



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FINAL Report for:

User Fee Study

March 31, 2026

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1. EXECUTIVE SUMMARY

NBS performed a User Fee Study (Study) for the Contra Costa County Fire Protection District (District). The purpose of this report is to present the findings and recommendations of the various fee analyses performed as part of the Study and provide the District with the information needed to update and establish user and regulatory fees for service. Throughout the process, the Study afforded much effort to ensure that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1. Additionally, Health and Safety Code 13916 sets the parameters under which a district board may charge fees to recover the costs of enforcing regulations. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees as a result of property ownership.

The District’s main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of service, and (2) second, to provide an opportunity for the Board of Directors to re-align fee amounts with localized cost recovery policies.

1.1 Findings

This Study examined user and regulatory fees managed by the District’s Fire Prevention Bureau. The Study identified an estimated \$8.3 million in eligible costs for recovery from fees for service compared to approximately \$3.7 million the District is currently collecting each year from fees. The following table provides a summary of the Study’s results:

Table 1. Report Summary

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Engineering	\$ 3,173,851	\$ 5,754,223	\$ (2,580,372)	55%
Code Enforcement	524,773	2,554,340	(2,029,567)	21%
Total	\$ 3,698,624	\$ 8,308,563	\$ (4,609,939)	45%

As shown in Table 1 above, the District is recovering approximately 45% of the costs associated with providing user and regulatory fee-related services. Should the Board adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$4.6 million in costs could be recovered.

However, Section 2.2.3 later explains, there may be other local policy considerations that support adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for the District to consider. Once the Board of Directors has reviewed and evaluated the results of the Study, the District can set fees at appropriate cost recovery levels according to local policy goals and considerations.

1.2 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses recommended fee amounts, and provides a comparative survey of fees to neighboring agencies for similar services. The report is organized into the following sections:

- Section 2 - Outlines the general framework, approach, and methodology of the Fee Study.
- Section 3 - Discusses the results of the cost of service analysis. The analysis includes: (1) fully burdened hourly rate; (2) calculation of the costs of providing service; and (3) cost recovery performance of each fee category.
- Section 4 - Presents the conclusions of the analysis provided in the preceding sections.
- Appendices to this report - Include additional details of the analysis performed.

2. INTRODUCTION AND FUNDAMENTALS

2.1 Scope of Study

The following is a summary of the fees evaluated during the Study:

- Fire Prevention Bureau
 - Engineering Unit
 - Code Enforcement Unit

The fees examined in this report specifically exclude development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. The Study also excludes facility and equipment rental rates, as well as most fines and penalties imposed by the District for violations of its requirements or codes.¹

2.2 Methods of Analysis

Three phases of analysis were completed for the Study:



2.2.1 COST OF SERVICE ANALYSIS

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

Direct Costs:

- **Direct personnel costs** – Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.
- **Direct non-personnel costs** – Discrete expenses attributable to a specific service or activity performed, such as contractor costs, third-party charges, and materials used in the service or activity.

Indirect Costs:

- **Indirect personnel costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative

¹ According to the California Constitution Article XIII C § 1 (e) (4) and (5), the District is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.

support within a department, and staff involved in technical support activities related to the direct services provided to the public.

- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to individual fee/rate categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as Administration, Finance, Human Resources, etc. The amount of costs attributable to the District included in this Study were sourced from the District’s Budget.

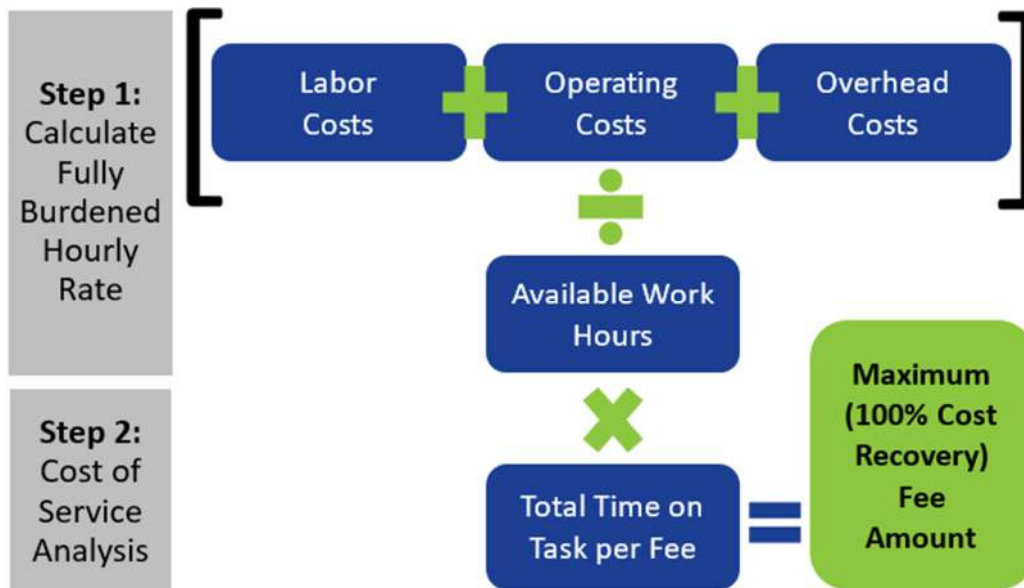
All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the District in the provision of all services and activities District-wide.

Nearly all the fees reviewed in this Study require specific actions on the part of District staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculated a composite, fully burdened, hourly rate for the Fire Prevention Bureau. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities. Determining the fully burdened labor rate requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours available based on the complete list of all District employees and/or available service hours of its contracted professionals (where applicable).

The District supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted the District with the framework for estimating the staff time for the services and activities listed in the District’s fee schedule. Time tracking records for the fee programs studied as part of this analysis, when available, can prove useful in identifying time spent providing general categories of service (e.g., division administration, plan review, inspection, public information assistance, etc.). However, the District does not systematically track the service time of activities for all individual fee-level services provided. Therefore, NBS relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, the District provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

It should be noted that the development of these time estimates was not a one-step process but required careful review by both NBS and department managers to assess the reasonableness of such estimates. Based on the results of this review, the District reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided by the District. Finally, the fully burdened labor rate(s) calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The graphic on the next page provides a visual representation of the steps discussed in this section.



