BUILDING PERMIT FEES

Building permit fees are based on the valuation of the project. The valuation is determined by using data taken from the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. This Fee Schedule includes the most recent valuation data and is updated administratively as the data changes twice each year.

In addition to Building Permit fees, applicants are responsible for the SBCC fee, Plumbing Permit fees, Mechanical Permit fees, Grading Permit fees, City Engineer Review fees, Planning Review fees, and other fees established by the current adopted fee schedule, as applicable.

The majority of projects within the City of Liberty Lake also participate in the Harvard Road Mitigation Plan, in lieu of a transportation impact study. The fees charged in conjunction with this mitigation plan are applied towards City transportation improvements and are based on the types of land uses associated with the project. Use the following link for more information on adopted mitigation fees:

https://www.libertylakewa.gov/DocumentCenter/View/9875/Harvard-Road-Mitigation-Plan-Fees-Effective-5-1-14

Single Family Residential Valuation

On residential type structures and additions, the valuation is based on the following:

Main Floor	*Value per sq. ft.*
New	$170.80
Additions	$170.80
Second Floor	
New	$170.80
Additions	$170.80
Basement	
Finished	$68.32
Unfinished	$31.50
Private Garages, Storage Buildings, & Barns	$69.64 or Contract Value Per Ft.
Open Carports	$27.86
Decks *	
Covered	$41.78
Uncovered	$34.82

* Decks and patios may be disregarded in computing the valuation of a new residence if they do not exceed 200 square feet in area, are not more than 30 inches above grade at any point, are not attached to the residence and do not serve the main egress door.

Commercial Valuation

Building Valuation Data (August 2025)

Square Foot Construction Costs [a, b, c]

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	340.83	328.70	319.00	306.43	286.33	278.03	295.95	266.82	256.61
A-1 Assembly, theaters, without stage	312.91	300.78	291.08	278.51	258.66	250.36	268.03	239.14	228.94
A-2 Assembly, nightclubs	272.09	264.11	255.82	246.06	230.47	224.21	237.62	209.58	201.63
A-2 Assembly, restaurants, bars, banquet halls	271.09	263.11	253.82	245.06	228.47	223.21	236.62	207.58	200.63
A-3 Assembly, churches	317.60	305.47	295.77	283.20	263.47	255.18	272.73	243.96	233.75
A-3 Assembly, general, community halls, libraries, museums	266.72	254.59	243.89	232.31	211.46	204.17	221.84	191.95	182.74
A-4 Assembly, arenas	311.91	299.78	289.08	277.51	256.66	249.36	267.03	237.14	227.94
B Business	301.40	290.70	280.27	268.41	245.13	236.39	258.10	219.07	209.02
E Educational	290.11	279.78	270.34	258.97	240.45	228.20	250.06	210.46	203.65
F-1 Factory and industrial, moderate hazard	165.82	157.82	147.89	142.31	126.72	120.56	135.68	105.08	97.84
F-2 Factory and industrial, low hazard	164.82	156.82	147.89	141.31	126.72	119.56	134.68	105.08	96.84
H-1 High Hazard, explosives	154.69	146.69	137.76	131.18	116.91	109.75	124.55	95.27	0.00
H234 High Hazard	154.69	146.69	137.76	131.18	116.91	109.75	124.55	95.27	87.03
H-5 HPM	301.40	290.70	280.27	268.41	245.13	236.39	258.10	219.07	209.02
I-1 Institutional, supervised environment	277.74	267.79	258.23	248.47	227.43	221.32	247.95	204.83	197.52
I-2 Institutional, hospitals	473.85	463.15	452.71	440.86	415.54	0.00	430.54	389.49	0.00
I-2 Institutional, nursing homes	326.90	316.19	305.76	293.90	272.12	0.00	283.59	246.07	0.00
I-3 Institutional, restrained	318.07	307.36	296.93	285.07	264.31	254.57	274.76	258.10	226.20
I-4 Institutional, day care facilities	277.74	267.79	258.23	248.47	227.43	221.32	247.95	204.83	197.52
M Mercantile	203.08	195.10	185.80	177.05	161.11	155.85	168.60	140.22	133.27
R-1 Residential, hotels	280.94	270.99	261.43	251.67	230.13	224.02	251.15	207.53	200.22
R-2 Residential, multiple family	234.59	224.64	215.08	205.32	185.03	178.92	204.80	162.43	155.12
R-3 Residential, one- and two-family [d]	218.08	212.28	207.18	202.76	195.98	189.00	206.85	182.23	170.80
R-4 Residential, care / assisted living facilities	277.74	267.79	258.23	248.47	227.43	221.32	247.95	204.83	197.52
S-1 Storage, moderate hazard	153.69	145.69	135.76	130.18	114.91	108.75	123.55	93.27	86.03
S-2 Storage, low hazard	152.69	144.69	135.76	129.18	114.91	107.75	122.55	93.27	85.03
U Utility, miscellaneous	122.65	115.66	107.12	102.79	91.57	85.78	97.87	72.88	69.64

