

Glendora



FISCAL YEAR 2024/2025

MASTER SCHEDULE OF FEES FOR SERVICE



CITY of GLENDORA

ADMINISTRATION

CITY of GLENDORA ADMINISTRATION

Item No.	Service	Current Fees	Last Updated
AD-1	Agenda/Minutes Mailing Service	Agendas: \$0.10 per page plus postage Minutes: \$0.10 per page plus postage	8/23/2016
AD-2	Document Reproduction ¹	\$0.10 per page (Letter/Legal Size) for hardcopy and scanning.	6/22/2021
AD-3	Campaign Statement Reproduction	\$0.10 per page; \$5 retrieval fee for statements five or more years old (subject to revision by Fair Political Practices Commission Schedule)	6/24/2014
AD-4	Fair Political Practices Commission (FPPC) Forms	\$0.10 per page (subject to revision by Fair Political Practices Commission Schedule)	6/24/2014
AD-5	Returned Check Processing	\$25 per NSF check for first check; \$35 per NSF check for each check thereafter. [Pursuant to CA Civil Code Section 1719(a)(1)].	1/14/2003 8/5/1996
AD-6	Video/Audio Reproduction	\$1 per disc	6/11/2024
AD-7	Insurance Administrative Fee	\$50 for each application used by third-party groups that elect special events coverage through the City's insurance carrier.	6/26/2012
AD-8	Public Works Payroll Records	\$1 for first page, \$0.25 for each page thereafter Plus \$10 handling costs (8 Cal Code Regs §16402)	8/23/2016
AD-9	Credit Card Service Fee	Finance, Police, City Clerk - Minimum transaction fee: \$2.50 Plus an additional 3.2% service fee for all card transactions with a debit or credit card. Community Development, Public Works - Minimum transaction fee: \$6.95 Plus an additional 3.2% service fee for all card transactions with a debit or credit card. 2.5% of transactions for Transient Occupancy Tax (TOT) transactions. 3.0% of transaction for all Recreation and Human Services transactions made online. Water Acreage Water Front Footage Sewer Front Footage Sewer Acreage Park Construction/Development Water Rights Deposit Water Management Plan Documents	6/11/2024
AD-10	Credit Card Service Fee – Recreation and Human Services	3% of transaction for all Recreation and Human Services	6/11/2024
AD-11	Civil Subpoena	\$15 plus reproduction costs; \$275 per day deposit plus travel costs. (GC 68097.2)	7/10/2018
AD-12	Duces Tecum Subpoena	\$15 per request, plus any reproduction costs	6/11/2024
AD-13	Collection Services	15% to 30% of the balance remitted to the collections agency	6/23/2020
AD-14	Treble Damages	Ordinance 2057 Sections 9.36.300 and 9.36.400	1/12/2021

1. Duplication charges for electronic records copies are limited to the direct cost of producing the electronic copy, including programming and computer services costs if the request requires the production of electronic records that are otherwise only produced at regularly scheduled intervals, or production of the record would require data compilation, extraction, or programming (8 Cal Code Regs §6253.9).

CITY of GLENDORA ADMINISTRATION

Passport Services

Item No. AD-15

Last Updated 3/19/2024

All passport fees are subject to revision by the U.S. Department of State

All Charges are subject to a credit card service fee (Item AD-9)

Adult Passport Book and Card Fees	Passport Fee Check or Money Order Payable to Department of State	Execution Fee Cash/ Check Payable to City of Glendora
Passport Book - ages 16 & Over (Valid 10 years)	\$130.00	\$35.00
Passport Card - ages 16 & Over (Valid 10 years)	\$30.00	\$35.00
Passport Card & Book - ages 16 & Over (Valid 10 years)	\$160.00	\$35.00
Passport Renewal - ages 16 & Over (valid 10 years)	\$130.00	\$0.00
Passport Card Renewal - ages 16 & Over (valid 10 years)	\$30.00	\$0.00
Passport Card & Book Renewal - ages 16 & Over (valid 10 years)	\$160.00	\$0.00

Minor Passport Book and Card Fees	Passport Fee Check or Money Order Payable to Department of State	Execution Fee Cash/ Check Payable to City of Glendora
Passport Book- ages 15 & Under (valid 5 years)	\$100.00	\$35.00
Passport Card - ages 15 & Under (valid 5 years)	\$15.00	\$35.00
Passport Card & Book - ages 15 & Under (valid 5 years)	\$115.00	\$35.00

Additional Services and Fees	Passport Fee Check or Money Order Payable to Department of State	Execution Fee Cash/ Check Payable to City of Glendora
Passport Photo	n/a	\$15.00
Express Mail to Passport Services for Expedited Applications	n/a	Actual Cost
Expedite Fee (2-3 weeks)	\$60.00	n/a
Express Mail to Applicant	Actual Cost	n/a
Mail Out Fee for Passport Renewals	n/a	Actual Cost
Notary Public - DS-3053	Fees are subject to the Department of State	
Notary Public - Journal Public Request for Line Item	Fees are subject to the Department of State	

