CITY OF NOVATO
CALIFORNIA

Master Fee Schedule

Effective July 1, 2026

City of Novato
MASTER FEE SCHEDULE

Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, utility rates, punitive fines and penalties.

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City of Novato
Introduction

The City of Novato Master Fee Schedule provides a comprehensive list of fees that may apply to new or expanding businesses and commercial and residential projects. These fees, established by the Novato City Council in Resolution No. 2022-059 following a detailed fee study, cover various City services that benefit individuals and properties. The primary purposes of these fees are to: (i) fund the installation of public utilities and service facilities necessary for development, (ii) collect charges from those who benefit from specific City facilities and services, and (iii) offset costs incurred by the City in providing essential services such as preconstruction, construction, inspection, and public safety.

Some fees in the Master Fee Schedule are subject to annual adjustments, while others may be updated at the City Council's discretion. While this document provides the most current information, it is best to confirm specific requirements with City staff to ensure that there are no other requirements that your project might need to meet.

General Fee Information

User Fees - User Fees are charged for services that directly benefit individuals, organizations, or businesses. Examples include building permit fees, recreation program fees, and facility rental fees. User fees are generally collected at the time of application or service request**.**

Regulatory Fees - Fees imposed to support regulatory activities, such as plan reviews, inspections, and code enforcement actions. These fees ensure compliance with local codes, ordinances, and regulations. Regulatory fees are usually due upon permit issuance or when an inspection is scheduled.

Actual Cost - Actual Cost means the actual number of staff hours (calculated at the current staff hourly rate) incurred to review the project, plus any third-party consultant or contract costs.

Hourly Rate - Staff Hourly Rate means the average billable staff salary, plus an estimate of benefits and indirect costs.

Annual Fee Adjustments

Unless otherwise noted, fees may be adjusted annually based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for the San Francisco-Oakland-Hayward region, as published by the U.S. Bureau of Labor Statistics, using the most recently available annual average index. The CPI-U adjustment for FY2026-27 is 2.18%.

Punitive Fines and Penalties

Punitive fines and penalties for violations of the Novato Municipal Code, such as infractions or misdemeanors, are established to enforce compliance with City regulations. These fines are outlined in Chapter I - General of the Novato Municipal Code, which covers general penalties, public nuisance abatement procedures, and administrative citations.

City of Novato
BUILDING FEES

On May 24, 2022, the Novato City Council adopted a full cost recovery model for building services through Resolution No. 2022-059. Costs associated with processing building permits and plan check services, including staff time and resources, are recovered through fees paid by applicants. Exceptions to this policy are noted where applicable.

A. Administrative and Other Fees

	Activity Description	Fee	Note
1	Permit Issuance Fee	$79	
2	General Plan Maintenance Fee (% of permit fee)	10%	[a]
3	Technology Fee (% of permit fee)	10%	[a]
4	Strong Motion Instrumentation (SMI) Fee Calculation		
	a) Residential	$0.50 or valuation x .00013	
	b) Commercial	$0.50 or valuation x .00028	
5	Building Standards (SB 1473) Fee Calculation (Valuation)		
	a) $1 - $25,000	$1	
	b) $25,001 - $50,000	$2	
	c) $50,001 - $75,000	$3	
	d) $75,001 - $100,000	$4	
	e) Each Add'l $25,000 or fraction thereof	Add $1	
6	Temporary Certificate of Occupancy (per 30 Days)	$283	
7	Permit Extension	$189	
8	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	$283	
	Other Fees		
9	Phased Inspection Fee (per inspection)	$94	
10	After Hours Inspection (per hour) (2-hour minimum)	$226	
11	Call back or off day inspection (per hour) (4-hour minimum)	$226	
12	Re-inspection Fee (2nd Time or More) (each)	$94	[b]
13	Missed inspection Fee	$94	
14	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	$94	
15	Alternate Materials and Methods Application Fee	$158	
	Pre-Application Assistance Request		
16	Pre-Application Meeting		
	a) First Meeting - (up to 1/2 hour)	No Charge	[c]
	b) Additional Meeting - (Up to 1 hour)	$574	[c]
17	Pre-Application Request for Information / Property Research (No Meeting)		
	a) First 1/2 hour	No Charge	[d]
	b) Each Additional Meeting - (1 hour minimum)	$158	[d]
18	Technical Advisory Committee Review	$1,413	
19	Building Board of Appeals (BBA) Application Fee	$158	

City of Novato
BUILDING FEES

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A. Administrative and Other Fees

	Activity Description	Fee	Note
	Violation Fees		
20	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	
	Refunds		
21	Refunds		
	a) Fees Erroneously Paid or Collected by the City	100% refund	
	b) Refund of Plan Review Fees - Prior to Plan Review Commencing	up to 80% refund	
	c) Refund of Permit Fees - Prior to Inspection Commencing	up to 80% refund	
	d) 180 Days After Payment of Fees	no refund	

[a] Exemption for minor permits, e.g. window replacements, reroofs, furnace, water heater.

[b] Reinspection fee applies after the first re-inspection.

[c] Intended to cover situations where prospective applicant requests a meeting with staff to discuss a project concept, applications process, development potential, etc.

[d] Intended to cover inquiries that go beyond simple requests for zoning, development standards, and application procedures.

City of Novato
BUILDING FEES

B. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section B.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g., State of California).

	Fee Description	Fee	Charge Basis	Note
1	HVAC Change-Out - Residential		per unit	
	a) Like for Like, Repair	$95		[a]
	b) Relocation, Same Location (Different Type), New A/C Unit	$189		[a]
	c) HVAC - New	$252		[a]
2	Residential Solar Photovoltaic System/Pool Solar (non-PV)		per permit	
	a) 15kW or less	$330		[a]
	b) Above 15kW – base	$330		[a]
	c) Above 15kW – per kW	$15		[a]
3	Commercial Solar Photovoltaic System - Solar Permit		per permit	
	a) 50kW or less	$1,000		[a]
	b) 50kW – 250kW – Base	$1,000		[a]
	c) 50kW – 250kW – per kW above 50kW	$7		[a]
	d) Above 250kW – base	$2,400		[a]
	e) Above 250kW – per kW	$5		[a]
4	Service Panel/Generator Install - Residential	$163	per equipment	[a]
5	Lights/Circuits - Residential			
	a) Up to 2	$163		[a]
	b) 2 or more	See Permit Fee Table		[a]
6	Water Heater/Water Filtration Changeout - Residential			
	a) Water Heater Like for Like, Repair	$94	per water heater	[a]
	b) Water Heater Relocation, type (tank, tankless, solar, heat pump) change	$189	per water heater	[a]
	c) Water Filtration Installation/Replacement - Residential	$189	per equipment	[a]
	d) Commercial	$252	per equipment	[a]
7	Water Line - Residential		per permit	
	a) Replacement, Relocation	$189		[a]
	b) New	See Permit Fee Table		[a]
8	Drain Line - Residential		per permit	
	a) Replacement, Relocation	$189		[a]
	b) New	See Permit Fee Table		[a]
9	Gas Line - Residential		per permit	
	a) Up to 5 receptacles	$189		[a]
	b) 6 or more receptacles	See Permit Fee Table		[a]

City of Novato
BUILDING FEES

B. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section B.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g., State of California).

