

RESOLUTION NO. 2024-50

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA, ADOPTING A REVISED
MASTER FEE SCHEDULE FOR SERVICES PROVIDED BY
THE CITY OF WEST COVINA**

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the City Council of the City of West Covina adopted Ordinance No. 1939 on August 16, 1994, codified at Article IX (Fee and Service Charge Revenue/Cost Comparison System) of Chapter 2 (Administration) of the West Covina Municipal Code, establishing the City's policy as to the recovery of costs for providing City services and establishing a mechanism for ensuring that the fees adopted by the City do not exceed the reasonable estimated cost of providing the services for which the fees are charged; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City is authorized to adopt and implement rates, fees, and charges for municipal services; provided, however, that such rates, fees, and/or charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, the City Council has established various rates, fees, and charges for services provided for by the City; and

WHEREAS, in November 2021, the City contracted with Revenue & Cost Specialists, LLC ("RCS") to perform a comprehensive municipal fee study; and

WHEREAS, on August 15, 2023, the City Council received the Cost of Services Study prepared by RCS; and

WHEREAS, the Cost of Services Study was posted on the City's website and made available for public inspection; and

WHEREAS, the City held community workshops regarding the fee schedule updates on August 28, 2023 and September 6, 2023; and

WHEREAS, in accordance with California Government Code sections 66016 and 66018, on December 5, 2023, the City Council held a duly noticed public hearing regarding the proposed rates, fees and charges; and

WHEREAS, following the public hearing, the City Council adopted a comprehensive Master Fee Schedule through the adoption of Resolution No. 2023-92; and

WHEREAS, the City Council desires to revise the Master Fee Schedule to set forth the rates, fees and charges for animal licensing and parking at the Civic Center; and

WHEREAS, all legal prerequisites to the adoption of this resolution have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. RECITALS. The City Council hereby finds and determines that the above recitals are true and correct.

SECTION 2. REASONABLE COST FINDING. The City Council hereby finds and determines that based upon the data, information, analysis, and oral and written documentation presented to the City Council concerning the rates, fees, and charges described in Exhibit "A," attached hereto and incorporated herein, the rates, fees, and charges set forth in Exhibit "A" do not exceed the established reasonable cost of providing the service for which the rates, fees, or charges are levied.

SECTION 3. FEE ADOPTION. The City Council hereby adopts the revised Master Fee Schedule attached hereto as Exhibit "A." The rates, fees, and charges set forth in Exhibit "A" are hereby approved as the rates, fees, and charges for the services identified for each such rate, fee, and/or charge. Such rates, fees, and charges shall be collected by the City's Finance Department when services are provided by the City or its designated contractors. The Finance Director is authorized to make any clarifying or clerical changes to the Master Fee Schedule as deemed necessary by the Finance Director. The revised Master Fee Schedule attached hereto as Exhibit "A" shall supersede and replace the Master Fee Schedule adopted on December 5, 2023.

SECTION 4. SEPARATE FEE FOR EACH PURPOSE. All fees set by this resolution are for each identified process. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

SECTION 5. ADDITIONAL FEES. Additional fees shall be required for each additional process or service that is requested or required, including when the requestor's delay increases costs, or if the original fee charged was too low in error.

SECTION 6. REFUNDS. Unless otherwise provided in the West Covina Municipal Code or state law, in the event the person requesting the service withdraws his/her/its application or otherwise terminates the request for service before completion of the provision of the service, or if an error is made in calculating the fee, the City shall determine if any refund is owing, based on whether all costs reasonably borne have been incurred or committed, as well as the cost of refunding the fee. An amount not spent or committed shall be refunded, minus the administrative cost of processing the refund. Any extra amount charged in error shall be refunded without deduction. Notwithstanding the foregoing, refund amounts of twenty dollars (\$20.00) or less shall be refunded only upon

written request of the fee payor.

SECTION 7. ANNUAL ADJUSTMENT OF FEES. With the exception of business license fees, which are increased in accordance with Ordinance No. 1442, and fees established by the State of California, the fees, rates, and charges set forth in the Master Fee Schedule may be adjusted on January 1 of each year by an escalation factor equal to changes in the Consumer Price Index for All Urban Consumers for the Los Angeles-Long Beach-Anaheim area ("CPI-U"), published by the U.S. Department of Labor, Bureau of Labor Statistics, which shall be calculated each September using the June index. Such annual adjustment may be approved by the City Manager and shall be incorporated into Master Fee Schedule. In no event shall an increase in any rate, fee, or charge exceed the reasonable cost of providing the service for which such rate, fee, or charge is identified.

SECTION 8. STATE FEES. To the extent a fee or charge set forth in the Master Fee Schedule is established by the State of California, the Finance Director is authorized to adjust such fee or charge for consistency with any changes made to such fee or charge by the State of California.

SECTION 9. INTERPRETATION OF RESOLUTION AND FEE SCHEDULE. Administrative interpretations of this resolution and the Master Fee Schedule, including but not limited to provisions for waiver and appeal, shall be determined by the City Manager as set forth in West Covina Municipal Code section 2-407.

SECTION 10. EFFECTIVE DATE. The rates, fees and charges adopted by this resolution shall take effect on July 17, 2024.

SECTION 11. CERTIFICATION. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions.

APPROVED AND ADOPTED this 16th day of July, 2024.

Brian Calderón Tabatabai
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2024-50 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of July, 2024, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A
MASTER FEE SCHEDULE



City of West Covina Master Fee Schedule

EXHIBIT A
Resolution No. 2024-50

Service	Fee
Planning	
Additional Planning Application Review (per hour with a minimum of one hour)	\$87.00
Administrative Review	\$565.00
Administrative Use Permit	
Residential -- No Construction*	\$640.00
Residential -- Construction*	\$1,290.00
Commercial*	\$1,375.00
*Additional fee plus actual cost of Attorney fees if a public hearing is required and/or requested charged against an initial deposit as determined by the Director.	\$3,065.00
Adult Oriented Business	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Amendment to Conditions of Approval	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Annexation/Deannexation Processing	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Appeal to Planning Commission/ City Council	
Hearing Item - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$3,065.00
Non-Hearing Item - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$2,565.00
Appeal of Revocation Hearing	\$4,205.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Art In Public Places	\$1,260.00
Code Amendment	\$7,720.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Code, Covenants, & Restrictions (CC&R) Review	\$130.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Conditional Use Permit	
Commercial - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$5,555.00
Residential - plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	\$4,750.00
*Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Covenant Preparation	\$210.00



City of West Covina Master Fee Schedule

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Service	Fee
Planning	
Design Review	
Addition of Floor Area (Subcommittee Review)	\$580.00
Non-Floor Area Revisions (Staff Approved)	\$85.00
Development Agreement	\$3,175.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Film Permit*	
Application Fee (All)	\$950.00
Additional fee, if a public hearing is required and/or requested plus actual cost of Attorney fees charged against an initial deposit as determined by the Director.	\$3,065.00
Film (Photography/Motion Picture) Permit - Fully Allocated Hourly Rate of staff.	
Film (Major Production) Permit - Fully Allocated Hourly Rate of staff. Security and cleaning deposit as determined by the Director.	
*For each type of permit - normally, one police officer will be required on site at the Fully Allocated Hourly Rate of the officer.	
General Plan Amendment	\$13,215.00
Plus actual cost of Attorney fees charged against an initial deposit as determined by the Director.	
The base fee includes the first 65 hours of the Planning Manager.	
Hourly rate of additional hours charged against an initial deposit as determined by the Director.	\$150.00
General Plan Update Surcharge	17.70%
Percent of the Building permit fee for all projects that require a zoning clearance with the exception of solar which is excluded by State Law	
Historic Property Certificate of Appropriateness	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Commercial Landscape / Irrigation Plan Check and Inspection	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Residential Landscape / Irrigation Plan Check and Inspection	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Massage Technician Review	
Fully Allocated Hourly Rate of staff plus actual cost of Attorney fees and consultant fees charged against an initial deposit determined by the Director.	
Model Home Marketing Complex	\$1,805.00
Multiple Applications	
Full cost for the most expensive application plus 50% of the fee for each additional application processed at the same time for the same project.	



City of West Covina Master Fee Schedule

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Service	Fee
Planning	
Precise Plan of Design-Administrative Review	
Base Fee:	
10 or less Units	\$11,245.00
11 to 20 Units	\$14,010.00
\$15,855 - more than 20 units	\$15,855.00
Plus actual cost of Attorney fees and/or City Architect charged against an initial deposit as determined by the Director.	
Additional hours of the Planning Manager and Project Planner will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Precise Plan of Design-Planning Commission	\$21,430.00
Plus actual cost of Attorney fees and/or City Architect charged against an initial deposit as determined by the Director. Fee includes one (1) public hearing and the first 80 hours of the Project Planner & 30 hours of the Planning Manager.	
Additional public hearings and hours of the Planning Manager and Project Planner will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Planning Dept. Plan Review Surchge	
Percent of the building valuation	0.238%
Minimum	\$40.00
Preliminary Review Meeting	\$3,305.00
Prospective Homeowner Awareness Package (PHAP) Review	\$790.00
Public Right-of-Way Banner	
Planning Review of each banner. Installation and removal are charged for separately by Public Works.	\$280.00
Reasonable Accommodation Processing	\$960.00
Second Unit Review	
New construction and/or new floor area addition	\$960.00
Existing structure conversion	\$615.00
Site Plan Review-Minor	
Minor other	\$1,545.00
Fence/Wall/Color	\$515.00
Sign Review	
Sign Administrative Review - per sign	\$555.00
Sign Permit Clearance - per sign	\$65.00
Sign Criteria Review	\$1,375.00
Slight Modification	\$1,660.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Minor Modification	\$460.00
Special Event Review	
Permit	\$495.00
Special Event Banner, for all banners submitted at the same time	\$135.00