CITY of GLENDORA

BUSINESS LICENSE FEES/TAXES

CITY of GLENDORA

BUSINESS LICENSE FEES/TAXES

Business License Fees

Item No.	Service	Current Fees / Taxes	Last Updated
BLF-1	New Business License Application Review	Fee - \$77 per application	4/8/2008
BLF-2	Business License Renewal	Fee - \$10 per renewal	4/8/2008
BLF-3	Reprint of Business Licenses	Fee - \$5.00 (GMC 5.04.130)	8/23/2016
BLF-4	Bingo Permit	Fee - \$50 (GMC 9.06.030)	1977
BLF-5	Dance Permit	Fee - \$30 (GMC 5.12.250)	1977
BLF-6	Solicitation and Peddling Permit	Fee - \$50 First Vendor; \$20 for each additional vendor (GMC 5.14.050)	1977
BLF-7	Special Outdoor Display Events Permit	Fee - \$100 Must have current business license. Fee - \$50 for Glendora based Non-Profits must have current business license. (GMC 5.32.030)	7/10/2018
BLF-8	Vending Machines, Amusement Devices	Fee - \$35.00 per machine or 1% of gross receipts (GMC 5.08.180)	1977
BLF-9	Business License State Surcharge for American Disabilities Act Compliance	Fee - \$4.00 per Business License Issued (AB1379)	1/1/2018

(Adopted by Ordinance Section 5.04 of Municipal Code in 1970s)

Business License Taxes

BL-1	Accountants, Architects, Civil Engineers, Geologists, Physicists, Lawyers	Tax - \$88 base fee (GMC 5.08.245). Additional tax based on number of professionals	1977
BL-2	Apartments, Mobile Home Parks, Trailer Parks, Industrial and Commercial Rentals	Tax - \$35 base fee. Additional tax based on number of units (GMC 5.08.130)	1977
BL-3	Apparel & Accessories, Restaurants, Night Clubs, Furniture & Home Furnishings, Appliances, General Merchandise, Liquor or Department Stores, Tires, Batteries, Variety, Trailer Sales, Misc. Goods	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.210)	1977
BL-4	Appraisers, Bookkeepers, Brokers, Consultants, Private Investigators, Taxidermists, Communication Services, Sales Representatives	Tax - \$63 base fee (GMC 5.08.245). Additional tax based on number of professionals	1977
BL-5	Auto Dealers, Gas Stations, Grocery, Meat, Fish, Fruit and Vegetable	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.210)	1977
BL-6	Automotive Repair, Printing Shops, Newspapers, Misc. Retail Firms	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.210)	1977
BL-7	Barber, Beauty Shops, All Other Service Firms at Retail	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.210)	1977
BL-8	Building Materials, Hardware, Farm and Garden Supply	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.210)	1977
BL-9	Circuses, Carnivals	Tax - \$75 per day (GMC 5.08.160)	1972
BL-10	Collection Agencies, Cosmetologists, Insurance Adjusters, Physical Training Schools, Social Workers, Tree Surgeons	Tax - \$48 base fee (GMC 5.08.245). Additional tax based on number of professionals	1977
BL-11	Delivery Vehicles	Tax - \$53 x number of vehicles (GMC 5.08.190)	1977

CITY of GLENDORA

BUSINESS LICENSE FEES/TAXES

Item No.	Service	Current Fees / Taxes	Last Updated
BL-12	Dental Hygienists, Physical Therapists, Oculists	Tax - \$58 base fee (GMC 5.08.240). Additional tax based on number of professionals	1977
BL-13	Dentists, Chiropractors, Physicians, Psychologists, Podiatrists, Optometrists, Pharmacists, Other Medical and Health Specialists	Tax - \$88 base fee (GMC 5.08.240). Additional tax based on number of professionals	1977
BL-14	Drug Stores, Dry Goods, Jewelers, Laundry, Dry Cleaners	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.210)	1977
BL-15	Electrical, Plumbing, Heating, Air Conditioning Contractors	Tax - \$43 base fee. Additional tax based on gross receipts (GMC 5.08.220)	1977
BL-16	Funeral Home or Mortuary only	Tax - \$50 base fee (GMC 5.08.110)	1977
BL-17	Funeral Chapel & Cemetery, Mortuary & Cemetery	Tax - \$100 base fee (GMC 5.08.110)	1972
BL-18	General Contractors	Tax - \$43 base fee. Additional tax based on gross receipts (GMC 5.08.220)	1977
BL-19	Handbill Distributor Permit	\$15 - Must have a current business license (GMC 5.16.120)	1977
BL-20	Hotels, Motels	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.080)	1977
BL-21	Motion Picture / Television Production	Tax - \$750 base fee (GMC 5.08.250)	1977
BL-22	Outdoor Billboards	Tax - Based on size of billboard (GMC 5.08.060)	1977
BL-23	Public Utilities	Tax - \$150 Franchise; All Others - \$32 base fee plus additional tax based on gross receipts (GMC 5.08.090)	1973
BL-24	Residential Subdivision Signs	Tax - Based on size of sign (GMC 5.08.060)	1977
BL-25	Rest Homes, Retirement Homes	Tax - \$35 base fee. Additional tax based on number of beds (GMC 5.08.070)	1977
BL-26	Sanitarium, Convalescent Homes, Infirmaries, Hospitals	Tax - \$35 base fee. Additional tax based on number of beds (GMC 5.08.070)	1977
BL-27	Street Vendors	Tax - \$50 base fee. Additional tax based on number of sub-vendors (GMC 5.08.200)	1977
BL-28	Sub-Contractors and All Others	Tax - \$43 base fee. Additional tax based on gross receipts (GMC 5.08.220)	1977
BL-29	Wholesale / Manufacturers	Tax - \$53 base fee. Additional tax based on gross receipts (GMC 5.08.230)	1977
BL-30	All Other Categories	Tax - \$35 base fee. Additional tax based on gross receipts (GMC 5.08.260)	1977

Transient Occupancy Tax

(Adopted by Ordinance Section 5.20 of Municipal Code in 1977)

Item No.	Service	Current Fees / Taxes	Last Updated
TOT-1	Transient Occupancy Tax	Tax - 6% of billing amount (GMC 5.20.030)	11/22/1977