Fee	Description	Fee	Charge Basis	Note
10	Residential Re-Roof		per permit	
	a) Up to 2,000 SF (Roof Area)	$283		[a]
	b) Each Add'l 1,000 SF or fraction thereof	$94		[a]
	c) Commercial / multi-family	See Permit Fee Table		
11	Temporary Power Pole	$94	per permit	[a]
12	SFR Window / Sliding Glass Door - Retrofit / Repair		per permit	
	a) Up to 5	$189		[a]
	b) Over 5	$190 + $25 each additional		[a]
	c) Commercial / multi-family	See Permit Fee Table		
13	Fence	$189	per permit	[a]
14	Demolition		per permit	
	a) Investigative Demolition	$158		[a]
	b) Minor Interior Demolition (500 sq. Ft or less)	$263		[a]
	c) Major Demolition	See Permit Fee Table		

[a] Exempt from General Plan Maintenance Fee and Technology Fee.

City of Novato
BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Note
1 Plan Check Fees		
a) Plan Review Fee, if applicable	80% of Building Permit Fee	[a]
b) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	[a]
c) Expedited Plan Check – After Permit Issuance (when approved by CBO)	2x Hourly Rate	[a]
d) Tract Home / Master Plan Units (Production Units)	25% of standard plan check fee	[b]
e) Alternate Materials and Methods Review or BBA (per hour) (1 hour minimum)	$189	
f) Excess Plan Review Fee (3rd and subsequent) (per hour)	Hourly	
g) Revisions of Approved Plans	Hourly	
h) Minor Plan Review	$158	
i) Minimum plan review fee (as applicable)	$79	
j) Flood Zone Plan Review (Building Division)	15% of PC Fee	
2 Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)		[c]
a) Zoning Clearance Verification	$118	
b) Planning Plan Check		
i) Minimum Plan Review - Residential	$77	
ii) Alterations/Additions - Residential	$295	
iii) New Construction - Single Family Residential	$530	
iv) New Construction - 2-4 Residential Units	$1,001	
v) New Construction - 5+ Residential Units	$2,592	
vi) New Construction - Non-Residential	$1,001	
vii) Alterations/Additions - Non-Residential	$530	
3 Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)		[c]
a) Swimming Pool	$211	
b) Block Wall	$106	
c) Fence	$106	
d) Sign	$106	
e) Alterations/Additions - Residential	$159	
f) New Construction - Single Family Residential	$423	
g) New Construction - 2-4 Residential Units	$634	
h) New Construction - 5+ Residential Units	$1,269	
i) New Construction - Non-Residential	$846	
j) Alterations/Additions - Non-Residential	$211	
k) Permits / Plan checks not listed above	See footnote	[d]

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee.

City of Novato
BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Note

[a] Includes up to two plan checks. The City's Chief Building Official has authority to bill hourly for any additional plan review required beyond the two initial plan checks. The hourly rate is the fee charged for each additional hour of plan review beyond the standard allowance.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

[c] Fees in the underlying category include one plan check. After that hourly rates apply.

[d] Engineer/technician to determine hours and applicable fee at time of application.

City of Novato
BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show a signed construction contract detailing all project costs sufficient to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. For determining project valuations for new construction, the Building Official may use data in the City's current Building Valuation Policy table or other published building construction costs. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section D, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

D. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Mechanical, Electrical, and/or Plumbing Permits Not Identified Elsewhere in This Fee Schedule

Total Valuation			Permit Fee				
$1	to	$2,000	$187.95				
$2,001	to	$25,000	$187.95	for the first $2,000	plus	$22.55	for each add'l $1,000 or fraction thereof, to and including $25,000
$25,001	to	$50,000	$706.65	for the first $25,000	plus	$20.75	for each add'l $1,000 or fraction thereof, to and including $50,000
$50,001	to	$100,000	$1,225.36	for the first $50,000	plus	$13.19	for each add'l $1,000 or fraction thereof, to and including $100,000
$100,001	to	$500,000	$1,884.76	for the first $100,000	plus	$10.37	for each add'l $1,000 or fraction thereof, to and including $500,000
$500,001	to	$1,000,000	$6,032.29	for the first $500,000	plus	$9.05	for each add'l $1,000 or fraction thereof, to and including $1,000,000
$1,000,001	and	up	$10,556.77	for the first $1,000,000	plus	$5.43	for each additional $1,000 or fraction thereof over $1,000,000

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee.

Plumbing inspection fees = Base permit fee x .10

Electrical inspection fees = Base permit fee x .10

Mechanical inspection fees = Base permit fee x .10

City of Novato

CODE ENFORCEMENT FEES

	Activity Description	Fee	Note
1	**Multi-Family and Hotel/Motel Inspections**		
	a) Apartment Complexes, Hotels/Motels of 3-5 Units/Rooms	$345	
	b) Each Additional Apartment Unit Over 5	$13	
	c) Each Additional Hotel/Motel Room Over 5	$8	
2	**Massage Establishment Inspection Fees (per Inspection; per Background Investigation)**	$115	
3	**Vehicle Abatements by the City (Each Vehicle)**	$253	[a],[b]
4	**Remedy violations of any chapter of the Novato Municipal Code requiring (1) order of abatement by the Housing and Building Codes Appeal Board or the City Council, (2) an inspection or seizure warrant, (3) a posting of an order designating the property as unsafe to occupy and/or (4) the commencement of civil litigation proceedings (Each Case).**	$1,625	
5	**Cost of abatement in addition to code enforcement staff and associated indirect costs, including but not limited to labor, equipment, private contractor, materials, materials storage, and all other costs reasonably necessary to abate the nuisance (Each Case).**	Actual Costs	
6	**Costs to process and file lien for fees due for nonpayment**	Actual Costs	
7	**Appeal**		
	a) Appeal to Housing, Zoning and Building Codes Appeals Board	$130	[c]
	b) Appeal to City Council of Housing, Zoning and Building Codes Appeals Board Decision	$130	[d]
8	**Hourly Rate for Code Enforcement Staff and Services Not Otherwise Listed in this Schedule (per hour)**	$210	

[a] Public and private property, including street.

