the Airport Manager.

Any unused deposit amount shall be returned to the applicant. The County shall not perform services if the remaining deposit amount is not sufficient to reimburse the County for its costs, including staff time. Higher LED deposit rate can be established upon approval of the County Board of Supervisors.

Sec. 30.090. Airport Storage Room Fees

The following storage room monthly rental fees are established:

(a)	Storeroom #3	208 Sq. Ft.	\$136.00
(b)	Storeroom #4	208 Sq. Ft.	\$136.00
(c)	Storeroom #5	527 Sq. Ft.	\$345.00
(d)	Storeroom #6	538 Sq. Ft.	\$358.00
(e)	Storeroom #7	140 Sq. Ft.	\$91.00
(f)	Storeroom #8	154 Sq. Ft.	\$101.00
(g)	Storeroom #9	627 Sq. Ft.	\$408.00
(h)	Storeroom #10	660 Sq. Ft.	\$430.00

Sec. 30.100. Miscellaneous Fees

(a)	Access Control remote openers	\$30.00 each
(b)	Conference Room rental fees	
	1. Non-Profits & governmental agencies	
	(i) First four hours	No Fee
	(ii) Each additional hour	\$10.00 per hour
	2. For Profits	
	(i) Up to four hours	\$100.00
	(ii) Each additional hour	\$20.00 per hour

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(c)	Replacement of County hangar lock	\$ 40.00 each
(d)	Replacement of County hangar key	\$ 10.00 each
(e)	Waiting List Subscription	\$ 35.00 per year
(f)	Vehicle Parking	
	1. First 24 Hours	No charge
	2. Daily Use Permit	\$10.00 per day per vehicle
	3. Monthly Use Permit	\$150.00 per month per vehicle
	4. Administrative Towing fee	\$275.00 per vehicle
(g)	Maintenance of private leaseholds	
	1. Sweeping	\$ 181.00/hour + employee costs*
	2. Mower	\$ 48.00/hour + employee costs*
	3. Gutter Cleaning	\$ 350.00/equipment hour+ employee costs*
	4. Hangar Light Bulb Replacement (Replacement materials supplied by tenant)	\$ 48.00/hour + employee costs*
	*Refer to Sec. 30.015. Standard Hourly Rates	
(h)	Special Event Fees	
	1. Administrative Fee	\$ 1,000.00 per event day
	2. Employee costs during event	See Sec. 30.015.
	3. Other Departments (if necessary)	Estimated at time of event based on information from Other Departments.
(i)	Commercial Operator Annual Permit	\$130.00 per year
(j)	Independent Aircraft Maintenance Operator (SASO) Permit	
	1. Piston Only	\$200.00 per month
	2. Piston & Turbine	\$400.00 per month
(k)	Aircraft Charter or Aircraft Management Operator (SASO) Permit	\$500.00 per month
(l)	Independent Flight Training Operator (SASO) Permit	\$200.00 per month
(m)	Commercial Transportation Permit	
	1. Air Operations Area (AOA)	\$12.50 per trip
	2. Air Operations Area (non-AOA)	\$2.00 per pickup/drop-off
(n)	Rideshare Transportation Fee (No AOA Access)	\$2.00 per pickup/drop-off

(o)	Unauthorized vehicle and aircraft parking	
	1. Vehicle	\$20.00 per day
	2. Aircraft up to and including 12,500 lbs.	\$50.00 per day
	3. Aircraft over 12,500 lbs.	\$375.00 per day

Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)
Revised 4-5-16; Resolution 2016-42 (eff 7-1-16)

PART 40

**ASSESSOR-RECORDER-COUNTY CLERK
ASSESSOR DIVISION**

- Sec. 40.010. General**
- Sec. 40.020. Certificates Under Seal**
- Sec. 40.030. Subscription Fees; Revised Assessor Map Pages**
- Sec. 40.040. Fee for Researching Assessor Parcel Data**
- Sec. 40.050. Fee for Property Characteristics**
- Sec. 40.060. Fees for Report of Sales**
- Sec. 40.070. Fees for Mapping and Records Services**
- Sec. 40.080. Miscellaneous Assessor Fees**

Sec. 40.010. General

The fees set forth in this Part shall be paid to the Assessor Division.

Sec. 40.020. Certificates Under Seal

The fee for each certificate under seal shall be Five Dollars per document. \$5.00

Sec. 40.030. Subscription Fees; Revised Assessor Map Pages

The following fees are established for obtaining copies of pages of Assessor Maps that are revised during the course of a fiscal year:

- (a) Assessor Parcel Map \$2.00
- (b) All pages revised during a fiscal year
 - (1) Assessor Annual Map Subscription \$788.00/year
 - (2) Assessor Map Subscription (public agencies) \$75.00/year
- (c) The fee for entire Assessor Map File download \$92.00

Sec. 40.040. Fee for Researching Assessor Parcel Data

The following hourly fee is established for researching assessor parcel data in custom format:

Property Tax Allocation (per hour/minimum of one hour charge)	\$90.00
Williamson Act Estimate (per hour/minimum of one hour charge)	\$106.00
Research Fee- Other (per hour/minimum of one hour)	\$90.00

Sec. 40.050. Fee for property characteristics

The following fees are established for obtaining property characteristics:

Property Characteristics file for entire County	\$63.00
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Sec. 40.060. Fees for report of sales

The following fees are established for obtaining monthly sales report:

(a)	The following fees are established for obtaining a report of monthly sales (Annual subscription)	\$131.00
(b)	New Homeowner Label Subscriptions	\$285.00

Sec. 40.070. Fees for Mapping and Records Services

The following fees are established for activities involving map changes and computer records:

(a)	For certificates of compliance, recorded maps, parcel maps or lot line adjustments, or owner requests for combination, separation, merger or other parcel boundary changes.	\$585.00
(b)	For records of survey	\$138.00 each
(c)	For annexations	\$162.00 each

Sec. 40.080. Miscellaneous Assessor Fees

(a)	Download of Custom Assessment Data	\$18.00
(b)	Subdivision List	\$62.00
(c)	Base Year Transfer Rescission (R&T 60.5, Prop 6)	\$129.00
(d)	Historical Aircraft Fee	\$35.00
(e)	Expedited Certificate of Compliance	\$138.00
(f)	Buffer Zone	\$16.00

PART 50
AUDITOR

Sec. 50.010. Auditor-Controller Fees.

Reserve

PART 60

CLERK OF THE BOARD OF SUPERVISORS

Sec. 60.010. General

Sec. 60.100. Appeals to the Board of Supervisors under Napa County Code Chapter 2.88

Sec. 60.110. Assessment Appeal Application to the Board of Supervisors

Sec. 60.120. Miscellaneous Petitions or Application to the Board of Supervisors

Sec. 60.010. General

The fees set forth in Sections 60.100 through 60.120 of this Part shall be paid to the Clerk of the Board of Supervisors.

Sec. 60.100. Appeals to the Board of Supervisors under Napa County Code Chapter 2.88

- | | | |
|-----|--|----------------------------|
| (a) | Notice of Intent to Appeal (2.88.040): | N/A |
| (b) | Appeals to the Board of Supervisors under Napa County Code Chapter 2.88 Appeal (2.88.050) | \$750.00 |
| (c) | Appeals to the Board of Supervisors under Napa County Code Chapter 2.88 Appeal (2.88.050) of <u>Planning Commission or Zoning Administrator Appeal decisions (2.88.050)</u> | \$2,000.00 |
| (d) | <u>Cost of Record (2.88.050, 2.88.100):</u> | |
| | Transcript Cost: | Actual Cost |
| | Maps and special needs: | Actual Cost |
| (e) | <u>Request for Reconsideration (2.88.110):</u>
The fee for filing a petition for reconsideration shall be comprised of the following components, where applicable, calculated as of the date the petition for reconsideration is filed:
Court Reporter per diem (if petitioner requests court reporter) | Actual Cost |
| (f) | <u>Third Party Requests (2.88.080(C), 2.88.100, 2.88.110):</u>
Expedited Transcript Fee:
Court Reporter per diem: | Actual Cost
Actual Cost |

PART III: FEES

Sec. 60.110. Assessment Appeal Application to the Assessment Appeals Board

Residential	\$75.00
Commercial	\$150.00

Sec. 60.120. Miscellaneous Petitions or Applications to the Board of Supervisors

(a)	Petitions or Applications which promote a private benefit, and which require the Board of Supervisors to conduct hearings and adopt an ordinance	\$750.00
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Adopted 4-05-16; Resolution 2016-42 (eff 7-01-16)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 65

COUNTY EXECUTIVE OFFICE

Sec. 65.010. Worker Proximity Housing Loan Re-Subordination

Sec. 65.010. Worker Proximity Housing Loan Re-Subordination

The fee to re-subordinate a Worker Proximity Housing Loan on a re-finance of the first position loan shall be \$434.00.

Revised 12-24-06
Revised 6-23-09; Resolution 09-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 70
PLANNING, BUILDING AND ENVIRONMENTAL SERVICES - BUILDING DIVISION

- Sec. 70.010. General.
- Sec. 70.011. Definitions.
- Sec. 70.015. Surcharge.
- Sec. 70.020. Fees; Building Permits and Inspections.
- Sec. 70.025. Fees: Building Plan Review.
- Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.
- Sec. 70.035. Fees: Solar Installations.
- Sec. 70.040. Fees; Demolition Permits
- Sec. 70.050. Fees; Miscellaneous
- Sec. 70.060. Review of Other Department or Division Permits and Referrals

Sec. 70.010. General.

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. Fees are either (1) a one-time fixed payment, or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fees). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Building Division of the Planning, Building and Environmental Services Department unless otherwise indicated. Additional fees associated with review and inspections may be collected by the Building Division pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Building Division as required. Agencies for which the Division collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Planning and Conservation– Policy Manual Part 80
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Department of Public Works – Policy Manual Part 140
Napa County Division of Environmental Services– Policy Manual Part 110

Napa County Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
California Strong Motion Fee – Public Resources Code Section 2705
California Building Standards Surcharge – Health and Safety Code Section 18931.6 (SB1473)
Bay Area Air Quality Management District

Sec. 70.011. Definitions.

The following definitions shall apply to this Part 70:

“CBC” means California Code of Regulations Title 24 California Building Code Part 2 Volume 1;

“CCR” means California Code of Regulations Title 24;

“CEC” means California Code of Regulations Title 24 California Electrical Code Part 3;

“CMC” means California Code of Regulations Title 24 California Mechanical Code Part 4;

“CPC” means California Code of Regulations Title 24 California Plumbing Code Part 5.

Sec. 70.015. Surcharge.

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 70.020. Fees; Building Permits and Inspections.

(a) For issuing each building permit (Including Mechanical, Electrical and Plumbing and Demolition): \$71.00

(b) Permit Extension Fee \$102.00

(c) For inspection of building permits, unless otherwise specified in this section, fees are based on total permit valuation, subject to a minimum building inspection fee, as follows:

Total Valuation: \$1.00 to \$1,500.00 \$235.68

Total Valuation: \$1,500.01 to \$10,000.00 **\$235.68** for the first \$1,500.00 plus \$2.78 for each additional \$100.00 or fraction thereof, to and including \$10,000.00.

Total Valuation: \$10,000.01 to \$25,000.00 **\$437.98** for the first \$10,000.00 plus \$6.76 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00.

Total Valuation: \$25,000.01 to \$50,000.00 **\$539.38** for the first \$25,000.00 plus \$28.37 for

PART III: FEES

	each additional \$1,000.00 or fraction thereof to and including \$50,000.00.
Total Valuation: \$50,000.01 to \$100,000.00	\$1,248.63 for the first \$50,000.00 plus <u>\$20.27</u> for each additional \$1,000.00 or fraction thereof to and including \$100,000.00.
Total Valuation: \$100,000.01 to \$500,000.00	\$2,262.13 for the first \$100,000.00 plus <u>\$3.04</u> for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.
Total Valuation: \$500,000.01 to \$1,000,000.00	\$3,478.13 for the first \$500,000.00 plus <u>\$4.05</u> for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00.
Total Valuation: \$1,000,000.01 and up	\$5,503.13 for the first \$1,000,000.00 plus <u>\$2.08</u> for each additional \$1,000.00 or fraction thereof.
(d) For the inspection of the placement and removal of temporary trailers:	\$405.00
(e) The fee for inspection of re-roofing permits shall be based on the verified contract amount and be calculated using subsection (b) of this section.	
(f) Re-inspection fees assessed under provisions of CBC 109.3.8, or inspections for which no other fee is specifically indicated (minimum charge of one-half hour)	\$204.00 per hour
Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate	\$306.00 per hour
(g) Renewal Reinstatement Request Fee	\$102.00

- (h) Renewal of expired permit: Charged hourly at one hour per inspection based on the number of inspections remaining from original permit.

Sec. 70.025. Fees; Building Plan Review.

- (a) Plan review fee when a plan or other information is required, unless otherwise specified in this section:
1. All commercial and residential projects 70% of the building inspection fee per 70.020(b)
- A 25% reduction to this standard plan review fee shall be granted when an applicant includes, with their application, documentation of an independent structural peer review of the submitted plans.
2. A plan review fee shall not be required for re-roof permit applications.
- (b) For plan review of a building permit for pool construction:
1. Initial plan submittal by pool contractor \$678.00
 2. Filing fee for a copy of the pool contractor's approved master steel schedule, provided that all permit applications thereafter contain the same approved copy of the steel schedule as on file with the Building Division. \$174.00
- (c) Additional plan review required by changes, additions or revisions to approved plans (minimum charge of one-half hour). \$204.00 per hour

Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.

- (a) The following fees shall apply to the issuance of mechanical, electrical and plumbing permits:
- For the issuance of each supplemental permit for which the original permit has not expired, been cancelled, or finalized. \$27.00
- (b) The following fees shall apply to building permits for commercial or industrial construction that requires mechanical, electrical or plumbing inspection:
1. Mechanical Inspection The greater of \$78.00 or \$0.48 per \$100.00 or fraction thereof of the verified contract price of mechanical work.

PART III: FEES

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| 2. Electrical Inspection | The greater of \$78.00 or \$0.59 per \$100.00 or fraction thereof of the verified contract price of electrical work. |
| 3. Plumbing Inspection | The greater of \$78.00 or \$4.51 per \$100.00 or fraction thereof of the verified contract price of plumbing work. |
- (c) The following fees shall apply to building permits for residential or accessory building construction:
- | | |
|---------------------------|--|
| 1. Mechanical Inspection | 8.9% of the building inspection fee per 70.020(b) |
| 2. Electrical Inspection: | 8.1% of the building inspection fee per 70.020(b) |
| 3. Plumbing Inspection: | 12.4% of the building inspection fee per 70.020(b) |
- (d) The following fee shall apply to mechanical, electrical or plumbing permits that are not associated with construction projects, but include pools, spas, and signs:
- | | |
|--|--|
| | <\$4,000 valuation
\$102.00 per system
installed or sub-trade
inspected |
| | >\$4000 valuation
\$204.00 per system
installed or sub-trade
inspected |
- (e) Annual Electrical Maintenance: In lieu of an individual permit for each installation or alteration, an annual permit may upon application therefore, be issued to any person, firm or corporation regularly employing one or more electricians for the installation and maintenance of electric wiring, devices, appliances and equipment upon premises owned or occupied by the applicant. The annual permit shall not authorize or include new installations in any building constructed or altered unless otherwise approved by the electrical inspector. The application shall be made on forms furnished by the electrical
- | | |
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| | \$656.00 each, annually |
|--|-------------------------|

inspector. Each annual permit shall expire December 31st of the year in which it is issued. The electrical inspector shall visit all premises where work has been done under annual permits and inspect all electric wiring, devices, appliances, and equipment installed under such a permit.

- (f) The following fees shall apply to mechanical, electrical or plumbing inspections or plan review not otherwise described in this section:

1. Inspections outside of normal business hours (minimum charge – 2 hours) calculated at 1.5 times hourly rate	\$306.00 per hour
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2. Re-inspection fees assessed under provisions of CBC 109.3.8, CPC 103.5.6, or CMC 116.6; additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed; inspections outside of normal business hours, or inspections for which no fee is specifically indicated (minimum charge of one-half hour)	\$204.00 per hour
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Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate	\$306.00
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3. For change of location or replacement of equipment on the same premises, the fee shall be the same as that for a new installation. However, no fee shall be required for moving any temporary construction motor from one place to another on the same site during the time of actual construction work after a permit has once been obtained.

4. Trailer Park Exception: None of the electrical inspection fees in this section shall apply to trailer parks. Fees for electrical installations in trailer parks shall be paid pursuant to the schedule set forth in Title 25 of the California Code of Regulations.

Sec. 70.035. Solar Installations

Fees for solar installations are established pursuant to Government Code Sections 65850.55, 66015, and 66016, and Health and Safety Code Section 17951.

(a) Residential

15 kW or less \$450

More than 15 kW \$450 + \$15 per kW above 15

(b) Commercial

50 kW or less \$1,000

51 kW – 250 kW \$1,000 + \$7 per kW above 50 kW

More than 250 kW \$2,400 + \$5 per kW above 250 kW

Residential		Commercial	
15 kW or less	\$450	50 kW or less	\$1000
More than 15 kW	\$450 + \$15 per kW above 15	51 kW – 250 kW	\$1000 + \$7 per kW above 50 kW
		More than 250 kW	\$1000 + \$5 per kW above 250 kW

Sec. 70.040. Fees; Demolition Permits.

For inspection of each permit: \$204.00 per hour

Sec. 70.050. Fees; Miscellaneous.

(a) Fee for a Certificate of Occupancy \$225.00

Fee for Temporary Certificate of Occupancy required
under the CBC: \$204.00 per hour

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- (b) Investigation fee whenever a project is “red-tagged”, has commenced without the authorization, or otherwise found to be in violation of Title 15 of the Napa County Code: The fee shall be in addition to the permit fee, and shall be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provision of this code nor from any penalty prescribed by law. 400% of the inspection fee per 70.020(b)
- (c) Fee when documentation demonstrating compliance with State energy conservation regulations is required. Fee shall be paid at the time of submitting such compliance documentation. 10% of the building inspection fee per 70.020(b)
- (d) Imaging – Plan Retention Fee. The fee for imaging building construction plans as required by section 19850 through 19853 of Chapter 10, Part 3 Division 13 of the Health and Safety Code shall be as follows (full commercial plan sets and residential site plans, floor plans, and elevations are scanned and retained):
1. Commercial Building Construction Plans: \$2.50 per page
 2. Residential Building and Construction Plans \$15.00
- (e) Fee for code enforcement and permit compliance not addressed by subsection (b) or for consultation with Building Division staff that is not related to an active application, issued permit, or service otherwise listed in this Part. \$204.00 per hour

Sec. 70.060. Review of Other Department or Division Permits and Referrals.