City of West Covina Master Fee Schedule

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Service	Fee
Planning	
Special Exception Review (Downtown Plan)	\$610.00
Temporary Use Permit Review	\$535.00
Fee waived for City Sponsored/Partnered Events when application of City sponsorship is submitted by March of the Fiscal year prior to the event date. Fee waived for the first event of any calendar year organized by a 501c3 nonprofit. After the first event, fee reduced to 3 hours of staff time (0.5 planning assistant and 2.5 Fire protection specialist) for every event thereafter.	
Tentative Parcel Map Processing	\$6,315.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director. Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Tentative Tract Map Processing	\$12,150.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director. Fee includes one (1) public hearing. Additional public hearings will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Time Extension	
Planning Commission Public Hearing Item	\$1,050.00
Miscellaneous Permits / Requests	\$780.00
Tree Removal - Private Property	
Permit - for the 1st tree	\$255.00
Each additional tree	\$20.00
Variance Review	\$12,315.00
Plus actual cost of Attorney fees charged against an initial deposit as determined by the Director. Fee includes one (1) public hearing and the first 60 hours of the Project Planner & 25 hours of the Planning Manager. Additional public hearings and hours of the Planning Manager and Project Planner will be charged the Fully Allocated Hourly Rate of Staff against an initial deposit determined by the Director.	
Zone Change	\$9,835.00
Plus actual cost of Attorney fees charged against an initial deposit determined by the Director.	
Zoning Verification Letter	\$475.00



City of West Covina Master Fee Schedule

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Service	Fee
Engineering	
Plan Check-Street & On-Site Improvements	
Based on Estimated Construction Cost excluding rough grading:	
\$0 to \$ 5,000 - Minimum	\$2,921.00
\$5,001 to \$10,000	\$2,921.00
Plus percent of the Cost over \$5,000	29.43%
\$10,001 to \$100,000	\$4,392.00
Plus percent of the Cost	15.10%
Plan Check-Storm Drainage, Sewer Mains and Laterals	
Based on Estimated Construction Cost excluding rough grading:	
\$0 to \$10,000 - Minimum	\$4,426.00
\$10,001 to \$50,000	\$4,426.00
Plus percent of the Cost over \$10k	3.29%
Greater than \$50,000	\$5,742.00
Plus percent of the Cost over \$50k	10.52%
Plan Check-Walls: Retaining+Over Height	
Fee based on Estimated Construction Cost:	
\$0 to \$ 5,000 - Minimum	\$2,697.00
\$5,001 to \$20,000	\$2,697.00
Plus percent of the Cost over \$5,000	8.77%
\$20,001 to \$100,000	\$4,012.00
Plus percent of the Cost over \$20,000	12.60%
Greater than \$100,000	\$14,092.00
Plus percent of the Cost over \$100,000	4.09%
Plan Check-Grading For Subdivision Project	
Fee based on Grading Volume in Cubic Yards (CY) = Total Cut + Fill + Over Excavation: OFT= "or fraction thereof"	
1 to 10,000 CY - Minimum	\$13,332.00
10,001 to 100k CY	\$13,332.00
Plus rate per 100 CY OFT over 10k CY	\$19.48
100,001 to 500k CY	\$30,864.00
Plus rate per 1K CY OFT over 100k CY	\$65.74
500,001 to 1M CY	\$57,160.00
Plus rate per 1K CY OFT over 500k CY	\$35.06
Greater than 1M CY	\$74,690.00
Plus rate per 1K CY OFT over 1M CY	\$25.52



City of West Covina Master Fee Schedule

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Service	Fee
Engineering	
Plan Check-Grading: Non-Subdivision Project	
Fee based on Grading Volume in Cubic Yards (CY) = Total Cut + Fill + Over Excavation: OFT= "or fraction thereof"	
1 to 50 CY	\$725.00
51 to 100 CY	\$725.00
Plus rate per CY OFT over 50 CY	\$14.50
101 to 1,000 CY	\$1,450.00
Plus rate per 100 CY OFT over 100 CY	\$258.00
1,001 to 10,000 CY	\$3,772.00
Plus rate per 100 CY OFT over 1,000 CY	\$40.00
10,001 to 100,000 CY	\$7,372.00
Plus rate per 1K CY OFT over 10,000 CY	\$120.00
100,001 to 200,000 CY	\$18,172.00
Plus rate per 1K CY OFT over 100,000 CY	\$88.00
Plan Revision Checking/As Build Review, per hour	\$220.00
Inspection-Street & On-Site Improvements	
Permit issuance fee	\$35.00
Fee based on Estimated Construction Cost	
\$0 to \$1,625 - Minimum	\$1,226.00
\$1,625 to \$20,000	\$1,226.00
Plus percent of the Cost over \$1,625	13.43%
Greater than \$20,000	\$3,694.00
Plus percent of the Cost over \$20,000	15.55%
Inspection-Storm Drainage System, Sewer Mains or the installation of Sewer Laterals	
Permit issuance fee	\$135.00
Fee based on Estimated Construction Cost	
\$0 to \$2,000 - Minimum	\$913.00
\$2,000 to \$100,000	\$913.00
Plus percent of the Cost over \$2,001	7.28%
Greater than \$100,000	\$8,047.00
Plus percent of the Cost over \$100,000	7.78%
Inspection-Bridges & Culverts	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Insp-Walls: Retaining/Over Height	
Permit issuance fee	\$135.00
Fee based on Estimated Construction Cost:	
\$0 to \$1,625 - Minimum	\$913.00
\$1,625 to \$20,000	\$913.00
Plus percent of the Cost over \$1,626	13.43%
Greater than \$20,000	\$3,381.00
Plus percent of the Cost over \$20,000	15.55%



City of West Covina Master Fee Schedule

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Service	Fee
Engineering	
Inspection-Grading	
Permit issuance fee	\$135.00
Fee based on Grading Volume in Cubic Yards (CY) = Total Cut + Fill + Over Excavation:	
1 to 100 CY - Minimum	\$1,048.00
101 to 1,000 CY	\$1,048.00
Plus rate per CY over 100 CY	\$2.59
1,001 to 10,000 CY	\$3,379.00
Plus rate per 100CY over 1,000 CY	\$25.92
10,001 to 100,000 CY	\$5,712.00
Plus rate per 100 CY over 10,000 CY	\$11.23
Greater than 100,000 CY	\$15,819.00
Plus rate per 100 CY over 100k CY	\$7.91
Inspection-Curb/Gutter/Sidewalk	
Permit issuance fee	\$135.00
Pre-Inspection fee for each site visit	\$330.00
Fee based on Lineal Feet (LF):	
1 to 50 LF - Minimum	\$390.00
50 to 250 LF	\$390.00
Plus rate per LF in excess of 50 LF	\$5.83
250 to 500LF	\$1,556.00
Plus rate per LF in excess of 250LF	\$1.62
501LF and over	\$2,334.00
Plus the lesser of rate per LF or actual cost	\$1.62
Inspection-Driveway Approach	
Permit issuance fee	\$135.00
Pre-Inspection fee for each site visit	\$330.00
Residential Driveway Approach	\$670.00
Commercial Driveway Approach	\$915.00
Inspection-Curb Drain	
Permit issuance fee	\$135.00
Pre-Inspection fee for each site visit	\$330.00
4" Core Drill or Box Culvert	\$195.00
Inspection-Asphaltic Concrete (A.C.) or Portland Cement Concrete (P.C.C.)	
Permit issuance fee	\$135.00
Pre-Inspection fee for each site visit	\$330.00
Paving 500 sq.ft or less	\$1,360.00
Greater than 500 sq.ft - Actual Cost	
Inspection-Excavation	
Permit issuance fee	\$135.00
Pre-Inspection fee for each site visit	\$330.00
Joint trench excavation permits for each dry utility	\$780.00
Road Closure (construction or excavation work)	\$780.00



City of West Covina Master Fee Schedule

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Service	Fee
Engineering	
Inspection-New Tree Well Construction	
Permit issuance fee	\$135.00
Pre-Inspection fee for each site visit	\$330.00
Each well diameter 8" or less, and depth of 50' or less	\$585.00
Well diameter greater than 8" or depth greater than 50'	\$780.00
Inspection-Sewer Construction By Owner	
Permit issuance fee	\$135.00
Pre-Inspection fee for each site visit	\$330.00
Each inspection	\$780.00
Inspection-Sewer Connection or an Additional House Sewer Connection	
Permit issuance fee	\$270.00
Pre-Inspection fee for each site visit	\$330.00
Inspection - Minimum, Up to \$1,000 valuation	\$195.00
Plus rate for each additional \$500 or fraction thereof in valuation	\$195.00
Inspection-Sewer Saddle	
Permit issuance fee	\$270.00
Pre-Inspection fee for each site visit	\$330.00
Each sewer saddle (no excavation/backfill/resurfacing)	\$390.00
Inspection-Backfill Cesspl/Septic Tank	
Permit issuance fee	\$270.00
Pre-Inspection fee for each site visit	\$330.00
All other work: Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Inspection-Sewer Line over 100 FT as Connection or Add to Private Sewer System	
Permit issuance fee	\$270.00
Pre-Inspection fee for each site visit	\$330.00
Based on Project Cost Estimation:	
\$0 to \$5,000 - Minimum Fee	\$2,720.00
Greater than \$5,000	\$2,720.00
Plus percent of the project cost in excess of \$5,000	9.10%
Inspection-Capping Sewer Connection	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Inspection-Water Wells	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Inspection-Street Tree Installation	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	



City of West Covina Master Fee Schedule

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Service	Fee
Engineering	
Inspect-Street Obstruction/Encroachment	
Permit issuance fee	\$135.00
Inspect Lane Closure Detour	\$390.00
Inspect Awnings per Address	\$390.00
Inspect temporary storage of construction material	\$390.00
Inspect Crane Operations	\$585.00
Inspect Filming Permits - Road	\$585.00
Inspection-Dye Test	
Permit issuance fee	\$135.00
Each Dye Test	\$330.00
Inspection-Industrial Waste	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Inspection-Residential Parking Restriction-Lift/Add	
Processing Each Restricted/Residential Parking Area	\$1,795.00
Handicapped Resident	\$0.00
Miscellaneous Fee-After Hours Plan Check/Inspection	
Afterhours Inspection, 4 hours minimum	\$845.00
Afterhours plan check, 4 hours minimum	\$945.00
Miscellaneous Residential Tree Removal Request	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Miscellaneous Fee-Residential Tree Trimming/Tree	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Miscellaneous Fee-Installation of Street Name Sign	
Each sign plus the cost of street name sign material	\$565.00
Miscellaneous Fee-Address Chge/Assignment	
Minimum includes the first 3 addresses	\$255.00
Plus rate for each address over 3	\$18.00
Miscellaneous Fee-Street Lighting System (Design/Inspect)	
Based on estimated cost of construction:	
\$1 to \$20,000 = minimum	\$1,385.00
>\$20K and <= \$100K	\$1,385.00
Plus percentage of cost over \$20K	1.56%
>\$100,000	\$2,635.00
Plus percentage of cost over \$100K	0.63%
Miscellaneous Fee- Landfill Inspection	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Miscellaneous Fee- National Pollution Discharge Elimination System (NPDES) ReviewI, per hour	
Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	