[b] For abandoned vehicles abated from the street, the last registered owner shall be responsible for the fee unless a more current owner is known. For abandoned vehicles abated from private property, the last registered owner shall be responsible for the fee unless a more current owner is known, or if the property owner gave permission to store the vehicle in violation of any City or State Code, then the property owner shall be responsible for the fee.

[c] Non-refundable fee required by applicant seeking a hearing before the Codes Advisory Board. In addition, the applicant will pay costs incurred for any required noticing and applicable code enforcement fees.

[d] Non-refundable fee required by applicant seeking to appeal before the City Council decision(s) previously appealed to the Novato Codes Advisory Board. In addition, the applicant will pay costs incurred for any required noticing and applicable code enforcement fees. Fee waivers may only be authorized by the City Council.

City of Novato

PLANNING FEES AND DEPOSITS

Through Resolution No. 2022-059, the Novato City Council adopted a 30% cost recovery model for most current planning services, unless otherwise noted. This model recovers 30% of the planning application processing costs through fees, with the remaining portion subsidized by a city revenue source, usually the General Fund. For complex entitlement packages, fees are calculated based on actual staff time and materials, using a time-and-materials basis.

	Activity Description	Initial Deposit	Fixed Fee	Note
	General Plan Amendment			
1	Land Use Map / Text Amendment	$9,200		
2	Urban Growth Boundary Amendment / Waiver of Dual Annexation	$9,200		
	Zoning Amendments			
3	Zoning Map Amendment/Prezoning	$9,200		
4	Zoning Text Amendment	$9,200		
5	Master Plan / Amendment	$13,800		
6	Precise Development Plan / Amendment	$13,800		
7	Precise Development Plan Amendment (Director Modification)		$1,885	
8	Preliminary Application (Senate Bill 330)			[a]
	Subdivision Actions			
9	Tentative Map (4 or Fewer Lots) / Amendment	$4,500		
10	Tentative Map (5 or More Lots) / Amendment	$6,800		
11	Improvement Plans / Subdivision Improvement Agreement / CC&Rs		$2,356	
12	Map Time Extension	$2,100		
13	Lot Line Adjustment	$2,500		
14	Certificate of Compliance	$2,100		
15	Vacation of Easements / Public Right-of-Way	$4,500		
16	CC&R Amendments	$4,500		
	Use Permits			
17	Use Permit - Major (Planning Commission)	$4,500		
18	Use Permit - Minor (Zoning Administrator)	$2,500		
19	Use Permit - Temporary (Zoning Administrator Hearing)	$1,700		
20	Use Permit - Temporary (ZA Action; No Notice; No Hearing)		$943	
	Variance			
21	Variance	$4,500		

City of Novato
PLANNING FEES AND DEPOSITS

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	Activity Description	Initial Deposit	Fixed Fee	Note
	Design Review			
22	Design Review - Major Residential / Commercial (Hearing Authority)	$5,700		
23	Design Review - Minor Residential / Commercial (Director Review)	$2,500		
24	Signs - Minor (Director Review)		$235	
25	Signs - Major (Design Review Commission Review)	$2,500		
26	Master Sign Program	$2,500		
	Wireless Facilities			
27	Small Cell Wireless Facilities (per site)	$4,500		
28	Eligible Facilities Requests - Spectrum Act 6409(a) (per site)	$1,000		
29	Non-Small Cell Wireless Facilities (per site)	$4,500		
	Environmental Review			
30	Categorical / Statutory Exemption	n/a - see note		[b]
31	Initial Study / Negative Declaration / Mitigated Negative Declaration	Deposit - TBD		[c]
32	Environmental Impact Report	Deposit - TBD		[c]
33	Mitigation Monitoring & Compliance (Post Project Approval)	$2,100		[d]
	Zoning Clearance			
34	General / Commercial Cannabis		$471	
	Streamlined Residential Review			
35	Streamlined Residential Development Review	$15,200		[e]
36	AB 168 (Notice of Intent / Tribal Consultation)	$2,500		
	Density Bonus Request			
37	Density Bonus Request	$9,200		[f]
	Development Agreement / Amendment			
38	Development Agreement / Amendment	$13,800		
	Zoning Code Interpretation Request			
39	Zoning Code Interpretation Request	$1,700		

City of Novato
PLANNING FEES AND DEPOSITS

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	Activity Description	Initial Deposit	Fixed Fee	Note
	Zoning Compliance Letter Request			
40	Zoning Compliance Letter Request		$943	
	Minor Project Modification Request			
41	Project Modification Request (Director Action) - (Per Request)		$471	
	Stream Protection Zone Waiver			
42	Stream Protection Zone Waiver - (Director Action)		$235	
	Pre-Application Assistance Request			
43	Pre-Application Meeting			[g]
	a) First Meeting - (up to 1/2 hour)		No Charge	[g]
	b) Additional Meeting - (Up to 1 hour)		$574	[g]
44	Pre-Application Request for Information / Property Research (No Meeting)			[h]
	a) First 1/2 Hour		No Charge	[h]
	b) Each Additional Hour - (1 hour minimum)		$235	[h]
45	Pre-Application Design Consultation (No Meeting) - (per plan submittal / response)		$235	[i]
46	Technical Advisory Committee Review		$1,413	
	Downtown Core Parking Waiver			
47	Downtown Core Parking Waiver		$471	
	Reasonable Accommodation Request			
48	Reasonable Accommodation Request		$943	
	Tree Removal			
49	Tree Removal / Alteration – (Director Action)		$235	
50	Tree Removal / Alteration – (Hearing Authority)	$1,700		
	Archeological Investigation Permit			
51	Archeological Investigation Permit	$2,500		
	Christmas Tree Lot / Temporary Event (Previously Approved)			
52	Christmas Tree Lot / Temporary Event (Previously Approved Site)		$235	
	Home Occupation Permit			
53	Home Occupation Permit		$88	

City of Novato

PLANNING FEES AND DEPOSITS

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	Activity Description	Initial Deposit	Fixed Fee	Note
	Addressing			
54	Single Address (New or Change)		$235	
55	Subdivisions / Multi-Tenant Buildings		$1,178	
	Appeal			
56	Appeal		$500	
	Time Extension			
57	Time Extension	50% of initial deposit		[j]

[a] The deposit amount for a preliminary application shall be the amount of the initial deposit or fixed fee of the formal permit request(s) required for the project. For example, if a project requires a design review (major) and a use permit (major), then the deposit for a preliminary application would be the total of the deposits required for design review (major) and a use permit (major). The remaining amount of a deposit for a preliminary application can be credited to cover the application deposit and/or fixed fee when a formal application(s) is submitted for a project.