- (a) Grading Permit Referral: Application plan review and inspection \$204.00 per hour
- (b) Planning Referral: Minor Administrative \$104.00
- (c) Planning Referral: Administrative \$209.00
- (d) Planning Referral: ZA \$261.00
- (e) Planning Referral: PC/BOS \$313.00
- (f) Attendance at a pre-application conference or pre-application site visit arranged by another division or department \$204.00 per hour
- (g) Engineering Referral: Site Development Application \$204.00 per hour
- (h) Code Compliance Review \$204.00 per hour

Adopted: 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

PART 75

PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENGINEERING SERVICES

- Sec. 75.010. General
- Sec. 75.015. Surcharge
- Sec. 75.020. Grading Application
- Sec. 75.025. Road Exception Request
- Sec. 75.030. Floodplain Management Application
- Sec. 75.035. Site Development Application
- Sec. 75.040. County Road and Street Standards
- Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services
- Sec. 75.050. Appeal
- Sec. 75.055. Review of Other Department Permits and Referrals

Sec. 75.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. The Director of Planning Building and Environmental Services will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Department of Planning Building and Environmental Services unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

- Napa County Planning and Conservation Division– Policy Manual Part 80
- Napa County Environmental Services Division– Policy Manual Part 110
- Napa County Public Works-Policy Manual Part 140
- Napa County Fire Department/Fire Marshal – Policy Manual Part 85
- Napa County Counsel – Policy Manual Part 95

Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 75.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 75.020. Grading Application

- | | | |
|-----|---|-------------------------|
| (a) | Application review and inspection of a grading permit | \$175.00 per hour |
| (b) | Processing a request for a grading permit exemption | \$263.00 |
| (c) | Processing a request for a grading permit extension to winter shut-down | \$394.00 |
| (d) | Stormwater Quality Inspection and Inspection for compliance with post-construction best management practices. | \$351.00 per inspection |

Sec. 75.025. Road Exception Request

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|-----|--|-------------------|
| (a) | Preliminary Road Exception Application | \$175.00 per hour |
| (b) | Road Exception request associated with a Planning Administrative or ZA referral or Building Permit Application | \$1,577.00 |

Sec. 75.030. Floodplain Management Application

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|-----|--|-------------------|
| (a) | New construction, substantial building remodel/alteration, or other major construction as determined by the Director of Planning, Building and Environmental Services. | \$789.00 |
| (b) | Minor construction | \$380.00 |
| (c) | Grading | \$175.00 per hour |

Sec. 75.035. Site Development Application

- | | | |
|-----|---|-------------------------|
| (a) | Plan Review and Inspection for a Site Development Application | \$175.00 per hour |
| (b) | Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices | \$351.00 per inspection |

Sec. 75.040. County Road and Street Standards

County Road and Street Standards, printed version

Standard copy charges

Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services

- | | | |
|------|---|-------------------|
| (a) | Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, meter reading by County staff when groundwater permit holder fails to submit required reading, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. | \$175.00 per hour |
|
 | | |
| (b) | Other services including applicant consultation, abandonment of an irrevocable offer, and services not otherwise listed in this Part. | \$175.00 per hour |

Sec. 75.050. AppealAppeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

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|-----|--------------------------------------|------------|
| (a) | Fee paid by appellant to file appeal | \$2,000.00 |
|-----|--------------------------------------|------------|

Sec. 75.055. Review of Building Permit Referrals

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|------|---|-------------------------|
| (a) | Building Application Review: Same Day (OTC) | 88.00 |
| (b) | Building Application Review: Quick Permit | 175.00 |
| (c) | Building Application Review: Residential-New | \$701.00 |
| (d) | Building Application Review: Commercial-New | \$1,052.00 |
| (e) | Building Application Review: Residential Alteration | \$351.00 |
| (f) | Building Application Review: Commercial Alteration | \$526.00 |
| (g) | Building Application Review: Pmt. Alteration or Revision-Residential | \$263.00 |
| (h) | Building Application Review: Pmt. Alteration or Revision-Commercial | \$263.00 |
| (i) | Building Permit: Final Inspection by Engineering | \$351.00 |
| (j) | Re-inspection of building permits by stormwater technician when required by failure to comply with permit requirements | \$175.00 per hour |
|
 | | |
| (k) | Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices | \$351.00 per inspection |

Sec. 75.060 Review of Planning Permit Referrals

(a)	Attendance at a pre-application conference	\$438.00
(b)	Attendance at pre-application site visit	\$175.00 per hour
(c)	Planning Referral: Administrative Permits (fence, entry structure, temp trailer, signs, balloons, other)	\$175.00
(d)	Planning Referral: Administrative Viewshed	\$351.00
(e)	Planning Referral: Land Division/Merger: Map Exemption	\$292.00
(f)	Planning Referral: Planning referral: site Plan – Standard Approval	\$351.00
(g)	Planning Referral: Site Plan - Modification	\$292.00
(h)	Planning Referral: Telecomm – Site Plan Approval	\$292.00
(i)	Planning Referral: Telecomm – Permit Modification	\$292.00
(j)	Planning Referral: Temporary Event	\$175.00
(k)	Planning Referral: Temporary Event – 51 to 400 persons per day	\$292.00
(l)	Planning Referral: Temporary Event – 401 or more persons per day	\$292.00
(m)	Planning Referral: Very Minor Modification (non-residential & residential)	\$175.00
(n)	Planning Referral: Winery Status Determination	\$292.00
(o)	Planning Referral: Consultation, Meetings & Other activities not covered herein	\$292.00
(p)	Planning Referral: All other planning referrals not covered herein	\$175.00 per hour

Section 75.065 Review of Environmental Health (EH) Permit Referrals

(a)	EH Referral: Groundwater Permit	\$175.00
(b)	EH Referral: Well Permit	\$351.00
(c)	EH Referral: All other EH referrals not covered herein	\$175.00 per hour

Section 75.070 Review of Department of Public Works Permit Referrals

(a)	Public Works Referral: All Public Works Permit Referrals	\$175.00 per hour
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Revised 7-2-06; Resolution 06-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 9-29-09; Resolution 09-132
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 10-26-10; Resolution 2010-138
Revised 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 08-19-14; Resolution 2014-99 (eff 8-19-14)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)

PART 80

**PLANNING, BUILDING AND ENVIRONMENTAL SERVICES– PLANNING AND
CONSERVATION DIVISION**

- Sec. 80.010. General; Deposits; Refund of Fees
- Sec. 80.015. Surcharge
- Sec. 80.020. Administrative Planning/Zoning Permits
- Sec. 80.030. Agricultural Preserve Contract
- Sec. 80.035. Airport Land Use Plan
- Sec. 80.037. Appeal
- Sec. 80.040. Development Agreement
- Sec. 80.050. Historic Structure.
- Sec. 80.055. Erosion Control Plans
- Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities
- Sec. 80.060. General, Specific, Airport Land Use Plan Modification
- Sec. 80.070. Land Division
- Sec. 80.080. Certificate of Non-Conformity
- Sec. 80.090. Site Plan
- Sec. 80.100. Surface Mining and Reclamation
- Sec. 80.110. Use Permit
- Sec. 80.111. Viewshed
- Sec. 80.115. Habitat Restoration or Re-Vegetation Plan
- Sec. 80.120. Variance
- Sec. 80.130. Reserved
- Sec. 80.135. Reserved
- Sec. 80.136. Telecommunication Permit and Site Plan
- Sec. 80.160. Miscellaneous Services
- Sec. 80.170. Reserved
- Sec. 80.180. Street Naming, Address Assignment
- Sec. 80.190. Photos, Maps
- Sec. 80.200. Building Division Permit Clearances & Referrals
- Sec. 80.210. Temporary Events
- Sec. 80.215. Other Department Permit Clearances & Referrals
- Sec. 80.250. Hourly Projects Policies and Procedures

Sec. 80.010. General; Deposits; Refund of Fees

- (a) The fees set forth in this Part shall be paid at the time of filing the application, map or other document indicated with the Planning and Conservation Division of the Planning, Building and Environmental Services Department. No such application, map or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The Director of Planning, Building and Environmental Services will provide a reasonable estimate of the cost of service prior to the service being provided. All such fees shall be paid to the Planning, Building and Environmental Services Department unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:
- Napa County Division of Environmental Services– Policy Manual Part 110
 - Napa County Department of Public Works – Policy Manual Part 140
 - Napa County Division of Engineering Services-Policy Manual Part 75
 - Napa County Fire Department/Fire Marshal – Policy Manual Part 85
 - Napa County Counsel – Policy Manual Part 95
 - Napa County Assessor – Policy Manual Part 40
 - Napa County Recorder – Policy Manual Part 90
 - California Department of Fish and Game – Fish & Game Code
- (b) A deposit is required at the time of filing an application subject to hourly fees. The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$10,000. After payment of the initial deposit, the application shall be subject to the hourly project policies and procedures set for in Section 80.250.
- (c) For projects that require multiple permits or services with both flat fee and hourly fees, hourly fees will be assessed for all services. Any request for services that is not described in this Part shall be charged hourly fees.
- (d) No part of any fee shall be refundable except under the following circumstances:
1. If a request for refund is submitted prior to an application being determined to be complete, the Director of Planning, Building and Environmental Services is authorized to refund up to 75% of the total fee, minus time rendered.
 2. If a request for refund is submitted after the application is determined to be complete, but prior to the completion of the environmental determination (initial analysis), the Director of Planning, Building and Environmental Services is authorized to refund up to 50% of the total fee, minus time rendered.
 3. If a request for refund is submitted after completion of the environmental determination, the Planning Director is authorized to refund up to 25% of the total filing fee, minus time rendered.

4. All other refund requests must be submitted to the County Board of Supervisors for review and action.
- (e) After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application. Interest shall not be calculated or returned. Unclaimed unspent deposits shall be referred to the Treasurer-Tax Collector to proceed in accordance with Government Code sections 50050, et seq.

Sec. 80.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 80.020. Administrative Planning/Zoning Permits

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|-----|---|-------------------------------------|
| (a) | Administrative Viewshed Permit (without initial study or public hearing) | \$1,991.00 |
| (b) | Administrative Peddler or Solicitor Permit | |
| 1. | Application Fee.. | \$154.00 |
| 2. | Application entitled to a fee waiver. | Fee Policy Manual Section 10.020(h) |
| (c) | Administrative Directional Sign Permit | \$308.00 |
| (d) | Administrative Home Occupation and Cottage Food Operation Permits | \$154.00 |
| (e) | Administrative Firearm Permit | \$308.00 |
| (f) | Other Administrative Permit, including fences, entry structures, temporary trailers, signs, balloons, or other use determined by the Director | \$924.00 |

Sec. 80.030. Agricultural Preserve Contract

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|-----|---|------------|
| (a) | Agricultural Preserve Contract - Rescind and Replace | \$2,009.00 |
| (b) | Agricultural Preserve Contract – New, Amendment, Cancellation, Non-Renewal, Replacement | \$1,815.00 |

Sec. 80.035. Airport Land Use Plan

- | | |
|---|------------|
| Airport Land Use Plan Consistency Determination | \$4,835.00 |
|---|------------|

Sec. 80.037. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$2,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.
- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 80.040. Development Agreement

Approval/Modification of Development Agreement \$177.00 per hour

Sec. 80.050. Historic Structure.

Designation, alteration or demolition of an historic structure \$177.00 per hour

Sec. 80.055. Erosion Control Plans

The fees to review erosion control plans prepared pursuant to the Conservation Regulations contained in the Napa County Code are as noted below. Where projects do not easily fall into one of the following categories, the Director of Planning, Building and Environmental Services will determine which of the following categories most closely fits the project and assign the corresponding fee:

- (a) Agricultural Track I Projects \$177.00 per hour, plus consultant costs
- (b) Agricultural Track II Vineyard Replant \$1,260.00
- (c) Inspection and annual or long term monitoring \$177.00 per hour

Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities

Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. \$177.00 per hour

Sec. 80.060. General, Specific, Airport Land Use Plan Modification

- (a) General Plan, Specific Plan, or Airport Land Use Plan \$177.00 per hour
- (b) Zoning Map or Text Change \$177.00 per hour

Sec. 80.070. Land Division

- | | |
|---|-------------------|
| (a) Map Exemption | \$177.00 per hour |
| (b) Tentative Map (Parcel or Subdivision) | \$177.00 per hour |
| (c) Tentative Map Revision | \$177.00 per hour |

Sec. 80.080. Certificate of Non-Conformity

- | | |
|---|------------|
| Non-conforming Status Determination-major (multiple structures or uses and Pre-1974 Wineries) | \$4,814.00 |
|---|------------|

Sec. 80.090. Site Plan

- | | |
|-----------------------|------------|
| (a) Standard Approval | \$4,549.00 |
| (b) Plan Modification | \$3,111.00 |

Sec. 80.100. Surface Mining and Reclamation

- | | |
|---|-------------------|
| (a) Surface Mining & Reclamation-Annual Inspection/Security Adequacy Review | \$2,790.00 |
| (b) Surface Mining & Reclamation-Re-inspection for Compliance Failure | \$177.00 per hour |

Sec. 80.110. Use Permit

- | | |
|--|-------------------|
| (a) Use Permit | \$177.00 per hour |
| (b) Use Permit Modification – Major | \$177.00 per hour |
| (e) Use Permit Modification – Minor | \$5,128.00 |
| (f) Use Permit Modification – Very Minor | \$3,107.00 |
| (g) Use Permit Initial Monitoring | \$177.00 per hour |
| (h) Use Permit Violation Fee | \$177.00 per hour |

A major use permit modification is defined as anything other than a minor, and very minor permit modification as defined in Napa County Code section 18.124.130.

Sec. 80.111. Viewshed

- | | |
|------------------------------------|-------------------|
| Review of application for Viewshed | \$177.00 per hour |
|------------------------------------|-------------------|

Sec. 80.115. Habitat Restoration or Re-Vegetation Plan

- | | |
|--|-------------------|
| Review of Habitat Restoration or Re-Vegetation | \$177.00 per hour |
|--|-------------------|

Sec. 80.120. Variance

Review of application for Variance \$4,378.00

Sec. 80.130. Reserved**Sec. 80.135. Reserved****Sec. 80.136. Telecommunication Permit and Site Plan**

(a) Telecommunication Facility – Site Plan Approval \$4,014.00

(b) Telecommunication Facility – Permit Modification \$2,603.00

Sec. 80.160. Miscellaneous Services

(a) Pre-Application Conference (Includes three hours of time for meeting preparation, meeting and/or follow-up. Applicant will also be charged for fees from participating divisions-fees are non-refundable 72 hours before scheduled conference.) \$696.00

(b) Pre-Application Site Visit (applicant will also be charged fees from participating divisions; fee is non-refundable 72 hours before scheduled visit) \$177.00 per hour

(c) Use & Status Determinations, Condition Complete Analysis & Research, Consultation, Meetings, and Other Activities Not Covered Elsewhere In This Fee Schedule \$177.00 per hour

(d) Black/White Photocopies Fee Policy Manual Section 160.010

(e) Color Photocopies Fee Policy Manual Section 160.010

(f) Copy Certification, per page \$2.00

(g) Recording of Planning Commission Meeting – on CD, each Duplicating meetings and recordings on CD or providing file documentation on CD. Cost includes research and preparation. \$11.00 per quarter hour plus .20 cents per CD

Sec. 80.170. Reserved**Sec. 80.180. Street Naming, Address Assignment**

(a) Assign an address \$231.00

(b) Name or rename a street or assign multiple addresses \$177.00 per hour

PART III: FEES

- (c) Change a street address \$231.00

Sec. 80.190. Photos, Maps

- (a) Photos & Maps – Letter Size, each
Regular Paper \$6.25
Photographic Paper \$7.50
- (b) Photos & Maps – 11” x 17”, each
Regular Paper \$10.50
Photographic Paper \$12.50
- (c) Display Maps – 24” x 36”, each
Regular Paper \$62.50
Photographic Paper \$75.00
- (d) Display Maps – 28” x 40”, each
Regular Paper \$81.00
Photographic Paper \$97.00
- (e) Display Maps – 34” x 44”, each
Regular Paper \$108.00
Photographic Paper \$130.00
- (f) Display Maps – 36” x 60”, each
Regular Paper \$156.00
Photographic Paper \$187.00
- (g) Display Map – on CD, each \$42.00
- (h) Custom Map Preparation (minimum 1 hour) \$177.00 per hour

Sec. 80.200. Building Division Permit Clearances & Referrals

- (a) Building Application Review: Same Day (OTC) \$77.00
- (b) Building Application Review: Quick Permit \$221.00
- (c) Building Application Review: Residential-New \$1,724.00
- (d) Building Application Review: Commercial-New \$2,162.00
- (e) Building Application Review: Residential-Alteration \$1,057.00
- (f) Building Application Review: Commercial-Alteration \$1,081.00
- (g) Building Application Review: Permit Alteration/Revision-Residential \$167.00
- (h) Building Application Review: Permit Alteration/Revision-Commercial \$306.00
- (i) Review a temporary Certificate of Occupancy or Certificate of Occupancy \$177.00 per hour
- (j) Review or inspections in addition to those required or not otherwise \$177.00 per hour

indicated by this section of the Fee Policy Manual

Sec. 80.210. Temporary Events

- | | | |
|-----|---|---|
| (a) | The fee to process an application for an event of 51 to 400 persons per day | \$437.00 |
| (b) | The fee to process an application for an event of 401 or more persons per day | \$1,086.00 |
| (c) | The fee to process an application for a non-profit, wine auction related event, per Napa County Code Section 5.36.030 | \$437.00 |
| (d) | In addition to any fee specified in (a) to (c) of this section, the non-refundable, non-waivable fee to process an application for a temporary event if the application is submitted less than sixty days in advance. | \$373.00 |
| (e) | The fee to process an application entitled to a fee waiver | See Fee Policy Manual Section 10.020(l)
\$149.00 |

Sec. 80.215. Other Department Permit Clearances & Referrals

- | | | |
|-----|---|-------------------|
| (a) | Final Map – Subdivision, Parcel, or Amendment (CEQA-Exempt) | \$695.00 |
| (b) | Lot-line Adjustment (CEQA-Exempt) | \$816.00 |
| (c) | Voluntary Parcel Merger (CEQA-Exempt) | \$665.00 |
| (d) | Special Event in the Right of Way or Road Closure (CEQA-Exempt) | \$154.00 |
| (e) | Road Abandonment, Groundwater Permit, and any other referrals exempt from CEQA review and not otherwise listed in this section | \$667.00 |
| (f) | Grading Review, Road Modification Request, and any other referrals requiring CEQA review and not otherwise listed in this section | \$177.00 per hour |
| (g) | Engineering Referral: Site Development Application or Review of Road Exception Request | \$177.00 per hour |
| (h) | Green Business Certification | \$177.00 per hour |
| (i) | Project Consistency Review Processing | \$177.00 per hour |
| (j) | Public Works Referral: Certificate of Compliance | \$552.00 |

Sec. 80.250. Hourly Projects Policies and Procedures

(a) Purpose.