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Service	Fee
Engineering	
Miscellaneous Fee-Storm Water Pollution Prevention Plan (SWPPP) Review, per hour Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Miscellaneous Fee-Standard Urban Stormwater Mitigation Plan (SUSMP) Review, per hour Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Miscellaneous Fee-Electric Vehicle Charging Station Installation Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Miscellaneous Fee-Appeal Fully Allocated Hourly Rate of staff and consultants against an initial deposit as determined by the Director.	
Miscellaneous Fee-Lot Line Adjustment/Merger/Compliance	
Up to 2 Lots	\$3,120.00
Three or Four Lots	\$5,750.00
Miscellaneous Fee-Street/Alley Vacation Review	\$3,600.00
Miscellaneous Fee-Process Application for Easement in a Street or Alley	\$2,200.00
Miscellaneous Fee-Final Map (Tract/Parcel)	
Up to Three Reviews:	
1 to 5 Lots	\$9,930.00
6 to 10 Lots	\$10,810.00
11 to 50 Lots	\$17,090.00
51 to 100 Lots	\$26,000.00
101 to 150 Lots	\$36,660.00
151 Lots and more	\$39,435.00



City of West Covina Master Fee Schedule

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Service	Fee
Police	
Police False Alarm Response	
First Response - Registered	\$50.00
First Response - Non-Registered	\$150.00
Second Response - Registered	\$75.00
Second Response - Non-Registered	\$175.00
Third Response - Registered	\$125.00
Third Response - Non-Registered	\$225.00
Fourth Response - Registered	\$175.00
Fourth Response - Non-Registered	\$275.00
Fifth Response - Registered	\$225.00
Fifth Response - Non-Registered	\$325.00
Sixth and Subsequent Responses - Registered	\$275.00
Sixth and Subsequent Responses - Non-Registered	\$375.00
Robbery or Panic Alarm	\$100.00
Operating Suspended Alarm: First	\$200.00
Each Subsequent	\$300.00
Multiple Police Party/Bar Response	
Fully allocated hourly rates for all responding personnel. Noise Ordinance citations may also be issued.	
DUI Accident Police Response	
Fully allocated hourly rates for all responding personnel up to a State-set maximum of \$12,000	
Jail Booking (per booking)	\$375.00
Juvenile Detention	
First hour - No Charge	\$0.00
Each Subsequent Quarter-Hour	\$31.00
Police Event Security	
Officer - per hour	\$80.00
Supervisor - per hour	\$100.00
Vehicle Repossession (per vehicle) Fees are set by the State.	\$15.00
Stored/Abandoned Vehicle Release (per vehicle)	\$200.00
Special Business Lic Reg Permit (per permit plus DOJ fees)	\$270.00
Alcoholic Beverage Permit (per application)	\$270.00
Concealed Weapon Permit	
Fees are set by State Law and actual costs.	
Initial Application Process	\$398.00
Renewal Applicant Processing	\$348.00
Additional Fees Required to be paid by Applicant to respective entities:	
Psych Test (paid directly to vendor at actual cost)	
Licensing Fee (2- Year Standard)-Paid directly to the State of California	\$93.00
Live Scan/ Finger Prints-Paid by Applicant directly to the State of California.	\$25.00
Weapons and Safety Course-Applicant pays approved training vendor directly.	\$250.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Police	
Clearance Letter Processing (per letter)	\$10.00
Police Report Reproduction	
Black and White - per copy	\$0.25
Color - per copy	\$0.60
Or the full cost to the extent allowed by the Public Records Act	
Police Media Reproduction (per device)	\$5.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Fire	
Fire Plan Check Review, per plan plus staff/consultant costs, 2 hour minimum	\$85.00
Fire Plan Check - Expedited	
Percent of Plan Review and Application fees	150.00%
Flammable Liquid Storage Permit	
Underground Tank Installation - per tank	\$385.00
Above-ground Tank Installation - per tank	\$385.00
Underground Tank Removal - per tank	\$230.00
Above-ground Tank Removal - per tank	\$230.00
Vapor Recovery Modification - per recovery	\$230.00
Co2 Tank/Alarm	\$230.00
High Piled Storage Permit, Includes 1 inspection	
0-1,500 square feet - per permit	\$230.00
1,501-3,000 square feet - per permit	\$385.00
Each additional 1,500 square feet over 3,000 square feet - per permit	\$40.00
New Fire Alarm System Permit, Includes 2 inspections	
1-24 devices - per permit	\$385.00
Each additional device over 24 devices - per device	\$12.00
Modified Fire Alarm System Permit, Includes 1 inspection	
First 12 Devices - per permit	\$230.00
Each additional device over 12 devices	\$12.00
Fire Sprinkler Permit - single family residential, Includes 2 inspections, per permit	\$385.00
Fire Sprinkler Permit-multi-family residential, commercial, or industrial.	
Includes 2 inspections.	
1-50 heads - per permit	\$385.00
51-100 heads - per permit	\$535.00
101-250 heads - per permit	\$690.00
Each additional 50 heads over 250 heads	\$155.00
Underground Fire Service Supply Permit, Includes 2 inspections, per permit	\$535.00
Fire Standpipe Systems/Hose Stations Permit, Includes 2 inspections, per permit	\$230.00
Automatic Fire Extinguishing Systems Permit, Includes 2 inspections, per permit	\$230.00
Fire Pump Permit, Includes 2 inspections, per permit	\$305.00
Water Storage Tank Permit, Includes 2 inspections, per permit	\$230.00
Emergency Responder Radio Coverage Review	
Fully allocated hourly rates for all personnel involved plus any outside costs, with a 2 hour minimum.	
Includes 2 inspection.	
Fire Prevention Permit Drive, per inspection	\$40.00
Sprinkler System 5-Year Certification Test, per hour, 1 hour minimum	\$155.00
Private Fire System Smoke Test, per hour, 1 hour minimum	\$155.00
Private Fire System Hydrant Flow Test, per hour, 1 hour minimum	\$155.00
Building Modification - Fire Inspection, Includes 2 inspections	
Percent of Building Permit fee, \$25 minimum	10.00%



