



**GENERAL GOVERNMENT FEE SCHEDULE  
SPECIAL AND MISCELLANEOUS SERVICES**

\* Previous legislative history follows at the end of this document

This fee schedule summarizes special fees not otherwise provided for by ordinances of the City of Tacoma or statutes of the State of Washington. Copies of records and documents requested by the public are provided at cost of reproduction. The furnishing of records and documents is subject to RCW Chapter 42.56.

Auhtorized by Resolution No. 40694

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
1	City Attorneys Office	City of Tacoma 3 X 5 Flags		Single-Reverse \$50.00 Double-Sided Nylon (outdoor) \$125.00 Double-Sided Nylon with Gold Fringe (indoor) \$125.00	City Clerk
2	City Manager/Media and Communications/ Cable Communications and Franchise Services	Candidates' statements for Video Voters' Pamphlet	Candidates meeting Auditor's determination of indigence	\$100 studio taping \$50 teleprompter \$50 replay of Primary for General Election	CMO/Media and Communications
3	City Manager/Media and Communications/ Cable Communications and Franchise Services	<b>Platinum</b> – Exclusive Program Sponsor Monthly fee - 6 mo. min. Annual fee		\$1,000 \$12,000	Cable Communications and Franchise Services
		<b>Gold</b> – Exclusive Program Sponsor Monthly fee - 6 mo. min. Annual fee		\$300 \$3,600	
		<b>Silver</b> – Exclusive Program Sponsor Monthly fee - 3 mo. min. Annual fee		\$100 \$1,200	
4	City Manager/Media and Communications/ Cable Communications and Franchise Services	DVD or Blu-Ray (up to 2 hours) - may not be used for commercial use.		\$20 each	CMO/Media and Communications
		BETA and HD XDCAM Dubs/Stock Fee, plus shot fee charge for <b>non-profit/non-commercial use</b> :		BETA stock \$15 each + shot fee. HD XDCAM stock \$25 each + shot fee.	
		Shot fee		\$20	
		BETA and HD XDCAM Dubs/Stock Fee, plus shot fee for use in <b>for-profit productions</b> :		\$100 flat rate Rush rates (less than 72 hour turn around) assessed at 150% of scheduled rate (BETA and HD XDCAM Dubs plus clip or shot fee).	
		Library Research Fee		Hourly staff rate including benefits times number of research hours.	

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
5	Tacoma Venues & Events	Film production permit		Commercial Rate: \$100 Student Rate: \$50  All other fees required by Permitting Authority apply.	Tacoma Venues & Events
6	Tacoma Venues & Events	Non-profit; constitutionally protected **we do not conduct mailings for single block neighborhood block parties**		Base Permit Fee: \$50  Mailing Distribution Fee: \$75 per block for each city block or partial city block impacted by the event. First city block included in the Base Permit Fee.  Late Application Fee: 10% fee added to all applications received less than 60 days prior to the event.	Planning & Development Services - Fee to be transferred to TVE after Collection
7	Tacoma Venues & Events	Special Events - Commercial		Base Permit Fee: \$75  Mailing Distribution Fee: \$100 per block for each city block or partial city block impacted by the event. First city block included in the Base Permit Fee.  Late Application Fee: 10% fee added to all applications received less than 60 days prior to the event.	Planning & Development Services - Fee to be transferred to TVE after Collection
8	Hearing Examiner	Reproduction of Hearing Examiner's tapes/CDs		\$5/Tape \$5/CD	Hearing Examiner
9	Office of Equity and Human Rights	Crime Free Housing Program Landlord Training class for properties outside the City of Tacoma city limits		\$50	Office of Equity and Human Rights
10	Office of Equity and Human Rights	Equity 101 Training for Community Members	City of Tacoma Staff Members	\$100 per person	Office of Equity and Human Rights