The purpose of this policy is to provide guidelines and procedures for handling planning projects that are identified as an “hourly fee” in the Napa County Planning, Building and Environmental Services (PBES) permit fee schedule.

(b) General.

Applications for certain planning projects are processed on a time and materials basis and are referred to in the adopted fee schedule as “hourly fee” applications (hereafter “Hourly”). The scope and complexity of these applications varies considerably, so the hourly processing fee is charged to ensure that the County fully recovers the actual cost of the County’s work on these projects (time and materials).

At the time the Hourly application is submitted, the project applicant must acknowledge and agree in writing to pay all costs associated with the processing of the application. Following application submittal, including the required deposit, staff will review the application for completeness and provide the applicant with a good faith written estimate of the cost of processing the permit. Sufficient funds (consistent with the adopted fee schedule) must be deposited by the project applicant in advance of department expenditures so that the actual costs can be charged against this deposit.

PBES will make every effort to ensure that expenses are not incurred in excess of the amount on deposit. If, at any time, funds on deposit are not sufficient, work on the project will be suspended until the required deposit is received. Except as otherwise provided in this policy, hearings on the project will be scheduled only if the account is current and there are sufficient funds on deposit to cover the estimated costs of the public hearing process.

While the applicant is responsible for paying all County costs associated with processing an Hourly application, PBES staff is responsible for ensuring that costs charged to the project are reasonable and appropriate. Staff has an obligation to work efficiently and avoid unnecessary charges. Likewise, staff must ensure that all time devoted to an Hourly project is recorded accurately.

(c) Procedure.

- 1) Application, Hourly Fee Agreement, and Initial Deposit. All Hourly applications must be accompanied by: (i) an Hourly Fee Agreement (Attachment A) signed by the applicant/ developer or property owner who is responsible for payment of fees, and (ii) an initial deposit of funds in accordance with the adopted PBES fee schedule. Hourly applications shall not be accepted without a signed Hourly Fee Agreement. At the time of application, customers will be advised that the applicant will be responsible for all costs associated with processing the application and that estimated costs for processing the application must be paid in advance of staff work on the project. Customers will be advised that additional deposits may be due after staff reviews the initial application as well as periodically during the processing of the application to ensure that funds on deposit are adequate to cover anticipated costs.
- 2) Completeness Review and Cost Estimate. The assigned staff planner shall review the application for completeness within 30 days of application filing and prepare a completeness review letter along with an estimate of the cost of processing the application, using the Cost Estimate for Planning Application Processing form (Attachment B). The estimated cost of processing shall be

noted in the completeness review letter sent to the applicant. If the estimated cost is not expected to exceed the fee taken in at the time of application, the letter should state that the cost is expected to be covered by the initial fee, but may exceed this estimate if unforeseen circumstances occur. If the cost is expected to exceed the initial deposit, that shall be noted in the letter and detailed in the Cost Estimate. The letter shall note that an additional deposit is required prior to the application being deemed complete for processing.

The permit processing costs shall include, but not be limited to the following:

- i) All staff time for reviewing files, conducting research, conducting site inspections, evaluating relevant policies and code requirements, and in consultation with legal counsel, other divisions, departments and agencies.
 - ii) All staff time for coordination with the applicant, the applicant's representatives and in responding to inquiries about the project from other parties.
 - iii) All staff time for preparation of staff reports, environmental documents, attending meetings, including neighborhood meetings, and public hearings, making presentations, preparing resolutions, conditions, and required file processing, including processing after the decision is rendered.
 - iv) Any consultant costs associated with processing the application, including but not limited to preparation of environmental documents, review of technical reports submitted by the applicant or preparation of any additional studies that may be required and contracted for by the County. The cost of any consultant work shall be reviewed with the applicant prior to incurring any consultant expenditures.
 - v) All costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of related environmental documents.
- 3) Deposits for Consultant Costs. Where the County determines that consultant services are necessary to process the application, the applicant must provide a deposit sufficient for the entire consultant cost, prior to approval of any contract for consultant work on the project or prior to the County incurring any consultant costs, whichever occurs first. Deposits for consultant contract costs shall be tracked separately. At the discretion of the Director or his or her designee, the deposit for consultant costs may be paid in increments or phases tied to completion of work products specified in the consultant scope of work. For example, an initial deposit sufficient for completion of the Draft EIR may be accepted to initiate the first work product and a second deposit submitted prior to authorizing work for completion of the Final EIR. The deposit shall not be less than the amount of the contract for each work product.
- 4) Deposits for Staff Costs. Deposits for staff costs must be paid in advance of work proceeding on the project. The initial deposit and any subsequent deposits must be sufficient to cover the entire estimated staff costs or \$10,000.00, whichever is less. If the amount on deposit falls below ten (10) percent of the initial deposit, the project planner shall request an additional deposit. If new issues arise or the project is modified by the applicant, then a new cost estimate of staff time may be prepared and the required deposit may be adjusted to account for any additional staff work.

- 5) **Initiate Processing.** Upon receipt of the additional deposit (if required) and any additional information requested in the completeness review letter, the planner shall review the application for completeness again to verify that all requested information was received. If the planner determines that the application is complete, the planner will make a note in the Department's permit tracking system (Accela) of the date the application is determined complete and initiate the processing of the application as part of their normal workload.
- 6) **Tracking Staff Time.** The planner shall record and charge all of his or her time attributable to the project in the Work Flow module of the Accela Automation system. Time shall be recorded to the nearest one-tenth hour (0.1 hour) increment. Each time entry must include a brief description of the work performed. The description need not be detailed but sufficient to convey to the applicant what work was done. For consistency, the terminology from Paragraph 2 should be used to describe the activity whenever appropriate. All correspondence with the applicant and their representative(s) shall be downloaded in Accela.
- 7) **Deposits and Accounting.** When an Hourly project is first initiated in Accela, the applicant's initial deposit is automatically placed into a trust account where deposits are held until costs are incurred (i.e., time is charged). On a bi-weekly basis, Administrative staff will prepare a billable hours report that documents the staff time charged during the report period and transfers funds from the trust account to the PBES or other department's revenue account(s).
- 8) **Monitoring of Deposits.** When the billable hours report shows that any account has no funds remaining on deposit, Administrative staff will notify the assigned planner by email, with a copy to the Supervising Planner and the Deputy Planning Director. At that point the provisions of Paragraph 9 shall apply.

Whenever staff enters time on a project that has less than \$500 remaining on deposit (including projects in arrears), the Accela system will automatically generate an email to the staff planner, the Supervising Planner and Administrative staff. Upon receiving this notification, the planner shall evaluate the project status and remaining deposit and, if an additional deposit is necessary to complete processing, the planner shall prepare a Request for Additional Deposit (Attachment C) and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. The request shall note that County staff will not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time. A copy of this letter shall be downloaded in Accela.

Once staff is notified that the remaining deposit is less than \$500, care must be taken to avoid going into arrears. Staff should watch the remaining deposit carefully and limit work on the project accordingly. Although the Administrative Secretary II will handle the formal notice to the applicant, staff planners are encouraged to communicate directly and immediately with project applicants when the deposit is low.

- 9) **Depleted Accounts.** When any project account falls into arrears (below zero dollars), all work on the project shall cease until sufficient funds are deposited to carry the project through the process. Staff shall not work on any application that has fallen into arrears without written authorization from the Deputy Planning Director.

As soon as the planner becomes aware that a project is in arrears, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. This notice shall indicate that no work will be done on the project until additional funds are received. If an

application remains on-hold for non-payment for more than 180 days, the Deputy Planning Director may direct that the application be scheduled for hearing with a recommendation for denial without prejudice.

- 10) Agenda Requests. Prior to requesting the hearing date for an application, the planner shall check the status of the deposit in Accela. If the remaining deposit is insufficient to carry the project through the hearing process, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary for mailing to the applicant. A sufficient deposit must be on file prior to setting the agenda date or issuing the notice of public hearing. The Deputy Planning Director may make an exception to this requirement if an equivalent alternative method of payment has been provided.
- 11) Required Condition of Approval. Staff shall include the following condition on all project approvals for time and materials projects: No building, grading or sewage disposal permit shall be issued, nor shall beneficial occupancy be granted until all accrued planning permit processing fees have been paid in full.
- 12) Return of Unspent Deposit After Final Action. After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application.
- 13) County Counsel Charges. As noted in Paragraph 2, above, the costs incurred by the Office of the County Counsel in connection with processing an Hourly application are part of the permit processing cost and must be paid for by the applicant. Legal services time is tracked and compiled in the County Counsel's office. When sufficient funds are on deposit to cover County Counsel costs, those funds are transferred to County Counsel via Journal Entry. Where funds on deposit are not sufficient, the process in paragraphs 8 (monitoring deposits) and 9 (depleted accounts) will apply.
- 14) Review of Charges/Adjustments. If an applicant requests a review of the charges or identifies potential errors in invoicing, the matter shall be referred to the Supervising Planner for review. Adjustments for improper charges or to correct errors in invoicing must be authorized by the Deputy Planning Director, the Assistant Director or the Director. Normally, staff time involved in such review of charges will not be charged to the applicant.
- 15) Withdrawn Applications/Refunds. An application shall be deemed withdrawn upon receipt of a written request to that effect from the applicant. Upon receipt of a withdrawal request, the project planner shall immediately notify administrative staff and any other staff involved in reviewing the application and all staff work on the project shall stop, except for staff time necessary to close the file. Within 30 days of receipt of the withdrawal request, administrative staff shall issue a final project statement indicating the charges and balance remaining on deposit after the file is closed, and shall issue a refund of any unused deposit.
- 16) Abandoned Applications/Refunds. Incomplete applications with no activity by the applicant for 120 days or more may be deemed abandoned and closed out. At least 30 days prior to the application being deemed abandoned, the department shall notify the applicant in writing that the application will be deemed abandoned and the actions needed by the applicant to keep the

application active. After the file is closed out, the Deputy Planning Director or Supervising Planner shall authorize a refund of any remaining deposit.

Adopted 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 04-05-16; Resolution 2016-42 (eff 07-01-16)
Revised 05-21-19; Resolution 2019-70 (eff 07-01-19)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

PART 85

COUNTY FIRE DEPARTMENT/FIRE MARSHAL

Sec. 85.010. General; Refund of Fees

Sec. 85.015. Surcharge

Sec. 85.020. Fire Permits

Sec. 85.030 Permit Clearances and Referrals from Other Departments

Sec 85.040 Appeal

Sec. 85.010. General; Refund of Fees

The fees set forth in this Part shall be paid prior to processing the application for the permit. No such permit or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The County Fire Marshal will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be collected by the Conservation, Development and Planning Department on behalf of the County Fire Marshal unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions.

Sec. 85.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 85.020. Fire Permits**Fire Protection Systems Review and Inspection**

(a)	Fire Sprinkler Systems	
1.	Fire Sprinklers 1-99 heads	\$1,417.00
2.	Fire Sprinklers 100-199 heads	\$2,126.00 plus 2% of the price above \$5,000 contract price
3.	Fire Sprinklers 200+ heads	\$2,835.00 plus 1.5% of the price above \$20,000 contract price
(b)	Fire Pump Installation	\$1,417.00
(c)	Fire Hydrant Installation	
1.	Hydrant: Base Fee	\$827.00
2.	Hydrant: Each Additional	\$331.00
(d)	Fire Standpipe Installation	\$993.00
(e)	Above Ground Tank or Pipe Installation	\$644.00
(f)	Fire Alarm Systems	
1.	Fire Alarms, < 25 Devices	\$1,417.00
2.	Fire Alarms, 26-50 Devices	\$2,126.00
3.	Fire Alarms, 51-100 Devices	\$2,835.00
4.	Fire Alarms, 100-200 Devices	\$3,543.00
5.	Fire Alarms, 200+ Devices	\$4,252.00
6.	Communicator Upgrade	\$709.00
7.	Dedicated Functional Systems	\$709.00
(g)	Specialized Fire Protection Systems	
1.	Clean Agent Gas System Installation	\$1,417.00
2.	Dry Chemical System Installation	\$1,417.00
3.	Wet Chemical/Kitchen Hood Installation	\$1,417.00
4.	Foam System Installation	\$1,417.00
5.	Paint Spray Booth Installation	\$1,417.00
6.	Refrigeration System Installation	\$1,417.00

PART III: FEES

(h) Tents, Canopies, Membrane Structures		
1. Tent Size, 400-1,500 square feet		\$695.00
2. Tent Size, 1,500-5,000 square feet		\$1,042.00
3. Tent Size, 5,000+ square feet		\$1,564.00
4. Tent Rush Fee	Additional 50% fee if submitted < 14 days prior to event	
(i) High Piled Storage and Warehousing		
High Piled Storage Review and Inspection		
1. 0 – 12,000 sqft storage area		\$695.00
2. 12,001 – 250,000 sqft storage area		\$742.00
3. 0 – 12,000 sqft storage area		\$1319.00
(j) Annual Operating Permit for High Piled Storage (Plan Review and Inspection)		\$331.00 per hour
(k) Emergency Responder Radio Coverage		
1. Emergency Responder Radio Coverage (Plan Review and Inspection)		\$331.00 per hour
(l) Other Fees		
1. Additional Inspection Fee (Applied on 3rd Field Inspection and each subsequent inspection)		\$331.00 per hour
2. Additional Inspection Fee (Applied on 3rd submittal and each subsequent submittal)		\$331.00 per hour
3. Late Fee (Monitoring fee for separate submissions not included with the building permit.)		Permit Fee plus 25%
4. Other services not otherwise listed in this section (Alternative Means and Methods Consideration)		\$331.00 per hour
5. Building Safety and Other Inspections (SB1260 – State Mandated / Annual Business Inspections)		\$331.00 per hour
6. Fireworks Display		\$1,820.00
7. Standby Time at Special Events		Actual Cost
8. Hazardous Materials Incident Response		Actual Cost

Sec. 85.030. Permit Clearances and Referrals from Other Departments

(a) Plan review of a building permit application by the Fire Marshal		
1. Standard plan check per Section 70.025(a)1.	25% of Building Division plan review fee	
2. 3 rd -party plan check per Section 70.025(a)2.	\$331.00 per hour of staff time plus actual cost of contract plan check	

PART III: FEES

(b)	Inspection of building permit per Section 70.020(b)	25% of Building Division inspection fee
(c)	Use Permit – General	\$331.00 per hour
(d)	Use Permit – Major Modification	\$331.00 per hour
(e)	Use Permit – Minor Modification	\$331.00 per hour
(f)	Use Permit – Very Minor Modification	\$331.00 per hour
(g)	Use Permit Modification – Winery Administrative Permit	\$331.00 per hour
(h)	Use Permit Violation Fee	\$331.00 per hour
(i)	Viewshed – Review of Application	\$331.00 per hour
(j)	Telecommunications – Site Plan / Modification	\$331.00 per hour
(k)	Temporary Event	\$331.00 per hour
(l)	Development Agreement Application or Modification	\$331.00 per hour
(m)	General Plan or Zoning Amendment	\$331.00 per hour
(n)	Habitat Restoration or Re-Vegetation Plan	\$331.00 per hour
(o)	Certificate of Occupancy or Temporary Certificate of Occupancy	\$331.00 per hour
(p)	Code Enforcement, Permit Compliance Inspection, and Investigation	\$331.00 per hour
(q)	Other permit referrals from the Planning Building and Environmental Services Department not otherwise listed in this section	\$331.00 per hour
(r)	Permit referrals from the Public Works Department; fees are collected by the Public Works Department.	\$331.00 per hour

Sec. 85.040. Appeal.

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

(a)	Fee paid by appellant to file appeal	\$2,000.00
(b)	For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant.	\$331.00 per hour

Revised 8-26-97; Resolution 97-110
Revised 10-4-97; Resolution 97-133
Revised 5-25-10; Resolution 2010-58
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)
Revised 4-5-16; Resolution 2016-42 (eff 7-1-16)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)

PART 90-A**ASSESSOR-RECORDER-COUNTY CLERK
RECORDER-COUNTY CLERK DIVISION**

- Sec. 90.010. General**
- Sec. 90.011. Search of Records**
- Sec. 90.012. Indexes**
- Sec. 90.012.5 Additional Fees**
- Sec. 90.013. Certificates Under Seal**
- Sec. 90.014. Photocopy Charges**
- Sec. 90.015. Fictitious Business Name (FBN) Filings**
- Sec. 90.018. Birth Certificates**
- Sec. 90.020. Marriage Licenses, Certificates and Ceremonies**
- Sec. 90.025. Notary Bond Filings**
- Sec. 90.030. Power of Attorney (Surety)**
- Sec. 90.035. Clerk's Certificate of Authenticity; Verification of Signatures**
- Sec. 90.040. Mechanics Lien Notices**
- Sec. 90.045. Documentary Handling Fees to Process Fish and Game Fees**
- Sec. 90.049. Miscellaneous Fees**

Sec. 90.010. General

The fees set forth in Part 90-A shall be paid to the Recorder-County Clerk Division. State mandated fees may be required in addition to the County determined fees listed in this schedule.