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Fire	
State License (Form 850) Inspection	
1-6 clients - No Charge allowed by the State	\$0.00
7+ clients - per inspection	\$230.00
Daycare Facility Inspection - Commercial, Includes 1 inspection	
1-8 occupants - per inspection	\$230.00
9-14 occupants - per inspection	\$345.00
15+ occupants - per inspection	\$420.00
Daycare Facility Inspection - Residential, Includes 1 inspection	
1-6 occupants, No charge allowed by the State	\$0.00
7+ occupants - per inspection	\$155.00
Convalescent Care Facility Inspection, Includes 1 inspection	
1-30 occupants - per inspection	\$345.00
31-100 occupants - per inspection	\$535.00
101+ occupants - per inspection	\$690.00
Hospital Inspection, includes 2 inspections at 2 hours each	\$615.00
Medical Facility Inspection, per 1-hour inspection	\$155.00
High Rise Building Inspection, includes 1 inspection at 2 hours each	\$305.00
Hotel/Motel/Apartment (R-1) Inspection, Includes 1 inspection	
up to 20 units - per inspection	\$385.00
21-40 units - per inspection	\$460.00
41-60 units - per inspection	\$535.00
61+ units - per each additional 20 units over 60 units	\$75.00
Public/Private School Inspection, per 3-hour inspection	\$460.00
Brush Hazards (AB38) Inspection/Weed Abate, per 2-hour inspection	\$305.00
High/Very High Hazard/Brush/Weed Inspection, per 1-hour inspection	\$305.00
As-Needed Fire Inspection	
Fully allocated hourly rates for all personnel involved plus any outside consultant costs.	
Fire & Life Safety Inspection, Includes 2 inspections	
Fee for first 2 inspection (50% Cost Recovery)	\$85.00
Fire Non-Compliance	
Fee per failure to comply	\$550.00
Failure to obtain permit - 150% of permit fee	150.00%
Asbestos Removal Fire Permit, per permit, Includes 1 inspection	\$180.00
Bowl Pin/Alley Refin Fire Permit, per permit, Includes 1 inspection	\$180.00
Candle/Open Flame Fire Permit, per permit, Includes 1 inspection	\$180.00
Carnival/Fair/Circus Fire Permit, Includes 1 inspection	
Fee per permit	\$235.00
plus fee per each 10 stands over 10 stands	\$90.00
Less than 14 Day Expedited Fee	\$250.00
Christmas Tree/Holiday Stand Fire Permit, per permit, Includes 1 inspection	\$220.00
Exhibit/Trade Show Fire Permit, per permit, Includes 1 inspection	\$270.00
Less than 14 Day Expedited Fee	\$250.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Fire	
Explosive/Blasting Agent Fire Permit, per permit, Includes 1 inspection	\$360.00
Fire Hydrant Use Fire Permit, per permit, Includes 1 inspection	\$90.00
Fireworks Display Fire Permit, per permit, Includes 1 inspection	\$270.00
Less than 14 Day Expedited Fee	\$250.00
Standby fees are separate.	
Liquid or Gas Fueled Vehicle or Equipment Fire Permit, per permit, Includes 1 inspection	\$180.00
Occupant Load Increase Fire Permit, per permit, Includes 1 inspection	\$235.00
Burn/Open Pit BBQ Fire Permit, per permit, Includes 1 inspection	\$260.00
Parade Float Fire Permit, per permit, Includes 1 inspection	\$145.00
Film Product Facility Fire Permit, per permit, Includes 1 inspection	\$260.00
Less than 14 Day Expedited Fee	\$250.00
Standby fees are separate.	
Pyrotechnical Special Effect Materials Fire Permit, per permit, Includes 1 inspection	\$270.00
Less than 14 Day Expedited Fee	\$250.00
Standby fees are separate.	
Special Event Fire Permit	
1-50 attendees - per permit	\$270.00
51-150 attendees - per permit	\$500.00
151+ attendees - Fully allocated hourly rates for all personnel involved plus any outside consultant costs	
Includes a 1-hour inspection	
Less than 14 Day Expedited Fee	\$250.00
Tent, Canopy, or Temporary Membrane Structure Fire Permit	
400-1,000 square feet - per permit	\$270.00
1,001+ square feet - per permit	\$580.00
Includes a 1-hour inspection	
Less than 14 Day Expedited Fee	\$250.00
Aerosol Product Annual Operational Fire Permit, per permit	\$180.00
Battery System Operation Annual Operational Fire Permit, per permit	\$180.00
Battery System Manufacturing Annual Operational Fire Permit, per permit	\$180.00
Combustible Fiber Storage Handling Annual Operational Fire Permit, per permit	\$180.00
Combustible Material Storage Annual Operational Fire Permit, per permit	\$180.00
Combustible Rubbish Handling Operation Annual Operational Fire Permit, per permit	\$180.00
Compressed Gas or Medical Gas System Annual Operational Fire Permit, per permit	\$180.00
Cryogenic Fluid Annual Operational Fire Permit, per permit	\$180.00
Dry Cleaning Annual Operational Fire Permit, per permit	\$180.00
Dust Collection System Annual Operational Fire Permit, per permit	\$180.00
Flammable or Combustible Liquid Annual Operational Fire Permit, per permit	\$180.00
Garage Repair Facility Annual Operational Fire Permit, per permit	\$300.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Fire	
Hazardous Material Facility Annual Operational Fire Permit, per permit	\$300.00
High Piled Storage Annual Operational Fire Permit	
0-1,500 square feet - per permit	\$180.00
1,501-3,000 square feet - per permit	\$310.00
Each additional 1,500 square feet over 3,000 square feet	\$90.00
Liquid/Gas Fueled Equipment Annual Operational Fire Permit, per permit	\$180.00
Liquified Petroleum Gas Storage Annual Operational Fire Permit, per permit	\$180.00
Lumber Product Annual Operational Fire Permit, per permit	\$220.00
Magnesium Working or Storage Annual Operational Fire Permit, per permit	\$180.00
Mall Kiosk, Concession, or Vehicle Display Annual Fire Permit, per permit	\$90.00
Mall Cart Annual Operational Fire Permit, per permit	\$90.00
Motor Vehicle Fuel Dispensing Station Annual Operational Fire Permit, per permit	\$300.00
Organic Coating Annual Fire Permit, per permit	\$180.00
Industrial Oven Annual Fire Permit, per permit	\$180.00
Place of Assembly or 50 or More Occupants Annual Operational Fire Permit, per permit	\$300.00
Radioactive Material Annual Operational Fire Permit, per permit	\$180.00
Commercial Refrigeration Equipment Annual Operational Fire Permit, per permit	
1-4 - per permit	\$180.00
5-10 - per permit	\$310.00
11+ - per permit	\$400.00
Spraying or Dipping Facility Annual Operational Fire Permit, per permit	\$180.00
Tire Storage Annual Fire Permit, per permit	\$180.00
Waste Material Handling Plant Annual Operational Fire Permit, per permit	\$180.00
Welding and Cutting Operation Annual Operational Fire Permit, per permit	\$180.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Fire	
Emergency Medical Transport Service	
Basic Life Support Resident	\$2,324.00
Basic Life Support Non-Resident	\$2,471.00
Advanced Life Support Resident	\$3,358.00
Advanced Life Support Non-Resident	\$3,552.00
Disposable Medica Supplies	\$43.00
EKG	\$18.00
Oxygen and Supplies	\$134.00
Night Response	\$45.00
Documentation EPCR Fee	\$28.00
Mileage Rate	\$32.00
Dispatch Fee	\$79.00
Neo-Natal Transport	\$325.00
Registered Nurse or Respiratory Therapists specialty care transport with equipment and personnel for up to 3 hours of transport	\$3,959.00
Registered Nurse or Respiratory Therapists specialty care transport with equipment and personnel for up to 3 hours of transport	\$4,443.00
Per hour after first 3 hours	\$236.00
Ambulance Subscription - per year	\$69.00
Technology	\$35.00
EMS Assessment/Treatment No-Transport, per incident	\$289.00
EMS Medical Facility Response, per incident	\$289.00
Fire False Alarm Response	
First Response - Registered	\$150.00
First Response - Non-Registered	\$250.00
Second Response - Registered	\$200.00
Second Response - Non-Registered	\$300.00
Third Response - Registered	\$300.00
Third Response - Non-Registered	\$400.00
Fourth Response - Registered	\$400.00
Fourth Response - Non-Registered	\$500.00
Fifth Response - Registered	\$500.00
Fifth Response - Non-Registered	\$600.00
Sixth and Subsequent Responses - Registered	\$600.00
Sixth and Subsequent Responses - Non-Registered	\$700.00
Fees are waived for schools	
Fire & Police Alarm Registration/Renewal	
New - per permit	\$55.00
Renewal - per permit	\$30.00
Late Charge - per 3 months late	\$25.00
DUI Accident Fire Response	
Fully allocated hourly rates for all responding personnel up to a State-set maximum of \$12,000	



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Fire	
Hazardous Material Spill Response, Includes 3 hours on scene	
Level 1 Basic - per hour	\$999.00
Level 2 Intermediate - per hour	\$3,397.00
Level 3 Advanced - per hour	\$7,953.00
Each additional hour	\$381.00
Fire Incident Response	
Motor Vehicle Accidents - per hour	\$945.00
Extrication - per hour	\$1,757.00
Creating Landing Zone - per hour	\$537.00
HAZMAT, Includes 3 hours of on-scene time	
Level 1	\$1,250.00
Level 2	\$3,397.00
Level 3	\$7,953.00
Fee per Each additional hour per HAZMAT team.	\$425.00
Fires, Special Rescue or Response, Illegal Fires - Charged per units assigned per type of resource	
Fire Standby	
Fully allocated hourly rates for all personnel involved.	
Additional fire equipment billed at current FEMA scheduled equipment rates.	
Fire Investigation, per hour	\$308.00
Fire Report Copy	
The is fee is limited by the Public Records Act:	
Black and White - per copy	\$0.30
Color - per copy	\$0.60
Or the full cost to the extent allowed by the Public Records Act	
Record Creation -Fully allocated hourly rates for all personnel	



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Code Enforcement	
Code Enforcement Inspection (per inspection)	\$75.00
Inspection Warrant (per warrant plus Attorney costs)	\$1,675.00
Abatement Warrant (per warrant plus Attorney costs)	\$1,675.00
Code Enforcement Lien Set-Up (per lien)	\$495.00
Code Enforcement Lien Release (per lien)	\$420.00
After Hours Code Enforce Call-Out	
Fully allocated hourly rates for all personnel involved with a four hour minimum	
Weed Abatement	
Actual cost of abatement plus percent of administrative fee	130.00%
Municipal Code Enforcement	
First Citation - \$100	\$100.00
Second Citation (within one year) - \$200	\$200.00
Third Citation (within one year) - \$500	\$500.00
Late Payment Penalty - additional percent	10.00%
Plus additional citations for other items.	
Building Code Enforcement	
First Citation	\$130.00
Second Citation (within one year)	\$700.00
Third Citation (within one year)	\$1,300.00
Each Additional Commercial Citation (within two years)	\$2,500.00
Late Payment Penalty - additional 30%	30.00%