a. Private Garages use Utility, miscellaneous
b. For shell only buildings deduct 20 percent
c. N.P. = not permitted
d. Unfinished basements (Group R-3) = $31.50 per sq. ft.

To calculate the valuation of your project, multiply the square footage by the value per square foot specific to your project/construction type from the above two tables. Once you've determined that valuation, round up to the nearest $1,000 to calculate the applicable review fees using the table below. Valuations are calculated at time of plan review and shall be based on City Staff figures.

Review fees for repair, alteration, remodel, or foundation work are based on the total value of work to be performed (contractor's bid) as submitted by the applicant.

Permit & Plan Review Fees

Total Valuation	Building Code	City Engineer Review * (% of Building Review Fee for specific projects)	Planning Review ** (% of Building Review Fee for specific projects)	Commercial Plan Review (% of Building Review Fee)	Residential Plan Review (% of Building Review Fee)
$1 – $2,000	$73	25%	15%	65%	25%
$2,001 – $40,000	$73 for the first $2,000; plus $11 for each additional $1,000 or fraction thereof, to and including $40,000	25%	15%	65%	25%
$40,001 – $100,000	$491 for the first $40,000; plus $9 for each additional $1,000 or fraction thereof, to and including $100,000	25%	15%	65%	25%
$100,001 – $500,000	$1,031 for the first $100,000; plus $7 for each additional $1,000 or fraction thereof, to and including $500,000	25%	15%	65%	25%
$500,001 – $1,000,000	$3,831 for the first $500,000; plus $5 for each additional $1,000 or fraction thereof, to and including $1,000,000	25%	15%	65%	25%
$1,000,001 – $5,000,000	$6,331 for the first $1,000,000; plus $3 for each additional $1,000 or fraction thereof, to and including $5,000,000	25%	15%	65%	25%
$5,000,001 +	$18,331 for the first $5,000,000; plus $1 for each additional $1,000 or fraction thereof	25%	15%	65%	25%

* City Engineer Review Fees Not Applicable for: Typical Single Family Residential Building Permits & Basement Finishes, Typical Residential Accessory Structure Permits, Swimming Pool Permits, Tenant Improvement / Interior Remodel Permits, and Other Permits, as determined by City Staff which do not require City Engineer review of civil plans.

** Planning Review Fees Not Applicable for: Typical Single Family Residential Building Permits & Basement Finishes, Typical Residential Accessory Structure Permits, Swimming Pool Permits, and Other Permits, as determined by City Staff which do not require planning review of zoning or design.

Permit, Inspection, & Review Fees

Additional charges that may be assessed on permits:

Additional Building Plan Review Fee & Actions Not Listed (Hourly Rate)	$115.00 / hour
Blasting Permit	$500.00
Certificate of Occupancy Modification	$115.00
Change of Tenant (Commercial)	$115.00
Demolition Permit	$115.00 + SEPA, if applicable
Design Review Meeting Fee	No Charge
Engineering Review	See Engineering Fees Table
Expired Permit Reissuance Fee (No Inspections Completed)	100% of permit fee
Expired Permit Reissuance Fee (Final Inspections Only)	Safety Inspection Fee + Hourly Review Fee, if applicable
Extension of Application, Permit or Temporary C.O.	$65.00
Fences (over 6 feet tall)	$50.00 (per 100 linear feet)
Footing & Foundation Only *	25% of building permit fee
Harvard road mitigation fee per PM peak hour trip generated **	$762.53 (5/1/14)
Inspections Outside Normal Working Hours	$172.50 / hour
Legal Notice, Postage, and Hearing Examiner Fees, when applicable	Invoiced to Applicant
Manufactured / Mobile Homes Setting Permit	$100.00 (per section) + $115.00 Planning Review Fee
Mechanical Permits – New Single-Family Residential (whole house)	$140.00
Mechanical Permits – All Other Types	**Price / Unit as detailed below**
A/C, Mini Split or Heat Pump (< 15 tons)	$25.00
A/C or Heat Pump (15 – 50 tons)	$40.00