[b] Costs of exemption review recovered via permit deposit/fee.

[c] Initial deposit amount to be determined based on consultant estimate.

[d] Initial deposit amount shall be $2,100 or consultant estimated full cost, whichever is greater.

[e] Intended to cover residential development applications submitted pursuant to State housing law, including, but not limited to Senate Bill 35, Assembly Bill 2011, and the like.

[f] Intended to cover the processing procedures associated with a density bonus request.

[g] Intended to cover situations where prospective applicant requests a meeting with staff to discuss a project concept, application process, development potential, etc.

[h] Intended to cover inquiries that go beyond simple requests for zoning, development standards, and application procedures.

[i] Intended to cover inquiries where staff is requested to review and provide feedback on preliminary plans. This is not intended to serve as a full plan-check. Example use: when prospective applicants seek waiver from Design Review.

[j] Time extension request applications require 50 percent of the initial deposit for the entitlement activity being extended. Applicants should contact Planning Division staff for time extension costs associated with complex entitlement projects.

City of Novato

PLANNING FEES AND DEPOSITS

	Activity Description	Rate	Note
	Hourly Billing Rates		
1	Community Development Director	$448	
2	Deputy Community Development Director	$365	
3	Principal Planner	$291	
4	Sr. Planner	$261	
5	Planner II	$229	
6	Planner I	$209	
7	Sr. Office Assistant	$149	
8	Contract Services	Actual Cost + 15% Admin	
9	Billing Factor for Other Job Classifications, if Applicable (multiply hourly wage rate by billing factor)	4.29	

City of Novato

ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	Initial Deposit	Fixed Fee	Note
1	Tentative Parcel Map (1 - 4 Lots)	$5,200		
2	Tentative Subdivision Map (Five or More Lots)	$15,700		
3	Parcel Map (1 - 4 Lots)	$10,400		
4	Final Map (Five or More Lots)	$10,400		
5	Lot Line Adjustment - Two Lots		$4,023	
6	Lot Line Adjustment - More than Two Lots, One Application		$5,747	
7	Lot Merger		$2,874	
8	Certificate of Compliance		$1,436	
9	Certificate of Map Correction		$1,436	
10	Development Agreement	$30,000		
11	Reversion to Acreage	100% of Actual Cost		[a]
12	Improvement Plan Check			
	a) Engineer's Estimate - for first $50,000			
	i) Minimum Fee		$423	
	ii) Percent of Engineer's Estimate		11.00%	
	b) Engineer's Estimate - for next $200,000			
	i) Base Fee		$5,500	
	ii) plus, Percent of Engineer's Estimate > $50,000		4.50%	
	c) Engineer's Estimate - for amount exceeding $250,000			
	i) Base Fee		$14,500	
	ii) plus, Percent of Engineer's Estimate > $250,000		3.30%	
13	Encroachment Permit			
	a) Engineer's Estimate - for first $10,000			
	i) Minimum Fee		$269	
	ii) Percent of Engineer's Estimate		5.50%	
	b) Engineer's Estimate - for next $70,000			
	i) Base Fee		$550	
	ii) plus, Percent of Engineer's Estimate > $10,000		2.75%	
	c) Engineer's Estimate - for amount exceeding $80,000			
	i) Base Fee		$2,475	
	ii) plus, Percent of Engineer's Estimate > $80,000		2.25%	

City of Novato

ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	Initial Deposit	Fixed Fee	Note
14	Encroachment Public Works Inspection			
	a) Engineer's Estimate - for first $10,000			
	i) Minimum Fee		$180	
	ii) Percent of Engineer's Estimate		6.60%	
	b) Engineer's Estimate - for next $70,000			
	i) Base Fee		$660	
	ii) plus, Percent of Engineer's Estimate > $10,000		4.50%	
	c) Engineer's Estimate - for amount exceeding $80,000			
	i) Base Fee		$3,810	
	ii) plus, Percent of Engineer's Estimate > $80,000		2.25%	
15	Grading Permit			
	a) Less than 1,000 CY		$1,610	
	b) 1,000 - 10,000 CY		$4,229	
	c) Over 10,000 CY			
	i) Base Fee		$4,229	
	ii) plus, Percent of Engineer's Estimate > $3,000		1.60%	
16	Grading Inspection			
	a) Less than 1,000 CY		$1,610	
	b) 1,000 - 10,000 CY		$4,229	
	c) Over 10,000 CY			
	i) Base Fee		$4,229	
	ii) plus, Percent of Engineer's Estimate > $3,000		1.60%	
17	Design Review - Major Residential / Commercial (Hearing Authority)	$2,000		
18	Design Review - Minor Residential / Commercial (Director Review)	$1,000		
19	Release of Lien and Recordation		$211	
20	Street Fair Event (per Event Day, per employee)		$280	
21	Temporary Sign or Banner (not over street)		$280	
22	Transportation Permit (per day)		$16	[b]
23	Utility Company Annual Encroachment		$6,896	
24	Farmers Market Annual Encroachment Permit		$359	
25	Newspaper Rack Annual Permit (per distributor)		$1,076	
26	Real Estate Sign Annual Permit (per distributor)		$717	

City of Novato

ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	Initial Deposit	Fixed Fee	Note
27	Extension - Encroachment Permit (extension only available if Engineer's Estimate for remaining work is $50,000 or greater)		$1,034	
28	Extension - Grading Permit (extension only available if grading work remaining is 5,000 CY or greater)		$1,610	
29	Automation Surcharge		10%	

[a] Initial deposit amount to be determined based on City Engineer or consultant estimate.