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Community Services	
Passport Services	
Passport Application (fee is set by the Federal government)	\$35.00
Passport Photos (set of 2) - per set	\$15.00
Passport - Copies	\$1.00
Overnight Delivery - Actual cost	
Excursions	
Based on actual cost. Range from \$25-250.	
Classes and workshops	
Based on actual cost. Range from \$10-375.	
Adult Softball League Fee	\$400.00
Annual Day Care Fee	\$50.00
Fee - Team	
Normal Team	\$212.50
Adult Basketball League Fee	\$375.00
Pickleball Mixed Double's Tournament Fee	\$50.00
Adult Soccer League	\$850.00
Food / Drink	
Candy - Small	\$1.00
Candy-large	\$2.00
Chips	\$1.00
Gatorade / Soda	\$2.00
Water - Bottled	\$1.00
Miscellaneous	
Drop-In	
Batting Cages	\$1.00
Open Play Basketball	\$2.00
Senior Center - Nutrition Program Under 60	\$5.00
Temp / Fees	
Discover Ad-Business Card Size	\$300.00
Discover Ad-Full Page	\$2,400.00
Discover Ad-Half Page	\$500.00
Discover Ad-Quarter page	\$600.00
Discover Full Page Ad	\$1,000.00
Discover Half Page Ad	\$500.00
Discover Quarter Page Ad	\$250.00
Palm View - Holiday Discount	-\$1.00
Palm View - Late Fee	\$1.00
Palm View - Late Payment	\$25.00
Palmview - T-shirt Fee	\$8.00
Senior Center - Nutrition Program US Food Ref	\$1,143.32
Senior Center - Senior Nutrition Donation	\$1.00
Senior Center Coffee Monthly VIP Member Card	\$10.00
Senior Center Daily Coffee Ticket	\$1.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Community Services	
Temp / Fees	
Vendors Foundation	\$1.00
Vine	\$1.00
Vine - Careship Discount	-\$30.00
Vine - Holiday Discount	-\$1.00
Vine - Late Payment	\$25.00
Vine - Pomona Credit	\$1.00
Vine - Sibling Discount	-\$5.00
Vine - T-shirt fee	\$10.00
Rentals	
Facility Rentals	
Cameron - 1 Staff	\$18.50
Cameron - 2 staff	\$37.00
Cameron - Church Hourly Fee	\$82.82
Cameron - East Gym Full Court Fee/Hr	\$70.00
Cameron - Game Room	\$65.00
Cameron - Half Court Fee/Hr	\$35.00
Cameron - Kitchen Fee	\$50.00
Cameron - MPR - Half Room Hourly	\$100.00
Cameron - Table Fee	\$2.00
Cameron - West Gym Full Court Fee/hour	\$65.00
City Hall - Resident Room Rates	\$32.50
City Hall - Courtyard Resident	\$25.00
City Hall - Non Resident Room Rates	\$37.50
City hall Equipment Fee - Non Residents	\$80.00
City Hall Equipment Fee - Residents	\$75.00
Coordinator Event OT	\$48.54
Credit Check	\$1.00
Equestrian - Show	\$300.00
Fences	\$100.00
Galster - Camping Fee	\$30.00
Moon Bounce Permit Fee	\$25.00
Park Rentals	\$1.00
Park Special Use Filing Fee	\$115.00
Picnic Pavilion - Large/Event	\$200.00
Picnic Pavilion - Small/Event	\$150.00
Polling	\$6.50
SC - Main Room Rental/6 HR Flat Rate	\$2,000.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Community Services	
Facility Rentals	
SC Main Room Rental/8 HR Flat Rate	\$2,500.00
Senior Center - Bouncer Permit Fee	\$20.00
Senior Center - Chair Rental	\$1.00
Senior Center - Classroom Rental/HR	\$75.00
Senior Center - Liability Insurance Alcohol	\$100.00
Senior Center - Main Room Rental/HR	\$300.00
Senior Center - Patio Rental/HR	\$50.00
Senior Center - Police Security rate	\$130.00
Senior Center - Rental Application Fee	\$72.00
Senior Center - Rental Cleaning Fee	\$250.00
Senior Center - Staff Rental Fee/HR	\$37.00
Senior Center - Table Rental	\$2.00
Senior Center Alcohol Permit (Weddings)	\$60.00
Senior Center- Liability Insurance No Alcohol	\$119.00
Senior Center North Wing Hall/HR	\$200.00
Senior Center North Wing/ 10 HR Flat Rate	\$1,350.00
Senior Center North wing/ 8 HR Flat Rate	\$1,200.00
Senior Center North Wing/4 HR Flat Rate	\$720.00
Senior Center North Wing/6 HR Flat Rate	\$1,000.00
Shadow Oak Alcohol 1 (Weddings)	\$60.00
Shadow Oak CC Chair Rental fee / chair	\$1.00
Shadow Oak CC Cleaning Fee	\$250.00
Shadow Oak CC Full Room Rental Fee / hr	\$250.00
Shadow Oak CC Table Rental fee / table	\$2.00
Shadow Oak Classroom Fee	\$27.00
Shadow Oak Liability Insurance	\$120.00
Shadow Oak Staff Free \$16 per hour	\$1.00
Sportsplex Ball Fields	\$48.54
Sportsplex Soccer Field	\$65.00
Staff - Equestrian	\$15.00
Staff Sportsplex	\$20.00
Staff Time Special Events	\$14.00
Stage - Large	\$240.00
Stage - Small	\$120.00
Tennis	\$10.00
Vendor Fee	\$200.00
Vendor Fee	\$50.00
West Covina Sportsplex Staffing	\$28.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Community Services	
Palmview Center Rental Rates	
Refundable Police Security Deposit	\$305.00
Palmview Multipurpose Room - per hour	\$100.00
Palmview Kitchen Use-flat rate as an add on to the Multipurpose room only	\$50.00
Chairs - per chair	\$1.00
Tables - per table	\$2.00
Classroom Use - flat rate as an add on to the Multipurpose room only.	\$50.00
Staff Rate - per hour per staff	\$18.50
Palmview Cleaning fee	\$250.00
Palmview Insurance	\$120.00
Field Rentals	
Ball Field - Maverick	\$25.00
Ball Field Rental/Hr	\$20.00
Ball Fields light/hr	\$25.00
Indoor Soccer Pavillion	\$65.00
Shadow Oak- Basketball	\$30.00
Sports plex Game Fee \$45	\$43.69
Sportsplex league	\$15.60
West Covina Sportsplex Soccer Pavilion	\$50.00
Parties	
Senior Center - Misc Rental	\$1.00
Shadow Oak Alcohol 2 (Non-Weddings)	\$215.00
Room Rentals	
Cameron - Chair Fee	\$1.00
Parks - Misc. Fees	\$1.00
Shadow Oak CC Staff Fee / hr	\$37.00
Special Events	
Spring Fling	\$30.00
Tickets	
General Admission	\$1.67
65+ General Admission Sportsplex	\$1.00
Ages 4-12 General Admission Sportsplex	\$1.00
Non Residents Ages 13+ General Admission	\$5.00
Residents Ages 13+ General Admission	\$3.00
Under 3 General Admission	\$0.00
Uniformed Youth Players General Admission	\$0.00
Special Event Tickets	
Fees based on estimated event cost.	
Tournament Staff Fee	\$20.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Community Services	
Vendors	\$67.20
Special Events	\$67.20
Centennial Spring Festival Food Vendor Fee	\$200.00
Easter Eggstravaganza Vendor	\$50.00
Let It Snow	\$50.00
Special Event Food Vendor	\$200.00
Special Event Generator Hook-Up	\$20.00
Summer Concert Series Food Vendor	\$100.00
Summer Concert Series Non Profit Food Vendor	\$50.00
Touch-A-Truck	\$50.00
Sports Council Non-Compliance Penalties	
Calendar of Required Documentation & Penalties for Non-Compliance, Sport Item Due Date Penalty	
Baseball/Softball Facility Use Application 11/30	\$100.00
Board of Directors Roster 11/30	\$75.00
Master Calendar of Events 11/30	\$25.00
Proof of Nonprofit Status 11/30	\$100.00
League Deposit 11/30	\$250.00
League By-Laws 1/30	\$25.00
Liability Insurance 1/30	\$250.00
League Schedules of Play 3/1	\$100.00
League Rosters 3/15	\$100.00
AB2404 Information Sheet 3/15	\$250.00
Football Facility Use Application 5/31	\$100.00
Board of Directors Roster 5/31	\$75.00
Master Calendar of Events 5/31	\$25.00
Proof of Nonprofit Status 5/31	\$100.00
League Deposit 5/31	\$250.00
League By-Laws 5/31	\$25.00
Liability Insurance 8/01	\$250.00
League Schedules of Play 9/1	\$100.00
League Rosters 9/15	\$100.00
AB2404 Information Sheet 9/15	\$250.00
Soccer Proof of Nonprofit Status 1/30	\$100.00
League By-Laws 1/30	\$25.00
Liability Insurance 1/30	\$250.00
League Deposit 1/30	\$250.00
Facility Use Application 7/01	\$100.00
Board of Directors Roster 8/30	\$75.00
Master Calendar of Events 8/30	\$25.00
League Schedules of Play 9/30	\$100.00
League Rosters 9/30	\$100.00
AB2404 Information Sheet 9/30	\$250.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Community Services	
Sports Council Non-Compliance Penalties	
Calendar of Required Documentation & Penalties for Non-Compliance, Sport Item Due Date Penalty	
Basketball Facility Use Application 11/30	\$100.00
Board of Directors Roster 11/30	\$75.00
Master Calendar of Events 11/30	\$25.00
Proof of Nonprofit Status 11/30	\$100.00
League Deposit 11/30	\$250.00
League By-Laws 11/30	\$25.00
Liability Insurance 12/30	\$250.00
League Schedules of Play 12/30	\$100.00
League Rosters 12/30	\$100.00
AB2404 Information Sheet 12/30	\$250.00
• Each league is required to maintain a deposit balance for use of City athletic facilities.	\$500.00
• Damage to city property - minimum Plus additional fees based on the value of damage.	\$500.00
• Brokering a reserved field to another user	\$500.00
• Unauthorized use of athletic lighting	\$500.00
• Submitting falsified documents	\$500.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Administration	
Business License Processing	
NSF Check Processing (per check)	\$38.00
Credit Card Processing	
Onsite credit card processing fee.	2.60%
Offsite is charged as a percent of the amount charged or actual cost of third party credit card processing fees.	
Document Reproduction	
Black and White - Per copy	\$0.30
Color - Per copy	\$0.60
FPPC Copies - Per copy	\$0.10
Electronic File Reproduction (per device)	\$5.00
Document Certification (per document)	\$40.00
Records Research/Compilation	
Charge the fully allocated hourly rates for all personnel involved to the extent allowed by the Public Records Act.	
Subpoena For Documents (per subpoena) Fee is set by the Courts.	\$15.00
Subpoena For Witnesses (per person) Fee is set by the Courts.	\$275.00
Notary Public Services (per signature) Fees are set by the State.	\$15.00
Life Verification (per verification)	\$20.00



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Business License Fees	
Amusement Shows	\$15.87
Bankruptcy, Liquidation & Like Sales	
Schedule A	\$84.64
Schedule B	\$169.95
Schedule C	\$228.47
Billiard Parlors	
Base Fee	\$113.08
Additional Fee	\$16.20
Bowling Alleys	
Base Fee	\$113.08
Additional Fee	\$16.20
Carnivals And Circuses	
Base Fee - First Day	\$570.03
Additional Fee	\$284.02
Coin Operated Washer & Dryers (Ins & Maint By Prop Owner)	
Base Fee	\$2.21
Coin Operated Washer & Dryers (Not Ins & Maint By Prop Owner) (Based on Gross Receipts)	
Base Fee - First \$2,000.00 In Gross Receipts	\$50.92
Additional Fee - Per Each \$1,000 Or Fraction Thereafter	\$4.00
Food Vendors	
Base Fee	\$113.08
Laundry, Drycleaning Routes	
Base Fee	\$113.08
Route Sales Or Rental	
Base Fee	\$113.08
Gardeners	
Base Fee	\$68.77
Gyms And Figure Salons	
Base Fee	\$203.01
House Movers	
Schedule A	\$84.64
Schedule B	\$341.22
Junk Dealers	
Schedule A	\$33.73
Schedule B	\$570.03
Laundromats	
Base Fee	\$90.60
Additional Fee (Over 30)	\$2.21
Mail Order, Telephone Service	
Base Fee	\$113.08



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Business License Fees	
Manufacturers	
Base Fee (Owner/Manager)	\$113.08
Additional Fee	\$23.14
Microwave Pay Television Systems	
Base Fee - 1/2 Of 1%	N/A
Minimum Of \$100.00	
Non-Profit Organizations (Exempt) - Calendar Year	\$0.00
Non-Profit Organizations (Exempt) - Fiscal Year	\$0.00
Peddlers and Solicitors	
Schedule A	\$33.73
Schedule B	\$341.22
Schedule C	\$455.96
Professionals	
Schedule A	\$113.08
Additional Fee	\$23.14
If Incorporated	\$113.08
Schedule B	\$9.59
Professional Service	
Base Fee (1Working Owner/Manager)	\$113.08
Additional Fee	\$23.14
Public, Cabaret Dance Permit	
Schedule A	\$570.03
Schedule B	\$84.64
Residential Rental, Apartment, Hotels	
Base Fee - First Two Units	\$113.08
Additional Fee - Over 2 Units	\$23.14
Retail Delivery Trucks	
Schedule A	\$68.77
Schedule B	\$568.70
Retail	
Schedule A - Base Fee (1 Working Owner/Manager)	\$113.08
Additional Fee	\$23.14
Schedule B	\$9.59
Service Vehicle	
Schedule A	\$68.77
Schedule B	\$1,138.73
Shoe Shine Stands	
Base Fee	\$23.14
Skating & Roller Rink	
Base Fee	\$228.47
Small Collection Facilities - Rev. Vending	
Base Fee	\$20.50