2.2.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- **Addition to and deletion of fees** – The Study provided the Fire Prevention Bureau with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed by an individual. Some additions to the fee schedule were simply the identification of existing services or activities performed by District staff for which no fee is currently charged.
- **Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the various types of fee payers.
- **Documentation of the tools used to calculate special cost recovery** – The District’s fee schedule should include the fully burdened rate developed by the Study. Documenting this rate in the fee schedule provides an opportunity for the Board of Directors to approve the rate for cost recovery under a “time and materials” approach. It also provides clear publication of the rate so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted master fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis, which is at the bureau director’s discretion.

2.2.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could change the definition of the charge from a cost-of-service based fee to a tax which has other procedural requirements, such as ballot protest or voter approval.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reinforcing the fact that a service which truly benefits the public is best funded by general resources of the District, such as revenues from the General Fund (e.g., taxes). Conversely, when a service or activity wholly benefits an individual or entity, the cost recovery is generally closer to or equal to 100% of cost recovery from fees collected from the individual or entity.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the community served or current revenue levels? In other words, would fee increases have the unintended consequence of driving away the population served?
- Is there a good policy basis for differentiating between the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader District objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?

NBS provided the cost of service calculation based on 100% full cost recovery and the framework for the District's use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

2.2.4 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The District's Adopted Budget for Fiscal Year 2025-26
- A complete list of all District personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts
- Prevailing fee schedules
- Annual workload data

The District's adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate the District's financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study accepts the District's budget as a legislatively adopted directive describing the most appropriate and reasonable level of District spending. NBS consultants accept the Board of Directors' deliberative process and the District's budget plan and further assert that through this legislative process, the District has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

3. FIRE PREVENTION BUREAU

The Fire Prevention Bureau provides the highest level of fire prevention services through comprehensive inspections and code enforcement, plan review, engineering services, fire investigations, exterior fire hazard control & public education.

Under the direction of the Fire Marshal, the Fire Prevention Bureau has four main units:

- The Engineering Unit is primarily responsible for plan review, new construction inspections, and fire and life safety systems acceptance testing to ensure compliance with the California Fire and Building Codes, Fire District Ordinance and Standards, and applicable NFPA standards.
- The Code Enforcement Unit is primarily responsible for inspecting existing occupancies for compliance with Fire Code, CCR Title 19, Health & Safety Code, Fire District Ordinance, and applicable NFPA standards.
- The Community Risk Reduction Unit is responsible for programs related to Public Education and Exterior Fire Hazard Control which provides for the inspection of both public and private properties to ensure compliance with the Fire District’s weed abatement standards.
- The Fire Investigation Unit is responsible for determining origin and cause of fires and the investigations of fire related incidents of both criminal and accidental nature, pursuant to the mandate for fire origin and cause determination as outlined in the Fire Code and California Health and Safety Code.

The primary focus of this User Fee Study is on the Engineering Unit and Code Enforcement fees for service.

3.1 Cost of Service Analysis

NBS developed a composite, fully burdened, hourly rate for the Fire Prevention Bureau as shown in Table 2 below:

Table 2. Fully Burdened Hourly Rate

Cost Element	Fire Code Complaints/ Enforcement	Other	Direct PC/Inspect Services	Total
Labor	\$ 1,683,710	\$ 124,213,950	\$ 3,367,533	\$ 129,265,193
Recurring Non-Labor	155,178	12,820,306	460,719	13,436,203
Overhead	125,269	9,241,618	250,547	9,617,435
Division Administration	884,624	65,880,271	1,837,025	68,601,920
Department Total	\$ 2,848,781	\$ 212,156,145	\$ 5,915,824	\$ 220,920,751
Cost Recovery Targeted from Fees	85%	0%	100%	4%
Amount Targeted for Consideration in Billings/Fees	2,421,464	-	5,915,824	8,337,289
Amount Requiring Another Funding Source	427,317	212,156,145	-	212,583,462
Fully Burdened Hourly Rate				\$ 353
<i>Reference: Direct Hours Only</i>				23,588
Overtime Rate				\$ 395

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. As shown, the District’s total annual costs are approximately

\$220.9 million. The cost of service analysis identified approximately \$8.3 million of the District’s costs as the targeted amount for recovery in the District’s Fire Prevention Bureau’s fees for service, while approximately \$212.6 million are recommended for recovery through funding sources other than fees. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$353** during regular business hours, and **\$395** after business hours.

Based on District Staff interviews, the analysis segregated the total cost of services into three primary service categories provided by the District: Fire Code Complaints/Enforcement, Other, and Direct Plan Check/Inspection Services. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Fire Code Complaints/Enforcement** – Staff time devoted to responding to Fire Code complaints. The purpose of these services is of community wide benefit to bring those in violation of State and local laws into compliance. In doing so, the District may have a specific “notice of violation” and enforcement process that includes a fine or penalty assessed to gain compliance. Typically, some portion of costs for provision of these services are not linked to recovery from fees, and instead would be recovered through the imposition of fines and penalties. District staff estimated that approximately 85% of these costs associated with complaint investigation and resolution are indirectly in support of the regulatory fees subject to this study.
- **Other** – The District’s budget includes costs associated with the Operations Division that provides “All Risk” emergency and non-emergency services to the community. These costs are not eligible for recovery through the District’s user and regulatory fees for service.
- **Direct Plan Check/Inspection Services** – Work activities associated with an active fire prevention plan check, inspection, or permit application. 100% of these costs are recoverable in the District’s user and regulatory fees for service.

3.2 Fee Establishment

Section 2.2.2, *Fee Establishment*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories. Overall, the fee schedules were not significantly restructured, but rather fee names and categories were modified for better readability, and to better align with the District’s specific needs as well as current practices and service offerings. Each fee category on the list was designated by the District as either a fixed, one-time fee amount, or as an hourly-based fee. Notable changes include:

Engineering Fees:

- **Wildland Urban Interface:** Addition of new fee category per California Fire Code.
- **Water Supply:** Combined Private Fire Service Mains, Flush, and Hydrostatic Test into one service category. Added a category for water flow testing additional hydrants.
- **Building Construction:** Combined New Buildings and Tenant Improvements into one service category and added additional square footage tiers to account for typical project types.
- **Fire Protection Systems:** Changed charge type from a per head basis to a square footage basis to mirror Building Construction.

- **Fire Alarm Systems:** Deleted Dedicated Function Fire Alarm System.
- **Energy Storage System:** Added a UL 9540A Review category.