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
11	Planning and Development Services	Comprehensive Plan Amendments and Land Use Regulatory Code Revisions	<p><b>A.</b> Fee is not applicable to City of Tacoma general government departments except for the utilities</p> <p><b>B.</b> Fee is not applicable to Neighborhood Councils or Business Districts with formal written approval submitted to the City by duly elected Board of Directors or community groups involved in ongoing, long-range, planning studies with the Planning and Development Services Department</p>	\$1,400 per application	Planning and Development Services
12	Planning and Development Services/Historic Preservation	Landmarks Commission Design Review	<p><b>A.</b> Fees shall be charged only once per project and once fees have been paid no other fees shall be charged for subsequent reviews of the same project during that duration, except for projects that fall under 'B'</p> <p><b>B.</b> New fees may be charged for subsequent applications for review if the previous application has been denied by a vote of the Landmarks Commission</p> <p><b>C.</b> General Government-funded City projects are exempt</p>	<p><u>Flat Fees:</u></p> <p><b>A.</b> Administrative Review Type 1: Permits that require historic preservation review but are appropriate for staff level review: \$60.</p> <p><b>B.</b> Design Review, Minor Projects: Projects under \$5,000 in project value: \$175.</p> <p><b>C.</b> Sliding Scale Fees:</p> <p>1 . Single Family: \$175 + \$25 per \$1000 of estimated project cost above \$5,000. Minimum fee per review is \$175 for residential. Maximum fee is \$500.</p> <p>2 . Commercial: under \$1 million in project value: \$30 per \$1,000, above \$5,000. Minimum fee is \$175. Maximum fee is \$2,000.</p> <p>3 . Major Commercial Projects (exceeding \$1 million in project value): \$3,000 + \$10 per additional \$10,000 of project value, to a maximum of \$4,000.</p>	Planning and Development Services
13	Planning and Development Services/Historic Preservation	Review fee for the demolition of properties listed on the Tacoma Register of Historic Places or contributing properties in local historic special review districts	<p><b>A.</b> Demolitions of garages and other accessory structures in the North Slope Historic Special Review District are exempt from demolition fees for garage demolitions</p> <p><b>B.</b> Demolition of noncontributing buildings and structures in local special review historic districts</p> <p><b>C.</b> General Government funded City Departments and agencies of the Federal</p>	\$1,500 per application	Planning and Development Services
14	Planning and Development Services/Historic Preservation	Review of nominations to the Tacoma Register of Historic Places	Nominations initiated by Neighborhood Councils or the City (including City Council Members)	\$100 flat fee	Planning and Development Services
15	Planning and Development Services/Historic Preservation	Review of Special Tax Valuation Applications		\$100 for single family projects; \$300 for commercial	Planning and Development Services

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
16	Police	Testimony of officer in civil court case	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting pro bono (without payment)]	Same as Item 22 with a two (2) hour minimum charge	TPD Budget & Finance
17	Police	Tacoma Police Range Use		<p>8 a.m. to 6 p.m. (Monday – Friday): \$65/hour</p> <p>6 p.m. to 10 p.m. (Monday – Friday) and 8 a.m. to 10 p.m. Saturday &amp; Sunday: \$120/hour</p> <p>4-hour Minimum for all range reservations.</p> <p>\$240 Range Reservation Cancellation Fee if range reservation is cancelled within 14 days of the reservation.</p> <p>\$120 Range Reservation Cancellation Fee if range reservation is cancelled within 14 to 28 days of the reservation.</p>	TPD Budget & Finance
18	Police	Civil interviews, on-duty, off-duty or first day off, one (1) hour minimum charge for all occurrences. If inter-views occur on or beyond an officer’s second day off, there will be a two (2) hour minimum charge. First hour’s fee must be paid in advance.	Discretionary waiver by Chief of Police for exceptional cases, [i.e., attorneys acting pro bono (without payment)]		TPD Budget & Finance
		Police Chief		\$180 (\$160 per additional hour)	
		Assistant Chief		\$169 (\$143 per additional hour)	
		Captain		\$135 (\$128 per additional hour)	
		Lieutenant		\$118 (\$113 per additional hour)	
		Sergeant		\$96 (\$92 per additional hour)	
		Detective		\$85 (\$81 per additional hour)	
		Police Officer Specialist		\$85 (\$81 per additional hour)	
		Police Officer		\$78 (\$73 per additional hour)	
		Forensic Supervisor		\$89 (\$77 per additional hour)	
		Forensic Specialist		\$77 (\$65 per additional hour)	
		Latent Print Examiner		\$85 (\$71 per additional hour)	
		Crime Scene Technician		\$77 (\$58 per additional hour)	