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Business License Fees	
Theaters and Movies	
Base Fee - First 500 Seats	\$0.34
Additional Fee - Over 500 Seats	\$0.13
Vehicle For Hire	
Schedule A	\$68.77
Schedule B	\$568.70
Video Games	
Schedule A** - Base Fee First \$50,000 Gr. Receipt	\$998.21
Additional Fee - 1% Of Gross Receipts Over \$50,000	N/A
Schedule B	\$50.59
Wholesale Delivery Trucks	
Schedule A	\$56.21
Schedule B	\$455.96
Contractors	
With Permit	\$23.14
Without Permit	\$136.22
Vending Machines (Based on Gross Receipts)	
Cigarette Vending Machine	
Base Fee - First \$1,000.00 Gross Receipt	\$31.41
Additional Fee: .001 Of Gross Receipts Over \$1,000.00	N/A
Photo Vending Machine	
Base Fee - First \$1,000.00 Gross Receipt	\$23.48
Additional Fee: .001 Of Gross Receipts Over \$1,000.00	N/A
Stamp Vending Machine	
Base Fee - First \$500.00 Gross Receipt	\$5.62
Additional Fee: .001 Of Gross Receipts Over \$500.00	N/A
Bulk Vending Machine (Non Electric)	
Base Fee - First \$100.00 Gross Receipt	\$1.65
Additional Fee: .001 Of Gross Receipts Over \$100.00	N/A
Other Coin-Operated Vending Machines	
1. Required 10 Cents Or Less To Operate	
Base Fee - First \$500.00 Gross Receipt	\$9.59
Additional Fee: .001 Of Gross Receipts Over \$500.00	N/A
2. Required More Than 10 Cents To Operate	
Base Fee - First \$1,000.00 Gross Receipt	\$20.50
Additional Fee: .001 Of Gross Receipts Over \$1,000.00	N/A
Vending Machine Alternative	
Base Fee - First \$2,000.00 Gross Receipt	\$195.08
Additional Fee: .001 Of Gross Receipts Over \$2,000.00	N/A



City of West Covina Master Fee Schedule

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Service	Fee
Business License Fees	
Vending Machines Incidental To Businesses	
A. Game And Amusement Machine	
1. Requiring Less Than \$0.10 To Operate	\$23.14
2. Requiring More Than \$0.10 To Operate	\$44.97
B. Any Other Coin Operated Machine	
1. \$0.10 Or Less To Operate	\$9.59
2. \$0.11 But Less Than \$0.25 To Operate	\$23.14
3. \$0.25 Or More To Operate	\$33.73
Office And Commercial Rental**	
Base Fee - First \$5,000.00 Gross Receipt	\$99.19
Additional Fee - \$10.00 Per Each \$1,000 Or Fraction Thereafter	N/A
Processing Fee - Actual cost paid directly to vendor.	
Transfer Fee	\$8.93



City of West Covina Master Fee Schedule

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Service	Fee
Development Impact Fees	
Nonresidential Development and Residential Development without a Subdivision (No Park Dedication Fees Required per WCMC Section 20-40)	
Single Family Detached	
Police	\$829.00
Fire	\$1,011.00
Parks	\$2,491.00
City Administrative	\$146.00
Public Works Capital Facilities	\$73.00
Total Single Family Detached	\$4,550.00
Single Family Attached/Multi-Family	
Police	\$592.00
Fire	\$721.00
Parks	\$1,778.00
City Administrative	\$104.00
Public Works Capital Facilities	\$52.00
Total Single Family Attached/Multi-Family	\$3,247.00
Workspace (Per Sq. Ft.)	
Police	\$0.32
Fire	\$0.38
Parks	\$0.95
City Administrative	\$0.06
Public Works Capital Facilities	\$0.02
Total Workspace (Per Sq. Ft.)	\$1.73
Residential Development with a Subdivision (Park Dedication Fees Required per WCMC Section 20-40)	
Single Family Detached	
Police	\$829.00
Fire	\$1,011.00
City Administrative	\$146.00
Public Works Capital Facilities	\$73.00
Total Single Family Detached	\$2,059.00
Single Family Attached/Multi-Family	
Police	\$592.00
Fire	\$721.00
City Administrative	\$103.00
Public Works Capital Facilities	\$52.00
Total Single Family Attached/Multi-Family	\$1,468.00



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
Building Permit Fees	
TOTAL VALUATION	
Minium standard plan check fee	\$130.21
More than \$700 to and including \$25,000	\$130.21
plus for each additional \$1,000 or fraction thereof in excess of \$1,000	\$33.61
\$25,001 to and including \$50,000	\$937.16
plus for each additional \$1000 or fraction thereof in excess of \$25,000	\$25.83
\$50,001 to and including \$100,000	\$1,591.58
plus for each additional \$1000 or fraction thereof in excess of \$50,000	\$19.46
More than \$100,000	\$2,562.70
plus for each additional \$1000 or fraction thereof	\$13.27
Minimum Standard Plan Check Fee	\$162.77
Plan Check Fee is equal to percentage of the building permit fee	85.00%
Permit Issuance Fee	\$55.03
ENERGY FEES: Energy Building Permit fee is equal to 110 % of the standard building permit fee. The permit fee specified in the table above shall be increased by 10% for all construction work required to comply with the rules and regulations adopted by the Energy Resources Conservation and Development Commission of the State of California. The increase in fee is included in the building permit fee for determining the plan check fee.	
DISABLE ACCESS: Disable Access Building Permit fee is equal to 105% of the standard building permit fee. The permit fee specified in the table above shall be increased by 5% for all construction work required to comply with Title 24, California Code of regulations, Section 101 et seq. the State's disabled access and adaptability requirements. The increase in fee shall be included in the building permit fee for the purpose of determining the plan checking fee.	
DISABLE ACCESS & ENERGY: Energy and Disable Access Building Permit fee is equal to 115% of the standard building permit fee.	
STRONG MOTION: Strong Motion Instrumental Program fee is charged at time of building permit issuance depending scope	
SMIP CAT 1 (1 TO 3 Story Residential) - Valuation x 0.00013	
SMIP CAT 2 (Over 3 story Residential and all Commercial) - Valuation x 0.00028	
BSASRF (BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND) (AKA SB 1473)	
Strong Motion Instrumental Program fee is charged at time of building permit issuance depending scope.	
\$1-25000 or fraction thereof	\$1.00
\$25,000.01-50,000 or fraction thereof	\$2.00
\$50,000.01-75,000 or fraction thereof	\$3.00
\$75,000.01-100,000 or fraction thereof	\$4.00
Every \$25,000.01 or fraction thereof above \$100,000 add	\$1.00
Building Permit Fees Exceptions:	
1. A combined swimming pool permit may be issued for a new swimming pool, spa or hot tub which will include all building, electrical, plumbing, heating, and excavation work. The total permit fee for the combined swimming pool permit shall be two times the building permit fee.	
2. A combined building permit for one-family or two-family dwelling and attached garages(s) shall be 1.6 times the building permit fee. (Section 106.5.6 & Section 107.1)	



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
OTHER WORK DESCRIPTION	
Permit Issuance Fee - to be paid in addition to the fees set forth below	\$55.02
For site inspection not otherwise covered herein by a fee and which is regulated by the Building Code.	\$837.72
For inspection of any use, occupancy or change in use or occupancy	
Group R or U Occupancy	\$434.87
Occupancy groups other than R and U	
Affected floor area of up to 5,000 square feet	\$1,071.61
Affected floor area of 5,001 to 10,000 square feet	\$1,289.58
Affected floor area of 10,001 to 100,000 square feet	\$2,144.10
Affected floor area of above 100,001 square feet	\$3,249.68
For inspection of the repair or rehabilitation of a building or structure declared substandard by notice, the fee shall be based on the valuation	
For inspection of the demolition (including sewage system termination) of a building or structure	\$325.00
For inspection of reinspection of Group A, Division 4, structures each	\$434.87
For inspection of structures or devices regulated by Chapter 66, the first inspection of the first structure or device	\$325.00
and, for each additional structure or device.	\$52.19
For application and investigation for relocation building permits as required by Chapter 68:	
Floor Area: Up to 2,500 square feet	\$865.85
Floor Area: Over 2,500 square feet	\$1,732.06
For investigation and/or permit for trailer coaches required by Chapter 69	\$322.00
For inspection outside of normal business hours, per hour	\$195.14
For inspection for which no fee is specifically indicated, per hour	\$195.14
For inspection of barriers for swimming pools, spas and hot tubs	\$183.11
For search of office records and a single copy of a permit	\$5.84
For each hour expended responding to public records requests which do not reasonably describe identifiable records	\$68.29
For Approval in Concept review pursuant to the 1976 Coastal Act (section 30,000 et seq. Public Resources Code)	\$258.84
For geotechnical site review and processing geology or engineering reports submitted pursuant to Sections 110, 111, 113, 1804 and Appendix Section 3309:	
Geotechnical review of building plans and geotechnical reports	
Geotechnical site review (to determine if geotechnical reports are required)	\$820.21
Geotechnical report, site, and plans review (review of initial and two addenda reports) The fee shall be 0.42% of the valuation of the proposed structure reports) The fee shall be 0.42% of the valuation of the proposed structure	
However, the minimum fee shall be	\$2,023.80
and the maximum fee shall be	\$13,047.21
Review of Geotechnical addenda beyond third review (per hour)	\$335.97



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Building Plan Check/Inspection	
Geotechnical site inspections and geotechnical report review PRIOR to building permit application	
Geotechnical site review (to determine if geotechnical reports are required)	\$820.21
Geotechnical report and plan review prior to building permit application (per review)	\$1,624.84
Geotechnical review of grading plans:	
1 - 1,000 cubic yards	\$1,339.47
1,001 - 10,000 cubic yards	\$1,790.62
10,001 - 100,000 cubic yards	\$2,440.45
100,001 - 500,000 cubic yards	\$3,208.28
5001,001 cubic yards and above the fee shall be	\$3,208.28
plus/100,000 cubic yards of additional grading	\$200.45
Geotechnical report and grading plan review (review of initial & two addenda reports):	
1 - 1,000 cubic yards	\$2,807.20
1,001 - 10,000 cubic yards	\$4,209.48
10,001 - 100,000 cubic yards	\$5,110.36
100,001 - 500,000 cubic yards	\$7,014.21
5001,001 cubic yards and above the fee shall be	\$7,014.21
plus/100,000 cubic yards of additional grading	\$301.12
Review of Geotechnical addenda beyond third review (per hour)	\$335.97
Reproduction of microfilmed plans	\$61.75
plus additional fee for each sheet to be reproduced	\$5.84
Assignment of house numbers	\$107.39
For additional review required by changes, addition, or revisions of approved or resubmitted plans or reports, per hour	\$217.79
For additional review required beyond the initial and second check of plans or reports, per hour	\$217.79
For the issuance of a Certificate of Occupancy	\$201.16
For the issuance of a Temporary Certificate of Occupancy	\$302.18
For each extension of a Temporary Certificate of Occupancy	\$201.16
For processing of 45-day notice pursuant to Section 103.4	\$878.41
For processing and recording a Notice of Violation pursuant to Section 103.4	\$697.95
For processing and recording a Rescission of Notice of Violation pursuant to Section 103.4	\$600.47
For investigation of alternate materials and methods of construction. For the initial filing fee	\$435.58
For each hour or fraction thereof, in excess of two	\$217.79
Preliminary plan review for conceptual approval, code application/interpretation prior to submittal of permit application (two staff-hour minimum) (Exception: no fee for 15 minutes or less)	\$435.58
Additional fee beyond minimum, per hour or fraction thereof	\$217.79
Review of drawings and data which are sufficient to determine nature and scope of work in lieu of submittal of plans and specifications (including pedestrian protection, underground tanks, etc.)	\$162.77