Code Enforcement Fees:

- **Operational Permits:** Added and deleted fees based on updated California Fire Code.
- **State Mandated Inspections:** Streamlined fee names and calculation methods for greater defensibility.
- **Weed Abatement:** Added fee section

3.3 Cost Recovery Evaluation

Appendix A.1 and A.2 presents the results of the detailed cost recovery analysis of fees for the District’s Fire Prevention Bureau. In the Appendices, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, the District is recovering approximately 45% of the total cost of providing services from fees. As Table 3 shows, the District collects approximately \$3.7 million per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the District would recover approximately \$8.3 million.

Table 3. Cost Recovery Outcomes

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus / Deficit	Existing Cost Recovery Percentage
Engineering	\$ 3,173,851	\$ 5,754,223	\$ (2,580,372)	55%
Code Enforcement	524,773	2,554,340	(2,029,567)	21%
Total	\$ 3,698,624	\$ 8,308,563	\$ (4,609,939)	45%

NBS provided a full cost of service evaluation and the framework for considering fees, while the District determined the appropriate cost recovery levels at or below full cost amounts.

4. CONCLUSION

Based on the outcomes of the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation presented in this Study, the proposed Master Fee Schedule has been prepared for implementation and included in the District's Staff Report.

As discussed throughout this report, the intent of the proposed fee schedule is to improve the District's recovery of costs incurred to provide individual services, as well as adjust fees where the fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect District revenues is difficult to quantify. For the near-term, the District should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the District, proposed fee amendments should enhance the District's cost recovery performance over time, providing it the ability to stretch other resources further for the benefit of the public at-large.

The District's Master Fee Schedule should become a living document, but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the District. Once adopted by the Board of Directors, the fee schedule is the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- The District should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, the District could use a Consumer Price Index adjustment that is applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement, and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there is more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that into the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. Continuous improvement and refinement of time tracking abilities will greatly enhance the District's ability to set fees for service and identify unfunded activities in years to come.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the District's budgets, time estimate data, and workload information from District staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A.1

Cost of Service Analysis – Engineering Unit

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost of Service Per Activity	Cost Recovery Analysis		Annual Estimated Revenue Analysis		
				FIRE PREVENTION					Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
	ENGINEERING/PLAN REVIEW												
1	Preliminary Plan Review - Consultations - Meetings												
	In office design review/preliminary plan consultation meetings.	per half hour		0.50	0.00	0.00	0.50	\$ 177	\$ 158	89%	2	\$ 316	\$ 353
	Out of office design and/or consultation meetings	hourly (2 hr min)		1.00	0.00	0.00	1.00	\$ 353	\$ 316	89%	8	\$ 2,528	\$ 2,828
2	Land Development												
	Major Subdivision Plan Review (5 or More Lots/Parcels)	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%	17	\$ 16,432	\$ 23,771
	Minor Subdivision Plan Review (1 to 4 Lots/Parcels)	flat		0.25	0.61	1.21	2.07	\$ 730	\$ 474	65%	6	\$ 2,844	\$ 4,379
	Single Family Home Review - access and water supply	flat		0.25	0.61	1.21	2.07	\$ 730	\$ 158	22%	410	\$ 64,722	\$ 298,981
	Multi-Family Home Review - access and water supply	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%	12	\$ 11,376	\$ 16,457
	Commercial Facility review - access and water supply	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	69	\$ 43,450	\$ 64,880
3	Wildland Urban Interface												
	Fire Protection Plan	flat		0.33	0.91	2.42	3.66	\$ 1,294	NEW	%		\$ -	\$ -
	Vegetation Plan	flat		0.33	0.61	1.82	2.75	\$ 973	NEW	%		\$ -	\$ -
	Certificate of Completion Final Inspection	flat		0.33	0.00	1.82	2.15	\$ 759	NEW	%		\$ -	\$ -
4	Temporary Access Roads and Water Supply												
	Temporary Access Road - Residential and Commercial												
	1 and 2 homes	minimum fee		0.25	0.61	1.21	2.07	\$ 730	\$ 316	43%		\$ -	\$ -
	Large developments and commercial projects	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%		\$ -	\$ -
	Temporary Water Supply	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	6	\$ 3,792	\$ 5,662
5	Water Supply - Fire Service Mains - Fire Hydrants												
	Fire Service - Emergency Repair, Private Fire Service Mains, Flush, Hydrostatic Test	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	48	\$ 30,020	\$ 44,826
	Water Flow Information (office only, no field test required)	flat		0.25	0.61	0.00	0.86	\$ 302	\$ 158	52%	1	\$ 158	\$ 302
	Water Flow Information Field Test	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	35	\$ 22,120	\$ 33,030
	Water Flow Field Test additional hydrants	flat		0.00	0.00	1.21	1.21	\$ 428	\$ 158	37%	-	\$ -	\$ -
	Rural Water Supply	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	4	\$ 2,528	\$ 3,775
6	Building Construction - New Buildings and Tenant Improvements												
	0 - 2500 s.f.	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%	114	\$ 108,072	\$ 156,338
	2,501 - 5,000 s.f.	flat		0.25	2.42	1.82	4.49	\$ 1,585	\$ 1,158	73%	19	\$ 22,002	\$ 30,119
	5,001 - 10,000 s.f.	flat		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,508	84%	-	\$ -	\$ -
	each additional 10,000 sq. ft or fraction thereof	each add'l 10,000 sq.ft.		0.00	0.13	0.13	0.27	\$ 95	\$ 700	%	-	\$ -	\$ -
	100,000	base fee @ 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 7,808	294%	-	\$ -	\$ -
	each additional 100,000 sq. ft or fraction thereof	each add'l 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 7,000	%	-	\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis			Annual Estimated Revenue Analysis		
				FIRE PREVENTION			Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
7	Fire Protection System												
	New Commercial (13 & 13R)												
	0 - 2500 s.f.	flat		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,274	71%	12	\$ 15,288	\$ 21,589
	2,501 - 5,000 s.f.	flat		0.25	2.42	3.03	5.70	\$ 2,013	\$ 1,283	64%	3	\$ 3,849	\$ 6,039
	5,000 - 10,000 s.f.	flat		0.25	3.03	3.03	6.30	\$ 2,227	\$ 1,303	58%	8	\$ 10,420	\$ 17,814
	each additional 10,000 sq. ft or fraction thereof	each add'l 10,000 sq.ft.		0.00	0.07	0.07	0.13	\$ 48	\$ 39	%	234	\$ 9,008	\$ 11,118
	100,000	base fee @ 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 1,649	62%	15	\$ 24,728	\$ 39,816
	each additional 100,000 sq. ft or fraction thereof	each add'l 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 385	%	25	\$ 9,582	\$ 66,150
	Tenant Improvement												
	0 - 2500 s.f.	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 642	68%	275	\$ 176,550	\$ 259,521
	2,501 - 5,000 s.f.	flat		0.25	1.21	1.82	3.28	\$ 1,158	\$ 651	56%	57	\$ 37,107	\$ 65,980
	5,000 - 10,000 s.f.	flat		0.25	1.82	1.82	3.88	\$ 1,371	\$ 671	49%	71	\$ 47,606	\$ 97,368
	each additional 10,000 sq. ft or fraction thereof	each add'l 10,000 sq.ft.		0.00	0.20	0.20	0.40	\$ 143	\$ 39	%	242	\$ 9,319	\$ 34,505
	100,000	base fee @ 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 1,017	38%	-	\$ -	\$ -
	each additional 100,000 sq. ft or fraction thereof	each add'l 100,000 sq.ft.		0.25	3.63	3.63	7.51	\$ 2,654	\$ 385	%	-	\$ -	\$ -
	Residential Fire Sprinkler System (Single Family Home)	flat		0.25	1.21	2.42	3.88	\$ 1,371	\$ 632	46%	1,156	\$ 730,454	\$ 1,585,024
	Residential Fire Sprinkler System (Multiple Homes)	base fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 790	58%		\$ -	\$ -
	Each additional home/lot	flat		0.25	0.00	0.61	0.86	\$ 302	\$ 474	157%		\$ -	\$ -
	Spray Booth	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	4	\$ 2,528	\$ 3,775
	Pre-Action Fire Suppression System	minimum fee	[1]	0.25	2.42	2.42	5.09	\$ 1,799	\$ 948	53%		\$ -	\$ -
	Fixed Fire Suppression System- (wet/dry chem, water mist, etc.)	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	3	\$ 1,896	\$ 2,831
	Each additional separate system at same location	minimum fee		0.25	0.61	0.61	1.46	\$ 516	\$ 316	61%	1	\$ 316	\$ 516
	Clean Agent Fire Suppression System	minimum fee	[1]	0.25	2.42	3.63	6.30	\$ 2,227	\$ 1,264	57%	3	\$ 3,792	\$ 6,680
	Fire Pump Installation	minimum fee	[2]	0.25	2.42	6.05	8.72	\$ 3,082	\$ 2,212	72%	8	\$ 17,065	\$ 23,777
	Commercial Cooking (Hood and Duct) Fire Suppression System	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	95	\$ 59,749	\$ 89,218
	Each additional system review	minimum fee		0.25	0.61	0.61	1.46	\$ 516	\$ 316	61%	63	\$ 19,908	\$ 32,510
	Smoke and Heat Vents	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 632	46%		\$ -	\$ -
	Smoke Management/Control System	minimum fee		0.25	3.63	4.84	8.72	\$ 3,082	\$ 2,212	72%	1	\$ 2,212	\$ 3,082
	Explosion Control (includes: vents, dust collection, etc.)	minimum fee		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,264	70%		\$ -	\$ -