CITY of GLENDORA

RECREATION & HUMAN SERVICES

CITY of GLENDORA

RECREATION & HUMAN SERVICES

Item No.	Service	Current Fees	Last Updated
CS-1	Adult Sports	\$300-\$400 depending on sport	6/11/2024
CS-2	Supplies at City-wide Special Events	Between \$0 – \$25, depending on the event.	6/26/2012
CS-3	Contract Recreation Classes	25% - 30% of class fee, minus administration fee	6/11/2024
CS-4	Day Camp Program	\$125 per child per week	6/14/2022
CS-5	La Fetra Center Events	\$4 - \$25 depending on the event.	6/11/2024
CS-6	La Fetra Class Activities	\$4 - \$100 depending on the activity.	6/11/2024
CS-7	La Fetra Activities	Full cost recovery on materials only. \$4 insurance plus Activenet fee.	6/26/2012
CS-8	Parks Playground Trips	\$10 - \$20 per child	8/10/2010
CS-9	Teen Center Activities	Teen Center trips, \$6 - \$60 per participant; Events (eg, Summer Kickoff) \$0 -\$10 per participant.	8/10/2010
CS-10	Trips and Tours	Various fees depending on the excursion: Day Trips: \$20 - \$150 per person	6/11/2024
CS-11	Park Development Fees	Residential: \$2,273. Additional \$200 per bedroom beyond three bedrooms. Second Dwellings, Apartment and Condo units: \$1,591 (per residential dwelling unit). Community Services Director can authorize apartment/condo builders to receive in lieu credit for recreational amenities. Commercial construction fee: \$0.62 per square foot (Reso 2012-46)	7/10/2018
CS-12	Administration Fee	\$10 per class fee added to classes and selected programs & services.	1/16/2019
CS-13	Refund Fee	\$10 per refund unless class canceled by the Recreation and Human Services Department.	6/11/2024
CS-14	Activity Guide Advertisement	\$250 for quarter page, \$500 for half-page, \$1,000 for full-page.	6/11/2024
CS-15	Youth Basketball	\$120-\$140 per player, depending on the cost of services for refereeing and uniforms	6/11/2024
NEW	Sanctioned Youth Sports, per player field charge	\$10 – \$25 per player per organization	6/11/2024

Recreation & Human Services Department - Schedule of Fees for Facilities

Building/ Facility	Group 1 Youth Sports Leagues, Official Glendora School District funded programs or events	Group 2 Resident, Glendora Services Organizations and/or Non-Profit Organizations.	Group 3 Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)	Group 4 For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)	Group 5 For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)
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SCOUT HUT

Glendora Scout Troops	N/A	\$40 Seasonal \$70 Annual	\$80 Seasonal \$140 Annual	N/A	N/A
1-Room	\$50/hr	\$50/hr	\$100/hr	\$125/hr	\$150/hr
2-Room	\$75/hr	\$75/hr	\$150/hr	\$175/hr	\$200/hr
Cleaning	\$125	\$125	\$125	\$125	\$125
Administration Fee	\$10	\$10	\$10	\$10	\$10
Facility Deposit	\$100 refundable	\$100 refundable	\$100 refundable	\$100 refundable	\$100 refundable
Staff*	\$25	\$25	\$25	\$25	\$25
Insurance	Required	Required	Required	Required	Required

LEGION BUILDING

Main Hall	\$100/hr	\$150/hr	\$200/hr	\$225/hr	\$250/hr
Staff 75/1*	\$25	\$25	\$25	\$25	\$25
Cleaning Fee	\$125	\$125	\$125	\$125	\$125
Administration Fee	\$10	\$10	\$10	\$10	\$10
Facility Deposit	\$300 refundable	\$300 refundable	\$300 refundable	\$300 refundable	\$300 refundable
A/V Equipment (<i>optional</i>)	\$75	\$75	\$75	\$75	\$75
Insurance	Required	Required	Required	Required	Required

BIG TREE PARK - 2 hr reservation, 50 chairs, 1 table and staff set up

Reservation Fee	\$200	\$300	\$400	\$500	\$500
Facility Deposit*	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable
Administration Fee	\$10	\$10	\$10	\$10	\$10
Insurance	Required	Required	Required	Required	Required

Recreation & Human Services Department - Schedule of Fees for Facilities

Building/ Facility	Group 1 Youth Sports Leagues, Official Glendora School District funded programs or events	Group 2 Resident, Glendora Services Organizations and/or Non-Profit Organizations.	Group 3 Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)	Group 4 For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)	Group 5 For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)
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BIG DALTON - Amphitheater or Outside Girl Scout Cabin Area

Glendora Scout Troops	N/A	Key Deposit Only	Key Deposit Only	N/A	N/A
Day Use	\$40	\$100	\$200	\$300	\$350
Facility Deposit	\$100 refundable	\$100 refundable	\$100 refundable	\$100 refundable	\$100 refundable
Administration Fee	\$10	\$10	\$10	\$10	\$10
Key Deposit	\$50 Cash when picking up key	\$50 Cash when picking up key	\$50 Cash when picking up key	\$50 Cash when picking up key	\$50 Cash when picking up key
Insurance	Required	Required	Required	Required	Required

For Glendora Scouts, key deposit only, all other fees waived

FIELD RENTALS

Field Rentals	No Charge	\$10/hr per field	\$30/hr per field	\$30/hr per field	\$50/hr per field
Lights	\$12/hr	\$15/hr	\$19/hr	\$23/hr	\$29/hr
Administration Fee	Waived	\$10	\$10	\$10	\$10
Facility Deposit	\$200 refundable	\$200 refundable	\$200 refundable	\$500 refundable	\$500 refundable
Insurance	Required	Required	Required	Required	Required