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
Minimum plan check fee for plans to be "standardized"	\$299.35
Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than	\$669.65
Exception: One or two family dwellings, when work is performed by owner-builder	\$334.73
Noncompliance fee, when person fails to comply with written order:	
Group R-3 occupancy	\$201.16
All other occupancies	\$402.67
Request for hearing before Building Board of Appeals	\$855.06
Exception: Regarding the unsafe conditions of building or structure per Sec. 102.4.1 Regarding the initial determination as a welded steel moment frame building in a high earthquake damaged area Regarding the initial determination as a pre- April 13, 1975 Concrete Tilt-up Building Regarding initial determination as an unreinforced masonry building (URM)/potentially earthquake hazardous building	
Fee exemption - Affordable Housing. Any nonprofit organization shall be exempt from any plan check, permit and inspection fees if it obtains approval from the Community Development Director that such dwelling units qualify as housing for lower income or very-low income households.	
Owner-Occupied Single Family Dwelling Units	
Reroofing building permits up to 2,500 square feet or 25 Roofing Squares - fee waived except issuance fee New attached or detached patios up to 300 square feet - fee waived except issuance fee	
PLAN CHECK & BUILDING PERMIT FEES Cont'd	
RECONVERT INSPECTIONS (investigation fee - work without permit) (each)	\$130.82
PLANNING DEPT PLAN REVIEWS SURCHARGE	
% of the building valuation, \$45 minimum	0.24%
GENERAL PLAN & ZONING CODE UPDATE SURCHARGE	
% of the building permit fee	17.70%
TECHNOLOGY FEE	
% of the building permit fee	5.00%
SMALL RESIDENTIAL ROOFTOP SOLAR PHOTOVOLTAIC SYSTEMS	
See down below Formula in compliance with State maximum allowable fees	
WORK WITHOUT PERMIT - Double the permit fee	
PERMIT DOCUMENTATION RETENTION FEE	
0.50% of the Building, Mechanical, Plumbing, or Electrical Permit Fee, but no less than	\$10.72



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
SOLAR FEES	
SOLAR FEES WILL REMAIN THE SAME UNTIL 2025	
Residential	
15 kW or less	
Permit issuance	\$55.03
Plan Check	\$44.97
Permit	\$350.00
Total	\$450.00
More than 15 KW	
Plan Check	\$400.00
Permit	\$150.00
Total	\$550.00
Commercial	
50 kw or less	
Plan Check	\$700.00
Permit	\$300.00
Total	\$1,000.00
50kw -250 kw	
Plan Check	\$700.00
Permit	\$300.00
Total	\$1,000.00
More than 250 kw	
Plan Check	\$2,100.00
Permit	\$300.00
Total	\$2,400.00



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
ELECTRICAL PERMIT FEES	
ELECTRICAL WORK DESCRIPTION	
For the issuance of each permit	\$55.02
SYSTEM FEE SCHEDULE	
Note: The following do not include permit issuing fee.	
New Residential Buildings	
The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.	
For new multifamily residential buildings (apartments and condominiums) having three (3) or more living units not including garages, carports, and other noncommercial automobile storage areas constructed at the same time, per square foot.	\$0.19
For garages, carports, and other accessory buildings used in conjunction with multi-family residential buildings use BRANCH CIRCUIT FEE OR UNIT FEE SCHEDULE.	
For new single and two-family residential buildings not including garages, carports and other minor accessory buildings constructed at the same time, per square foot.	\$0.35
For garages, carports, and other minor accessory buildings constructed at the same time as the single or two-family residential buildings a fee will not be required. For other types of residential occupancies and alterations, additions and modifications to existing residential buildings, use BRANCH CIRCUIT FEE OR UNIT FEE SCHEDULE.	
Private Swimming Pools	
For new private, residential, inground swimming pools for single, or multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each	\$161.18
For other types of swimming pools, therapeutic whirlpools, spas, hot tubs and alterations to existing swimming pools, each	\$108.46
Carnivals and Circuses	
Carnivals, circuses or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions.	
For electric generators and electrically driven rides each	\$32.38
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	\$32.38
For a system of area and booth lighting, each	\$32.38
For permanently installed rides, booth, displays, and attractions, use UNIT FEE SCHEDULE	
Temporary Power Service	
For a temporary service power pole or pedestal, including all pole or pedestal mounted receptacle outlets and appurtenances, each	\$86.69
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, firework stands, sales booths, additional pole, etc., each	\$42.46
BRANCH CIRCUIT AND UNIT FEE SCHEDULES	
Note: 1. The following do not include permit issuing fees; 2. Where appropriate either fee schedule may be used.	



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
BRANCH CIRCUIT FEES (Alternate to Unit Fees)	
Branch circuit fees apply to new branch circuit wiring and the lighting fixtures, switches and receptacles which are supplied by these branch circuits, including their outlets.	
For 15 or 20 ampere 120 volt lighting or general use receptacles:	
1 to 10 branch circuits inclusive, each	\$34.51
11 to 40 branch circuits inclusive, each	\$28.66
41 or more branch circuits, each	\$25.66
For 15 or 20 ampere 208 volt to 277 volt lighting, each	\$54.32
Exception: An individual multiwire circuit supplying one appliance may be counted as one circuit.	
UNIT FEES (Alternate to Branch Circuit Fees)	
Receptacle, Switch, Lighting, or other	
For receptacle, switch, lighting, or other outlets at which current is used or controlled except services, feeders and meters:	
First 20, each	\$4.24
Additional outlets, each	\$3.01
<i>Note: For multi-outlet assemblies, each five feet or fraction thereof may be considered as one outlet.</i>	
Lighting Fixtures	
For lighting fixtures, sockets, or other lamp holding devices:	
First 20, each	\$4.24
Additional fixtures, each	\$3.01
For pole or platform mounted lighting fixtures, each	\$4.95
For theatrical-type lighting fixtures or assemblies, each	\$4.95
Residential Appliances of Three Horsepower or Less	
For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops, electric ranges, self-contained room, console, or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances, not exceeding three (3) horsepower (HP) in rating, each	\$21.23
Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.	



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
Other Appliances of Three Horsepower or Less	
For any appliance installed in a non-residential occupancy and not exceeding three (3) horsepower (HP), Kilowatt (KW), or kilovolt-ampere (KVA) in rating, including medical and dental devices, food, beverage, and ice cream cabinets, illuminated showcases, drinking fountains, vending machines, laundry machines, or other similar types of equipment, each	\$30.78
Note:	
1. As used in the above sentence, "non-residential occupancy" includes but is not limited to hotels and motels but excludes apartments and single-family dwellings.	
2. For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.	
Power Apparatus	
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, with a rating in horsepower (HP) kilowatts (KW), kilovolt amperes (KVA), or kilovolt-amperes-reactive (KVAR) as follows:	
Rating over 3 and not over 10, each	\$39.81
Rating over 10 and not over 50, each	\$91.65
Rating over 50 and not over 100, each	\$171.44
Rating over 100, each	\$283.25
Note:	
1. For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.	
2. These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.	
Busways	
For cable trays, trolley and plug-in type busways each 100 feet or fraction thereof	\$52.01
Note: An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.	
Signs, Outline Lighting, and Marquees	
For signs, outline lighting systems, or marquees supplied from one branch circuit, each	\$77.32
For add branch circuits within the same sign, outline lighting system, or marquee, each	\$25.66
Services, Switchboards, Switchboard Sections, Motor Control Centers and Panelboards	
For services, switchboards, switchboard sections, motor control centers and panelboards of 600 volts or less and not over 399 amperes in rating, each	\$77.32
For services, switchboards, switchboard sections, motor control centers and panelboards of 600 volts or less, and over 399 amperes to 1,000 amperes in rating, each	\$151.62
For services, switchboards, switchboard sections, motor control centers and panelboards over 600 volts, or over 1,000 amperes in rating, each	\$322.88
Miscellaneous Apparatus, Conduits and Conductors	
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	\$130.04
Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.	