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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost Recovery Analysis		Existing Cost Recovery %	Annual Estimated Revenue Analysis		
				FIRE PREVENTION				Current Fee / Deposit	Estimated Volume of Activity		Annual Estimated Revenues at Current Fee		
				Proc	PC	Insp					Current	Full Cost	
				\$ 353	\$ 353	\$ 353							
8	Fire Alarm System												
	Alarm System - up to 15 devices	flat		0.25	2.42	1.21	3.88	\$ 1,371	\$ 790	58%	481	\$ 379,990	\$ 659,637
	Alarm System - Additional devices over 15	per device		0.00	0.00	0.18	0.18	\$ 64	\$ 10	16%	2,095	\$ 20,945	\$ 134,365
	Fire Alarm Panel Replacement Only	flat		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	32	\$ 20,100	\$ 30,014
	High-Rise Fire Alarm	flat		0.25	4.84	4.84	9.93	\$ 3,510	\$ 2,536	72%		\$ -	\$ -
	Pre-wire inspection	hourly		0.00	0.00	1.00	1.00	\$ 353	\$ 316	89%	-	\$ -	\$ -
9	Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-Dispensing												
	Install Underground Tanks	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 632	46%	15	\$ 9,480	\$ 20,571
	Each additional tank	per tank		0.25	0.00	0.61	0.86	\$ 302	\$ 316	105%		\$ -	\$ -
	Remove Underground/Above-Ground Tank	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%	5	\$ 4,740	\$ 6,857
	Install Aboveground Tank	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	25	\$ 15,958	\$ 23,829
	Each additional tank	per tank		0.25	0.00	0.61	0.86	\$ 302	\$ 316	105%		\$ -	\$ -
	Abandon Underground/Above-Ground Tank in Place	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%		\$ -	\$ -
	Fuel Dispensing Modification (EVR, Dispenser change out, other component change out, etc.)	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	9	\$ 5,372	\$ 8,022
	Apply Interior Coating to Flammable Liquid Tanks	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 948	100%		\$ -	\$ -
10	Compressed Gas Systems: LPG-CNG - Medical-Cryogenics												
	Container Exchange Programs; LPG Tank Installation Without Dispensing	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	1	\$ 632	\$ 944
	LPG-CNG-Hydrogen (Tank Install and/or Dispensing)	minimum fee		0.25	1.82	2.42	4.49	\$ 1,585	\$ 948	60%	4	\$ 3,792	\$ 6,341
	Medical or Compressed Gas Systems	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%	8	\$ 7,900	\$ 11,428
	Cryogenics Fixed Installation	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%		\$ -	\$ -
	Compressed Gas Storage	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	17	\$ 10,428	\$ 15,571
11	Energy Storage System												
	Battery Systems/Energy Storage	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 632	67%	138	\$ 87,216	\$ 130,232
	UL 9540A Review	minimum fee		0.25	1.21	0.00	1.46	\$ 516	NEW	%	-	\$ -	\$ -