[b] Set to match California Department of Transportation.

City of Novato

ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	Rate	Note
	Hourly Billing Rates		
1	Public Works Director	$415	
2	Maintenance Superintendent	$324	
3	Engineering Services Manager	$333	
4	Principal Civil Engineer	$296	
5	Public Works Administration Mgr.	$280	
6	Sr. Civil Engineer	$291	
7	Associate Civil Engineer	$253	
8	Assistant Engineer	$221	
9	Engineering Project Coordinator	$211	
10	Maintenance Supervisor	$211	
11	Management Analyst II	$210	
12	Public Works Inspector	$185	
13	Facilities Maintenance Lead Worker	$184	
14	Senior Maintenance Worker	$158	
15	Permit Technician	$150	
16	Maintenance Worker	$143	
17	Sr. Office Assistant	$137	
18	Office Assistant II	$124	
19	Contract Services	Actual Cost + 15% Admin	
20	Billing Factor for Other Job Classifications, if Applicable (multiply hourly wage rate by billing factor)	3.92	

City of Novato
DEVELOPMENT IMPACT FEES

A. Development Impact Fees

The costs for a City to provide municipal services in perpetuity to residential and non residential projects are not offset by traditional permit fees or property tax revenues. The City has adopted the Impact Fees listed below in order for new development to pay their fair share relating to the impacts caused by such development. Development Impact or in-lieu fees shall be paid prior to the issuance of a building permit on all residential development and non-residential construction. For residential development classified under SB 937 as "Designated Residential Development Projects," in-lieu fees shall be paid prior to the issuance of a certificate of occupancy.

	Activity Description	Fee Units	Public Facilities Fees[a]					Traffic Impact Fees[b]			Total
			Rec/Cul Facilities	Civic Facilities	Gen Govt Systems	Open Space	Drainage	Street & Intersections	Transit Facilities	Corp Yard	
1	Single Family Dwelling	Per Unit	$ 10,414.99	$ 1,867.04	$ 810.15	$ 2,252.80	$ 4,434.21	$ 11,435.01	$ 392.72	$ 246.30	$ 31,853.20
2	Multi Family Dwelling	Per Unit	$ 10,415.65	$ 1,867.65	$ 810.15	$ 2,252.80	$ 1,279.96	$ 5,269.38	$ 181.99	$ 113.58	$ 22,191.17
3	Second Unit for Existing Single Family Dwelling	Per 2nd Unit	$ 5,207.82	$ 933.83	$ 405.07	$ 1,126.39	$ 639.99	$ 2,634.69	$ 90.99	$ 56.79	$ 11,095.57
4	Commercial	Per 1000 SF Gross Floor Area	$ -	$ 622.55	$ 270.60	$ 750.37	$ 564.44	$ 17,600.62	$ 604.79	$ 373.56	$ 20,786.95
5	Industrial	Per 1000 SF Gross Floor Area	$ -	$ 622.55	$ 270.60	$ 750.37	$ 564.44	$ 9,866.92	$ 287.35	$ 179.26	$ 12,541.50
6	Office	Per 1000 SF Gross Floor Area	$ -	$ 1,220.20	$ 270.60	$ 750.37	$ 564.44	$ 14,439.82	$ 502.17	$ 313.35	$ 18,060.97
7	Hotel/Motel	Per Room	$ -	$ 753.70	$ 405.07	$ 1,125.57	$ 765.32	$ 5,269.38	$ 181.99	$ 113.58	$ 8,614.62

[a] The Public Facilities Impact Fees are adjusted annually July 1, for inflation using the Building Cost Index (percent change from March/March) as established by Resolution No. 89-97 and updated by No's 133-99,75-01, 68-02 and 69-

[b] The Traffic Impact Fees are adjusted annually July 1, for inflation using the Construction Cost Index (percent change from March/March) as established by Resolution No. 90-97 and updated by No's 132-99, 74-01, 66-02 and 67-02.

City of Novato
DEVELOPMENT IMPACT FEES

A. Affordable Housing Fees [a]

1 IN-LIEU FEE (RESOLUTIONS 97-01 and 120-03)
Affordable Housing In-Lieu Fee per the Revised Affordable Housing Ordinance:
a) Developments of one or two single family homes of less than 3,000 sq. ft. are exempt from paying the fee. Contact Housing Coordinator via the Planning Department at 415-899-8989.
b) Subdivisions of 3-7 units must pay a fee dependent on the subdivision size. Please contact Housing Coordinator for amount.
c) Any subdivision larger than 7 units must provide an affordable unit in the development.

2 REFINANCE FEE FOR UNITS IN THE BELOW MARKET RATE HOUSING PROGRAM: $550 per transaction
APPROVAL OF CAPITAL IMPROVEMENTS FOR UNITS IN THE BELOW MARKET RATE HOUSING PROGRAM
Application Processing: $100
Application Processing including on-site inspection of improvements: $250

B. ART IN PUBLIC PLACES - ORDINANCE 1468
New development of five or more residential units, new non-residential development or additional floor space to non-residential structures shall be subject to this ordinance.

C. Parking In-Lieu Fee (Resolution 83-05 Effective July 2005) [b]
New nonresidential development, expansion of existing nonresidential structures, or nonresidential changes of use requiring additional on-site parking, occurring on parcels located within the boundaries of the Downtown Overlay Zoning District must provide on-site parking or pay in-lieu fees in the amount of $5,000 for each required on-site parking stall (See Novato Municipal Code Section 19.30).

D. Park Dedication and In-Lieu Fees (Quimby) [c]
Quimby fees apply to residential subdivisions only, pursuant to Novato Municipal Code 9-20 (Ord. 1124 and Ord. 1478). Subdivider may dedicate land and/or pay fee, however, subdivisions with less than 50 units are required to pay fees and may not dedicate land or recreation facilities.

	Activity Description	FEE PER UNIT
1	Single Family Detached	$5,394.00
2	Single Family Attached	$4,434.00
3	Duplex	$4,925.00
4	Apartment 3-4 units	$4,681.00
5	Apartment 5 or more	$4,422.00
6	Mobile Home	$2,976.00

E. School Developer Fee Information
If applicable, details about school developer fees can be found at https://nusd.org/business-services/developer-information/. The page provides information on school impact fees for developers, including instructions for calculating fees and the necessary forms. It also includes contact details for further assistance and links to additional resources.