PARK SPECIAL EVENTS - 2 hr Minimum

Day Use	\$35/hr	\$60/hr	\$85/hr	\$110/hr	\$160/hr
Facility Deposit	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable
Administration Fee	\$10	\$10	\$10	\$10	\$10
Insurance	Required	Required	Required	Required	Required

TEEN CENTER

Teen Center	\$240/hr	\$250/hr	\$500/hr	\$700/hr	\$725/hr
Gymnasium	\$80/hr	\$125/hr	\$200/hr	\$225/hr	\$250/hr
Meeting Room	No Charge	\$75/hr	\$100/hr	\$125/hr	\$150/hr
Staff 75/1*	\$25	\$25	\$25	\$25	\$25
Administration Fee	\$10	\$10	\$10	\$10	\$10
Facility Deposit	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable
Insurance	Required	Required	Required	Required	Required

Recreation & Human Services Department - Schedule of Fees for Facilities

Building/ Facility	Group 1 Youth Sports Leagues, Official Glendora School District funded programs or events	Group 2 Resident, Glendora Services Organizations and/or Non-Profit Organizations.	Group 3 Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)	Group 4 For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)	Group 5 For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)
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LA FETRA SENIOR CENTER - 2 hr minimum

Sage Room	\$100/hr	\$150/hr	\$185/hr	\$225/hr	\$250/hr
Staff 75/1*	\$25	\$25	\$25	\$25	\$25
Cleaning Fee	\$125	\$125	\$125	\$125	\$125
Administration	\$10	\$10	\$10	\$10	\$10
A/V Equipment (<i>optional</i>)	\$75	\$75	\$75	\$75	\$75
Facility Deposit	\$300 refundable	\$300 refundable	\$300 refundable	\$300 refundable	\$300 refundable
Insurance	Required	Required	Required	Required	Required
Oak/ Elm Room	\$100/hr	\$150/hr	\$200/hr	\$225/hr	\$250/hr
Staff 75/1*	\$25	\$25	\$25	\$25	\$25
Cleaning Fee	\$75	\$75	\$75	\$75	\$75
Administration	\$10	\$10	\$10	\$10	\$10
A/V Equipment (<i>optional</i>)	\$75	\$75	\$75	\$75	\$75
Facility Deposit	\$300	\$300	\$300	\$300	\$300
Insurance	Required	Required	Required	Required	Required

CARLYLE LINDER EQUESTRIAN PARK

North or South Riding Ring	\$25/hr	\$60/hr	\$85/hr	\$110/hr	N/A
Facility Deposit	\$200 refundable	\$200 refundable	\$200 refundable	\$500 refundable	N/A
Administration Fee	\$10	\$10	\$10	\$10	N/A
Insurance	Required	Required	Required	Required	N/A
Picnic Shelter	\$0	Reservations	Same as Park Picnic	Reservations	N/A
Snack Bar	\$0	\$50/hr	\$75/hr	\$100/hr	N/A

PARK PICNIC RESERVATION AREA

Day Use	\$20 - 4 hours	\$25-4 hours	\$30-4 hours	\$50-4 hours	\$75-4 hours
	\$40 - 8 hours	\$50-8 hours	\$60-8 hours	\$100-8 hours	\$150-8 hours
Administration Fee	\$10	\$10	\$10	\$10	\$10

Recreation & Human Services Department - Schedule of Fees for Facilities

Building/ Facility	Group 1	Group 2	Group 3	Group 4	Group 5
	Youth Sports Leagues, Official Glendora School District funded programs or events	Resident, Glendora Services Organizations and/or Non-Profit Organizations.	Non-Resident, Educational and/or Tournament Field Rentals (2 day or more event)	For-Profit Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)	For-Profit Non Glendora Commercial Agency, Business or Tournament Field Rentals (1 day event)

Park Picnic Reservation - Finkbiner Park Large Shade Structure Site Day Use

Side 1 or 2 (4 hours)	\$70-4 hours	\$75-4 hours	\$80-4 hours	\$100-4 hours	\$125-4 hours
Side 1 or 2 (8 hours)	\$130-8 hours	\$140-8 hours	\$150-8 hours	\$190-8 hours	\$190-8 hours
Both 1 & 2 (4 hours)	\$135-4 hours	\$140-4 hours	\$145-4 hours	\$185-4 hours	\$190-4 hours
Both 1 & 2 (8 hours)	\$240-8 hours	\$250-8 hours	\$255-8 hours	\$295-8 hours	\$295-8 hours
Administrative Fee	\$10	\$10	\$10	\$10	\$10

DAWSON TENNIS COURTS - 6 courts

Day Use	No Charge	\$5 per court per hour	\$10 per court per hour	\$20 per court per hour	\$25 per court per hour
Administration Fee	Waived	\$10	\$10	\$10	\$10

VOLLEYBALL COURT

Day Use	No Charge	\$5 per court per hour	\$10 per court per hour	\$20 per court per hour	\$25 per court per hour
Administration Fee	Waived	\$10	\$10	\$10	\$10

CENTENNIAL HERITAGE PARK

Day Use	\$35 /hr	\$60 /hr	\$85 /hr	\$110 /hr	\$160 /hr
Facility Deposit	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable	\$200 refundable
Administration Fee	\$10	\$10	\$10	\$10	\$10
Insurance	Required	Required	Required	Required	Required

Rental with a term of 6-12 months are eligible for a 25% discount on the building rental per hour fee only.

Rentals with a term of 12 months or more are eligible for a 40% discount on the building rental per hour fee only.