Sec. 90.011. Search of Records

- | | | |
|-----|---|---------|
| (a) | Recorder search (per name, per decade). | \$6.00 |
| (b) | Federal tax lien search | \$15.00 |

Sec. 90.012. Indexes

- | | | |
|-----|---|--|
| (a) | The fee to purchase printouts and or custom downloads of weekly reports from Official Records shall be: | \$3.00 up to 5 pages and \$0.10 for each page thereafter |
| (b) | Daily documents and index (Daily Downloads) (annual subscription) | \$5,268.00 |
| (c) | Online index and document access (annual subscription) | \$4,316.00 |

Sec. 90.012.5 Additional Fees

For the filing of every instrument, paper or notice for record, the following additional fee shall be charged:

- | | | |
|-----|---|---------|
| (a) | Base Recording fee per Government Code Section 27361(a) | \$10.00 |
| (b) | An additional fee of One Dollar pursuant to Government Code Section 27361.4(b) for the Recorder's Office to remain open each business day. | \$1.00 |
| (c) | An additional fee of One Dollar pursuant to Government Code Section 27361.4(c) where such instrument, paper or notice for record is indexed within two business days after the date of recordation. | \$1.00 |
| (d) | An additional fee of One Dollar pursuant to Government Code Section 27361.4(a) for converting document storage system to micrographics | \$1.00 |
| (e) | Additional fee of One Dollar pursuant to Government Code Section 27361(c) to support, maintain, improve and provide for full operations | \$1.00 |
| (f) | Additional fee of One Dollar pursuant to Government Code Section 27397(c)(1) for Electronic Recordings | \$1.00 |

Sec. 90.013. Certificates Under Seal

The fee for each certificate under seal shall be Five Dollars per document. \$5.00

Sec. 90.014. Photocopy Charges

The fees for photocopies of documents on record are as follows:

- | | | |
|-----|-------------------------------------|-----------------|
| (a) | For copy size 11 x 17" or less | \$2.00 per page |
| (b) | For copy size greater than 11 x 17" | \$4.00 per page |

Sec. 90.015. Fictitious Business Name (FBN) Filings

- | | | |
|-----|---|---------------------------------------|
| (a) | The fee to file a fictitious business name. | \$50.00 each |
| (b) | The fee for abandonment or withdrawal of a fictitious business name | \$50.00 per abandonment or withdrawal |
| (c) | The fee to list additional parties under a fictitious business name | \$7.00 per additional party |
| (d) | Searching records or files (includes copy if found) | \$6.00 |
| (e) | Annual Subscription for weekly listing of FBN filings | \$198.00 |

Sec. 90.018. Birth Certificates

The Children's Trust Fund portion of the fee for a certified copy of a birth certificate \$7.00

Sec. 90.020. Marriage Licenses, Certificates and Ceremonies

- | | | |
|-----|--|---|
| (a) | The fee to issue a regular or replacement marriage license | \$83.00 per license |
| (b) | The fee to issue a confidential or replacement confidential marriage license | \$95.00 per license |
| (c) | The fee for issuance of marriage licenses on County workdays outside of normal business hours, weekends or holidays. | \$139.00 additional on weekends or holidays |

PART III: FEES

- | | | |
|-----|--|---------------------|
| (d) | The fee for marriage ceremony services performed by the Clerk-Recorder per ceremony during County workdays. | \$51.00 |
| | The fee for marriage ceremony services performed by the Clerk-Recorder dollars per ceremony during weekends, holidays, after normal business hours or other County non-workdays. | \$101.00 |
| (e) | The fee for an application for a one-day appointment to serve as a Deputy Marriage Commissioner | \$63.00 |
| (f) | The fee for a duplicate marriage license. | \$69.00 per license |
| (g) | Marriage Witness Fee | \$35.00 |

Sec. 90.025. Notary Bond Filings

The fee to file and process a notary bond	\$26.00 per filing plus recording fees
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Sec. 90.030. Power of Attorney (Surety)

The fee to file power of attorney authorizations or revocations (surety bonds)	\$21.00 for first, \$10.00 for each additional name
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Sec. 90.035. Clerk's Certificate of Authenticity; Verification of Signatures

The fee to issue a certificate of authenticity verifying the official capacity of any public official, including a notary public	\$10.00 per certificate
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Sec. 90.040. Mechanics Lien Notices

- | | | |
|-----|---|-------------------------|
| (a) | The fee to process a twenty-day preliminary notice. | \$35.00 per request |
| (b) | The fee to provide mailing services for lien notices. | \$10.00 per debtor/name |

Sec. 90.045. Documentary Handling Fees to Process Fish and Game Fees

- | | | |
|-----|--|---------|
| (a) | For filing a Notice of Determination of a Negative Declaration with the County Clerk-Recorder. | \$50.00 |
| (b) | For filing a Notice of Determination of an Environmental Impact Report with the County Clerk-Recorder. | \$50.00 |

Sec. 90.049. Miscellaneous Fees

- | | | |
|-----|---|--|
| (a) | Map Filing Fee | \$8.00 (first page)
\$2.00 (each additional page) |
| (b) | Caregiver Permit Fee
Initial and Annual Renewals | \$20.00 |
| (c) | Clerk Acknowledgement | \$6.00 |

Revised 8-26-97
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)

PART 90-B
ASSESSOR-RECORDER-COUNTY CLERK
ELECTION DIVISION

- Sec. 90.050. General
- Sec. 90.053. Research
- Sec. 90.054. Search of Record on File
- Sec. 90.054.5. Special Request Searches
- Sec. 90.055. Fees for Reproductions of Precinct/Supervisory Maps
- Sec. 90.056. (Reserved)
- Sec. 90.057. Mailing Costs
- Sec. 90.058. Computer CD's
- Sec. 90.059. Official Photocopying Charges
- Sec. 90.060. Petitions and Candidate Nomination Papers
- Sec. 90.061. Affidavit of Registration
- Sec. 90.062. Statement of Qualification
- Sec. 90.063. Voter Lists
- Sec. 90.064. Official Statement of Vote
- Sec. 90.065. Indexes/Indices

Sec. 90.050. General

The fees set forth in this Part shall be paid to the Clerk-Recorder.

Sec. 90.053. Research

The fee for Elections staff to perform requested research. Thirty-Seven Dollars and Fifty Cents per half hour	\$37.50 per half hour
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Sec. 90.054. Search of Record on File

The fees relating to searches for records on file are as follows:

Sec. 90.054.5. Special Request Searches

- | | | |
|-----|--|--------------------------|
| (a) | The fee for special request searches (customer requests per 1000 names) is: Extractions, Voter File & Walking list | \$0.50 per 1000
names |
|-----|--|--------------------------|

Sec. 90.055. Fees for Reproductions of Precinct/Supervisory Maps

The fee to purchase copies of precinct or supervisory maps is Five Dollars and shall be paid to the Elections Division of the County Clerk-Recorder's Office. \$5.00

Sec. 90.056. (Reserved.)**Sec. 90.057. Mailing Costs**

- | | | |
|-----|--|---------------------------------------|
| (a) | The mailing fee for large packages shall be (does not include postage) \$15.00 | \$15.00 per mailing
(Plus Postage) |
| (b) | The fee for mailing small packages and letters (handling and postage) is Four Dollars per package or letter. | \$4.00 per
package or letter |

Sec. 90.058. Computer CD's

- | | | |
|-----|--|----------------|
| (a) | The fee for computer disks is Fifteen Dollars per CD | \$15.00 per CD |
|-----|--|----------------|

Sec. 90.059. Official Photocopying Charges

See Section 160.010 for the fees for photocopies shall be as follows:

- | | | |
|-----|-------------|--|
| (a) | Photocopies | \$.50 per page for the
first 5 pages and \$.10
for each page
thereafter |
|-----|-------------|--|

Sec. 90.060. Petitions and Candidate Nomination Papers

- | | | |
|-----|---|---|
| (a) | As authorized by subparagraph (d) of Section 3702 of the California Elections Code, the fee to file a Notice of Intent to circulate an initiative petition is Two Hundred Dollars. The fee is refundable to the filer if, within one year of the date of filing the Notice of Intent, the Registrar of Voters certifies the sufficiency of the initiative petition. | \$200.00 |
| (b) | The fee to check signatures on petitions and candidate nomination papers is a minimum charge of \$13.00 per 20 signatures (use of Elections Dept services by other entities). | minimum of \$13.00
per 20 signatures |

Sec. 90.061. Affidavit of Registration

The fee for a copy of an affidavit of registration shall be as follows:

(a)	To registered voter	\$0.50
(b)	To others (each copy)	\$1.00
(c)	Certification	\$5.00
(d)	Travel card (proof of registration)	\$5.00

Sec. 90.062. Statement of Qualification

The printer set-up fee and printing fees vary per election; fees shall be based on the number of registered voters and actual printing costs.

Sec. 90.063. Voter Lists

The fees for voter lists shall be as follows:

(a)	Daily list during Vote by Mail (VBM) request period.	\$0.50 per thousand voters
(b)	Voter List (full list)	\$28.00

Sec. 90.064. Official Statement of Vote

A copy of an official statement of vote or canvass of vote shall be as follows:

(a)	Individual pages	\$.50 per page for the first 5 pages and \$.10 for each page thereafter
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Sec. 90.065. Indexes/Indices

The fee for a copy of indexes/indices shall be as established by the California Elections Code.

Adopted 5-23-06
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6/28/10)
Revised 08-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-2013)
Revised 04-05-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 05-21-2019; Resolution 2019-70 eff 07-01-2019)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 95

COUNTY COUNSEL

- Sec. 95.010. General
Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters.
Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters.

Sec. 95.010. General

The fees set forth in this Part shall be paid to the Napa County Counsel. The hourly billable rate of reimbursement for Napa County Counsel shall be calculated annually, based on actual department costs. The hourly rate methodology builds indirect costs into County Counsel hourly salary and benefit rates to arrive at fully burdened hourly rates. The hourly billable rate sheet is calculated annually and available upon request from the County Counsel office.

Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters

County Counsel’s billable rate for Public Conservator, Public Guardian, and Public Administrator matters shall be established annually utilizing the methodology described in Section 95.010. County Counsel Fees charged to individuals or estates for these services shall be subject to Court approval.

Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters

- | | |
|---|-------------|
| (a) The fee for review of use permits – | Hourly Rate |
| (b) The fee for review of use permit modifications | Hourly Rate |
| (c) The fee for review of a new or amended agricultural preserve contract. | Hourly Rate |
| (d) The fee for attendance at a pre-application conference arranged by the Planning Division (two-hours of meeting time). | \$351.00 |

PART III: FEES

- | | | |
|-----|---|-------------|
| (e) | The fee for review of all other planning and development applications or permits, code enforcement matters, general plan or zoning map amendments, development agreements, or certificates of compliance. | Hourly Rate |
| (f) | The fee for review of certificates of compliance, lot-line adjustments, or voluntary parcel mergers. | Hourly Rate |
| (g) | Certificates of Legal Non-Conformity | Hourly Rate |
| (h) | Minor/Very Minor Use Permit Modifications | Hourly Rate |
| (i) | CEQA-Environmental Document Review | Hourly Rate |
| (j) | Code Enforcement Issues | Hourly Rate |
| (k) | Appeals | Hourly Rate |
| (l) | A General Plan Update surcharge 7.5% shall be added to fees (a)-(h) in this section. | |

Revised 9-13-05
Revised: 8-19-08; Resolution No. 08-142
Revised: 9-13-16; Resolution No. 2016-119
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 100
CRIMINAL JUSTICE

- Sec. 100.010. Civil Penalties for Parking, Standing, Equipment and Registration Violations
- Sec. 100.030. Department of Corrections Fees
- Sec. 100.040. Cardroom Dealer Permit
- Sec. 100.050. Concealed Weapons Permit
- Sec. 100.060. Explosives Permit
- Sec. 100.070. Fingerprinting
- Sec. 100.080. Mobile Public Address Sound System Permit
- Sec. 100.090. Secondhand Dealer Licenses
- Sec. 100.100. Taxi Permits
- Sec. 100.110. Issuance of Incident Reports
- Sec. 100.120. Examination of Local Records
- Sec. 101.000 Administrative Penalties for violations of the Napa County Code

Sec. 100.010. Civil Penalties for Parking, Standing, Equipment and Registration Violations

Civil penalties for parking, standing, equipment and registration violations prosecuted as civil violations shall be calculated as the sum of the base penalty for the violation set forth in subparagraph (a) plus those County and State surcharges (assessments) set forth in subparagraph (b). If the penalties are not timely paid, the late penalties and additional collection costs set forth in subparagraphs (c), (d), (e), (f), and (g) shall be added to the base penalties.

- (a) Base civil penalties, which shall include a \$3.50 Napa County Administrative Processing Fee, are established as set forth below:

(Vehicle Code violations)

(1). unlawful parking on public grounds	\$103.00
(2). Bicycle parked – impeding pedestrian traffic	\$35.00
(3). Illegally impeding bicycle lanes – person	\$35.00
(4). Illegally impeding bicycle lanes – parking	\$35.00

PART III: FEES

(5). Improper parking – intersection	\$35.00
(6). Improper parking – crosswalk	\$35.00
(7). Improper parking – safety zone	\$35.00
(8). Improper parking – within 15’ fire station driveway	\$35.00
(9). Improper parking – blocking driveway	\$35.00
(10). Improper parking – sidewalk	\$35.00
(11). Improper parking – obstructing traffic	\$20.00
(12). Improper parking – double parked	\$35.00
(13). Improper parking – bus zone	\$250.00
(14). Improper parking – tunnel	\$35.00
(15). Improper parking – bridge	\$35.00
(16). Improper parking curb wheelchair access	\$250.00
(17). Parked in designated fire lane	\$35.00
(18). Parking parallel on right	\$20.00
(19). Curb parking restricted	\$20.00
(20). Parking on one-way street	\$20.00
(21). Unincorporated area parking	\$20.00
(22). Posted No Parking – state highways	\$35.00
(23). Parking in handicapped space	\$250.00
(24). Blocking handicapped space	\$250.00
(25). Blue Zone marked boundaries – loading area	\$250.00

PART III: FEES

(26). Parking in snow removal areas	\$20.00
(27). Tow cars – parking on freeway	\$20.00
(28). Improper parking – hydrants	\$20.00
(29). Unattended vehicle	\$20.00
(30). Locking vehicle with person inside	\$103.00
(31). Opening door on traffic side	\$35.00
(32). Parking on freeway restricted	\$20.00
(33). Vending on freeway	\$35.00
(34). Illegal to park on railroad tracks	\$35.00
(35). Parking near sidewalk ramp/3 feet	\$250.00
(36). Vehicle abandonment on highway	\$270.00
(37). Vehicle abandonment – public/private	\$270.00
(38). Blocking intersection	\$50.00
(39). Parking lot – street and alley parking	\$35.00
(40). Stopping or parking on bridge restricted	\$35.00
(41). Registration tabs or equipment violations	\$60.00

(Napa County Code Violations)

(42). Obedience to traffic signs	\$20.00
(43). Temporary parking restrictions	\$35.00
(44). Obstruction of road	\$35.00
(45). Truck, commercial trailer, bus – 6 a.m. to midnight	\$100.00

PART III: FEES

(46).	Recreational vehicle in residential area more than 72 hours	\$100.00
(47).	Parking limits and regulations – parking in violation of posted regulations or time limits at any County-owned or operated Parking Lot	\$20.00
(48).	Unauthorized parking between the hours of 11 PM and 5 AM at any County-owned or operated Parking Lot	\$20.00
(49).	Parking outside stall or in designated “No parking zones” at any County-owned or operated Parking Lot	\$20.00
(50).	Parking in stall designated for disabled persons	\$250.00
	1. Parking in County-owned or operated Parking Lot – overhaul, maintenance, repair, or displaying for purpose of sale	\$25.00
	2. Parking a non-Electric Vehicle in an Electric Vehicle parking stall or parking an Electric Vehicle in an Electric Vehicle parking stall without charging	\$20.00
	3. Non-motor vehicle use in County-owned or operated Parking Lot including camping, use of camp equipment, storage of any kind, roller skating, skateboarding, riding a non-motorized device	\$25.00
(51).	Parking in loading docks – Coombs Street, Main Street, Elm Street	\$20.00
(52).	No overnight parking – 10 p.m./4 a.m. Capell Cove Boat Launching Ramp	\$50.00
(53).	Parking outside designated stalls Vehicle w/boat trailers – Capell Cove Ramp	\$50.00
(54).	Parking outside designated stalls – vehicles only Capell Cove Ramp	\$50.00
(55).	Parking in Red Zone – Capell Cove Ramp	\$50.00
(56).	Parked in excess of 120 hrs – County Road	\$50.00
(57).	Parked on county road – displayed for sale	\$25.00
(58).	Parked on county road – washing, greasing, repairing	\$25.00

PART III: FEES

(59).	Parking between 10 p.m. and 4 a.m. – Cuttings Wharf Ramp	\$20.00
(60).	Parking outside authorized areas at Lake Hennessey and Conn Dam Picnic Areas	\$50.00
(61).	Parking outside authorized areas at Lake Berryessa Lake and Park Area	\$50.00
(b)	The County surcharge on the base penalties set forth in subparagraph (a) shall be \$1.50 shall be placed in the Criminal Justice Facilities Construction Fund	\$1.50
(c)	Late penalties. The following late penalties shall be imposed when the applicable base penalty is not timely paid:	
(1).	When base penalty is \$20.00-\$24.00	\$15.00
(2).	When base penalty is \$25.00-\$34.00	\$20.00
(3).	When base penalty is \$35.00 or more	\$25.00
(d)	State and DMV processing fees shall be passed through.	

Sec. 100.040. Cardroom Dealer Permit

The fee for applying for a cardroom dealer permit is Fifty-One Dollars. \$51.00

The renewal fee for an existing cardroom dealer permit is Ten Dollars. \$10.00

Sec. 100.050. Concealed Weapons Permit

The fee for processing an application for a concealed weapons permit is
Sixty Dollars for the initial application and Ten Dollars for a renewal
of an existing application, plus DOJ/Livescan Fees passed to the
State. \$60.00 for initial plus
DOJ/Livescan Fees,
\$10.00 for renewal plus
DOJ/Livescan Fees

Sec. 100.060. Explosives Permit

The fee for processing an application for an explosives permit is Twenty
Dollars for under 100 pounds and Twenty-Four Dollars for over 100
pounds. \$20.00 for under 100 lbs.,
\$24.00 for over 100 lbs.

Sec. 100.070. Fingerprinting

The fee to have any member of the general public fingerprinted as part of an application for a permit is Fifteen Dollars. \$15.00

Sec. 100.080. Mobile Public Address Sound System Permit

The fee for filing an application for a mobile public address sound system equipment permit is Twenty-Five Dollars. \$25.00

Sec. 100.090. Secondhand Dealer Licenses

The fee for processing an application for a secondhand dealer license is Two Hundred and Twenty-Seven Dollars for the initial application and Ten Dollars for a renewal of an existing application. \$227.00 for initial, \$10.00 for renewal

Sec. 100.100. Taxi Permits

The fee for taking the fingerprints and photograph of each person applying for a taxi permit, and for each driver, is Fifty Dollars. \$50.00

Sec. 100.110. Issuance of Incident Reports

The fee for obtaining a copy of an incident report, when authorized, is Ten Dollars. \$10.00

Sec. 100.120. Examination of Local Records

The fee to examine a local summary criminal history record is Ten Dollars. \$10.00

Sec. 101.000. Administrative penalties for violations of the Napa County Code

- (a) For any violation of the Napa County Code, the amount of the administrative penalty shall be:
 - (1). For the first violation \$105.00
 - (2). For the second violation of the same ordinance within one year from the date of the first violation \$200.00
 - (3). For each additional violation of the same ordinance within one year from the date of the first violation \$500.00

- (b) If the violation is not corrected within the time specified on the citation, additional administrative penalty shall increase at the rate specified in (a), above.
- (c) Payment of the administrative penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action.