[a] The Affordable Housing In-Lieu Fee is adjusted annually for inflation using the Consumer Price Index (percent change from March/March) as established by Resolution No. 97-01. This fee has been amended by Resolution 120-03 with an effective date of December 15, 2003.

[b] The Parking In-Lieu Fee shall remain at $2,500 for a period of three (3) years commencing on the date of the adoption of resolution 83-05. Thereafter, the fee shall increase to $5,000 per parking stall for a subsequent period of three (3) years. Thereafter, the Fee shall increase to $10,000 per parking stall.

[c] Quimby fees are collected in order for the City to provide for the park or recreation needs of the residents of the subdivision. Quimby fees are adjusted annually and are based on the fair market value of a buildable acre of land in Novato. Half of the total fee is due as a condition of final map or parcel map approval, with the remaining balance paid at the time of issuance of building permits (paid per permit).

City of Novato

RESIDENTIAL DEVELOPMENT TAX

As specified in City of Novato Municipal Code 16-4.5, the Residential Development Tax is to be adjusted annually.

RESIDENTIAL DEVELOPMENT TAX	Total
FEE SCHEDULE (FACTOR FOR 2006=2.441)	
One Bedroom	$490.00
Two Bedrooms	$730.00
Three Bedrooms	$900.00
Four Bedrooms	$1,070.00
Five Bedrooms	$1,240.00
Each Additional Bedroom	$170.00

City of Novato

ELECTRIC VEHICLE CHARGING RATES

	Activity Description	Rate	Note
	Electric Vehicle Charging		
1	Rate per kilowatt-hour (kWh)	$0.45	
2	Idle Fee (per hour following 30-minute grace period and capped at $50 for exceeding a 4-hour limit)	$4	

City of Novato

POLICE DEPARTMENT FEES

	Activity Description	Fee	Note
1	Accident Report	$25	
2	Subpoena Duces Tecum (per statue: 1563 CA Evidence Code)	$15 or max. allowable	[a]
3	Alarm User Permit	$50	
4	Transfer of Alarm User Permit	$50	
5	False Alarm Response (Per Calendar Year)		
	a) First	$0	
	b) Second	$0	
	c) Third	$100	
	d) Fourth	$150	
	e) Fifth or More Per Calendar Year (each add'l)	$250	
	f) Additional Fee for Non-permitted system	$85	
6	Impound Vehicle Release (+ tow/storage cost)	$230	
7	Vehicle Repossession Fee	$15	[b]
8	Local Criminal History Report	$40	
9	Food Vehicle		
	a) Permit	$202	
	b) Renewal	$202	
10	Fingerprinting/Livescan	$40	
11	Clearance Letter / Visa	$46	
12	Emergency Response - Impaired Driver Accident	actual costs; $12,000 max.	[c]
13	Massage Establishment		
	a) Permit	$378	
	b) Renewal	$319	
14	Masseuse Tech		
	a) Permit	$319	
	b) Renewal	$259	
15	Commercial / Solicitor Permit		
	a) Permit	$319	
	b) Renewal	$259	

City of Novato

POLICE DEPARTMENT FEES

	Activity Description	Fee	Note
16	Commercial Cannabis Delivery		
	a) Permit Fee (per business / per year)	$195	
	b) Driver Registration Fee (per person)		
	i) First Year	$402	
	ii) Renewal	$172	
	c) Driver Badge Issuance Fee (per person / one-time)	$172	
17	Citation Sign-Off	No Charge	
18	Property Intake & Release (Guns)		
	a) First Item	$125	
	b) Each Add'l Item	$25	
19	Duplication		
	a) Digital Storage Device (e.g. flash drive)	$10	
	b) Security Camera Video	actual costs	
20	Special Request for Police Services (e.g. special events, film support, traffic control, etc.)		
	a) Non-Profits / Community Sponsored Events		
	i) Sergeant	$104	[d]
	ii) Corporal	$89	[d]
	iii) Officer	$85	[d]
	iv) Community Services Officer	$61	[d]
	b) All Others		
	i) Sergeant	$281	[d]
	ii) Corporal	$239	[d]
	iii) Officer	$228	[d]
	iv) Community Services Officer	$165	[d]

[a] California Evidence Code Section 1563.

[b] California Government Code Section 41612.

[c] California Government Code Section 53150 - 53158.

[d] Billing of actual costs for services rendered, per hour, per officer, as required.

City of Novato

RENTAL RATES AND CHARGES FOR PLAYING FIELDS

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.
Late Payment Penalty: **30 Days Past Due: 10% of Overdue Fees** **60 Days Past Due: 20% of Overdue Fees** **90 Days Past Due: 25% of Overdue Fees**

Facility Description	Community Service	Private	Commercial	Novato Youth Leagues
1 Playing Fields				
a) Indian Valley Campus Ballfields	$43	$53	$75	$20
b) Hill, Marion, Slade, Dunphy, South Hamilton Fields (Grass Fields)	$32	$39	$54	$13
c) Hill Synthetic Fields	$69	$92	$114	n/a
d) Light Use (in addition to field rental fee)	$20	$20	$20	$20

City of Novato

RENTAL RATES AND CHARGES FOR PLAYING COURTS

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
1 Tennis Courts, Pickleball Courts Court Rental (per court, per hour)	$10	$16	$21

Facility Description	Community Service	Private	Commercial
2 Bocce Ball Courts a) Court Rental (per court, per hour)	$25	$35	$51
b) Bocce Ball Equipment - per day rental fee	$20	$20	$20

City of Novato

RENTAL RATES AND CHARGES FOR GYMNASIUM

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.
Late Payment Penalty: **30 Days Past Due: 10% of Overdue Fees** **60 Days Past Due: 20% of Overdue Fees** **90 Days Past Due: 25% of Overdue Fees**

Facility Description	Community Service	Private	Commercial
1 Gymnasium a) Main Court (Hill, Hamilton, and Hamilton Community Gym)	$46	$69	$92
b) Cross Courts (2) (Hamilton Community Gym, Hill Gym)	$28	$44	$58
c) Scoreboards (per day)	$20	$20	$20
d) Volleyball Equipment (per day)	$20	$20	$20