A/C or Heat Pump (> 50 tons)	$60.00
Air Handler (< 10,000 cfm)	$15.00
Air Handler (> 10,000 cfm)	$18.00
Boiler – Electric Boiler Installation (< 250 kw)	$50.00
Boiler – Low Pressure Steam & Hot Water Installation (< 500,000 btu)	$100.00
Boiler – Low Pressure Steam & Hot Water Installation (501,000 – 2,000,000 btu)	$200.00
Boiler – Low Pressure Steam & Hot Water Installation (> 2,001,000 btu)	$200.00 for the first 2,000,000 btu; + $20.00 per additional million btu
Boiler – Power Boiler Installation (< 2,000,000 btu)	$200.00 for the first 2,000,000 btu; + $20.00 per additional million btu Maximum Fee = $1,000.00
Boiler – Unfired Pressure Vessel Installation	$50.00 + $10.00 / additional pressure vessel
Clothes Dryer	$15.00
Duct Work System	$15.00
Evaporative Coolers	$15.00
Gas Log	$15.00
Gas & Hydronic Piping	$15.00 + $1.00 per outlet
Gas Water Heater	$15.00
Heating Equipment (< 100,000 btu)	$15.00
Heating Equipment (> 100,000 btu)	$20.00
Hydrostatic Pressure Test	$35.00
Miscellaneous	$15.00
Propane Tanks	$35.00
Range	$15.00
Refrigeration Equipment (< 500,000 btu)	$25.00
Refrigeration Equipment (501,000 – 1,750,000 btu)	$45.00
Refrigeration Equipment (> 1,750,000 btu)	$75.00
Type I Hood (doesn't include fire suppression)	$60.00
Type II Hood	$12.00
Ventilating Fans	$12.00
Unlisted / Used Gas Appliance (< 400,000 btu)	$75.00

Unlisted / Used Gas Appliance (> 400,000 btu)	$125.00
Wood Stove / Insert & Pellet Stove / Insert	$25.00
Permit Modification Fee (For Issued Permits)	$115.00 Hourly Review Fees + Processing / Technology Fee
Plumbing Permits – New Single-Family Residential (whole house)	$240.00
Plumbing Permits – All Other Types	**Price / Unit (as listed below)**
Bathtub	$10.00
Clothes Washer	$10.00
Dishwasher	$10.00
Drain	$10.00
Drinking Fountain	$10.00
Electric Water Heater	$10.00
Floor Sink	$10.00
Garbage Disposal	$10.00
Hydronic Piping	$15.00 + $1.00 per outlet
Lawn Sprinkler / Back Flow Preventer	$10.00
Miscellaneous	$10.00
Sewage Ejector	$10.00
Sink	$10.00
Shower	$10.00
Toilet / Urinal	$10.00
Water Softener	$10.00
Pre-Application Conference Meeting	No Charge
Processing Fee & Technology Fee (all permit types)	$65.00
Refund Processing Fee	$20.00
Re-Inspections	$115.00
Re-Location of Building	$50.00 + $150.00 Hourly Review Fees & SEPA, if applicable
Retaining Wall (over 4 feet tall or impounding)	Based on Project Valuation
Safety / Special Inspections	$115.00 / inspection
SBCC surcharge – Commercial (and multifamily over 4 units)	$25.00 plus $2.00 per each additional residential unit

SBCC surcharge – Residential (up to 4 units)	$6.50 plus $2.00 per each additional residential unit
Sign Permits (monument & freestanding signs)	$150.00 each
Sign Permits (wall signs)	$75.00 each
Sign Review Fee	$115.00
Solar Panel Permit Fee	$50.00
Solar Panel Review Fee	$35.00
Stationary Pump, Dispenser, Piping, Installation, Alteration, or Repair	$75.00
Storage Tank Installation (above ground < 500 gallons) ***	$75.00
Storage Tank Installation (above ground > 500 gallons) ***	$415.00
Storage Tank Installation (underground) ***	$415.00 + SEPA, if applicable
Storage Tank Removal or Abandonment	$225.00
Storage Tank Removal or Abandonment (home heating oil < 1,100 gallons)	$75.00
Storage Tank Repair, Alteration, or Temp. Out of Service	$75.00
Swimming Pools	Based on Project Valuation
Temporary Certificate of Occupancy	$230.00
Temporary Structures	$180.00 / permit / year
Timber Harvest Permits	$600.00 + SEPA, if applicable
Working Without a Permit	100% of permit fee