Adopted 4-8-07; Resolution 07-27
Revised 8-7-07; Resolution 07-100
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-2018)
Revised 05-21-19; Resolution 2019-70 (eff 7-21-2019)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

PART 110

PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENVIRONMENTAL HEALTH DIVISION

- Sec. 110.010. Imposition of Fees**
- Sec. 110.015. Refund of Fees**
- Sec. 110.020. Delinquency Penalty**
- Sec. 110.025. Appeal**
- Sec. 110.026. Standard Hourly Rate**
- Sec. 110.030. Food Facility Fees**
- Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections**
- Sec. 110.045. Surcharge**
- Sec. 110.050. Water Well Permit Fees**
- Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits**
- Sec. 110.065. Geothermal Heat Exchange Well Permits**
- Sec. 110.070. Sewage Disposal Permit Fees**
- Sec. 110.080. Septic Tank, etc., Cleaning License Fee**
- Sec. 110.090. Fees for Occupancy Permits for Vessels**
- Sec. 110.100. Swimming Pool Fees**
- Sec. 110.110. Local Public Water System Fees**
- Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees**
- Sec. 110.130. Underground Storage Tanks; Fees**
- Sec. 110.135. Above-Ground Storage Tank Facility Fees**
- Sec. 110.140. Solid Waste Fees**
- Sec. 110.150. Hazardous Materials Business Plans Fees**
- Sec. 110.160. Reserved.**
- Sec. 110.170. Extremely Hazardous Material**
- Sec. 110.200. Hazardous Waste Generators**
- Sec. 110.205. Reserved.**
- Sec. 110.210. Groundwater Permits**
- Sec. 110.220. Other Departments' Fees**
- Sec. 110.230. Stormwater Fees**

Sec. 110.010. Imposition of Fees

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Department of Planning, Building and Environmental Services = unless otherwise indicated.

Sec. 110.015. Refund of Fees

- (a) Fees for construction may be refunded upon request of the applicant, within 1 year of the permit issuance, if none of the construction has occurred and the permit has expired. The Department shall retain a processing fee of 25% of the total fee.
- (b) For annual permits, a 50% refund of the permit fee will be given if the facility has permanently closed and a written request for a refund is received in the Department within 90 days of the effective date of the permit.

Sec. 110.020. Delinquency Penalty

- (a) Any fee not paid by the delinquency date shall be increased by twenty-five percent (25%) or as otherwise permitted by law.
- (b) Any persons who shall commence any work for which a permit to construct is required by the Napa County Code or other applicable code, without first having obtained a permit or plan approval therefore, if subsequently permitted to obtain a permit or plan approval, shall pay double the permit fee, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the Administrative Authority that such work was urgently necessary and that it was not practical to obtain a permit before commencement of the work. In all cases, a permit must be obtained as soon as it is possible to do so, and if there be an unreasonable delay as determined by the Director or other Administrative Authority in obtaining such permit, a double fee as herein provided shall be charged. This penalty also includes failure to file for an initial operating permit, such as failing to file a new or replacement hazardous materials business plan, underground storage tank operating permit, or other similar submittal upon commencing operations or within 30 days following a change of ownership. The Department may also use other mechanisms, such as Administrative Enforcement Orders where warranted due to repeated violations or lateness beyond 60 days.

Sec. 110.025. Appeal

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$2,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.
- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 110.026. Standard Hourly Rate

Any request for services that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded. \$154.00

Sec. 110.030. Food Facility Fees

- (a) The following fees are established to process applications for licenses relating to food facilities:
 - 1. Annual operating fees for Food Facilities with on-site food preparation of potentially hazardous food (Includes catering activities where all food preparation is conducted at the permitted facility, by the permitted business. Does not include the activities listed below in 2 through 6):
 - (A) Low risk: \$448.00
 - (B) Medium risk: \$924.00
 - (C) High risk: \$1,562.00
 - (D) Registration fee for caterer with out of county commissary \$153.00
 - (E) Registration Fee for Class A Cottage Food Operation \$256.00
 - (F) Permit fee for Class B Cottage Food Operation \$269.00

The Director or his designee shall determine the risk of an establishment based on the type of foods and services provided relative to the potential food borne illness risk to the public.

2. Temporary Food Facilities:

(A) Farmer's Market Organizer Application and Permit	\$256.00
(B) Single High Risk Event	\$384.00
(C) Single Low Risk Event	\$281.00
(D) Annual Temporary Event Permit	\$576.00
(E) Temporary Event Organizer: 2-20 Vendors	\$576.00
(F) Temporary Event Organizer: >20 Vendors	\$1,792.00

3. Food Impound Release Fee \$154.00

4. Mobile Food Preparation Units, Mobile Food Facilities, and Stationary Mobile Food Preparation Units:

(A) Low risk:	\$230.00
(B) Medium risk:	\$307.00
(C) High risk:	\$714.00

5. Restricted Food Service Transient Occupancy Establishments

(Bed and Breakfasts):

(A) without water system:	\$461.00
(B) with water system:	\$512.00

6. Re-inspection when requested by a facility operator for the purpose of conducting an additional routine inspection. \$449.00

7. Re-inspection fee to be imposed when a facility requires a third consecutive routine inspection due to two consecutive prior inspections that scored >20 points (a C or worse) \$449.00

8. Follow up inspection fee to be imposed when a facility failed to correct a violation at the first follow up inspection and a second follow up inspection is required. \$257.00

- (b) Harding auction contract \$2,061
- (c) Notwithstanding subparagraph (a), the Director of Planning, Building and Environmental Services is authorized to enter into agreements with Fairs, Farmers Markets, and the promoters of special events for the limited purpose of charging a single food facility inspection fee covering the inspection of all food facility operators at that event providing that the cost of same will be less than the cost of the sum total of all of the individual inspection fees that would otherwise be required to be paid.

Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections

- (a) The fees for new or major remodel plan review of food facilities and approval of same including associated construction inspections are:
 - 1. Low risk (includes two inspections): \$576.00
 - 2. Medium risk (includes two inspections): \$1,191.00
 - 3. High risk: (includes three inspections) \$1,687.00
 - 4. Additional construction inspections beyond that listed above \$307.00
- (b) Minor remodel \$768.00
- (c) Resubmittal of previously approved plans for new or major remodels \$461.00
- (d) Mobile food facility plan review \$576.00

Sec. 110.045. Surcharge

A general plan surcharge of 7.5% shall be added to all fees in Sections 110.050, 110.060, 110.065 and 110.070 except for 110.070 (n)(2) and 110.070 (o-q).

Sec. 110.050. Water Well Permit Fees

All water well permits are issued for two years and shall become invalid after two years from the date of issuance if work has not been completed. The fees for water well permits are as follows:

- (a) Water well-class IA or IB permit: [Includes a groundwater determination] \$614.00
- (b) Water well-class II permit: \$640.00
[Includes a groundwater determination and fees for environmental review; fees for review by Public Works may also be due.]

(c)	Well reconstruction or deepening: [Includes a groundwater determination and alteration of well after final inspection]	\$461.00
(d)	Well destruction: (No fee if done in conjunction with a Class I or II permit)	\$461.00
(e)	Well permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$115.00
(f)	Well permit plan revision	\$154.00
(g)	For each dwelling unit connected to an approved individual water supply system, for which a storage tank is required, to meet the requirements of Section 13.04.070 of the Napa County Code of Ordinances, to be paid prior to the issuance of a building permit hereunder.	\$230.00
(h)	Re-inspection when the contractor requests an inspection and fails to call to cancel when not ready for the scheduled inspection.	\$230.00
(i)	Easement/agreement for easement review	\$154.00

Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits

All groundwater monitoring well and exploratory hole (boring) applicants shall pay the following permit fees. All permits are issued for one (1) year and shall become invalid after one (1) year from the date of issuance if work has not been completed. Once a permit has been issued, the number of wells or exploratory hole (borings) cannot be increased without applying for and paying the fee for a new initial site permit.

(a)	Well construction and reconstruction permits:	\$461.00
(b)	Well Destruction:	\$384.00
(c)	Well permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$115.00

Sec. 110.065. Geothermal Heat Exchange Well Permits

(a)	Well Construction and Reconstruction Permits:	
1.	Initial site permit (includes first 5 wells):	\$461.00
2.	Additional wells (>5 wells) on the same permit and to be constructed at the same time and related to the same site (each well):	\$154.00

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| (b) | Well destruction (per well): | \$333.00 |
| (c) | Well permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time. | \$115.00 |

Sec. 110.070. Sewage Disposal Permit and Plan Review Fees

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| (a) | Percolation Tests or site evaluations: field visit and review of work produced by a qualified professional. (The fee covers report review and one site visit. Each additional site visit will require a new fee. Exception: For percolation tests, the presoak inspection and percolation test inspection shall be considered one site visit.) | \$397.00 |
| (b) | Plan check and installation permit: new conventional sewage disposal system installation/addition/alteration [Fees for environmental review may also be due.] | \$1,229.00 |
| (c) | Plan check and installation permit: alternative residential sewage disposal system or >1500gpd conventional [Fees for environmental review may also be due.] | \$2,612.00 |
| (d) | Plan check and installation permit: alternative non-residential sewage disposal system [Fees for environmental review may also be due.] | \$3,264.00 |
| (e) | Plan Check: resubmittal of alternative sewage disposal system | \$410.00 |
| (f) | Plan Check: pretreatment unit or engineered system layout: [Fees for environmental review may also be due.] | \$819.00 |
| (g) | Pretreatment unit installation permit | \$448.00 |
| (h) | Sewer line and/or septic tank installation permit only: (Normally included in installation permit.) | \$499.00 |
| (i) | Conventional repair consultation and installation permit | \$1,344.00 |
| (j) | Plan check and installation permit: alteration or addition to any type of system | \$307.00 |
| (j) | Groundwater elevation determination | \$384.00 |
| (k) | Sewage disposal permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions meet current requirements. | \$154.00 |
| (l) | Easement/agreement for easement review | \$154.00 |

(m) Holding tank and hold and haul fees:	
1. Plan check and installation:	\$653.00
2. Annual operating permit:	\$230.00
(n) Annual Operating Permits	
1. Winery process water pond with land application:	\$333.00
2. Alternative subsurface residential with service provider, EH triennial inspection	\$307.00
3. Alternative non-residential subsurface systems with a service provider (biannual inspection)	\$307.00
4. Alternative subsurface Systems operated without a service provider (annual inspection):	\$768.00
5. Subsurface disposal greater than 1500 gpd:	\$384.00
6. Winery wastewater systems tier 1 under WGO (10,000-30,000 gpy)	\$317.00
7. Winery wastewater systems tier 2 under WGO (30,000-100,000 gpy)	\$422.00
8. Winery wastewater systems tier 2 under WGO (100,000-300,000 gpy)	\$506.00
9. Winery wastewater systems tier 3 under WGO (300,000-600,000 gpy)	\$743.00
10. Winery wastewater systems tier 3 under WGO (600,000-1,000,000 gpy)	\$1,115.00
11. Winery wastewater systems tier 4 under WGO (1,000,000-3,000,000 gpy)	\$2,602.00
12. Winery wastewater systems tier 4 under WGO (3,000,000-7,000,000 gpy)	\$4,832.00
13. Winery wastewater systems tier 4 under WGO (7,000,000-15,000,000 gpy)	\$7,061.00
14. Winery process wastewater exemption-conventional systems or systems less than 10,000 gpy	\$100.00
(p) Re-inspection when the contractor requests an inspection and fails to cancel when not ready for the scheduled inspection.	\$154.00
(q) Each re-inspection of annually permitted system when operator fails to return to compliance after one follow-up inspection.	\$154.00

Sec. 110.080. Septic Tank, etc., Cleaning License Fee

Filing an application pursuant to Section 5.20.060 of the Napa County Code of Ordinances for a license to carry on the business of cleaning septic tanks, chemical toilets, cesspools or sewage pits, and disposing of the contents thereof (per vehicle to be licensed for such purpose)	\$281.00
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Sec. 110.100. Swimming Pool Fees

Fees for filing an application to operate a swimming pool pursuant to Section 15.48.030 of the Napa County Code of Ordinances, and for a plan check pursuant to Section 15.44.050 of said code, shall be as follows:

(a) Annual permit to operate pools:	\$422.00
(b) Plan check:new construction or major remodel (includes 3 hours for plan check and 3 construction inspections)	\$1,421.00
(c) Minor Plan check:existing pool (includes 1 construction inspection)	\$537.00
(d) Additional construction inspections beyond that listed above	\$261.00
(e) Plan check: resubmittal	\$230.00
(f) Reinspection after first follow up inspection due to non-compliance with required corrections.	\$230.00

Sec. 110.110. Local Public Water System Fees

(a) Application for an annual operating permit for a local public water system pursuant to section 13.08.020 of the Napa County Code of Ordinances, shall be as follows:	
1. Small community water system:	\$1,895.00
2. Transient non-community water system:	\$1,075.00
3. State small water system:	\$1,011.00
4. Non-transient/non-community system:	\$1,241.00
5. California Retail Food Code system:	\$1,011.00

- (b) The fees for water system **plan checks** and construction inspections are as listed below:

1. New and major revisions for small community and non- transient/ non-community water systems (includes 2 construction inspections)	\$1,664.00
2. New and major revisions transient non-community, state small, and California Retail Food Code water systems: (includes 2 construction inspection)	\$1,664.00
3. Minor revisions (includes 1 construction inspection)	\$922.00
6. Plan check resubmittal fee	\$307.00
5. Additional construction inspections beyond that listed above	\$154.00

Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees

The fee for collection and analysis of a water sample for a determination of bacterial quality (per sample):	\$538.00
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Sec. 110.130. Underground Storage Tanks; Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for an annual permit to operate an underground storage tank or to renew, or amend such a permit or to construct, remove or abandon tanks shall pay the following fees:

1. Annual Operating Permit (Per Tank):	\$461.00
2. Failure to notify on change of ownership:	200% Annual Operating Permit Fee
3. Installation of tank or piping	
(A) New plan check: (Includes one tank)	\$883.00
New plan check (Each additional tank)	\$154.00
(B) Installation inspection	\$461
4. Repair Permit	
(A) Major/minor plan check and permit (per site):	\$384.00
(B) Repaid inspection	\$461.00

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| 5. Closure/abandonment of tank | |
| (A) Plan check | \$538.00 |
| (B) Closure/abandonment inspection* | \$461 |
| 6. Consultation Fee to assist permittee in achieving compliance: | \$154 |

*Inspection Fees – three-hour minimum fee per tank must be paid for each inspection request. If more than three hours per tank is used for an inspection, the permittee will be billed for the additional amount at the hourly rate.

Sec. 110.135. Above-Ground Petroleum Storage Act Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for a permit to operate an above-ground storage tank facility or to renew such a permit shall pay the following fees:

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| (a) Annual Operating Permit: | |
| 1. Tier 1 | \$461.00 |
| 2. Tier 2 | \$461.00 |
| 3. APSA Conditionally Exempt Farm (>6,000 gallons, agriculture) | \$308.00 |
| 4. Non-qualified | \$461.00 |
| 5. Plan check | \$308.00 |
| (b) Failure to Notify on Change of Ownership: | 200% Annual Operating Permit Fee |

Sec. 110.150. Hazardous Materials Business Plans Fees

Any business, agency or institution which at any time stores the Threshold Planning Quantity amounts (55 gallons of liquid, 500 pounds of solids, 200 cubic feet of compressed gases) of any class of hazardous material shall be subject to this section.

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| (a) Consultation/re-inspection | \$615.00 |
| (b) Annual permit: UST facility <40,000 gallons | \$654.00 |
| (c) Registration/inspection: remote unstaffed facilities | \$461.00 |
| (d) Annual permit: 1,000-20,000 units | \$654.00 |
| (e) Annual permit: >20,000 units | \$654.00 |
| (f) Annual permit: above ground fuel tanks only | \$654.00 |
| (g) Recyclable household hazardous waste collection | \$615.00 |

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| (h) | Propane: 1 outdoor LPG < 500 gals | \$614.00 |
| (i) | Failure to notify on change of ownership | 200% annual permit fee |

New, major changes or revisions of current plans on file which includes but is not limited to the following types of changes:

- A change of ownership of a business shall require the submittal of a new plan and initial submittal fee.
- Large changes in inventory amounts such that the calculated fees based on the rate table in section 1 above would change the unit category to a higher amount.
- Addition of acutely hazardous material not previously stored at the site in Threshold Planning Amounts.
- Changes in storage location, containment areas, existing detection and alarm systems.
- Major changes in the site plan including new construction, major remodeling or reorganization of the facilities.
- General major revisions in the inventory, emergency response and procedures.

Notes for this Section's fees:

1. A service station or other underground motor vehicle fuel facility which has a valid County Underground Storage Tank Permit pursuant to Section 110.130 with an underground storage tank capacity of not more than 40,000 gallons and inventory other than motor vehicle fuels or used oil of not more than 20,000 units.
2. Remote, un-staffed facilities, which meet the requirements of California Health and Safety Code Chapter 6.95, Section 25507.2 shall pay a one time registration and inspection fee with the required notification and inventory.
3. In all of the above categories of this section, if a change of inventory results in the site becoming subject to annual fees and changes to the existing business plan, an update shall be provided with appropriate fee as indicated in Section 110.150(a) and (c)(1) within 30 days of the change.

Annual Fee: To calculate the annual fee for a facility, add the maximum total units of hazardous materials stored at the site (i.e., gallons, pounds and cubic feet), including hazardous waste using the formula below. Hazardous materials packaged for consumer sale should not be included. Each gallon of liquid hazardous material shall equal 20 units; each pound of solid hazardous material shall equal 2 units and each cubic foot of compressed gas shall equal 5 units. For those businesses which must file annual updates, the above fees shall apply.

Sec. 110.160. Contaminated Site Assessment and Remediation

Five-hour initial deposit and hourly thereafter	\$768.00
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Sec. 110.170. Extremely Hazardous Material

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| (a) Initial submittal (CalARP) 10-hour minimum | \$1,536.00 |
| (b) Cal ARP permit: extremely hazardous substances above federal quantity | \$308.00 |
| (c) Cal ARP permit: extremely hazardous substances below federal quantity but above CA quantity | \$308.00 |
| (d) Cal ARP permit: conditionally exempt | \$308.00 |

Sec. 110.200. Hazardous Waste Generators

Businesses which generate hazardous waste shall obtain annual permits and be subject to the following fees:

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| (a) Generates less than 27 gallons per calendar month | \$269.00 |
| (b) Generates 27 gallons or more per calendar month | \$269.00 |
| (c) Conditionally Exempt Hazardous Waste Treatment: | \$269.00 |
| (d) Conditionally Authorized Hazardous Waste Treatment: | \$269.00 |
| (e) Permit By Rule Hazardous Waste Treatment: | \$269.00 |
| (f) Less than 1,000 kg non-RCRA hazardous waste per month | \$231.00 |
| (g) Less than 1,000 kg RCRA hazardous waste per month | \$231.00 |
| (h) RCRA acutely hazardous waste, greater than 1 kg/2.2 lbs | \$128.00 |

Sec. 110.205. Reserved.**Sec. 110.210. Groundwater Permits**

The following fees are established pursuant to implementation of Napa County Code Chapter 13.15, Groundwater Conservation:

Groundwater Permits*: [Fees for review by the Engineering & Conservation Division and Public Works Department are also due.]	\$1,075.00
Annual Agricultural Exemption recording pursuant to Section 13.15.040:	\$77.00
Ministerial Groundwater Permits and Minor Modification to existing Groundwater Permits*	\$192.00
Application to cancel groundwater permit	\$77.00
Meter Reading for Non-Compliance with Permit	\$154.00

*A General Plan surcharge of 7.5% shall be added.