*If alcohol is being served at any building rental, renter must pay for an additional staff member, regardless of party size.

CITY of GLENDORA COMMUNITY SERVICES

Cost Recovery Guidelines for Services and Programs

To provide the flexibility necessary to operate and offer free or fee-based programs in an entrepreneurial manner and in emerging markets, the following guidelines will be used in the development of programs, events and services offered by the Community Services Department.

PROGRAM AND SPECIAL EVENTS

Programs, services and special events offered by the Community Services Department that are free or fee based such as those itemized on the Community Services fee schedule shall be set to meet the following goals:

Fully Supported Activities: To offer services to the community at minimal or no participation fee.

Mostly Supported Activities: To offer services to the community at minimal or no participation fee, with recovery of direct costs such as admission fees to attractions.

Partially Supported Activities: Recover direct and indirect costs.

Self-Supported Activities: Recover direct, indirect, and administrative costs.

- Direct costs include actual staff and costs directly related to the program, including appropriate benefit rates.
- Recreation indirect costs include FT and PT staff, supplies, and other costs at an additional 25% rate.
- City Administrative costs include City support costs at an additional 10% rate.

FULLY SUPPORTED ACTIVITIES	MOSTLY SUPPORTED ACTIVITIES	PARTIALLY SUPPORTED ACTIVITIES	SELF-SUPPORTED ACTIVITIES
<i>Programs offered at minimal or no participation fee</i>	<i>Programs offered at minimal or no participation fee, with recovery of direct costs, such as admission fees or sponsorships</i>	<i>Recovery of Direct and Indirect Costs</i>	<i>Recovery of Direct, Indirect and Administrative Costs</i>
Open Family & Teen Activities Free Senior classes/activities Parks Trees Public Landscape	Youth/Family Programs Special Events Teen Programs Senior programming Concerts in the Park Movies in the Park	Youth Sports programs Youth Instructional Classes Requested Tree Services Memorial trees Field rentals	Day Camp Early Childhood Program Adult Sports Contract Classes Trips and Tours program Dial-a-ride Athletic Field Lights
Promote a safe, healthy and secure community. Emphasis on youth/or senior activities. Underserved populations.*	Promote a safe, healthy and secure community. Emphasis on youth and/or family activities.*	Promote affordable activities. Increase the quality of life. Enhance opportunities available to participants.*	Developed for adults. Can be defined as personal development. May be available elsewhere. Offering based on community request or hot topic.*
Recovery rate between 0%. No target percentage recovery	Recovery rate between 1-60%. Target the upper 60 percentile.	Recovery rate between 61-125%. Target the upper 90 percentile.	Recovery rate between 101-135%. Target the upper 100 percentile.

*Activities meet one or more of these criteria

CITY of GLENDORA

LIBRARY SERVICES

CITY of GLENDORA LIBRARY SERVICES

Library Meeting/Event Facilities Fees

(Recommended upon review and action of the Library Board of Trustees on 01/22/2024)

Charges and Fees - All fees are non-refundable and non-transferable

The below listed fees are for Glendora resident non-profit groups; Qualifying factors may include: status of sponsor as a government-registered charity or other confirmable not-for-profit/noncommercial venture; at least 51% Glendora residents/business owners among either sponsoring agency members or public event participants.

Item No.	Service	Current Fee	Last Adjustment
LB-1.1	Facility Deposit	No Charge	8/23/2016
LB-1.2	Bidwell Forum Maximum Capacity = 389 Recommend Capacity = 200 with Auditorium seating	No Charge. Two (2) hour minimum	8/23/2016
LB-1.3	Bidwell Forum with Plaza	No Charge. Two (2) hour minimum	8/23/2016
LB-1.4	Friends Room Maximum Capacity = 133 Recommended Capacity = 50 with Auditorium seating	No Charge. Two (2) hour minimum	8/23/2016
LB-1.5	Cleaning Deposit	Per City Administrative Policy 4.01, Uses and Regulations of Building, Miscellaneous Regulations, section D, applicant may incur charges for damages.	8/23/2016
LB-1.6	Person-on-duty	\$25/hr. Assessed for meetings beginning/ending after regular open hours or on days library is closed	1/28/2019
LB-1.7	Alarm Response	\$100/response. Assessed in the event of any alarm response (e.g. fire, police, etc.)	8/23/2016
LB-1.8	Microphone Fee	No charge. Must be requested in advance on application form.	8/23/2016
LB-1.9	Video Equipment (VHS/DVD Players, TV Monitors, Screens, Laptops, Projectors)	No charge. Must be requested in advance on application form.	7/10/2018

- Set-up and tear-down time are included in total reservation time.
- The full hourly fee will be charged for any increment of an hour.
- Double the hourly rate will be charged for any meeting extending beyond their scheduled reservation time.

CITY of GLENDORA LIBRARY SERVICES

Library Meeting/Event Facilities Fees

(Recommended upon review and action of the Library Board of Trustees on 01/22/2024)

Charges and Fees - All fees are non-refundable and non-transferable

Fees listed below are for all other groups (private parties):