* Footing & Foundation Only permit fees are in addition to Building permit fees

** Use the link below for current mitigation fee charges (if applicable) by use: https://www.libertylakewa.gov/DocumentCenter/View/9875/Harvard-Road-Mitigation-Plan-Fees-Effective-5-1-14

*** Non-hazardous (i.e. water tanks) are exempt from the Storage Tank Installation fees, as determined by City Staff

Engineering Review Fees

Additional Civil Plan Review & Actions Not Listed (Hourly Rate)	$150.00 / hour
Civil Infrastructure Plan Review Fees	$2,500.00 + Hourly Review Fees (if more than two reviews have been completed)
Design Deviation Review	$300.00
Inspections Outside Normal Working Hours	$225.00 / hour

Permit Modification Fee (For Issued Permits)	$150.00 / hour + Processing / Technology Fee
Re-Inspections	$150.00
Right of Way Permits	
Approach Permit	$75.00
Non-cut Obstruction Permit	$125.00
Pavement Cut	$250.00
Boring	$200.00
Pre/Post Inspection Fee	$150.00
Engineering Re-inspection Fee	$150.00
Expired ROW Permit Reissuance Fee	100% of permit fee
Right of Way Permit Modification Fee (Issued Permits)	$65.00
Rough Grading & Grubbing Permits (# cut and/or fill – cubic yards (cu. yds.))	**Permit Fee + SEPA, if applicable**
< 100	Permit Not Required
100 – 1,000	$50.00 for the first 100 cu. yds.; + $10.00 for each additional 100 cu. yds.
1,001 – 10,000	$150.00 for the first 1000 cu. yds.; + $10.00 for each additional 1000 cu. yds.
10,001 – 100,000	$250.00 for the first 10,000 cu. yds.; + $50.00 for each additional 10,000 cu. yds.
100,001 – 200,000	$700.00 for the first 100,000 cu. yds.; + $30.00 for each additional 10,000 cu. yds.
200,001 +	$1,000.00 for the first 200,000 cu. yds.; + $30.00 for each additional 10,000 cu. yds.
Rough Grading & Grubbing Permits (# cut and/or fill – cubic yards (cu. yds.))	**Review Fee**
100 – 1,000	$30.00
1,001 – 10,000	$45.00
10,001 – 100,000	$45.00 for the first 10,000 cu. yds.; + $25.00 for each additional 10,000 cu. yds.
100,001 – 200,000	$270.00 for the first 100,000 cu. yds.; + $25.00 for each additional 10,000 cu. yds.
200,001 +	$520.00 for the first 200,000 cu. yds.; + $25.00 for each additional 10,000 cu. yds.
Sidewalk Repair Fee (public streets)	Processing / Technology Fee

Site Improvement Review Fee	$150.00 / hour ($300 minimum fee)
Small Cell Permit Fee (Collated < 5) *	$500.00
Small Cell Permit Fee (Collated > 5) *	$100.00 each
Small Cell – New Pole Fee *	$1,000.00 each
Stormwater / Drainage Report Review Fee	$900.00
Street Tree Removal Fee (public streets)	Processing / Technology Fee
Street Vacation Request Review	$1,000.00
Traffic Impact Analysis Review	$300.00
Traffic Control Plan Review	$150.00
Work Beyond Approved Scope (Investigation, Plan Review and Permit Reissuance)	$150.00 / hour

* Small Cell Maintenance fees will be based on ROW permit fees

ZONING, LAND USE, & SUBDIVISION FEES

This fee schedule is adopted for the purpose of defraying the costs to The City of Liberty Lake regarding the below-listed zoning, land use, and subdivision actions. These are reflective of costs incurred by the City for the processing, reviewing, determining, holding of public hearings, notifying, and appealing of the listed actions. Legal notices, public notice postage, contract services reviews, and Hearing Examiner charges are added to the following fees, as applicable.