Sec. 110.220. Other Departments' Fees

- (a) When other divisions or departments refer permit applications to the Environmental Health Division, the following fees are charged for plan reviews. These fees shall be collected and remitted by the respective departments referring the application, on behalf of the Environmental Health Division:
1. Building Referrals:
 - (a) Ground-Mounted Solar Energy System Installation \$70.00
 - (b) Building Referral: Same Day (OTC) \$47.00
 - (c) Building Referral: Quick Permit \$94.00
 - (d) Building Referral: Residential-New \$154.00
 - (e) Building Referral: Residential-Alteration \$196.00
 - (f) Building Referral: Commercial-New \$271.00
 - (g) Building Referral: Commercial-Alteration \$327.00
 - (h) Building Referral: Permit Alteration or Revision-Residential \$47.00
 - (i) Building Referral: Permit Alteration or Revision-Commercial \$70.00

2. Planning Referrals and Requests:	
(a) Other administrative permits-fence, entry structure, temporary trailer, signs, balloons, other	\$77.00
(b) Administrative permit-viewshed, site plan	\$115.00
(c) Telecommunication site plan approval/permit modification	\$77.00
(d) Temporary events	\$154.00
(e) Very minor modification	\$230.00
(f) Winery administrative permit	\$77.00
(g) Minor modification (residential and non-residential)	\$115.00
(h) Minor modification (winery uses)	\$307.00
(i) Micro-winery / small winery exemption	\$154.00
(j) Variance	\$77.00
(k) Viewshed	\$77.00
(l) Development agreement: approval/modification	\$154.00
(m) Use permit/major modification	\$307.00
(n) Land division: tentative map (parcel or subdivision)	\$154.00
(o) Preapplication meeting	\$307.00
(p) Preapplication site visit	\$346.00
(q) Status determination	\$115.00
(r) Investigation, code enforcement, permit compliance if not covered elsewhere	\$461.00
3. Engineering Referral: Site Development Application	\$224.00
4. County Public Works Referrals:	\$154.00
5. City Planning Permit Referrals	\$108.00
(b) In addition to the above fee for Planning, if a Noise Study is required an additional fee shall be collected.	\$154.00 per hour
(c) A General Plan surcharge of 7.5% shall be added to the fees in this section.	

Sec. 110.230. Stormwater Fees

The following annual fees are established for services relating to implementation of the stormwater inspection program as required pursuant to local city or county ordinances, where the services involved are provided by County personnel:

(a) All food facilities (except restricted food service facility) as defined by the California Retail Food Code:	\$116.00
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PART III: FEES

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| (b) | All those businesses that at any time store Threshold Planning Quantity amounts of any class of hazardous material and/or have on file with the Environmental Health Division a Hazardous Materials Business Plan, and/or generate any amount of hazardous waste: | \$154.00 |
| (c) | All those businesses that meet the requirement in (b) above and are required to obtain an Industrial Permit and/or have a Stormwater Pollution Prevention Plan on file. | \$193.00 |

Revised 6-21-05
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 5-7-19; Resolution 2019-70 (eff 7-1-19)
Revised 11-05-2024; Resolution 2024- (eff 01-01-25)

PART 115

PUBLIC WORKS - DIVISION OF ANIMAL SHELTER

- Sec. 115.010. Imposition of Fees
- Sec. 115.015. Standard Hourly Rate
- Sec. 115.020. License Fees
- Sec. 115.030. Adoption Fees
- Sec. 115.035. Veterinary/Service Fees.
- Sec. 115.040. Fees for Reclaiming Impounded Animals
- Sec. 115.060. Owner Surrender
- Sec. 115.065. Owner Requested Euthanasia and Disposal
- Sec. 115.080. Fees for Animal Rescue and Fence Repair
- Sec. 115.085. Fees for Fence Checks for Animal Service Agencies
- Sec. 115.090. Fees for Rental of Small Animal Traps
- Sec. 115.100. Fees for Hauling Large Animals to the Shelter
- Sec. 115.110. Fees for Quarantine of Animals
- Sec. 115.120. Kennel Fees
- Sec. 115.130. Pet Shop Inspections

Sec. 115.010. Imposition of Fees

The fees set forth in this Part shall be paid at the time of service or filing of application or another document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. All such fees shall be paid to the Division of Animal Shelter unless otherwise indicated.

Sec. 115.015. Standard Hourly Rate

Any request for services that are not described in this Part shall be charged at the standard hourly rate with a half-hour minimum for each separate work event. Time will be billed to the nearest half-hour after the first hour.

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| (a) Standard hourly rate | \$95.00 |
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Sec. 115.020. License Fees

- (a) The following dog license fees are established as required by Chapter 6.04 of the Napa County Code of Ordinances:

Dogs - Altered	
6 month license	\$15.00
1 year license	\$20.00
2 year license	\$35.00
3 year license	\$50.00

Dogs - Not Altered	
6 month license	\$46.00
1 year license	\$60.00
2 year license	\$95.00
3 year license	\$141.00

- (b) Fee for late renewal \$25.00
- (c) Replacement \$15.00
- (d) Voluntary one-year cat license \$29.00
- (e) License fees may be collected by cities, veterinarians or other organizations as approved by the Department of Public Works within the county and forwarded with the application to the Department of Public Works or online through a third-party processor.
- (f) Up to 10% of license fees may be used for Animal Shelter Spay/Neuter Voucher Program.

Sec. 115.030. Adoption Fees

- (a) Adoption fees for dogs and cats include all medical costs, vaccinations, and a microchip. License fees shall be collected at the time of adoption as otherwise provided in this Part.

Dog	
Senior (6+ years)	\$50.00
Adult (5+ months)	\$150.00
Puppy (0-5 months)	\$195.00

Cat	
Senior (6+ years)	\$40.00
Adult (5+ months)	\$90.00
Kitten (0-5 months)	\$130.00
Feral/Barn	\$45.00

PART III: FEES

Discount applied for senior persons age 65 or older adopting dog or cat of any age	½ Regular Fees
(b) Rabbit	\$40.00
(c) Small animal such as guinea pig, parakeet, cockatiel, rodent, domesticated bird or fowl	\$15.00
(d) In addition to the following adoption fees, all medical costs incurred for the animal shall also be collected.	
Livestock	
Small	\$50.00
Large	\$100.00
Exotic animal	\$75.00

Sec. 115.035. Veterinary Service Fees

Rabies vaccine	\$10.00
Microchip	
Dog (any age)	\$20.00
Cat (any age)	\$20.00
Rabbit – Fever Vaccine	\$10.00
Vaccine and Microchip Bundle	\$27.00

Sec. 115.040. Fees For Reclaiming Impounded Animals

The following fees apply for each impounded animal of any age and spay/neuter status, and includes all state-imposed fees. All fees shall be collected at the time of redemption.

(a) Dog	
1 st offense	\$65.00
2 nd offense	\$95.00
3 rd offense	\$125.00
4 th offense	\$155.00
5 th offense	\$185.00
6 th offense	\$215.00
Subsequent offenses	\$239.00
Daily board	\$30.00

PART III: FEES

- (b) Cat
 - 1st offense \$30.00
 - 2nd offense \$55.00
 - 3rd offense \$80.00
 - 4th offense \$105.00
 - 5th offense \$130.00
 - 6th offense \$155.00
 - Subsequent offenses \$180.00
 - Daily board \$25.00
- (c) Small animal
 - All offenses \$25.00
 - Daily board \$20.00
- (d) Hooved farm animals
 - All offenses \$100.00
 - Daily board \$30.00
- (e) Additional charges equal to the amount of actual expenses incurred by the County for the care of any animal, such as medical, transportation, or newspaper publication costs, shall be collected at the time of redemption.
- (f) All cats must be microchipped at the rates provided in this Part at the time of redemption.
- (g) All dogs must be microchipped and have a valid license at the rates provided in this Part at the time of redemption.

Sec. 115.060. Owner Surrender

The following fees apply for each animal surrendered by owner.

- (a) Dog of any age, sex, or spay/neuter status
 - With veterinarian records \$80.00
 - Without veterinarian records \$100.00
- (b) Cat of any age, sex, or spay/neuter status
 - With veterinarian records \$80.00
 - Without veterinarian records \$100.00
- (c) Small animal
 - With veterinarian records \$80.00
 - Without veterinarian records \$100.00
- (d) Livestock \$110.00
- (e) Non-Napa County resident surcharge \$100.00

Sec. 115.065. Owner Requested Euthanasia and Disposal

The following fees apply for owner requested euthanasia for animals of any age, sex, or spay/neuter status.

(a)	Dog	
	Service	\$65.00
	Service and disposal	\$100.00
(b)	Cat	
	Service	\$50.00
	Service and disposal	\$80.00
(c)	Small animal	
	Service only	\$30.00
	Service and disposal	\$65.00

Sec. 115.090. Fees For Rental of Small Animal Traps

(b)	Refundable security deposit	\$150.00
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Sec. 115.110. Fees for Quarantine of Animals

The following fees for the quarantine of an animal shall be in addition to standard impound fees, pursuant to Title 6, Chapter 6.04 of the Napa County Code of Ordinances:

(a)	Daily quarantine fee	\$45.00
(b)	Administration fee	\$60.00

Sec. 115.120. Kennel Fees

Fees for filing an application for a kennel permit required by Title 6, Chapter 6.08 of the Napa County Code of Ordinances, and for a plan check thereunder shall be charged at the standard hourly rate with ½ hour minimum for each separate work event. Time will be billed to the nearest half hour.

(a)	Annual operating permit submitted between July 1 and September 1 of each year	\$209.00
(b)	Late fee for annual operating permit submitted after September 1 and before July 1 of each year	\$284.00

PART 116

INFORMATION TECHNOLOGY SERVICES

Sec. 116.010. General

Sec. 116.020. Napa County GIS Fees Sec. 116.030. Waiver of Fees

Sec. 116.040. Website Access to Napa County GIS

Sec. 116.010. General

The fees set forth in this Part shall be paid to the Director of Information Technology Services (ITS) prior to any County department performing the services or providing the copies requested.

Sec. 116.020. Napa County GIS Fees

The following fees are hereby established for the dissemination of data from the Napa County Geographic Information System (GIS):

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| (a) | <u>Fee for copies on external hard drive.</u> The Napa County Geographic Information Officer may elect to provide large volumes of data on media other than DVD, at his/her discretion, including but not limited to, the use of external hard drives. In these circumstances a rate of \$225.00 will be charged to cover the additional cost to the County for media and programming to accommodate the alternate media, as authorized by Government Code section 6253.9(b). | \$225.00 |
| (b) | <u>Shipping Fee:</u> Actual cost of shipping via U.S. first class mail, including actual cost of protective packaging. | |
| (c) | <u>No fee for Online Delivery by Email or FTP.</u> Data delivered online, such as by e-mail or FTP, will be provided free of charge. | |

Sec. 116.030. Waiver of Fees

- (a) Pursuant to Government Code section 6103, the fees prescribed by this Part shall not be charged to any federal, state or local public agency.
- (b) The ITS Director may grant any person a waiver of any of the fees prescribed by this Part 116 when he determines, in his sole discretion, that creation and/or dissemination of the requested GIS information in the manner requested is necessary for improvement and maintenance of the Napa County GIS including, but not limited to, when the requesting party is concurrently providing data or other information or applications to the County which will add value to the Napa County GIS.
- (c) The Director of any County Department may grant any person a waiver of any of the fees prescribed by this Part 116 where he determines, in his sole discretion, that creation and/or dissemination of the requested GIS information in the manner requested is in the public's best interest.

Sec. 116.040. Website Access to Napa County GIS

No fee shall be charged to any person inspecting, using the applications, or downloading information from the Napa County GIS or any portion thereof when the person engages in such inspection, use or downloading via a website connection maintained by the County for public access. Notwithstanding the foregoing, the Napa County Geographic Information Officer reserves the right to shut down all or portions of such website or access thereto, to any person or to the public in general, where he or she deems such action necessary to maintain, upgrade, or otherwise protect the integrity of the website, the Napa County GIS, or County computer systems generally.

Revised: 6-21-05 Resolution OS-99
 Revised: 10-28-08; Resolution 08-168
 Revised 08-14-2012; Resolution 12-123 (Elf. 10-13-12)
 Revised 07-31-2018; Resolution 2018-102 (Elf. 08-01-2018)
 Revised 09-13-2022; Resolution 2022-133 (Eff. 01-01-2023)
 Revised 11-05-2024; Resolution 2024- (Eff. 01-06-2025)

PART 117

LOCAL ENFORCEMENT AGENCY

- Sec. 117.010. General
- Sec. 117.020. Solid Waste Fees
- Sec. 117.030 Tattoo/Body Art Fees
- Sec. 117.040 Medical Waste Permit and Inspection Fees
- Sec. 117.050 Edible Food Recovery Fees
- Sec. 117.150 County Integrated Waste Management Plan Fees
- Sec. 117.160 Standard Hourly Rate
- Sec. 117.170 Delinquency Penalty

Sec.117.010. General

The fees set forth in this Part shall be paid to the Local Enforcement Agency.

Sec.117.020. Solid Waste Fees

(a) Annual Inspection Fees. (1) Permit Exempt Landfills-Have been granted exceptions pursuant to CCR Title 14, Division 7, Section 18215. (# inspections annually are based on State requirements).	IX-annual inspection-\$398 2X-annual inspections-\$730 3X annual inspections- \$1,593
(2) Enforcement Agency Notification Operations (Including but not limited to, pursuant to Title 14/27, CCR-compost, chipping & grinding, biosolids, contaminated soil, and transfer processing operations)	\$775+\$0.66 per ton for incoming material
(3) Registration Permit (Including but not limited to, pursuant to Title 14/2,7 CCR - chipping & grinding, transfer processing, construction and demolition, and hazardous waste facility)	\$775+\$0.66 per ton for incoming material
(4) Standardized Permit (Including but not limited to, pursuant to Title 14/27, CCR-chipping & grinding, transfer processing, construction and demolition, and hazardous waste facility)	\$775+\$0.66 per ton for incoming material

PART III: FEES

(5) Full Permit (Including but not limited to, pursuant to Title 14/27, CCR- compost, chipping & grinding, biosolids, contaminated soil, and transfer processing operations)	\$775+\$0.66 per ton for incoming material
(6) Refuse Collection/Transportation Vehicles	\$764.00 per year + \$39.20 per vehicle
(7) Closed, Illegal, or Abandoned disposal site and facilities (# of inspection is based on State requirements). Payable at the beginning of the fiscal year.	IX-annual inspection \$372 2X-annual inspections \$883 4X-annual inspections \$1,730
(8) County Composting Permit Fee. Not subject to State Permit Requirements	\$156+\$0.66 per ton of waste received
(b) Solid Waste Facility Permit Applications - includes review R.F.I., Permit Review engineering, geological and environmental reports and requests for review and approval, meetings with the applicant or the consultant, public hearings and preparation of the current document. All out of County travel costs will be charged to the account. Any independent review of documents by an outside firm (such as engineering review) shall also be charged to the account.	\$161 per hour + expenses (\$1,500 retainer paid with submittal)
(c) Closure Post Closure Maintenance Plans: Review of tentative and final plans, reports related to the plans and any meetings with the operator/owner the plans and any meetings with the operator/owner consultant or other agencies. Any out of County travel with the activity will also be charged to the account.	\$161 per hour (\$500 retainer paid with submittal)
(d) Office and field consultations, meetings and review of reports for the assessment or remediation of unpermitted solid waste facilities. Fee shall include preparation of correspondence and reports and travel costs.	\$161 per hour (\$500.00 retainer paid with submittal)
(e) Neither government agencies nor non-profit organization shall be exempt from these fees.	
(f) All retainer fees paid in advance shall be subject to accounting of all costs charged against the account. Excess funds will be refunded at the completion or termination of the project. If the retainer is exhausted, the applicant will be notified to submit an additional amount.	

Sec. 117.030. Tattoo/Body Art Fees

The fees for inspections and permits for Body Art facilities and practitioners shall be as follows:

- | | |
|-------------------------|----------|
| (a) Plan Check | \$442.00 |
| (b) Inspection-Annual | \$321.00 |
| (c) Practitioner-Annual | \$201.00 |
| (d) Temporary Events | \$401.00 |

Sec. 117.040. Medical Waste Permit and Inspection Fees

The fees for inspections and permits for medical waste generators, facilities and transfer stations shall be as follows:

- | | |
|---|----------|
| (a) Large Quantity Generators who produce 200 pounds or more of medical waste per month without on-site treatment: | \$629.00 |
| (b) Large Quantity Generators With On-Site Treatment Facilities who produce 200 pounds or more per month and treat part or all medical waste on-site: | \$629.00 |
| (c) Transfer Stations that are an off-site location where medical waste is stored or transferred: | \$629.00 |
| (d) Common Storage Facilities which are sites designated as medical waste as a storage area for untreated medical waste and used in common by more than one small quantity generator: | \$629.00 |
| (e) Small Quantity Generator with On-Site Treatment which is a facility producing less than 200 pounds of waste per month and which treats all or a part of that medical waste on site: | \$201.00 |
| (f) Small Quantity Generator which Self-Hauls Medical Waste which produces less than 200 pounds of medical waste per month and self-hauls such waste to an approved facility or transfer station: | \$201.00 |
| (g) Small Quantity Generator with no On-Site Treatment which produces less than 200 pounds of medical waste and does not treat any medical waste on-site. | \$201.00 |
| (h) Change of ownership of any business or facility shall require a new application and inspection with required new annual fee. | |

Sec. 117.050. Edible Food Recovery Fees

The fees for edible food recovery program:

- | | |
|---|----------|
| (a) Edible food recovery inspection (flat fee) | \$241.00 |
| (b) Edible food recovery – additional services (flat fee) | \$161.00 |

Sec. 117.150. County Integrated Waste Management Plan Fees

Application to amend the County Integrated Waste Management Plan, if such proposal is independent of regular review of the Plan by the County shall be charged at the Standard Hourly Rate with a ten-hour minimum deposit.