Item No.	Service	Current Fee	Last Adjustment
LB-2.1	Facility Deposit	\$250/event. Refund subject to cancellation policy.	8/23/2016
LB-2.2	Bidwell Forum Maximum Capacity = 389 Recommend Capacity = 200 with Auditorium seating	\$100/hr. Two (2) hour minimum	7/10/2018
LB-2.3	Bidwell Forum with Plaza	\$150/hr. Two (2) hour minimum	7/10/2018
LB-2.4	Friends Room Maximum Capacity = 133 Recommended Capacity = 50 with Auditorium seating	\$75/hr. Two (2) hour minimum	7/10/2018
LB-2.5	Cleaning Deposit (if food or drink are brought in for event)	\$250/event. Refund subject to condition of room after event (including kitchen). Per City Administrative Policy 4.01, Uses and Regulations of Building, Miscellaneous Regulations, section D, applicant may also incur charges for damages.	1/22/2024
LB-2.6	Person-on-duty	\$25/hr. Assessed for meetings beginning/ending after regular open hours or on days library is closed	1/28/2019
LB-2.7	Alarm Response	\$100/response. Assessed in the event of any alarm response (e.g. fire, police, etc.)	8/23/2016
LB-2.8	Microphone Fee	\$10/mic. Must be requested in advance on application form.	8/23/2016
LB-2.9	Video Equipment (VHS/DVD Players, TV Monitors, Screens, Laptops, Projectors)	\$25 flat rate, for any number of units combined. Must be requested in advance on application form.	7/10/2018

- Set-up and tear-down time are included in total reservation time.
- The full hourly fee will be charged for any increment of an hour.
- Double the hourly rate will be charged for any meeting extending beyond their scheduled reservation time.

CITY of GLENDORA LIBRARY SERVICES

Library Fines and Fees

(Recommended upon review and action of the Library Board of Trustees on 01/22/2024)

The Director of the Library may approve periods of amnesty for payment of outstanding fees, in whole or in part, when to do so would encourage the return of shared materials, reduce barriers to access, and/or be in the public interest.

When a borrower's accumulated charge reaches a total of \$10.00, charges must be paid in an amount so that the total is less than \$10.00 before more items may be checked out on his/her/their library account. Charges for overdue, lost or damaged materials that are borrowed through interlibrary loan or the State Library are those charged by the lender.

Overdue Material (Extended Use Fees and Conditions)

Item No.	Service	Current Fees	Last Adjustment
LB-3	Books, Magazines, Pamphlets, Compact Discs & Playaways (Adult & Youth)	\$0.00	07/01/2023
LB-3	Videos, DVDs and Software	\$0.00	07/01/2023
LB-3	Public Use Laptops/Tablets	\$0.00	07/01/2023

When a borrower's accumulated charge reaches a total of \$10.00, charges must be paid in an amount so that the total is less than \$10 before more items may be checked out on his/her/their library account.

A borrower must return all overdue materials before more items may be checked out on his/her library account.

Charges for overdue, lost or damaged materials that are borrowed through interlibrary Loan or the State Library are those charged by the lender.

Special Loan Material

Item No.	Service	Current Fees	Last Adjustment
LB-4	Special Loan Material – Lending is at the discretion of the Library Director.	\$1.00 per hour or fraction of hour, or cost of material (whichever is less)	7/1/2012

Damaged Material

Item No.	Service	Current Fees	Last Adjustment
LB-5	Damaged Material	Minimum charge - \$2.00 Maximum charge - Replacement cost of the item (plus processing fee)	7/1/2012

Material damaged beyond repair is withdrawn from the collection. A description of the damage and the replacement charge are added to the borrower's library account. The item is given to the borrower if wanted.

Material returned with damaged parts is assessed and charged accordingly.

Lost Material

Item No.	Service	Current Fees	Last Adjustment
LB-6	Replacement charge for lost items	Cost of the item (plus processing fee)	7/1/2012
LB-6	Replacement charge for lost or stolen public use laptop/tablet	\$975.00 (plus processing fee)	1/22/2024
LB-6	Materials returned with lost or missing parts	Assessed and charged accordingly	7/1/2012

Refunds for replacement charges on items found and returned are calculated by deducting the maximum charge (plus \$10.00 processing fee) from the replacement charge amount. The refund transaction is noted on the borrower's library account and a refund is mailed by the City of Glendora Finance Division.

CITY of GLENDORA

LIBRARY SERVICES

Other Fees and Charges

Item No.	Service	Current Fees	Last Adjustment
LB-7	Processing: Books, videos, software, compact discs, audio tapes & playaways, laptops/tablets Magazines and pamphlets	\$10.00 \$2.00	7/1/2012
LB-7	Lost Library Card	\$2.00 replacement fee	7/1/2023
LB-7	Holds on material: Per item Unclaimed	\$0.00	7/1/2023
LB-7	Interlibrary Loan Request	\$2.00 per search	1/28/2019
LB-7	Administrating/proctoring tests	\$40.00 per test	7/1/2024
LB-7	Printouts & photocopies Black & White Color	\$0.15 per page \$0.30 per page	1/28/2019
LB-7	Faxing - incoming faxes	\$0.50 per page	07/01/2023
LB-7	Faxing - outgoing faxes	\$0.00 - no charge, self-service	07/01/2023
LB-7	Scanning to USB/email/smartphone/tablet	\$0.00 - no charge, self-service	07/01/2023
LB-7	Supplied Office/Stationery Materials	\$0-\$25.00	6/27/2017
LB-7	Supplies at City-wide Special Events	\$0-\$25.00	6/27/2017

CITY of GLENDORA

PLANNING & PUBLIC WORKS

CITY of GLENDORA

PLANNING & PUBLIC WORKS

Please note, double fee will be charged for work started without a permit.

13% surcharge for file maintenance on all Public Works Permits.

40% Plan Check Fee on all Public Works Excavation Permits.