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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost Recovery Analysis		Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				FIRE PREVENTION				Cost of Service Per Activity	Current Fee / Deposit		Existing Cost Recovery %	Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
12	Special Hazards - Hazardous Materials, Mechanical System, etc.												
	Dust Collection Systems	minimum fee		0.25	1.21	1.21	2.67	\$ 944	\$ 790	84%		\$ -	\$ -
	Explosives Storage	minimum fee		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,264	70%		\$ -	\$ -
	Hazardous Materials Compliance review	minimum fee		0.25	2.42	0.00	2.67	\$ 944	\$ 316	33%		\$ -	\$ -
	Hazardous Materials - Storage - Dispensing - Open/Closed Systems	minimum fee		0.25	2.42	2.42	5.09	\$ 1,799	\$ 1,264	70%	9	\$ 11,376	\$ 16,192
	Each additional system plan review	hourly (2 hr min)		0.00	1.00	0.00	1.00	\$ 353	\$ 316	89%	12	\$ 3,792	\$ 4,241
	High-Pile or Rack Storage	minimum fee		0.25	2.42	1.82	4.49	\$ 1,585	\$ 948	60%	10	\$ 9,796	\$ 16,381
	Mechanical Refrigeration Systems	minimum fee		0.25	1.21	2.42	3.88	\$ 1,371	\$ 948	69%	2	\$ 2,212	\$ 3,200
	Plant Extraction System	minimum fee		0.25	2.42	1.21	3.88	\$ 1,371	\$ 948	69%		\$ -	\$ -
13	Alternative Means and Methods	minimum fee		0.25	2.42	0.00	2.67	\$ 944	\$ 632	67%	52	\$ 32,864	\$ 49,073
14	Expedite Plan Review Requests and Reviews Expedited as a Result of Working without Approved Plans		[4]										
	Working without approved plans	minimum fee (2 hr min)	[3]	0.00	2.42	0.00	2.42	\$ 956	\$ 632	66%		\$ -	\$ -
	Expedited Plans	minimum fee (2 hr min)	[3]	0.00	2.42	0.00	2.42	\$ 956	\$ 316	33%	745	\$ 235,568	\$ 712,673
15	Demolition Permit Pursuant to Chapter 33 14, CFC	hourly		1.00	0.00	0.00	1.00	\$ 353	\$ 316	89%	52	\$ 16,432	\$ 18,379
16	Copies, Laserfiche Retrieval												
	Photocopies	per page							\$ 0.20				
	Laserfiche Retrieval review	per 1/4 hour							\$ 11				
	Laserfiche Retrieval	per page							\$ 0.20				
	Copies of Photos	per 1/4 hour							\$11 plus Actual Costs				
	Instructional Services	minimum fee		0.00	0.00	2.42	2.42	\$ 855	\$ 632	74%		\$ -	\$ -
17	Additional Charges and Inspection Time												
	Additional inspection during normal business hours	per 1/2 hour		0.00	0.00	0.50	0.50	\$ 177	\$ 158	89%	1,155	\$ 182,490	\$ 204,117
	Additional inspection time after normal business hours, per hour	hourly		0.00	0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
	Overtime and weekend inspections	hourly (2 hr min)		0.00	0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
	Re-submittals or revisions	hourly		0.00	1.00	0.00	1.00	\$ 353	\$ 316	89%	1,780	\$ 562,480	\$ 629,141
	Additional plan review time, per half hour	per 1/2 hour		0.00	0.50	0.00	0.50	\$ 177	\$ 158	89%		\$ -	\$ -
18	Plan Archival	per page							\$ 2				

Contra Costa Fire Protection District
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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Estimated Average Labor Time per Activity	Cost of Service Per Activity	Cost Recovery Analysis		Estimated Volume of Activity	Annual Estimated Revenue Analysis	
				FIRE PREVENTION					Current Fee / Deposit	Existing Cost Recovery %		Annual Estimated Revenues at Current Fee	
				Proc	PC	Insp						Current	Full Cost
				\$ 353	\$ 353	\$ 353							
19	For services requested which have no fee listed in this fee schedule												
	During business hours	hourly		0.00	0.00	1.00	1.00	\$ 353	\$ 316	89%		\$ -	\$ -
	After business hours	hourly (2 hr min)		0.00	0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
											\$ 3,173,851	\$ 5,754,223	

Notes

- [1] Does not include fire alarm review - see Fire Alarm System section
- [2] Does not include review of generator or separate fuel storage tank
- [3] Plus applicable plan review fees
- [4] All revisions will be performed on an expedited/overtime basis with a 2 hour minimum. Total fees will include all applicable plan review fees plus expedite/overtime fees
 - *Minimum review and inspection fees are based on \$353.00 per hour during normal business hours, unless otherwise noted.
 - *Normal business hours are between 0800hrs and 1700hrs, Monday - Friday.
 - *All overtime fees are assessed at \$395.00 per hour for a two-hour minimum, unless otherwise noted.
 - *Overtime rates apply to weekends, holidays, and all times outside normal business hours.
 - *Expedited plan reviews are conducted after normal business hours.
 - *Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.
 - *Revisions to previously submitted plans, including plans requiring re-submittal and/or client generated changes, will be assessed \$353.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$177.00 per half hour.

Authority

Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9, 13146 (a) (1) (b), (d), e), 13862, 13869, 13869.7, 13875, 13916, 17921,
Government Code: § 6103.7, 6253(b)
Fire District Ordinance: No. 2007-47
Title 19, CCR: § 1.12(a) & 3.28
California Fire Code: § 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