All applications, except those initiated by the City Council, the Planning Commission, or the Community Development Department, shall be accompanied by the required fee.

Appeals	
Appeal Fee	$1,250.00 + Hearing Examiner Fees
Motion for Hearing Examiner Reconsideration	Applicant / Appellant will be invoiced for cost
Transcript / Record Preparation Fee	Applicant / Appellant will be invoiced for cost (Deposit Required)
Environmental Policy	
SEPA – DS / EIS / Addenda	Applicant will be responsible for preparation or will be invoiced for contract services cost and/or City Staff hourly rate $150.00 / hour ($2,500.00 Deposit)
SEPA Environmental Review & Threshold Determination	$500.00
SEPA – Public Notices	Applicant will be invoiced for cost
SEPA – Reproducing Environmental Document	Applicant will be invoiced for cost

Land Division & Boundary Line Adjustments	
Alteration / Change of Condition / Major Modification	$3,000.00 + Hearing Examiner Fees
Alteration / Minor Modification	$1,000.00
Boundary Line Adjustment (Parcel Aggregation)	$250.00 total
Boundary Line Adjustment (Parcel Segregation)	$500.00 per lot
Preliminary Binding Site Plan	$4,000.00 for 1st acre + $40.00 per acre for each additional acre
Final Binding Site Plan / BSP Amendments (Record of Survey)	$2,500.00 + $25.00 per lot
Preliminary Plat	$4,500.00 for 1st acre + $40.00 per acre for each additional acre
Final Plat	$3,000.00 + $30.00 per lot
Preliminary Short Plat	$3,500.00 for 1st acre + $50.00 per acre for each additional acre
Final Short Plat	$2,500.00 + $30.00 per lot
Miscellaneous	
Additional Plan Review Fee & Actions Not Listed (Hourly Rate)	$150.00 / hour
Administrative Interpretation	No Charge
Annexation Requests	$4,000.00
Class A Variance Request	$1,000.00
Class B Variance Request	$3,000.00 + Hearing Examiner Fees, if applicable
Hearing Examiner Public Hearing Fee	Applicant will be invoiced for cost
Modification Review of Previously Approved Site Plans	$150.00 / hour (1 hour minimum)
Permit Modification Fee (for Issued Permits)	$150.00 / hour + Processing / Technology Fee
Professional Contract Services (i.e. Surveyor Review)	Applicant will be invoiced for cost
Public Notice (Legal Notices & Notice Postage)	Applicant will be invoiced for cost
Time Extension Review	$300.00
Vacation of Approved Preliminary Plat or Short Plat	$1,000.00
Zoning Verification Letter	$250.00
Shoreline Management (based on project value)	

Shoreline Management App. (< $10,000)	$1,000.00
Shoreline Management App. ($10,001 – $50,000)	$1,400.00
Shoreline Management App. ($50,001 – $250,000)	$2,700.00
Shoreline Management App. ($250,001 – $1,000,000)	$5,400.00
Shoreline Management App. (> $1,000,000)	$6,700.00 + 10% of value > $1,000,000.00
Zoning & Amendments	
Administrative Exception	No Charge
Comprehensive Plan Amendment	$6,000.00 + SEPA + Hearing Examiner Fees
Conditional Use Permit	$1,800.00
Development Code Text Amendment / Zoning Matrix Amendment, or Other Code Amendment	$3,500.00 + SEPA
Home Occupation Permit	$35.00 + Processing / Technology Fee
Preliminary Planned Unit Development Overlay	$1,250.00
Final Planned Unit Development Overlay	$1,000.00
Specific Area Plan Overlay (< 100 acres)	$6,500.00 + SEPA
Specific Area Plan Overlay (> 100 acres)	$11,500.00 + SEPA
Special Use Permits	$3,000.00 + Hearing Examiner Fees + SEPA (if applicable)
Temporary Use Permits	$50.00
Zoning Map Amendment / Rezone (ZC - Quasi-Judicial Review)	$6,500.00 + SEPA + Hearing Examiner Fees, if applicable

COMMUNITY EVENT PERMIT FEES

Community Event Permit Application (< 500 participants)	$50.00 + Processing / Technology Fee[1,2]
Community Event Permit Application (> 500 participants)	$100.00 + Processing / Technology Fee[1,2]

[1] Application fee will be waived for not-for-profit event sponsors; however, Processing & Technology Fee shall apply.