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
OTHER ELECTRICAL INSPECTIONS AND FEES	
For each extra inspection resulting from defective workmanship or materials, each	\$65.81
For inspection of electrical equipment for which not fee is herein set forth and for emergency inspections for the time consumed	\$109.16
Or for each hour, or fraction thereof	\$217.79
For any single hazardous location area larger than 2,000 sq. ft. or an aggregate area consisting of smaller hazardous location areas totaling over 2,000 sq. ft., a surcharge in addition to any other applicable fees, each	\$435.05
For investigation of alternate materials and methods of Construction	
For the Initial filing fee	\$435.58
For each hour or fraction thereof, in excess of two	\$217.79
For investigation and review of test reports from local testing laboratories, or to comply with Section 83-3.	
For one (1) to ten (10) items	\$502.81
For eleven (11) to twenty (20) items	\$1,004.73
For twenty-one (21) to fifty (50) items	\$1,507.37
For more than fifty (50) items	\$1,675.09
For high voltage switch gears, transformers or substations, each	\$1,004.73
Investigation fee for work without a permit shall be equal to the permit fee, but not less than	\$669.65
Exception: One and two family structure, wired by owner-builder	\$334.73
NOTE: These fees are charged in addition to the permit fee work done.	
Noncompliance Fee:	
For one and two family dwelling occupancies	\$201.17
For other occupancies	\$402.68
ELECTRICAL PLAN CHECKING	
The plan check fee shall be equal to % of the required permit fee provided,	\$0.70
However, the minimum fee shall be:	\$217.79
The fee for each tenant improvement plan check (installations requiring review to verify compliance with the State's Electrical Energy Conservation requirements (Title 24), when a building plan check is not required for that work, the fee shall be as follows:	\$27.07
Per 1,000 sq. ft. or	\$109.16
A minimum plan check fee of	\$217.79
For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors, or omissions, per hour	\$217.79
PERMIT DOCUMENTATION RETENTION FEE	
0.50% of the Building, Mechanical, Plumbing, \$10 minimum	
But no less than	\$10.72



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
MECHANICAL PERMIT FEES	
MECHANICAL WORK DESCRIPTION	
For issuing each permit	\$55.03
For the installation, alteration, or relocation of each refrigeration compressor or absorption unit, and for each fuel burning furnace, heater, boiler and vented decorative appliance including vents attached thereto:	
Up to and including 100,000 BTU	\$53.96
More than 100,000 BTU and up to and including 500,000 BTU	\$104.03
More than 500,000 BTU	\$260.25
For each air inlet and air outlet served by any air-conditioning system	\$8.49
Or when the number of air inlets and outlets are unknown, for each 1,000 square feet or fraction thereof of conditioned area	\$73.95
NOTE: An air-conditioned system includes heating and/or cooling.	
For the installation, relocation or replacement of each appliance vent installed and not included in a appliance permit. VAV (variable air volume) Boxes	\$25.66
For the installation or alteration of each air handling unit for air conditioning including ducts attached thereto:	
Up to and including 2,000 CFM	
Each unit up to 10	\$25.66
Each unit over 10	\$7.97
More than 2,000 CFM and up to and including 10,000 CFM, each	\$77.32
More than 10,000 CFM, each	\$130.22
NOTE: This fee shall not apply to an air handling unit which is a portion of a factory assembled air-conditioning appliance for which a permit is required elsewhere in this Code.	
For each evaporative cooler other than portable type	\$43.52
For ventilation fans which serve a single register:	
Each fan up to 10	\$31.85
Each fan over 10	\$11.16
For each ventilation system which is not a portion of any air-conditioning system for which a permit is required elsewhere in this Code.	\$67.41
For the installation of each commercial kitchen hood, spray booth or product conveying duct system, including the fans and ducts attached thereto	\$130.21
For the installation of each fire damper	\$21.05
For the alteration of an existing duct system for which a permit is not required elsewhere in this Code.	\$53.96
Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than:	\$669.65
Exception: 1 or 2 family dwellings, when work is performed by owner-builder:	\$334.74
NOTE: These fees are charged in addition to the permit fee work done.	
Noncompliance fee for R-3 occupancies:	\$201.16
Noncompliance fee for other occupancies:	\$402.67



City of West Covina Master Fee Schedule

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Service	Fee
Building Plan Check/Inspection	
Alternate material fee (Initial Filing Fee)	\$435.58
Per hour	\$217.79
NOTE:	
1. For a refrigeration system rating; one horsepower, one ton or 12,000 BTU per hour shall mean the same quantity.	
2. For steam boilers rated in boiler horsepower; one horsepower shall equal 50,000 BTU per hour.	
MECHANICAL PLAN CHECK FEES	
The plan check fee shall be equal to % of the required permit fee provided,	50%
However, the minimum fee shall be:	\$217.79
1.Installations where the aggregate BTU input capacity for either comfort heating or comfort cooling is more than 500,000 BTU. Plans shall detail all the mechanical systems proposed, including comfort heating and comfort cooling systems, refrigeration systems and ventilation systems and hoods.	
The plan check fee of the required mechanical permit fee shall be	50%
EXCEPTION: Identical appliances of 100,000 BTU or less, installed in a single building;	
Up to and including 10, (shall be 50% of permit fee)	50%
For each appliance over 10, (an additional 5% of its permit fee)	5%
If any of the following systems is included in the work proposed, a surcharge shall be collected for each of these systems as follows:	
(I)A commercial type I or II hood	\$334.73
(ii)Garage ventilation systems	\$334.73
(iii)Stairs pressurization systems	\$334.73
(iv)Product conveying systems	\$334.73
The minimum plan checking fee (including all surcharges) shall be	\$217.79
2.Installations of the following individual systems:	
(I)A commercial type I or II hood	\$502.81
(ii)Garage ventilation systems	\$502.81
(iii)Stairs pressurization systems	\$502.81
(iv)Product conveying systems	\$502.81
3.Tenant improvement installations requiring review to verify compliance with the State's Energy Regulations, when a building permit is not required for that work, of conditioned space, the fee shall be per 1,000 sq. ft.	\$53.96
With a minimum fee of	\$109.16
In addition to the aforementioned fees, the Chief Mechanical Inspector may require additional charges for plan check services beyond the initial and second check when such additional work is due to changes, omissions, or errors on the part of the plan check applicant. (Fees shall be charged per hour)	\$217.79
The payment of said charges shall not exempt any person from compliance with other provisions of this Code.	
PERMIT DOCUMENTATION RETENTION FEE	
0.50% of the Building, Mechanical, Plumbing permit but no less than	\$10.72



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Building Plan Check/Inspection	
PLUMBING PERMIT FEES	
PLUMBING WORK DESCRIPTION	
For issuing each permit	\$55.02
For each plumbing fixture or trap or set of fixtures on one trap (including drainage, vent, water piping and backflow prevention devices therefor), (hose bibbs are considered fixtures)	\$32.38
For each permanent-type dishwasher whether individually trapped or not	\$32.38
For future stacks or branches, each waste inlet	\$17.69
For each roof drain	\$32.38
For each drainage or sewer backwater valve	\$93.24
For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$32.38
For each swimming pool drainage trap and receptor, whether connected to a building drain or a building sewer (water supply for pool not included)	\$32.38
For each gas piping system on any one meter or alteration, extension or retest of existing gas piping system:	
Low pressure system: 5 outlets or less	\$32.38
For each additional outlet over five	\$8.32
Medium or high pressure system: Each system	\$133.58
Additional fee for each outlet	\$8.32
For each gas meter not under control and maintenance of the serving gas supplier	\$32.38
For each gas pressure regulator other than appliance regulators	\$32.38
For each water heater and/or vent	\$32.38
For repair or alteration of drainage and/or vent piping, each fixture	\$32.38
For each piece of water-treating equipment	\$32.38
For each water pressure regulator	\$32.38
For potable water not covered elsewhere in fee schedule:	
1-1/2 inch and smaller	\$32.38
2 inches to 3 inches	\$100.84
Over 3 inches	\$217.79
For replacing water piping in a building (1) each fixture, each water treating device and each piece of water-using or dispensing equipment, or (2) each branch or riser that has none of the above items connected thereto	\$13.45
For sprinkling systems on any one meter, each backflow prevention device therefor	\$32.38
For each backflow-prevention device on unprotected water supplies, pools, tanks, vats, etc. (including incidental water piping)	\$32.38
For each trap primer	\$32.38
For each solar potable water-heating system, including water heater and vent	\$108.45
Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than	\$669.65
Exception: 1 or 2 family dwellings, when work is performed by owner-builder	\$334.73
NOTE: These fees are charged in addition to the permit fee work done.	
Noncompliance fee: R-3 occupancies	\$402.67
Other occupancies	\$435.58



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Building Plan Check/Inspection	
PLUMBING WORK DESCRIPTION	
For issuing each permit	\$55.02
For the connection of a house sewer to a public sewer, or for the extension of a house lateral onto a lot for future use (separate permit required for each such connection or extension)	\$93.24
For each house sewer manhole	\$93.24
For each installation of a section of house sewer for future use	\$60.15
For the connection of each additional building or additional work to a house sewer	\$60.15
For the connection of a house sewer to a private sewage disposal system	\$60.15
For each private sewage disposal system (septic tank and seepage pits or pits and/or drainfield)	\$191.43
For each grey water system (storage tanks and disposal/irrigation fields)	\$191.43
For each cesspool, overflow seepage pit, percolation test pit, swimming pool drywell, or drainfield extension or replacement	\$93.24
For disconnection, abandonment, alteration or repair of any house sewer or private sewage disposal system or part thereof	\$60.15
PLUMBING PLAN CHECKING	
(a)The plan check fee shall be equal to % of the required permit fee provided,	40.00%
However, the minimum fee shall be:	\$217.79
All plumbing systems proposed shall be submitted for review when a project (building or premises) taken as a whole has any of the following:	
1. More than 216 waste fixture units;	
2. Potable water supply piping required to be 2" or larger; or	
3. Fuel gas piping required to be 2" or larger or containing medium or high pressure gas.	
If any of the following systems is included in the work proposed, a surcharge shall be collected for each of these systems as follows:	
1. Combination waste and vent system	\$334.73
2. Gas system containing an earthquake actuated shut-off valve	\$116.94
3. Chemical waste system	\$66.70
4. Rainwater system	\$217.79
The minimum plan checking fee (including all surcharges) shall be	\$217.79
(b) For plan checking individual systems not required to be reviewed under Subsection (a) above:	
1. Combination waste and vent systems	\$502.81
2. Gas system containing an earthquake actuated shut-off valve	\$167.19
3. Chemical waste system	\$100.84
4. Rainwater system	\$334.73
5. Grey water system	\$191.43
(c) In addition to the aforementioned fees, the Inspector may require additional charges for plan check services beyond the initial and second check when such additional work is due to changes, omissions or errors on the part of the applicant. Fees shall be charged per hour.	\$217.79
Alternate material fee (Initial Filing Fee)	\$435.58
Per hour	\$217.79
PERMIT DOCUMENTATION RETENTION FEE	
0.50% of the Building, Mechanical, Plumbing permit but no less than but no less than	\$10.72



City of West Covina Master Fee Schedule

Resolution No. 2024-50

Service	Fee
Animal Control/License	
DOG LICENSE	
Unaltered dog (per year)	60.00
Altered dog (per year)	22.00
Senior/disabled rate (altered dog) (per year)	10.00
60 years of age or older, with a spayed or neutered pet. One discount per home.	
Late Fee - senior citizen/disabled (per license) - Half of one year license (In addition to license itself)	
Late Fee - all others (per license) - Equal to one year license (In addition to license itself)	
CAT LICENSE	
Unaltered cat (per year)	10.00
Altered cat (per year)	5.00
Late fee (per license) (In addition to license itself)	20.00
Civic Center Parking Fees	
Park and Ride (all day)	1.00
Hourly - per hour (Maximum \$5.00)	1.00