APPENDIX A.2

Cost of Service Analysis – Code Enforcement Unit

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
II	CODE ENFORCEMENT FEES											
1	Operational Permits	per permit										
	Aerosol Products			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Amusement Buildings			0.50	1.50	2.00	\$ 707	\$ 316	45%	1	\$ 316	\$ 707
	Asbestos Removal			0.00	1.50	1.50	\$ 530	\$ 316	60%		\$ -	\$ -
	Automobile Wrecking or Dismantling Yard			0.50	2.25	2.75	\$ 972	\$ 632	65%		\$ -	\$ -
	Aviation Facilities - Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles.			0.50	1.50	2.00	\$ 707	\$ 632	89%	1	\$ 632	\$ 707
	Battery Systems			0.00	1.50	1.50	\$ 530	\$ 316	60%		\$ -	\$ -
	Carbon Dioxide Systems Used in Beverage Dispensing Applications			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Carnivals, Fairs, Festivals, and Exhibitions			0.50	1.88	2.38	\$ 839	\$ 395	47%	2	\$ 790	\$ 1,679
	Cellulous Nitrate			0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
	Change of Occupancy/Site Inspection/Miscellaneous Inspection			0.50	1.50	2.00	\$ 707	New	%	65	\$ -	\$ 45,949
	Combustible Dust Production											
	Up to 2500 sq.ft.			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	More than 2500 sq.ft.			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Combustible Fibers			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Compressed Gas			0.50	1.50	2.00	\$ 707	\$ 395	56%	6	\$ 2,370	\$ 4,241
	Covered and Open Mall Buildings			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Cryogenic Fluids			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Cutting, Welding & Hot Works			0.50	1.50	2.00	\$ 707	\$ 395	56%	3	\$ 1,185	\$ 2,121
	Dry Cleaning			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Emergency Responder Radio Coverage			0.50	0.00	0.50	\$ 177	\$ 158	89%	12	\$ 1,896	\$ 2,121
	Explosives											
	Up to 100 lbs.			0.50	2.25	2.75	\$ 972	\$ 632	65%	3	\$ 1,896	\$ 2,916
	More than 100 lbs.			0.50	3.75	4.25	\$ 1,502	\$ 948	63%		\$ -	\$ -
	Gunpowder Sales - Permit for the resale of gunpowder											
	Up to 100 lbs.			0.50	1.50	2.00	\$ 707	\$ 2	0%		\$ -	\$ -
	More than 100 lbs.			0.50	1.50	2.00	\$ 707	\$ 10	1%		\$ -	\$ -
	Fire Hydrant and valves			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -

Contra Costa Fire Protection District
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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
	Flammable and Combustible Liquids											
	Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.			0.50	3.00	3.50	\$ 1,237	\$ 395	32%	8	\$ 3,160	\$ 9,897
	Permit to store, handle, or use Class I liquids. In excess of 5 gallons – Inside			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to store, handle, or use Class I liquids. In excess of 10 gallons – Outside.			0.50	1.50	2.00	\$ 707	\$ 362	51%		\$ -	\$ -
	Permit to store, handle, or use Class II or Class III liquids. In excess of 25 gallons – Inside. In excess of 60 gallons – Outside.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to store, handle, or use Class II or Class III liquids. In excess of 60 gallons – Outside.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to place temporarily out of service (for more than 90 days) an underground, protected above-ground, or above-ground flammable or combustible liquid tank			0.50	1.50	2.00	\$ 707	\$ 948	134%		\$ -	\$ -
	Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.			0.50	1.50	2.00	\$ 707	\$ 395	56%		\$ -	\$ -
	Permit to manufacture, process, blend, or refine flammable or combustible liquids.			0.50	4.50	5.00	\$ 1,767	\$ 632	36%		\$ -	\$ -
	Floor Finishing			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Fruit and Crop Ripening			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Fumigation & Insecticidal Fogging			0.50	1.50	2.00	\$ 707	N/C	%		\$ -	\$ -

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 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
	Hazardous Materials											
	1-5 products			0.50	0.75	1.25	\$ 442	\$ 316	72%	2	\$ 632	\$ 884
	6-10 products			0.50	1.50	2.00	\$ 707	\$ 948	134%		\$ -	\$ -
	11 or more products			0.50	3.00	3.50	\$ 1,237	\$ 1,580	128%		\$ -	\$ -
	Hazardous Production Materials (HPM)			0.50	3.00	3.50	\$ 1,237	\$ 1,580	128%		\$ -	\$ -
	High-piled Storage											
	501-5,000 sq.ft.			0.50	2.25	2.75	\$ 972	\$ 632	65%		\$ -	\$ -
	> 5,000 sq.ft.			0.50	3.75	4.25	\$ 1,502	\$ 948	63%		\$ -	\$ -
	Hot Work			0.50	1.50	2.00	\$ 707	\$ 158	22%	5	\$ 790	\$ 3,535
	Indoor Growing Operation			0.50	2.25	2.75	\$ 972	\$ 316	33%		\$ -	\$ -
	Industrial Oven			0.50	6.00	6.50	\$ 2,297	\$ 632	28%		\$ -	\$ -
	Liquid - or Gas-Fueled Vehicles or Equipment in Assembly Buildings			0.50	0.75	1.25	\$ 442	\$ 632	143%		\$ -	\$ -
	LPG											
	Permit to dispense, store, and use LPG			0.50	0.75	1.25	\$ 442	\$ 395	89%		\$ -	\$ -
	Permit to operate a plant/facility			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Permit to exchange cylinders only – no refilling			0.50	0.75	1.25	\$ 442	\$ 316	72%		\$ -	\$ -
	Lumber Yard and Woodworking Plants			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Magnesium (more than 10 lbs)			0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
	Miscellaneous Combustible Storage (> 2500 cu. Ft)			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Model Rockets			0.50	0.75	1.25	\$ 442	\$ 316	72%		\$ -	\$ -
	Motor Fuel Dispensing Facilities											
	Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.			0.50	1.50	2.00	\$ 707	\$ 632	89%	2	\$ 1,264	\$ 1,414
	Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Oil Extraction Process			0.50	4.50	5.00	\$ 1,767	\$ 316	18%		\$ -	\$ -
	Open Air Mall			0.50	24.00	24.50	\$ 8,660	New	%	22	\$ -	\$ 190,510
	Open Flames and Torches			0.50	1.50	2.00	\$ 707	\$ 316	45%	4	\$ 1,264	\$ 2,828
	Open Flames and Candles			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Organic Coatings			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Public Assemblies											
	Permit to operate place of assembly. Occupancy load 50-100			0.50	0.75	1.25	\$ 442	\$ 395	89%		\$ -	\$ -
	Occupancy load 101-200			0.50	1.13	1.63	\$ 574	\$ 632	110%	5	\$ 3,160	\$ 2,872
	Occupancy load 201-299			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Occupancy load 300 +			0.50	2.25	2.75	\$ 972	\$ 948	98%		\$ -	\$ -
	Plant Extraction Systems			0.50	4.50	5.00	\$ 1,767	New	%		\$ -	\$ -