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
19	Police	Special Events, off-duty three (3) hour minimum	City-sponsored events that have such a provision in a written agreement; Events put on by the City		TPD Budget & Finance
		Police Officer		\$105/hour	
		Supervisor		\$120/hour	
		Commander		\$135/hour	
20	Public Works/ Facilities Management	Preparation of deeds and easements Management		\$1,000	Real Property Services
	Public Works/ Facilities Management	Release of easements		\$1,000	Real Property Services
	Public Works/ Facilities Management	Processing of permits to use City Real property		\$1,000	Real Property Services
	Various General Government Departments	Printed address labels on computer labels		\$.01/label	Various General Government Departments

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
21	City Manager/Public Records Office	Production of public records requested under the Washington State Public Records Act (Chapter 42.56 RCW)*	No fee will be charged if, in the determination of the Public Records Officer, the cost of processing and collecting the fee exceeds the authorized fee amount.	<p>A. \$0.15 per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use by requester of City equipment to photocopy public records.</p> <p>B. \$ 0.10 per page for public records scanned into an electronic format or for the use by requester of City equipment to scan the records.</p> <p>C. \$0.05 per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery.</p> <p>D. \$0.10 per gigabyte for the transmission of public records in an electronic format or for the use by requester of City equipment to send the records electronically. The City shall take reasonable steps to provide the records in the most efficient manner available to the City in its normal operations.</p> <p>E. The actual cost of any digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.</p> <p>F. The above fees may be combined to the extent that more than one type of charge applies to records produced in response to a particular request.</p>	Public Records Office
22	City Manager/Public Records Office	Production of public records requested under the Washington State Public Records Act (Chapter 42.56 RCW)* for Body Worn Camera Footage		The City intends to charge requestors at the rate of \$0.49 per minute of Public Disclosure Analysts time to redact body camera videos. The City Will Charge Redaction Costs Based on Actual Redaction Time. This amount does not include benefits paid to the Disclosure Analysts or other overhead costs.	Public Records Office
23	Fire	Above-ground Tank Permit		\$417 per tank	TFD
24	Fire	Underground Tank Installation Permit		\$417 per tank	TFD

Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
25	Fire	Underground Tank Removal or Decommissioning		\$361 per site; \$158 for residential fuel tanks with capacity of less than 1,100 gallons	TFD
26	Fire	Liquid Petroleum Gas "LPG" Tank Permit		\$157for tanks with 125-gallon capacity or less; \$354 for all other permanent and temporary installations above 125-gallon capacity	TFD
27	Fire	Assembly Permit-Annual		\$315	TFD
28	Fire	Assembly Temporary Special Event Permit		\$315 operating a fair, carnival, outdoor concert, festival, or other event with groups of 100 people or more gather	TFD
29	Fire	Bonfire Permit - outdoor fire with a fuel diameter greater than 3 feet and a height greater than 2 feet		\$157	TFD
30	Fire	Indoor and Outdoor Booth-Assembly Permit		Number of Booths: \$79 for 1-10; \$157 for 11-20; \$315 for 21-30; \$472 for 31-50; \$629 for 51 or more	TFD
31	Fire	LPG or Natural Gas Use in Assembly Occupancy-Temporary Use		\$197	TFD
32	Fire	LPG Outdoor Assembly-Temporary Use		Number of Users: \$79 for 1-10; \$157 for 11-20; \$315 for 21-30; \$472 for 31-50; \$629 for 51 or more	TFD
33	Fire	Open Flame in Assembly Permit - open flame entertainment, Fire Acts, etc.		\$315	TFD
34	Fire	Tents, Canopies, and Membrane Structures Permit - structures over 200 sq. ft. and canopies over 400 sq. ft.		\$315	TFD
35	Fire	Hazardous Materials Permit - Annual - storing, using, or handling in quantities greater than allowed in the IFC	A marine terminal with an Annual Marine Terminal Permit shall not pay this fee.	\$315 per hazardous material by UN Hazard Class	TFD
36	Fire	Hazardous Waste Facility Permit-Annual - storing, using, or handling		\$1,071	TFD
37	Fire	Special Hazardous Material Permit		\$472 per event	TFD
38	Fire	Application of Flammable Finishes Permit		\$229 annually	TFD
39	Fire	Pyrotechnic Display Permit		\$344 for initial fee; additional fees per hour if fire watch inspector exceeds two hours	TFD
40	Fire	Hot Work Permit - operations including brazing, torch cutting, grinding or electric welding		\$315	TFD
41	Fire	Roofing Operations Permit - open flame for torching down roofing materials or hot tar tanks or kettles		\$315	TFD
42	Fire	Marine Terminal Permit-Annual - Marine terminal that stores or handles one or more hazardous materials		\$3,148	TFD