Item No.	Service	Current Fees	Last Updated
P-1	Animal Conditional Use Permit	\$1,665 per application	4/8/2008
P-2	Annexation	Actual cost for consultant contract(s) and staff time. Administrative cost for city staff review, meetings and contract management shall be charged at an hourly rate for city staff time and materials.	6/23/2020
P-3	Appeal to City Council	Actual costs incurred by the City to process the appeal. The appellant shall, at the time of filing the appeal with the City, deposit a \$2,000 initial deposit plus time and materials for expenses beyond initial deposit, as determined by the City. Subsequent deposits as determined by the City to cover the City's costs in increments of \$1,000 shall be deposited until the appeal process is complete. The appellant's failure to deposit subsequent deposits with the City within seven (7) days of written notification by the City shall result in suspension of the appeal until the subsequent deposits are received by the City. If the City's costs are less than the amount of the deposit, the balance shall be returned to the appellant within 90 days of the City's final decision. Actual costs shall include all supervision, overhead, equipment, hourly wages and fringe benefits of the employees and consultants involved. Appeals initiated by two City Council members are not subject to fees or deposits.	6/14/2022
P-4	Appeal to Planning Commission (e.g. Development Plans, CUPs)	Actual costs incurred by the City to process the appeal. The appellant shall, at the time of filing the appeal with the City, deposit a \$2,000 initial deposit plus time and materials for expenses beyond initial deposit, as determined by the City. Subsequent deposits as determined by the City to cover the City's costs in increments of \$1,000 shall be deposited until the appeal process is complete. The appellant's failure to deposit subsequent deposits with the City within seven (7) days of written notification by the City shall result in suspension of the appeal until the subsequent deposits are received by the City. If the City's costs are less than the amount of the deposit, the balance shall be returned to the appellant within 90 days of the City's final decision. Actual costs shall include all supervision, overhead, equipment, hourly wages and fringe benefits of the employees and consultants involved. Appeals initiated by two City Council members are not subject to fees or deposits.	6/14/2022
P-5	Blueprint/Map Reproduction	\$3.00 per sheet	4/8/2008
P-6	Building Address Processing w/o Map	\$555 per application	4/8/2008
P-7	Building Investigation	\$85 per investigation	4/8/2008
P-8	Building Permit Surcharge for NPDES (SWPPP) Inspections	5% Surcharge on Building Permits	8/10/2010

CITY of GLENDORA

PLANNING & PUBLIC WORKS

Item No.	Service	Current Fees	Last Updated
P-9	Building Plan Check/Inspection	Building Permit Fees plus Building Valuation Data as amended periodically. Plumbing, Electrical, and Mechanical fees. See also Miscellaneous Public Works Fees. 13% surcharge on all fees for file maintenance.	1/14/2003
P-10	Building Re-Address Processing	\$555 per application	4/8/2008
P-11	Building Re-inspection	\$70 per inspection	4/8/2008
P-12	Certificate of Compliance	\$1,481 per application plus actual costs for third party technical.	7/10/2018
P-13	Change of Occupancy	\$185 per application	4/8/2008
P-14	Conceptual Review	\$1,041 per application, to be credited to future application fees if the development goes forward.	4/8/2008
P-15	Conditional Use Permit	\$2,425 per application	4/8/2008
P-16	Development Agreement	Actual cost for consultant contract(s) and staff time. Administrative cost for city staff review, meetings and contract management shall be charged at an hourly rate for city staff time and materials.	6/23/2020
P-17	Development Plan Review – Minor *	\$2,483 Director; \$3,297 Commission	6/23/2020
P-18	Development Plan Review – Major **	\$5,000	6/14/2022
P-19	Environmental Impact Report Review	Actual cost for consultant contract(s) and staff time. Administrative costs for city staff review, meetings and contract management shall be charged at an hourly rate for city staff time and materials.	7/10/2018
P-20	Environmental Initial Study	Actual cost for consultant contract(s) and staff time. Administrative costs for city staff review, meetings and contract management shall be charged at an hourly rate for city staff time and materials.	7/10/2018
P-21	Environmental: Categorical Exemption Review	\$214 per application	4/8/2008
P-22	Fire Alarm Plan Check/Inspection	Exhibit A, plus building valuation data (Exhibit B) as amended periodically.	4/8/2008
P-23	Fire Hood/Duct Plan Check/Inspection	Exhibit A, plus building valuation data (Exhibit B) as amended periodically.	4/8/2008
P-24	FOG (Fire, Oil and Gas) Application Fee for New Restaurants	\$250	8/10/2010
P-25	FOG Program Inspections	\$180	8/10/2010
P-26	FOG Program Wastewater Sampling and Analysis	\$225	8/10/2010
P-27	FOG Program, Industrial, Automotive, and Gas Station Re-inspection Fee	\$100	8/10/2010

* Development Plan Review—Minor includes: Two-story Single Family Residence; grading of one hillside lot; Multi-family 10 or fewer units; Commercial 25,000 square feet or less.

** Development Plan—Major includes: Multi-family more than 10 units; Hillside Development; Commercial 25,000 square feet or greater; any application requiring City Council review.