Contra Costa Fire Protection District
 Fire Prevention - User Fee Study FY 2025
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
	Pyrotechnic Special Effects Material											
	Permit to use or handle fireworks or pyrotechnics			0.75	3.00	3.75	\$ 1,325	\$ 632	48%		\$ -	\$ -
	Permit to use or handle fireworks or pyrotechnics, including fireworks aerial displays.			0.75	9.00	9.75	\$ 3,446	\$ 790	23%	3	\$ 2,370	\$ 10,338
	Permit to use or handle fireworks or pyrotechnics for aerial displays overtime/weekend.			0.75	9.00	9.75	\$ 3,852	\$ 948	25%		\$ -	\$ -
	Permit for proximate fireworks			0.50	6.00	6.50	\$ 2,297	\$ 790	34%	-	\$ -	\$ -
	Pyroxylin Plastics			0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Refrigeration Equipment			0.50	1.50	2.00	\$ 707	\$ 474	67%	1	\$ 474	\$ 707
	Repair Garages											
	1 – 4 repair bays			0.50	0.75	1.25	\$ 442	\$ 395	89%	6	\$ 2,370	\$ 2,651
	5 – 8 repair bays			0.50	1.13	1.63	\$ 574	\$ 474	83%		\$ -	\$ -
	More than 8 repair bays			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -
	Rooftop Heliport			0.50	2.25	2.75	\$ 972	\$ 316	33%		\$ -	\$ -
	Spraying or Dipping			0.50	1.50	2.00	\$ 707	\$ 395	56%	9	\$ 3,555	\$ 6,362
	Sprinkler testing and maintenance - 5 year			0.25	1.75	2.00						
	Storage of Scrap Tires and Tire Byproducts - in excess of 2,500 cu. ft. of total volume.			0.50	1.50	2.00	\$ 707	\$ 632	89%	1	\$ 632	\$ 707
	Temporary Membrane Structures and Tents											
	401 sq. ft. to 699 sq. ft.			0.50	0.75	1.25	\$ 442	\$ 158	36%	26	\$ 4,108	\$ 11,487
	700 sq. ft. to 5,000 sq. ft.			0.50	1.13	1.63	\$ 574	\$ 316	55%		\$ -	\$ -
	More than 5,000 sq. ft.			0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
	Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure)			0.50	0.00	0.50	\$ 177	\$ 316	179%		\$ -	\$ -
	Overtime or weekend inspections (2 hour min)	minimum fee		0.50	1.50	2.00	\$ 790	\$ 632	80%		\$ -	\$ -
	Normal business hours additional inspection time or instructional time			0.50	0.50	1.00	\$ 353	\$ 158	45%		\$ -	\$ -
	Additional inspection time or instructional time after normal business hours.			0.50	3.00	3.50	\$ 1,237	\$ 316	26%		\$ -	\$ -
	Tire Rebuilding Plant			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Tire Storage			0.50	1.13	1.63	\$ 574	\$ 395	69%		\$ -	\$ -
	Waste Handling Facility			0.50	3.00	3.50	\$ 1,237	\$ 632	51%		\$ -	\$ -
	Wood Products			0.50	1.50	2.00	\$ 707	\$ 632	89%		\$ -	\$ -

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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
2	LICENSED CARE FACILITY											
	Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	4	\$ 1,264	\$ 2,828
	Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	1	\$ 316	\$ 707
	Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	46	\$ 14,536	\$ 32,517
	Adult or Day Care Facility (non-ambulatory)	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%	16	\$ 5,056	\$ 11,310
	Adult or Child Large Family Day Care Adult or Child Day Care Center	per inspection		0.50	0.75	1.25	\$ 442	\$ 316	72%	13	\$ 4,108	\$ 5,744
	Inspection of a Licensed Clinic	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	STATE FIRE MARSHAL MANDATE											
3	SCHOOLS											
	Schools (E Occupancy)											
	Occupant Load less than 50	per inspection		0.50	0.75	1.25	\$ 442	\$ 395	89%	194	\$ 76,630	\$ 85,712
	Occupant Load 51-149	per inspection		0.50	2.25	2.75	\$ 972	\$ 632	65%	1	\$ 632	\$ 972
	Occupant Load 150-499	per inspection		0.50	6.00	6.50	\$ 2,297	\$ 632	28%	8	\$ 5,056	\$ 18,379
	Occupant Load 500 or greater	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 948	11%	6	\$ 5,688	\$ 51,957
4	HIGH-RISE/MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION											
	High Rise											
	Inspection of a Hi-Rise building (State certification inspection) - Pre 1974.	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 2,528	29%		\$ -	\$ -
	Inspection of a Hi-Rise building (State certification inspection) - Post 1974.	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 632	7%	22	\$ 13,904	\$ 190,510
	Mid Rise											
	Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements.	per inspection		0.50	12.00	12.50	\$ 4,418	\$ 632	14%		\$ -	\$ -

Contra Costa Fire Protection District
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				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
5	HOSPITALS – INSTITUTION/JAILS											
	Hospitals (medical, surgical, and psychiatric) and Nursing Homes											
	Inspection of hospital	per inspection		0.50	24.00	24.50	\$ 8,660	\$ 632	7%	14	\$ 8,848	\$ 121,233
	Inspection of nursing home	per inspection		0.50	6.00	6.50	\$ 2,297	\$ 632	28%		\$ -	\$ -
	Out-Patient Clinics											
	Inspection of out-patient clinic with more than 5 patients.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Police Services Facilities (holding cells)											
	Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures).	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Adult/Juvenile Detention Facilities											
	Inspection of adult and/or juvenile detention facilities.	per inspection		0.50	12.00	12.50	\$ 4,418	\$ 948	21%	5	\$ 4,740	\$ 22,091
	MULTI-RESIDENTIAL											
6	Motel/Hotel											
	Inspection of a hotel	per inspection		0.50	6.00	6.50	\$ 2,297	\$ 474	21%	57	\$ 27,018	\$ 130,953
	Inspection of a motel	per inspection		0.50	1.50	2.00	\$ 707	\$ 474	67%		\$ -	\$ -
7	Apartment/Condominium											
	Less than 3 stories											
	Less than 3 stories	per inspection		0.50	0.75	1.25	\$ 442	\$ 474	107%		\$ -	\$ -
	3 stories or greater											
	3 - 12 Units	per inspection		0.50	0.75	1.25	\$ 442	\$ 115	26%	1,748	\$ 201,020	\$ 772,289
	13 - 30 Units	per inspection		0.50	1.13	1.63	\$ 574	\$ 158	28%	200	\$ 31,600	\$ 114,871
	31+ Units	per inspection		0.50	3.00	3.50	\$ 1,237	\$ 158	13%	424	\$ 66,992	\$ 524,520
8	Agricultural Burn Permit - BAAQMD 5-401.11											
	Range Management.	flat		0.50	0.75	1.25	\$ 442	\$ 158	36%	78	\$ 12,324	\$ 34,461
	Open Burning: Recreational-Bonfire Permit.	flat		0.50	0.75	1.25	\$ 442	\$ 316	72%		\$ -	\$ -
	Service Burn Permit. Religious.	flat		0.50	0.75	1.25	\$ N/C	N/C	%		\$ -	\$ -
9	Nuisance (Repeated) False Alarms - Engine company response, after three (3) reported false alarms within a 180- day period.	per response	[1]	0.50	1.50	2.00	\$ 707	\$ 475	67%	11	\$ 5,225	\$ 7,776