Minimum deposit:	\$1,606.00
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Sec. 117.160. Standard Hourly Rate

Any request for services in Sections 117.030-117.050 that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded.

\$161.00

Sec. 117.170. Delinquency Penalty

- (a) Any fee not paid by the delinquency date for a permit or registration shall be increased by twenty-five percent (25%) or as otherwise permitted by law.

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10-09-07 – Resolution No. 07-132
11-06-07 – Resolution No. 07-154
5-6-08 – Resolution No. 08-66
6-3-08 – Resolution No. 08-87 (effective 3-1-08)
6-9-09 – Resolution No. 09-70
8-18-09 – Resolution No. 09-119
Revised 6-21-11; Resolution 2011-71
Revised 8-16-11; Resolution 2011-100
Revised 8-14-12; Resolution 2012-124
Revised 8-14-12; Resolution 2012-125
Revised 9-11-12; Resolution 2012-135
Revised 7-9-13; Resolution 2013-87
Revised 7-9-13; Resolution 2013-88
Revised 11-4-14; Resolution 2014-132
Revised 11-4-14; Resolution 2014-133
Revised 2-9-16; Resolution 2016-18
Revised 2-9-16; Resolution 2016-19
Revised 8-2-16; Resolution 2016-104
Revised 2-28-17; Resolution 2017-36
Revised 2-28-17; Resolution 2017-37
Revised 6-6-17; Resolution 2017-90
Revised 6-20-17; Resolution 2017-110
Revised 8-15-17; Resolution 2017-128
Revised 9-12-17; Resolution 2017-151
Revised 9-12-17; Resolution 2017-152
Revised 12-19-17; Resolution 2017-195
Revised 10-30-18; Resolution 2018-146
Revised 11-13-18; Resolution 2018-152
Revised 10-8-19; Resolution 2019-127
Revised 06-23-20; Resolution 2020-94

PART 120

HEALTH AND HUMAN SERVICES

- Sec. 120.010. General
Sec. 120.020. Drug Offender Program Fees Sec. 120.040. [Reserved]
Sec. 120.050. Napa County Emergency Medical Services Agency Fees
Sec. 120.060. Public Health Clinic Fees
Sec. 120.070. Public Health Clinic – Family Planning Fees
Sec. 120.080. [Reserved]
Sec. 120.090. Medical Marijuana Identification Card Issuance Fees
Sec. 120.200. Mental Health Fees *These fees are updated annually. See separate Policy Manual Section.
Sec. 120.300. Alcohol and Drug Services Fee *These fees are updated annually. See separate Policy Manual Section.
Sec. 120.400. Vital Statistics Fees

Sec. 120.010. General

The fees set forth in this Part shall be paid to the Department of Human Services.

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Sec. 120.020. Drug Offender Program Fees

The fee to participate in the drug offender program is three hundred eighty dollars. \$380.00

Sec. 120.040. [Reserved]

Sec. 120.050. Napa County Emergency Medical Services Agency Fees

The fees related to certification and accreditation of various EMS personnel, and ambulance certification and inspection, are as follows:

(a)	EMT Certification - Initial	\$155.00
(b)	EMT Certification – Renewal	\$117.00
(c)	Paramedic Accreditation	\$200.00
(d)	Replacement Card (EMT or Paramedic)	\$10.00
(e)	Certification/Accreditation Rush Fee (less than 30 days from expiration)	\$100.00
(f)	Continuing Education Provider* (4 year approval)	\$2,000.00
(g)	EMT Training Program** (4 year approval)	\$4,000.00
(h)	Paramedic Training Program** (4 year approval)	\$8,000.00
(i)	EMS Aircraft Classification (annual fee)	\$7,500.00
(j)	BLS Ambulance Provider Certification	\$4,000.00
(k)	ALS Ambulance Provider Certification	\$4,000.00
(l)	CCT Ambulance Provider Certification	\$4,000.00
(m)	Ambulance Inspection	\$150.00
(n)	Special Event Permitting, Hourly Rate	\$75.00
(o)	Stroke Receiving Center Designation/Oversight	\$30,000.00
(p)	STEMI Receiving Center Designation/Oversight	\$15,000.00
(q)	Trauma Receiving Center Designation/Oversight	\$30,000.00

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(r)	Receiving Hospital Designation/Oversight	\$15,000.00
(s)	Base Receiving Hospital Designation/Oversight	\$25,000.00

*Fee may be waived for providers offering all courses at no charge to participants or public safety agencies offering courses to “in-house” employees only.

**Public safety agencies and community colleges only pay 50% of designated fees.

Sec. 120.060. Public Health Clinic Fees

The fees for immunizations are as set forth in the following table:

<u>Immunization</u>	<u>Fee</u>	<u>Immunization</u>	<u>Fee</u>
Typhoid (Inj)	\$90.00	Typhoid (Oral)	\$80.00
MMR (Adult)	\$95.00	Yellow Fever	\$150.00
PPD	\$25.00	IPV	\$60.00
Hepatitis B-Adult	\$100.00	Hepatitis A-Adult	\$110.00
Tdap-Adult	\$50.00	Meningococcal (Menactra)	\$140.00

Office Visit/Registration

Travel Vaccine – consultation fee	\$40.00
Office Visit – charged to client for each individual visit	\$10.00

Sec. 120.070. [Reserved]**Sec. 120.080. [Reserved]****Sec. 120.090**

The following Napa County fees are established for application for issuance or renewal of Medical Marijuana Identification Cards:

(a)	For a Non-Medi-Cal Recipient	\$100.00
(b)	For a Medi-Cal Recipient	\$50.00
(c)	For County Medical Services Program Participants	\$0.00

Sec. 120.200. Mental Health Fees

The fees for mental health services are as follows:

Mental Health Services \$ 526.20 per hour

These activities include assessments, therapy, rehabilitation assistance and education to improve functioning and life skills, contacts or consultations with significant support persons, and developing and monitoring client plans which guide services.

Case Management \$ 526.20 per hour

Assisting clients and families to access needed community services, including referrals, coordinating and monitoring service delivery, and placement assistance.

Medication Support \$ 675.00 per hour

Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications.

Crisis Intervention \$842.07 per hour

Non-scheduled response to urgent situations, including assessment, collateral consultations, and therapy.

Crisis Stabilization \$147.50 per hour

Response to individuals in crisis, with emphasis on stabilization and a return to the home environment. Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications. Assessment, collateral consultations, and therapy.

Day Treatment Rehabilitation (Half Day) \$84.08 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, half day.

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Day Treatment Rehabilitation (Full Day)

\$131.24 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, full day.

Adult Residential

\$550.00 per day

Rehabilitation services provided in a non-institutional residential setting.

Adult Crisis Residential

\$750.00 per day

Structured, non-institutional, residential therapeutic program serving as an alternative to hospitalization.

Institute for Mental Disease (IMD)

\$ 1,156.37 per
month

Treatment Foster Care (TFC) (Therapeutic Foster Care)

\$111.11 per day

Treatment foster care (TFC), also called therapeutic foster care, allows for the provision of short-term, intensive, highly coordinated, trauma informed, and individualized services to children and youth who have complex emotional and behavioral needs.

Therapeutic activities that augment and are integrated into a skilled nursing facility with more than 16 beds where more than 50% of the individuals are diagnosed with a mental disorder.

Hospital Inpatient

\$ 1,961.00 per day

Psychiatric services provided at an acute psychiatric hospital or a distinct acute psychiatric part of general hospital.

Hospital Inpatient Administration Day

\$ 597.34 per day

Psychiatric services beyond the beneficiary's need for acute psychiatric inpatient hospital services due to a temporary lack of residential placement options at non-acute residential treatment facilities.

(Resolution 09-119; 8-18-09)

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Psychiatric Health Facility Day

\$ 969.00 per day

Psychiatric services provided at a free standing acute inpatient facility with 16 beds or less.

Sec. 120.300. Alcohol and Drug Services Fees

The fees for Alcohol and Drug Services are as follows:

Outpatient - Individual Crisis Intervention

\$86.53 per 15 minute unit

A face-to-face contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an actual relapse or unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.

Outpatient - Individual Intake/Assessment

\$86.53 per 15 minute unit

A face-to-face contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-IV; and the assessment of treatment needs to provide medically necessary treatment services by a physician licensed to practice medicine in the State of California. Intake may include a physical examination and laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff lawfully authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.

Outpatient – Individual Treatment Planning

\$86.53 per 15 minute unit

Collaborative session between program staff and beneficiary to identify problems, goals, action steps and target dates.

Outpatient - Individual Counseling

\$86.53 per 15 minute unit

A face-to-face contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and/or addressing beneficiaries need for mental health or physical health.

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Outpatient - Individual Collateral Services

\$86.53 per 15 minute unit

Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.

Outpatient - Individual Discharge Planning

\$86.53 per 15 minute unit

Face-to-face final collaborative session between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.

Outpatient - Group Counseling

\$43.27 per 15 minute unit

Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.

Outpatient - Group Education

\$43.27 per 15 minute unit

Face-to-face group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.

Case Management

\$91.05 per 15 minute unit

Face-to-face or telehealth contact in which a therapist, counselor, or case manager provides clients with linkage, referral and service coordination with other agencies and/ or community resources that help address issues that could be barriers to the client's ability to sustain ongoing recovery. Case Management services may be provided anywhere in the community. Services can include:

- A. Comprehensive assessment and periodic reassessment of individual needs to determine the need for continuation of case management services;
- B. Transition to a higher or lower level SUD of care;
- C. Communication, coordination, referral and related activities;
- D. Monitoring service delivery to ensure beneficiary access to service and the service delivery system;
- E. Patient advocacy, linkages to physical and mental health care, transportation and retention in primary care services.

Outpatient - Family Counseling Services

\$86.53 per 15 minute unit

Only the Family Unit or Significant Other will participate, not the member. The session(s) will focus on understanding the roles a family plays in the addict's life, understanding the elements of enabling, establishing strategies of how to work with the addict and referrals to supportive services, such as Al-anon.

Intensive Outpatient – Individual Crisis Intervention

\$89.90 per 15 minute unit

A face-to-face contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse or harm. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.

Intensive Outpatient – Individual Intake/Assessment

\$89.90 per 15 minute unit

A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program.

Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.

Recovery Services

\$86.53 per 15 minute unit

Beneficiaries may access recovery services after completing their course of treatment whether they are triggered, have relapsed or as a preventative measure to prevent relapse. Recovery services may be provided face-to-face, by telephone, or by telehealth with the beneficiary and may be provided anywhere in the community. The components of Recovery Services are:

- A. Outpatient counseling services in the form of individual or group counseling to stabilize the beneficiary and then reassess if the beneficiary needs further care;
- B. Recovery Monitoring: Recovery coaching, monitoring via telephone and internet;
- C. Substance Abuse Assistance: Peer-to-peer services and relapse prevention;
- D. Education and Job Skills: Linkages to life skills, employment services, job training, and education services;
- E. Family Support: Linkages to childcare, parent education, child development support services, family/marriage education;
- F. Support Groups: Linkages to self-help and support, spiritual and faith-based support;
- G. Ancillary Services: Linkages to housing assistance, transportation, case management, individual services coordination.

Physician Consulting

\$33.28 per 15 minute unit

Physician consultations services are not with the DMC-ODS beneficiaries; rather, they are designed to assist the Medical Director when seeking expert advice on complex client cases and designing the treatment plan in such areas as: medication selection, dosing, side effect management, adherence, drug interactions, or level of care considerations.

Medication Assisted Treatment

\$33.28 per 15 minute unit

Beneficiaries meeting medical necessity through an identified diagnosis for opiate and/or alcohol dependence. Includes the ordering, prescribing, administering and monitoring of all medications. (Medications to be included in the services will be Buprenorphine (Suboxone), Vivitrol and Disulfiram).

Withdraw-Management Level 1

\$199.07 per day

Ambulatory withdrawal management without extended on-site monitoring. Beneficiaries may have mild withdrawal with daily or less than daily outpatient supervision. Medically necessary services will be provided with an individualized treatment plan prescribed by a licensed physician or LPHA. Supportive services to include:

- A. Availability of specialized psychological and supervision for biomedical, emotional, behavioral, and cognitive problems as indicated
- B. Obtain a comprehensive medical history and physical examination of the patient at admission
- C. Affiliation with other levels of care, including other levels of specialty addiction treatment, for additional problems identified through a comprehensive biopsychosocial assessment
- D. Conduct and/or arrange for appropriate laboratory and toxicology tests, which can be point-of-care testing
- E. 24-hour access to emergency medical consultation services should such services become indicated
- F. Provide or assist in accessing transportation services for patients who lack safe transportation

Withdraw-Management Level 3.2

248.83 per day

Beneficiaries have moderate withdrawal and need 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Supportive services to include:

- A. Availability of specialized clinical consultation and supervision for bio- medical, emotional, behavioral, and cognitive problems
- B. WM 3.2 is managed by clinicians, not medical or nursing staff and protocols are in place should a patient's condition deteriorate and appear to need medical or nursing interventions
- C. Affiliation with others levels of care

Ability to arrange for appropriate laboratory and toxicology tests

Residential Level 3.1

\$133.12 per day

Clinically Managed Low-Intensity Residential Services with 24-hour structure offering at least 5 hours of clinical services weekly while preparing for outpatient treatment.

The treatment servers are focused on improving the individual's readiness to change and/or functioning and coping skills. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops.

The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

Residential Level 3.3

\$208.00 per day

Clinically Managed Population Specific, High Intensity Residential Services. 24- hour care with trained counselors to stabilize multidimensional imminent danger. Less intense milieu and group treatment for those with cognitive or other impairments unable to use full active milieu or therapeutic community and prepare for outpatient treatment. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

Residential Level 3.5

\$166.40 per day

Clinically Managed High-Intensity Residential Services with 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Goals of treatment are to promote abstinence of substance use, arrest,

and other addictive and/or antisocial behaviors, and effect change in participants; lifestyles, attitudes and values. Focus is on stabilization of dangerous addiction signs and symptoms, initiation or restoration of a recovery process and preparation for ongoing recovery. Necessary support systems include:

1. Telephone or in-person consolation with a physician and emergency services availability 24/7.
2. Direct affiliations with other levels of care or close coordination through referral to more and less intensive levels
3. Arranged medical, psychiatric, psychological, laboratory, and toxicology services, as appropriate to the severity and urgency of the patient's condition.

Sec. 120.400. Vital Statistics Fees

The fees established for burial permits and certified copies of birth, death and fetal death certificates are as follows:

<u>Description</u>	<u>Fee</u>
Birth Certificate (Original Issuance, Amendment or Informational)	\$28.00
Death Certificate (Original Issuance, Amendment or Informational)	\$21.00
Fetal Death Certificate	\$18.00
Burial Permit	\$12.00

Revised 06-21-22; Resolution 2022-92

EXHIBIT "A"

Sec. 120.200. Mental Health Fees

The fees for mental health services are as follows:

Mental Health Services	\$561.84 per hour
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These activities include assessments, therapy, rehabilitation assistance and education to improve functioning and life skills, contacts or consultations with significant support persons, and developing and monitoring client plans which guide services.

Case Management	\$561.84 per hour
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Assisting clients and families to access needed community services, including referrals, coordinating and monitoring service delivery, and placement assistance.

Medication Support	\$680.52 per hour
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Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications.

Crisis Intervention	\$842.07 per hour
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Non-scheduled response to urgent situations, including assessment, collateral consultations, and therapy.

Crisis Stabilization	\$147.50 per hour
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Response to individuals in crisis, with emphasis on stabilization and a return to the home environment. Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications. Assessment, collateral consultations, and therapy.

Day Treatment Rehabilitation (Half Day)	\$84.08 per day
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A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, half day.

PART III: FEES

Day Treatment Rehabilitation (Full Day)

\$131.24 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, full day.

Adult Residential

\$605.00 per day

Rehabilitation services provided in a non-institutional residential setting.

Adult Crisis Residential

\$825.00 per day

Structured, non-institutional, residential therapeutic program serving as an alternative to hospitalization.

Institute for Mental Disease (IMD)

\$1315.77 per
month

Treatment Foster Care (TFC) (Therapeutic Foster Care)

\$111.11 per day

Treatment foster care (TFC), also called therapeutic foster care, allows for the provision of short-term, intensive, highly coordinated, trauma informed, and individualized services to children and youth who have complex emotional and behavioral needs.

Therapeutic activities that augment and are integrated into a skilled nursing facility with more than 16 beds where more than 50% of the individuals are diagnosed with a mental disorder.

Hospital Inpatient

\$1,961.00 per day

Psychiatric services provided at an acute psychiatric hospital or a distinct acute psychiatric part of general hospital.

Hospital Inpatient Administration Day

\$726.86 per day

Psychiatric services beyond the beneficiary's need for acute psychiatric inpatient hospital services due to a temporary lack of residential placement options at non-acute residential treatment facilities.
(Resolution 09-119; 8-18-09)

Psychiatric Health Facility Day

\$1,098 per day

Psychiatric services provided at a free standing acute inpatient facility with 16 beds or less.

PART III: FEES

Revised 06-21-22; Resolution 2022-93**EXHIBIT "A"**

Section **120.300--Alcohol and Drug Services Fees.** The fees for alcohol and drug services are as follows:

Service Types	Current Rates	Description
Outpatient - Individual Crisis Intervention	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse or harm. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Outpatient - Individual Intake/Assessment	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Outpatient - Individual Treatment Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth collaborative session between program staff and beneficiary to identify problems, goals, action steps and target dates.
Outpatient - Individual Counseling	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and /or address client's need for mental health or physical health care.
Outpatient - Individual Collateral Services	\$90.55 per 15 minute unit	Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Outpatient - Individual Discharge Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth final collaborative session between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.
Outpatient - Group Counseling	\$45.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.
Outpatient - Group Education	\$45.28 per 15 minute unit	Face-to-face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.

Case Management	\$95.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist, counselor, or case manager provides clients with linkage, referral and service coordination with other agencies and/ or community resources that help address issues that could be barriers to the client's ability to sustain ongoing recovery. Case Management services may be provided anywhere in the community. Services can include: A. Comprehensive assessment and periodic reassessment of individual needs to determine the need for continuation of case management services; B. Transition to a higher or lower level SUD of care; C. Communication, coordination, referral and related activities; D. Monitoring service delivery to ensure beneficiary access to service and the service delivery system; E. Patient advocacy, linkages to physical and mental health care, transportation and retention in primary care services
Outpatient - Family Counseling Services	\$90.55 per 15 minute unit	Face-to-face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala-non.
Intensive Outpatient - Individual Crisis Intervention	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an actual relapse or unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Intensive Outpatient - Individual Intake/Assessment	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Intensive Outpatient - Individual Treatment Planning	\$94.08 per 15 minute unit	Face-to-face or telehealth collaborative sessions between program staff and beneficiary to identify problems, goals, action steps and target dates.
Intensive Outpatient - Individual Counseling	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and /or address client's need for mental health or physical health care.