City of Novato

RENTAL RATES AND CHARGES FOR HAMILTON COMMUNITY POOL

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
1 Hamilton Community Pool a) Hamilton Community Pool (Lap Pool & Activity Pool) Fee is per hour (minimum of 2 hours), attendees will be charged resident rates for pool entry.	$44	$65	$86
b) Lifeguard Fees- For groups greater than 50, $25/ per hour, 1 lifeguard per 25 additional attendees required.	$25	$25	$25
c) Lane Fees (swim team practice) per lane/per hour.	$5	$8	$11
d) Lane Fees (swim meets) per lane/per hour.	$8	$11	$14

City of Novato

RENTAL RATES AND CHARGES FOR PICNIC AREAS AND AMPHITHEATER

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
1 Group Picnic Areas (2-hour minimum)			
a) Small Picnic Area (seats up to 36)	$32	$47	$62
b) Large Picnic Area (seats 60+)	$37	$56	$74
c) Multi-Use Grass Areas - Miwok, Hamilton, or Pioneer	$32	$47	$62
d) Jump house, tents, other allowable large equipment in parks (in addition to field rental fee): Designated Areas Only - Per Day Fee	$35	$35	$35

Facility Description	Community Service	Private	Commercial
2 Hamilton Amphitheater (2-hour minimum)			
a) Amphitheater/Stage - All Users			
i) Per Hour (2-hour minimum), or	$37	$56	$74
ii) Per Day	$357	$536	$714
b) Rehearsals/Setup/Cleanup (Available for Performing Arts Groups Only)			
i) Per Hour (2-hour minimum), or	$20	$29	$39
ii) Per Day	$189	$284	$378
c) Amphitheater Multi-Use Grass Area			
i) Per Hour (2-hour minimum), or	$32	$47	$62
ii) Per Day	$305	$452	$599
d) Jump house, tents, other allowable large equipment in parks (in addition to field rental fee): Designated Areas Only - Per Day Fee	$35	$35	$35
e) Deposit (Refundable) - Flat Amount	$425	$425	$425
f) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee. If rental is cancelled due to weather, there shall be a full refund minus the application fee.		

City of Novato

RENTAL RATES AND CHARGES FOR INDOOR FACILITIES

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
1 Hill Community Room (2-hour minimum)			
a) Novato Based Group	$21	$51	$69
b) Outside Novato Based Group	$40	$58	$69
c) Custodian Fees - For Actual Time Required Per Event (per hour)	$46	$46	$46
d) Building Attendant Fees - For Actual Time Required Per Event (per hour)	$28	$28	$28
e) Deposit (Refundable) - Flat Amount	$425	$425	$425
f) Key Deposit (Refundable) - Flat Amount per Key	$20	$20	$20
g) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee.		

Facility Description	Community Service	Private	Commercial
2 Downtown Recreation Center (2-hour minimum)			
a) Recreation Room	$35	$51	$69
b) Multi-Purpose Room	$41	$62	$83
c) Pocket Park	$44	$65	$87
d) Entire Building	$75	$114	$149
e) Custodian Fees - For Actual Time Required Per Event (per hour)	$46	$46	$46
f) Building Attendant Fees - For Actual Time Required Per Event (per hour)	$28	$28	$28
g) Deposit (Refundable) - Flat Amount	$425	$425	$425
h) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee.		

City of Novato

RENTAL RATES AND CHARGES FOR INDOOR FACILITIES

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
3 Hamilton Community Center (2-hour minimum)			
a) Hamilton Dance Studio Performance Use	$46	$69	$92
b) Hamilton Dance Studio Rehearsal Time for Performances Only	$23	$35	$46
c) Classroom Use: Dance Studio, Hamilton Art Studio, Bay Room, Recreation Room	$40	$61	$81
d) Meeting Room (Small)	$25	$38	$50
e) West Wing Auditorium	$58	$86	$114
f) Custodian Fees - For Actual Time Required Per Event (per hour)	$46	$46	$46
g) Building Attendant Fees - For Actual Time Required Per Event (per hour)	$28	$28	$28
h) Deposit (Refundable) - Flat Amount	$425	$425	$425
i) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee.		

City of Novato

RENTAL RATES AND CHARGES FOR MARGARET TODD SENIOR CENTER

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

A Senior Group is defined as 50% or more members who are 50 years and older. Senior Group rates are only available during core hours: Monday - Friday, 8:30 a.m. to 5:00 p.m.
Community Service, Private, and Commercial categories receive a $20 per hour discount for Monday - Friday day use (9 a.m. - 4 p.m.) during regular operating hours

	Facility Description	Community Service	Private	Commercial	Senior Groups
	Margaret Todd Senior Center (2-hour minimum rental)				
1	Full Auditorium with kitchen and lobby (A - C + L)	$182	$237	$287	$83
2	Full Auditorium with kitchen (A - C)	$165	$210	$252	$71
3	Full Auditorium (A + B)	$151	$192	$226	$65
4	Partial Auditorium with kitchen (A + C)	$151	$192	$226	$65
5	Partial Auditorium (A)	$134	$166	$191	$56
6	Meeting Room 1 (Small)	$65	$81	$97	$26
7	Meeting Room 3 (Large)	$74	$92	$110	$29
8	Crafts Room	$74	$92	$110	$29
9	Card Room	$65	$81	$97	$26
10	Kitchen Only	$23	$32	$40	$14
11	Deposit (Refundable) - Flat Amount	$425	$425	$425	$425
12	Cancellation Fee	Less than 20 days before date of event will result in forfeiture of 50% of the deposit as a processing fee.			
13	Custodial and Building Attendant	Costs included in the hourly room rate, where required.			

A = stage + wood floor banquet room, B = rear carpeted nutrition site, C = Kitchen

City of Novato

RENTAL RATES AND CHARGES FOR POLICE TRAINING ROOM

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
1 Police Training Room (2-hour minimum) a) Police Training Room	$37	$68	$102
b) Deposit (Refundable) - Flat Amount	$425	$425	$425
c) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee.		

City of Novato

RENTAL RATES AND CHARGES FOR CIVIC CENTER

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
1 City Hall Facilities (2-hour minimum) **Friday - Sunday Use** a) Novato City Hall Chamber, Prep, Lobby	$172	$258	$344
b) City Hall and Outdoor Patio	$230	$344	$460
c) City Hall, Outdoor Patio, and Novato City Green	$258	$389	$518
d) City Green Only	$28	$44	$58
e) Deposit (Refundable) - Flat Amount	$425	$425	$425
f) Custodial and Building Attendant	Costs included in the hourly room rate, where required.		
g) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee.		