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				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
10	Weed Abatement											
	Initial inspection	flat		0.50	1.13	1.63	\$ 574	New	%		\$ -	\$ -
	First notice of violation	flat		0.50	1.13	1.63	\$ 574	New	%		\$ -	\$ -
	Second notice of violation	flat		0.50	0.38	0.88	\$ 309	New	%		\$ -	\$ -
	Third notice of violation	flat		0.50	0.38	0.88	\$ 309	New	%		\$ -	\$ -
	Record lien on Property	flat		0.50	0.00	0.50	\$ 177	New	%		\$ -	\$ -
11	MISCELLANEOUS INSPECTIONS											
	Administrative Citation		[2,3]					See Muni Code				
	Copy Services		[2]									
	Photocopies letter or legal size per page	per page					\$ 0.20					
	Laserfiche retrieval	each					\$11 plus \$.20 per page					
	Laserfiche retrieval additional time	per 1/4 hour					\$ 11					
	Copies of photos	per 1/4 hour					\$11 plus actual cost of photos					
	Return Check											
	First Check	first check					\$ 25					
	Subsequent Checks	each					\$ 35					
	Defensible Space Inspections											
	AB38 Real Estate	per inspection		0.50	1.50	2.00	\$ 707	NEW	%	171	\$ -	\$ 120,880
	Severity Zone	per inspection		0.50	1.50	2.00	\$ 707	NEW	%	-	\$ -	\$ -
	Change of Occupancy/Site Inspection/Miscellaneous Inspection: Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or other governmental agency, and where not elsewhere listed.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Third or Non-Compliant Inspections: Inspection for third and/or non-compliant inspections, per inspection.	per inspection		0.50	1.50	2.00	\$ 707	\$ 316	45%		\$ -	\$ -
	Group B/M Occupancy: Inspection of Group B/M Occupancy. Additional inspection time, per 1/2 hour.	per inspection		0.50	0.75	1.25	\$ 442	\$ 158	36%		\$ -	\$ -

Contra Costa Fire Protection District
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Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis			
				FIRE PREVENTION		Estimated Average Labor Time per Activity	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	
				Proc	Insp						Current	Full Cost
				\$ 353	\$ 353							
12	HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES											
	Additional inspection or instructional time during normal business hours	per 1/2 hour		0.00	0.50	0.50	\$ 177	\$ 316	179%		\$ -	\$ -
	Additional inspection time or instructional time after normal business hours	hourly		0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
	Overtime and weekend inspections	hourly (2 hr min)		0.00	1.00	1.00	\$ 395	\$ 316	80%		\$ -	\$ -
										\$ 524,773	\$ 2,554,340	

Notes

- [1] Engine company responses in excess of three (3) reported false alarms within a 90-day period.
- [2] NBS did not analyze
- [3] Per Ordinance No. 2012-03. The ordinance is authorized under Government Code Sections 25132 and 53069.4 and applicable Health and Safety Code provisions.
 Administrative penalties for fire code violations set by Resolution.
 *Combination Permit Policy: Highest Permit Fee + 50% of each subsequent required permit
 *Inspection fees are based on \$353.00 per hour. Inspection and/or permit fees will be assessed at the time of the primary application.
 *All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted.
 *Occupancies requiring (3) or more inspections for compliance will be assessed an additional \$353.00 non-compliant fee for each inspection.

Authority

Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17951, 17962
Government Code: §§ 6103.7, 6253(b)
California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2
Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035.
Fire District Ordinance: No. 2007-47

APPENDIX B

Comparative Survey

COMPARATIVE SURVEY

1	Berkeley Fire Department	Plan Review	\$500 per hour		
		Inspection	\$500 per hour		
2	San Francisco Fire Department	Plan Review	Fees Based on Total Building/Project Valuation		
		Inspection	\$544 fee for two hours & \$136 per hour after		
3	San Ramon Valley Fire Protection District	Plan Review	\$328 per hour		
		Inspection	\$927 incl 1 each plan review, re-submittal, 1 inspection and 1 reinspection & \$328 per hour after		
4	Contra Costa County Fire Protection District - current	Plan Review	\$316 per hour	Contra Costa County Fire Protection District - proposed	
		Inspection	\$316 per hour	Plan Review	\$353 per hour
				Inspection	\$353 per hour
5	Sacramento Metro Fire Protection District	Plan Review	\$319 per hour		
		Inspection	\$319 per hour		
6	San Mateo Consolidated Fire Department	Plan Review	\$392 per hour		
		Inspection	\$392 per hour		
7	San Jose Fire Department	Plan Review	\$395 per hour		
		Inspection	\$442 per hour		
8	Vacaville Fire Department	Plan Review	\$315 per hour		
		Inspection	\$315 per hour		
9	Richmond Fire Department	Plan Review	\$251 per hour		
		Inspection	\$251 per hour		
10	Hayward Fire Department	Plan Review	Fees based on total valuation x .35		
		Inspection	\$262 flat rate		
11	Santa Clara City Fire Department	Plan Review	35% of Building Permit fee (min \$1,025)		
		Inspection	\$292 per hour		
12	Vallejo Fire Department	Plan Review	25% of building permit fee		
		Inspection	\$194.44 ea (after hours \$194.44 per hour)		
	AVG Per Hour Costs				
		Plan Review	\$352 *		
		Inspection	\$353 **		

*Those jurisdictions surveyed that base their plan review on building valuation or charge additional fees are not included in the average costs, minimum hour requirements not considered.

** Does not consider minimum hour requirements