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43	Fire	Marine Fuel Transfer Permit-Annual		\$315	TFD
44	Fire	Shore to Ship Refueling Permit-Annual		\$394	TFD
45	Fire	Mobile Fueling Site Permit		\$315	TFD
46	Fire	Mobile Fueling Company Permit		\$315; Additional \$115 fee for companies requiring vehicle inspections outside the City of Tacoma	TFD
47	Fire	Advisory Inspection With Written Report		\$315	TFD
48	Fire	Advisory Inspection With No Written Report		\$157	TFD
49	Fire	Federal- or State-Mandated Inspection		\$115	TFD
50	Fire	Alternate Method Review Fee		\$394 for initial fee; additional fee when more than 4 hours of work is performed based on hourly rate of staff time and hours worked	TFD
51	Fire	Re-test Fee for Fire Protections System Acceptance Testing		\$267 per participating staff or the hourly rate of staff multiplied by the hours worked	TFD
52	Fire	Off Duty Hours Inspection Fee - performed outside regular business hours between 7 A.M. and 5 P.M. PST		\$314 per participating staff member four 2 hours or less; \$157 per participating staff member for each additional half-hour beyond 2 hours	TFD
53	Fire	Re-Inspection Fee - Performing an inspection after three inspections with noncompliance as the result		\$236	TFD
54	Fire	Late Fee for Annual Fire Protection System ("FPS") Confidence Test Reports		\$315 for initial fee past 60 days; \$115 for each additional month	TFD
55	Fire	Failure to Monitor an FPS		\$378	TFD
56	Fire	Fire Department Application Review Inspection Fee		\$157	TFD
57	Fire	Public Documents of the Fire Department		\$0.16 per page / \$0.35 per double-sided page	TFD
58	Fire	Nonpublic Records of the Fire Department		\$208 per incident report	TFD
59	Fire	Employee Fire Emergency Procedures Training		\$11 per person	TFD
60	Fire	Fire Safety and Evacuation Planning Training		\$28 per person	TFD
61	Fire	Civil Interview, Trial and Deposition, and Declaration/Affidavit/Statement Fee Schedule		Please see TMC 3.09.040.P	TFD
62	Fire	City's Contractor Fees for Third-Party Inspection, Testing, and maintenance		\$25 per occurrence	TFD's Contractor
63	Fire	Building Inspection Program Fees Occupancy Groups: 1 - Business, Mercantile, and Miscellaneous 2 - Assembly and Education 3 - Factory, Hazardous, Institutional, and Storage 4 - Residential			
		Base Inspection Fee by Building Area Square Feet		Occupancy Groups 1 2 3 4	
		0 - 1,500		\$ 51 \$ 115 \$ 171 \$ 51	TFD



Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
		1,501 – 3,000		\$ 84 \$152 \$209 \$ 51	TFD
		3,001 – 5,000		\$121 \$187 \$246 \$ 51	TFD
		5,001 – 7,500		\$158 \$222 \$284 \$ 51	TFD
		7,501 – 10,000		\$192 \$258 \$321 \$ 51	TFD
		10,001 – 12,500		\$231 \$293 \$357 \$231	TFD
		12,501 – 15,000		\$266 \$327 \$393 \$231	TFD
		15,001 – 17,500		\$300 \$365 \$437 \$231	TFD
		17,501 – 20,000		\$335 \$401 \$472 \$231	TFD
		20,001 – 30,000		\$369 \$438 \$509 \$231	TFD
		30,001 – 40,000		\$407 \$474 \$547 \$407	TFD
		40,001 – 50,000		\$447 \$510 \$582 \$407	TFD
		50,001 – 60,000		\$481 \$546 \$619 \$407	TFD
		60,001 – 70,000		\$516 \$580 \$663 \$407	TFD
		70,001 – 100,000		\$552 \$613 \$699 \$407	TFD
		100,001 – 150,000		\$587 \$648 \$733 \$587	TFD
		150,001 – 200,000		\$627 \$691 \$773 \$587	TFD
		200,001 – 500,000		\$664 \$726 \$808 \$587	TFD
		500,001 – 1,000,000		\$704 \$770 \$856 \$587	TFD
		Over 1,000,000		\$747 \$816 \$908 \$587	TFD
		Additional Follow-Up Inspection Fees		\$203 per hour	TFD
		Inspection Fee Collection Procedure - delinquent accounts		Monthly fee of 1% per month of unpaid balance with a minimum of \$4	TFD
64	Fire	Non-emergent Lift Assistance at Licensed Care Facilities		\$850	TFD
65	Fire	False Alarm Fees - Penalty for signalling or transmitting a fire false alarm.		\$150 per each residential response \$250 per each commercial response	TFD
66	Fire	Patient Transport Rates		\$1,030 for Basic Life Support (BLS); \$1,300 for Advanced Life Support (ALS); \$25 per mile of transport	TFD
*The City finds that calculating the actual cost of copying, scanning, uploading and otherwise processing the records required to fulfill a public records request would be unduly burdensome including for the following reasons:					
1. The City employs over 3000 employees. Because the City's methodology for satisfying public records requests includes each employee conducting a search for and processing responsive records that may be in their possession, and all employees earn different rates of pay, the Public Records Officer would have to determine and calculate the salaries of all involved employees in order to invoice for actual costs.					
2. The City's Public Records Officer would be required to maintain a record of each employee who contributed to each part of a public records request and potentially charge different rates for different items in the same records production.					
3. The City's Public Records Office has limited staff and the response time to fulfill records requests may be delayed if it is required to calculate the actual costs of processing records and to create customized invoices or billing statements reflecting different rates and charges.					

**History of Legislation related to this document:**

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Authorized by Resolution No. 4016611/20/18

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Ref. No.	Originating Department	Description of Service to be Furnished	Exemptions	Fee	Fee Collected By
		Authorized by Resolution No. 39075, 12/9/14			
		Authorized by Resolution No. 38680, 06/11/13			
		Authorized by Resolution No. 38588, 12/18/12			
		Authorized by Amended Resolution No. 37970, 01/12/10			
		Amended by Resolution No. 36804, 03/21/06			
		Authorized by Resolution No. 36447, 03/08/05			
		Authorized by Resolution No. 36384, 12/14/04			
		Authorized by Resolution No. 36317, 10/12/04			
		Amended by Resolution No. 35658, 10/15/02			
		Amended by Resolution No. 34255, 12/15/98			
		Amended by Resolution No. 33520, 10/22/96			
		Amended by Resolution No. 32187, 5/11/93			
		Amended by Resolution No. 32075, 2/2/93			
		Amended by Resolution No. 31879, 9/18/92			
		Amended by Resolution No. 31680, 3/17/92			