[2] Facility reservation & lease fees, and other charges, as may apply for services being provided by City staff, will be charged separately at the time of permit issuance.

FEE ADMINISTRATION

A. General Administration of Fee Schedule.

1. All required application fees will be paid at the time of application, or when the applicant requests information; or service for which a fee is charged above and is rendered without an application being filed. When fees are based on hourly fees, the applicant will be billed, and the fees shall be paid prior to the decision being issued.
2. Building Permits: Plan Review & Processing / Technology Fees will be due upon application submittal and shall be paid prior to the commencement of review. Building Permit Fees and Harvard Road Mitigation Fees will be due and payable at the time of building permit issuance. If the building permit is withdrawn or never issued, any outstanding Plan Review & Processing / Technology Fees will be billed to the applicant.
3. Commercial Plan Review, City Engineer Review, & Planning Review: When City review has been conducted and a permit has not been issued due to the project being cancelled, withdrawn, or expired, the City reserves the right to invoice applicants for any outstanding fees, including additional staff time, if applicable.
4. For all Commercial Applications: There will be a three-day application intake review for submittal completeness. If determined that all document requirements have been submitted, all project submittals will be forwarded for reviews, upon payment of processing/technology fees, plan review fees and application fees , as may be applicable. If determined that there is missing information, reviews will not yet be assigned.
5. The above listed application and review fees cover the first two reviews. Subsequent reviews will be charged the hourly rates as identified as “Additional Staff Time”.
6. For cancelled, withdrawn, or expired permits: the City reserves the right to bill for any outstanding invoices related to additional review fees, noticing fees, professional contract review fees (e.g. survey), etc., for work already completed by the City and/or their contractors.
7. Each action for which there is a listed fee, will constitute a separate action, and the fee will be computed as determined above. Each request will be billed as a separate action (e.g. each variance request will be charged a separate fee).
8. Measurement of acreage will be rounded to the nearest full acre except for areas less than one acre, which will be computed as one acre.
9. Hourly fees will be rounded to the nearest ½ hour as noted; except that there will be a minimum charge of one hour.
10. The value of projects and / or construction shall be determined by using data taken from the Building Valuation Data Sheet printed in the “Building Safety Journal” published by the International Code Council twice a year. This Fee Schedule includes the most recent valuation data and is updated administratively as the data changes twice each year. If no building permit was required or the building permit was issued more than one year ago, the value shall be determined by the Building Valuation Data Sheet, per County Assessor records, awarded construction bid, estimated construction cost, or other comparable means, as determined by City Staff.

11. For Expired Permits: Permit reissuance applies only to permits that have expired within 60 days from the expiration date noted on the permit. If past 60 days, permit reissuances will be evaluated on a case-by-case basis.

B. Refund policy.

1. For Application Fees, a full refund of fees, minus the $20 Refund Processing fee will be provided if no processing by the City has occurred.
2. If processing has occurred, but no reviews have been undertaken, a full refund minus the $65 Processing and Technology fee and the $20 Refund Processing fee will be provided.
3. If the permit has been issued, but is cancelled prior to the commencement of construction, a refund of the Harvard Road Mitigation Fee, State Building Surcharge, and Building Permit Fee, minus the $20 Refund Processing fee, will be provided.
4. A 50% refund of application fees will be provided if the Community Development Director, or his / her designee, determines that the request is made prior to any mailing of notice or if any processing by the City has occurred.
5. No refund of fees will be provided after an administrative decision / interpretation is rendered or after the mailing of notice unless the application is withdrawn at the City's request.
6. Full refund of fees may be authorized if the City has inappropriately told an applicant that a permit / action is required and later it is determined by the City that the permit / application was not necessary / required.

C. Automatic Modification of Fee Schedule

The Community Development Fee Schedule shall be automatically administratively modified twice a year to remain current with the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. Additionally, the fee schedule will be reviewed for a yearly cost of living adjustment.

D. Waiver of Fees.

The Community Development Director, or his / her designee, may waive all or a portion of the fees established herein for special individual circumstances where there is extreme economic hardship, issues of fundamental fairness, or where application of the fee schedule is otherwise unreasonable or impractical. Requests for the waiver of fees shall be made in writing to the Director, stating a reason for the waiver. The decision shall be indicated by letter stating the basis for approval or denial of the waiver and the decision is final and binding.