Intensive Outpatient - Individual Collateral Services	\$94.08 per 15 minute unit	Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Intensive Outpatient - Individual Discharge Planning	\$94.08 per 15 minute unit	Face-to-face or telehealth final collaborative sessions between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.
Intensive Outpatient - Group Counseling	\$47.04 per 15 minute unit	Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.
Intensive Outpatient - Group Education	\$47.04 per 15 minute unit	Face-to-face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.
Intensive Outpatient - Family Counseling Services	\$94.08 per 15 minute unit	Face-to-face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala-non.
Recovery Services	\$90.55 per 15 minute unit	Beneficiaries may access recovery services after completing their course of treatment whether they are triggered, have relapsed or as a preventative measure to prevent relapse. Recovery services may be provided face-to-face, by telephone, or by telehealth with the beneficiary and may be provided anywhere in the community. The components of Recovery Services are: A. Outpatient counseling services in the form of individual or group counseling to stabilize the beneficiary and then reassess if the beneficiary needs further care; B. Recovery Monitoring: Recovery coaching, monitoring via telephone and internet; C. Substance Abuse Assistance: Peer-to-peer services and relapse prevention; D. Education and Job Skills: Linkages to life skills, employment services, job training, and education services; E. Family Support: Linkages to childcare, parent education, child development support services, family/marriage education; F. Support Groups: Linkages to self-help and support, spiritual and faith-based support; G. Ancillary Services: Linkages to housing assistance, transportation, case management, individual services coordination.
Physician Consulting	\$ 33.28 per 15 minute unit	Physician consultations services are not with the DMC-ODS beneficiaries; rather, they are designed to assist the Medical Director when seeking expert advice on complex client cases and designing the treatment plan in such areas as: medication selection, dosing, side

		effect management, adherence, drug interactions, or level of care considerations.
Medication Assisted Treatment	\$33.28 per 15 minute unit	Beneficiaries meeting medical necessity through an identified diagnosis for opiate and/or alcohol dependence. Includes the ordering, prescribing, administering and monitoring of all medications. (Medications to be included in the services will be Buprenorphine (Suboxone), Vivitrol and Disulfiram)
Withdraw-Management Level 1	\$204.25 per day	Ambulatory withdrawal management without extended on-site monitoring. Beneficiaries may have mild withdrawal with daily or less than daily outpatient supervision. Medically necessary services will be provided with an individualized treatment plan prescribed by a licensed physician or LPHA. Supportive services to include: A. Availability of specialized psychological and supervision for biomedical, emotional, behavioral, and cognitive problems as indicated B. Obtain a comprehensive medical history and physical examination of the patient at admission C. Affiliation with other levels of care, including other levels of specialty addiction treatment, for additional problems identified through a comprehensive biopsychosocial assessment D. Conduct and/or arrange for appropriate laboratory and toxicology tests, which can be point-of-care testing E. 24-hour access to emergency medical consultation services should such services become indicated F. Provide or assist in accessing transportation services for patients who lack safe transportation
Withdraw-Management Level 3.2	\$255.30 per day	Beneficiaries have moderate withdrawal and need 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Supportive services to include: A. Availability of specialized clinical consultation and supervision for bio-medical, emotional, behavioral, and cognitive problems B. WM 3.2 is managed by clinicians, not medical or nursing staff and protocols are in place should a patient's condition deteriorate and appear to need medical or nursing interventions C. Affiliation with other levels of care D. Ability to arrange for appropriate laboratory and toxicology tests
Residential Level 3.1	\$153.15 per day	Clinically Managed Low-Intensity Residential Services with 24-hour structure offering at least 5 hours of clinical services weekly while preparing for outpatient treatment. The treatment services are focused on improving the individual's readiness to change and/or functioning and coping skills. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

Residential Level 3.1: Perinatal and Gender Responsive	\$ 166.18 per day	Clinically Managed Low-Intensity Residential Services with 24-hour structure offering the following: Alcohol and Drug Recovery Education, Individual, group and family counseling, Pregnancy support, Parenting education, Domestic Violence education, Childcare and child development services, Life skills education, Individual and Group Trauma Therapy, 12 Step support, Relapse prevention education, Family reunification support, Transitional Housing, Alumnae activities, Psychiatric support. Services are provided for pregnant and parenting women between the ages of 18 and 64 and their children ages of 0 to 5. The admission of children is determined on an individual basis for each mother and for each child. Upon admission an assessment is made of the individual needs of each participant. The maximum length of stay is 90 days. The maximum length of stay will vary with the individual as she progresses through the phases of recovery.
Residential Level 3.3	\$355.20 per day	Clinically Managed Population Specific, High Intensity Residential Services. 24-hour care with trained counselors to stabilize multidimensional imminent danger. Less intense milieu and group treatment for those with cognitive or other impairments unable to use full active milieu or therapeutic community and prepare for outpatient treatment. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.
Residential Level 3.5	\$174.14 per day	Clinically Managed High-Intensity Residential Services with 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Goals of treatment are to promote abstinence of substance use, arrest, and other addictive and/or antisocial behaviors, and effect change in participants; lifestyles, attitudes and values. Focus is on stabilization of dangerous addiction signs and symptoms, initiation or restoration of a recovery process and preparation for ongoing recovery. Necessary support systems include: 1. Telephone or in-person consultation with a physician and emergency services availability 24/7. 2. Direct affiliations with other levels of care or close coordination through referral to more and less intensive levels 3. Arranged medical, psychiatric, psychological, laboratory, and toxicology services, as appropriate to the severity and urgency of the patient's condition.
Residential Treatment Services, Room and Board	\$22.86 per day	In addition to substance use treatment services, the residential facility provides the following for the associated daily fee: A. Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and

		supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair; 8. Access to separate sleeping areas for females and males; C. Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas (maximum ratio of one facility per eight clients with space for each client's toilet articles); D. Access to weekly laundry, including weekly washing of bath towels and bed linens; Access to three meals per day with nourishment between meals as needed.
Residential Treatment Services, Room and Board: Perinatal and Gender Responsive	\$71.21 per day	In addition to substance use treatment services, the residential facility provides the following for the associated daily fee: A. Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair; B. Clients who are bringing their child to treatment will sleep in the same room as their child (and potentially another client and their child). C. Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas; D. Access to weekly laundry, including weekly washing of bath towels and bed linens; Access to three meals per day with nourishment between meals as needed (provided to both client and their child)

PART III: FEES

Revised 2-8-02
Revised 10-26-10; Resolution 2010-136
Revised 5-22-18; Resolution 2018-67
Revised 4-7-20; Resolution 2020-48
Revised 11-5-24; Resolution 2024-

PART 125

LIBRARY

- Sec. 125.010. General
- Sec. 125.020. Community Room
- Sec. 125.025. Library Cards
- Sec. 125.030. Equipment Use
- Sec. 125.090. Miscellaneous Fees

Sec. 125.010. General.

The fees set forth in this Part shall be paid to the Napa County Library.

Sec. 125.020. Community Room.

The fees to rent the Library Community Room shall be as follows:

- (a) For non-profit organizations:
 - (1) Rental fee, first 2 hours No Charge
 - (2) Rental fee, each additional hour \$ 50.00/hr.
 - (3) Non-resident fee \$ 50.00/use
- (b) For private or commercial groups:
 - (1) Rental fee \$ 100.00/hr.
 - (2) Non-resident fee \$ 100.00/use
- (c) Insurance coverage for special event Actual Policy Cost
- (d) Missing or damaged equipment Cost of repair or replacement

Sec. 125.030. Equipment Use.

- (a) The fees to use the Library-owned equipment (except microphones) by groups using library meeting facilities shall be \$35.00 per use.
- (b) Groups using the Library-owned equipment in the Community Meeting Room shall be charged the cost of repair or replacement for any missing or damaged equipment.

Sec. 125.090. Miscellaneous Fees.

- | | | |
|-----------------------|--|-----------------------------------|
| (a) | Fee for lost or destroyed materials | Cost of materials, non-refundable |
| Copying and printing: | | |
| (b) | (1) Black and white | \$ 0.10/page |
| | (2) Color | \$ 0.50/page |
| (c) | Loss of single, replaceable cassette from set | \$ 10.00 |
| (d) | Napa County Returned Check/Administrative Fees | \$ 45.00 |

Adopted by the Board of Supervisors on April 7, 2020

PART 130**LOCAL AGENCY FORMATION COMMISSION****Sec. 130.010. General**

LAFCO fees change on an irregular basis and are set by Resolution, all said Resolutions being adopted by the Local Agency Formation Commission.

PART 135

PUBLIC CONSERVATOR/PUBLIC GUARDIAN

Sec. 135.010. General

Sec. 135.020. Services to Individuals and/or Estates.

Sec. 135.010. General

The fees set forth in this Part shall be paid to the Public Conservator/Public Guardian.

Sec. 135.020. Services to Individuals and/or Estates

The hourly billable rate of reimbursement for Public Conservator/Public Guardian services chargeable to individuals and/or estates shall be calculated annually, based on actual department costs, utilizing the below methodology. The charge to individuals and/or estates shall be subject to court review and approval.

Methodology:

The Hourly Rate of an Employee providing a reimbursable service equals Total Office Costs (A+B+C) divided by Number of Full Time Equivalent (FTE) employees in the Office (D), multiplied by the FTE of the Employee providing the service (E), divided by the Employee's Productive Hours (F).

In other words: Employee Hourly Rate = $[(A + B + C) \div D] \times E \div F$

- A = Total Salaries and Benefits (including retirement; Medicare; worker's compensation insurance; salary; and life, medical, and dental insurance) for the current fiscal year
- B = Indirect costs as provided for in the A87 Cost Plan for the prior fiscal year
- C = Direct office costs, which includes all services and supplies of the Public Conservator/Public Guardian for the prior fiscal year, and also includes the allocated costs of Health and Human Services administration that benefits the Public Guardian/Public Conservator for the current fiscal year
- D = The number of employee full-time equivalents (FTE's)
- E = FTE of the Employee providing the service (1.0 = full time, .5 = half time, etc.)
- F = Number of productive hours for the Employee (not including vacation, personal leave, management leave, sick leave, other leave, and administrative hours)

Revised: 7-2-06; Resolution 06-86
Revised: 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised: 2-05-13; Resolution 2013-13 (eff 04-08-13)
Revised: 4-05-16; Resolution 2016-42 (eff 07-01-16)
Revised: 7-13-18; Resolution 2018-102 (eff 10-01-18)
Revised: 5-21-19; Resolution 2019-70 (eff 07-21-19)
Revised: 11-5-24; Resolution 2024- (eff 01-06-25)

PART 140

PUBLIC WORKS

Sec. 140.010.	General
Sec. 140.015.	Surcharge
Sec. 140.020.	Public Right of Way Encroachment
Sec. 140.025.	Transportation
Sec. 140.050.	Special Event/Filming on Public Roadways/Road Closure
Sec. 140.052.	Right of Way/Easement Abandonment
Sec. 140.053.	Parking Permits
Sec. 140.070.	Land Related Permits
Sec. 140.080.	Record of Survey Checking
Sec. 140.081.	Corner Records
Sec. 140.110.	Certificates of Compliance
Sec. 140.115.	Miscellaneous Services
Sec. 140.116.	Appeal
Sec. 140.120.	Temporary Event Permits
Sec. 140.121.	Review of Other Department Permits and Referrals

Sec. 140.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. Public Works will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Public Works Department unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Planning and Conservation – Policy Manual Part 80
Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 140.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part, except Sections 140.020(d), 140.053, 140.070(f), 140.081, and 140.110(c).

Sec. 140.020. Public Right of Way Encroachment

- | | | |
|-----|---|-----------------|
| (a) | Single Driveways | \$550.00 |
| (b) | Larger Road Improvement and Trenching ¹ | \$1,804 Deposit |
| (c) | Utilities (Single Location) | \$515.00 |
| (d) | If the purpose of the encroachment permit is to repair sidewalks in the county right-of-way, no fee will be charged. Any such repair of sidewalks may include removal of tree(s) that are located within the county right-of-way and adjacent to the sidewalk being repaired. | |

Sec. 140.025. Transportation

- | | | |
|-----|--------------------------------------|---------|
| (a) | Single Trip Permit for Oversize Load | \$16.00 |
| (b) | Annual Permit for Oversize Load | \$90.00 |

Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure

- | | | |
|-----|------------------------|----------|
| (a) | Application Processing | \$172.00 |
| (b) | Road Preparation | \$729.00 |
| (c) | Cleaning Deposit | \$500.00 |

Sec. 140.052. Right of Way/Easement Abandonment

Application to Abandon County Right of Way of other Public Easement ²	\$1,451 Deposit
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Sec. 140.053. Parking Permits

- | | | |
|-----|--------------------------------|----------------|
| (a) | Parking Permit Fee | \$52.00 |
| (b) | Electric Vehicle (EV) Charging | \$0.20 per kWh |

² This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.070. Land Related Permits

(a)	Lot line adjustments	\$1,790.00
(b)	Voluntary parcel merger	\$1,171.00
(c)	Final subdivision map filing	\$7,705.00
(d)	Final parcel map filing	\$6,155.00
(e)	Amended final map filing	\$2,633.00
(f)	Certificate of correction filing	\$16.00

Sec. 140.080. Record of Survey Checking

(a)	Record of Survey review	\$825.00
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Sec. 140.081. Corner Records

Corner Record processing ³	\$10.00
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Sec. 140.110. Certificates of Compliance

(a)	Expedited Certificate of Compliance	\$639.00
(b)	Unconditional/Conditional-Certificate of Compliance ⁴	\$1,503.00
(c)	Notice of Satisfaction of Conditions	\$344.00

³ Business and Professions Code Section 8773.2(e) requires that this fee not exceed the amount required for the recording of a deed. (See Sec 90.012.5(a) of the Napa County Policy Manual Section 90A and GC Section 27631(a).)

⁴ This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.115. Miscellaneous Services

- | | | |
|-----|---|----------------------------|
| (a) | Pre Application Conference | \$1,184.00 |
| (b) | Attendance at a Pre-Application Site Visit | scheduled hourly rate |
| (d) | LAFCO Geographic Description Review | \$309.00 |
| (e) | Consultation, Analysis & Research, and Other Activities
Not Covered Elsewhere in This Fee Schedule | scheduled hourly rate |
| (f) | Bid Protest Fee | \$1,471.00 |
| (g) | Fifth Street Parking Garage – Electric Vehicle Charging Fee | \$0.75/hr + \$0.20 per kWh |

Sec. 140.116. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

Sec. 140.120. Temporary Event Permits

- | | |
|----------------------------------|-------------------|
| Review of Temporary Event Permit | \$172.00 per hour |
|----------------------------------|-------------------|

Sec. 140.121. Review of Other Department Permits and Referrals

- | | |
|---|-------------------|
| (a) Review of all other applications referred from any other Division or Department | \$172.00 per hour |
|---|-------------------|

Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 4-05-16; Resolution 2016-42 (eff 7-01-16)

PART 160

COUNTYWIDE DOCUMENT REPRODUCTION AND MISCELLANEOUS FEES

**Sec. 160.010. Public Record
Copying Fees Sec. 160.015.
Returned
Item/Check Fee**

Sec. 160.010. Public Record Copying Fees

The fees to reproduce documents by any County Department shall be \$3.00 for up to 5 pages of each individual document and \$.10 per page for each additional page of that same document.

The fee for copying CD/DVDs pursuant to a Public Records Act request is \$0.20 per CD/DVD.

Sec. 160.015. Returned Item/Check Fee

The fee for a returned item/check for any County Department shall be \$45.00 per item.

PART 170

REPRODUCTION OF THE COUNTY CODE

PART 175

SHERIFF

- Sec. 175.010. General
- Sec. 175.020. Transportation for Elective Appointments
- Sec. 175.030. Vehicle Release Fees

Sec. 175.010. General

The fees set forth in this Part shall be paid to the Sheriff.

Sec. 175.020. Transportation for Elective Appointments

Fees to transport a prisoner for an elective medical or dental appointment shall be estimated. The estimated fees shall be deposited in the Department of Corrections prior to transportation Inmate Cash Fund. After transportation, the actual fee to be charged will be calculated and paid to the Sheriff from the deposit held in the Inmate Cash Fund.

Deputy Sheriff	Current Rate
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Sec. 175.030 Vehicle Release Fee

When a vehicle is towed by the Sheriff’s Office, a fee of Twenty-Five Dollars will be collected for the release authorization.	\$25.00
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Revised: 4-05-16; Resolution 2016-42 (eff 7-01-16)
3-12-24; Ordinance 1488 (eff 4-11-24)

PART 180**TREASURER/TAX COLLECTOR****Sec. 180.010. Treasurer/Tax Collector Fees (by Resolution)**

(a)	Online Duplicate of Tax Bill	\$2.00 per bill
(b)	Electronic or CD of Tax Roll	\$35.00
(c)	Title Company Remote Access of Tax Roll	\$245.00 plus technology costs
(d)	Payment Reversal	\$50.00
(e)	Separate Valuation Fee	\$50.00
(f)	Secured Tax Fee: Lot Line Adjustment/Parcel Map	\$114.00
(g)	Secured Tax Fee: Lot Line Adjustment/Parcel Map Update	\$30.00
(h)	For processing additional mobile home tax clearance certificates pursuant to Revenue and Taxation Code section 5832.	\$45.00
(i)	Secured Tax Fee: Five Year Payment Plan Set-Up	\$57.00
(j)	Secured Tax Fee: Four Year Payment Plan Set-Up	\$57.00
(k)	Unsecured Tax Fees: Bulk Transfer Fee	\$49.00
(l)	Unsecured Tax Fees: Payment Plan Set-Up	\$35.00
(m)	Central Collections: Payment Plan Set-Up	\$35.00
(n)	For processing installment payments of fines imposed pursuant to Penal Code Section 1025	\$57.00 per account per year

PART III: FEES

(o)	For administering collection of restitution payments made to victims in accordance with Penal Code Section 1203.1	\$57.00 per account per year
(p)	For collecting payments made pursuant to Welfare and Institutions Code Section 276(c), (d), and (f).	\$57.00 per account per year
(q)	Bankruptcy Claims	\$264.00
(r)	Research Fee	\$45.00/ half hour
(s)	Court Appearance Fee	Actual Cost
Sec. 180.020.	Treasurer/Tax Collector Fees (by Ordinance)	
(a)	Unsecured Enhanced Collections Fee	Up to 25% of Delinquent Tax Assigned for Collection per GOV § 26220(b)