Facility Description	Community Service	Private	Commercial
2 City Hall Facilities (2-hour minimum) **Monday - Thursday Use** a) Novato City Hall Chamber, Prep, Lobby	$114	$172	$230
b) City Hall and Outdoor Patio	$144	$245	$288
c) City Hall, Outdoor Patio, and Novato City Green	$172	$258	$344
d) City Green Only	$28	$44	$58
e) Deposit (Refundable) - Flat Amount	$425	$425	$425
f) Custodial and Building Attendant	Costs included in the hourly room rate, where required.		
g) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee.		

City of Novato

RENTAL RATES AND CHARGES FOR CIVIC CENTER

All fees are hourly unless noted otherwise.
All applications will be subject to a $25 processing fee due at time of application.
Cancellation fee - Refund of rental fee minus application fee, unless noted otherwise.
Lost key/key card fee - $20
Park Maintenance Fee is $200 per day, and is charged only if additional maintenance is requested in advance by renter, or required as a condition of use by the City.
Fees listed are based on Novato residency. Non-residents will be charged an additional 10%.

Facility Description	Community Service	Private	Commercial
3 Civic Center Plaza (2-hour minimum) **Saturday - Sunday Use Only** a) Novato Civic Plaza (City Green and Flex Hardscape)	$58	$86	$114
b) Deposit (Refundable) - Flat Amount	$425	$425	$425
c) Custodial and Building Attendant	Costs included in the hourly room rate, where required.		
d) Cancellation Fee	Less than 20 days before the date of rental will result in forfeiture of 50% of the deposit as a processing fee.		

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NONRESIDENT FEE POLICY

I. POLICY: The Parks, Recreation and Community Services Department charges a nonresident fee for all classes, programs and facilities, except those specifically exempted, to participants and users who are not residents of the City of Novato.
II. DEFINITION: Nonresidents of the City of Novato are persons who do not reside within the legal limits of the City of Novato, who do not own a business within the legal limits of the City of Novato, or who do not own property within the legal limits of the City of Novato.
III. PROCEDURE: A nonresident fee shall be added to the basic resident fee charged for classes, programs and facilities.

Description	Total
Nonresident Fee Surcharge	10%

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RECREATION PROGRAM ADMINISTRATION

	Fee Description	Fee	Charge Basis	Note
1	Recreation Program Administration Fee	$8		

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COMMUNITY BANNER HANGING FEES

All applications will be subject to a $25 processing fee due at time of application.

Fee Description	Fee	Charge Basis	Note
1 Community Banners - Community Events / Civic Purpose Only			
a) Building Banner (South side of Community House)	$144	per week	
b) Storage Fee	$40	per day	
c) Cancellation Fee			[a]
i) At Least 60 Days in Advance	Full Refund		
ii) Less than 60 Days in Advance	50% Refund		

[a] If an applicant cancels their reservation sixty (60) days or more in advance of their banner display date, the applicant shall be entitled to a 100% refund of their fees. If an applicant cancels their reservation less than sixty (60) days in advance of their banner display date, they shall be entitled to a 50% refund of their fees. If a City event preempts a previously scheduled reservation, the applicant will be reimbursed for 100% of their fees. No refunds for canceled events shall be given unless another eligible banner assumes the same display dates and pays the applicable fees. The City of Novato will not be responsible for finding any substitute reservations.

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COMMERCIAL CANNABIS PERMIT FEES

	Fee Description	Fee	Charge Basis	Note
1	Application for Conditional Certificate	$12,552		
2	Business Permit Renewal			
	a) Administrative	$10,253		
	b) Public Hearing	$12,552		
3	Community Benefit Agreement			
	a) Initial Application	$4,598		
	b) Renegotiation	Actual Cost		

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SHORT-TERM RENTAL LICENSING FEES

	Activity Description	Fee	Note
1	Application Review		
	a) First Year	$362	
	b) Renewal	$75	
2	Property Inspection	$114	[a]
3	Rental Registration	$195	

[a] Inspection can be completed by property owner and appropriately documented in application. Fee applies only if documentation cannot be satisfactorily completed and City staff is required to conduct an inspection.

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ADMINISTRATIVE FEES

	Activity Description	Fee	Charge Basis	Note
1	Document Certification	$2		[a]
2	DVD Copy of Meetings	$6		[b]
3	Election			
	a) Candidate Nomination Filing	$25	per filing	
	b) Fee for Late Filing of Reports of Campaign Contributions & Expenditures	$10	Beginning on 2nd day after due date.	[c]
	c) Initiative Filing Fee	$200		[d]
4	FPPC Form 700s (Late Fees)	$10	per day	[e]
5	Notary	$15		
6	Printed Documents			[f]
	a) 8.5 x 11 Black and White (0-9 copies)	No Charge	per single sided page	
	b) 8.5 x 11 Black and White (10 or more copies)	$0.10	per single sided page	
	c) 8.5 x 14 Black and White	$0.20	per single sided page	
	d) 8.5 x 11 Color Copies	$0.50	per single sided page	
	e) 8.5 x 14 Color Copies	$0.75	per single sided page	
	f) 11 x 17 Color Copies	$1.00	per single sided page	
	g) 18 x 24 Color Copies	$2.00	per single sided page	
	h) 24 x 36 Color Copies	$3.00	per single sided page	
7	Requests Requiring Special Programming or Formatting (Extraordinary Requests)	Hourly See City Salary Schedule		
8	Subpoena Fees	Maximum Fees Established by State		

[a] No charge to other public agencies.
[b] E.g., digital hard copy of City Council / Planning Commission meeting.
[c] Fee intended to mirror FPPC Form 700 late fee.
[d] Fee intended to mirror amount authorized in Election Code.
[e] Fee applies after second notice sent to Form 700 filer.
[f] Fee applies for printed copies of city-wide records, and public records requests.

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FINANCE FEES

	Activity Description	Fee	Charge Basis	Note
1	Non-Sufficient Funds/Returned Item Fee	$25	Per returned item/ Non-sufficient funding	
2	Credit and Debit Card Service Fee for all card payments	3%	Per Credit/Debit Card Transaction	[a]
3	Electronic Check/ACH	$2	Per Electronic Check/ACH Transaction	[a]

[a] Credit and debit card services are currently applicable for payment of development-related fees (e.g., construction permits, and entitlement application review). The City may determine to apply a similar fee to other receipts collected by the City via credit/debit card (e.g., business license payment).