CITY of GLENDORA

PLANNING & PUBLIC WORKS

Item No.	Service	Current Fees	Last Updated
P-28.1	General Plan Amendment - Map	\$4,000	6/14/2022
P-28.2	General Plan Amendment - Other	\$15,000	6/14/2022
P-29	General Plan Maintenance	12% surcharge on all permits to recover 50% of the costs	1/14/2003
P-30	Business License Zoning Verification	\$29 per application	7/10/2018
P-31	Landscape Plans Applications	\$400	6/14/2022
P-32	Legal Review of CC&Rs	Review of Covenants, Conditions & Restrictions (CC&Rs) by City Attorney - Actual costs incurred by the City for the City Attorney's time inclusive of materials required for review.	8/10/2010
P-33	Lost Inspection Card	\$42 per card	8/23/2016
P-34	Lot Line Adjustment	\$1,554 per application plus actual costs for third party technical review	6/27/2017
P-35	Lot Merger	\$1,554 per application plus actual costs for third party technical review	6/27/2017
P-36	Minor Modification	\$1,422 per application	4/8/2008
P-37	Mitigation Monitoring	Actual cost of time and materials	8/10/2010
P-38	Modification Review (CUP or Variance)	\$2,067 per application	4/8/2008
P-39	Planned Development	\$10,000	6/14/2022
P-40	Planned Redevelopment	\$10,000	6/14/2022
P-41	Radius Map and Labels	\$150	8/10/2010
P-42	Reversion to Acreage	Actual cost for consultant contract(s) and staff time. Administrative cost for city staff review, meetings and contract management shall be charged at an hourly rate for city staff time and materials.	6/23/2020
P-43	Review of CC&Rs	Actual costs incurred by the City to review CC&Rs.	8/10/2010
P-44	Sign Variance	\$1,951 per application	4/8/2008
P-45	Specific Plan Review	Actual cost for consultant contract(s) and staff time. Administrative cost for city staff review, meetings and contract management shall be charged at an hourly rate for city staff time and materials.	6/23/2020
P-46	Street/Sidewalk Vendor Permit	\$275 for new permit; \$165 for renewals	6/23/2020
P-47	Temporary Occupancy Review	\$225 per application for a 30 day period	4/8/2008
P-48	Tentative Parcel Map Review (Lot Split)	\$4,006 per application	4/8/2008

CITY of GLENDORA

PLANNING & PUBLIC WORKS

Item No.	Service	Current Fees	Last Updated
P-49	Tentative Tract Map (Subdivision)	\$5,286 + \$192 per each land and/or air lot/unit	6/14/2022
P-50	Time Extension Review	\$1,042 per application	4/8/2008
P-51	Variance	\$2,224 per application	4/8/2008
P-52.1	Zone Change - Map	\$4,000	6/14/2022
P-52.2	Zone Change - Other	\$15,000	6/14/2022
P-53	Zoning Verification Letter	\$214	8/10/2010
P-54	Public Hearing - Postage/Publication	Actual cost for postage and publication pursuant to GMC 21.01.030.E	7/10/2018
P-55	Public Transit Service	<p><u>Dial-A-Ride Fare Structure (62+/Disabled and proof of Glendora residence):</u> \$0.50 one-way trip within Glendora City Limits <i>Medical Appointments Outside Glendora</i> \$1.50 one-way trip to Azusa, Covina or San Dimas \$4.00 one-way trip to Baldwin Park, Duarte, Pomona or West Covina</p> <p><u>Fixed Route Service Fare Structure:</u> \$1.00 General; \$0.75 Student; \$0.50 Senior Citizen (62+)/Disabled;</p> <p><u>Monthly Fare Booklet Fare Structure:</u> Senior (62+)/Disabled = \$15/30 trips; Student = \$18/30 trips; General = \$30/30 trips</p>	7/9/2019
P-56	Transportation	MTA Bus Passes range from \$7 to \$220. Foothill Transit Bus Passes range from \$22 to \$170, with a 5% recovery above costs. TAP Card Products range from \$2 to \$300. These are pass-through transactions; all fees collected are remitted to ticket issuing jurisdiction. \$7 discount on local monthly passes for both Metro and Foothill Transit for residents with proof of residency at time of purchase.	8/23/2016
P-57	Temporary Sign/Banner Permit	\$45 per application [GMC 19.24.070(8)]	4/8/2008
P-58	Conditional Use Permit - Minor	\$1,315	6/14/2022
P-59	Recreational Vehicle Administrative Review Permit Appeal	Deposit \$200	1/1/2008

Stolen Shopping Cart Glendora Municipal Code 9.66

Item No.	Service	Current Fees	Last Updated
P-60	Possession of a stolen shopping cart	1st Offense: \$100.00 2nd Offense: \$200.00	6/23/2020

CITY of GLENDORA

PLANNING & PUBLIC WORKS

City Tree Service

Item No.	Service	Current Fees	Last Updated
P-61	Tree Planting	15-gallon \$180 24" box \$360 36" box \$1,000 48" box \$1,950 60" box \$5,950	6/14/2022
P-62	Service Request Pruning	Additional pruning at cost. Cost is dependent on the City's arborist contract	6/14/2022
P-63	Tree Removal - Appeal to the Commission	Actual costs incurred by the City to process the appeal. GMC 16.22.020	6/14/2022
P-64	Memorial Trees	\$310, includes City-approved tree, installation and plaque.	6/22/2021
P-65	Tree Replacement Cost for Developers (In-Lieu Fund)	Cost is dependent on the City's arborist contract.	6/14/2022

Outdoor Dining Fees

Item No.	Service	Current Fees	Last Updated
P-66	Outdoor Dining	Parklet user: \$400 per year Sidewalk dining: \$150 per year	6/11/2024

Community Art Program (CAP)

Item No.	Service	Current Fees	Last Updated
TBD	CAP - Requirement Contribution to In-Lieu Community Art Fund	1.0% of BPV (building permit valuation) - New commercial / industrial & mixed use with residential as ancillary component (with BPV of \$375,000+). 0.50% of BPV - New tenant improvements to existing commercial / industrial & mixed use with residential as ancillary component (with BPV of \$375,000+). 0.25% of BPV - New residential of 11 or more units / houses and new mixed use with residential as primary component.	6/11/2024

Misc. Fees

Item No.	Service	Current Fees	Last Updated
TBD	Park Development Fees	Residential: \$2,273. Additional \$200 per bedroom beyond three bedrooms. Second Dwellings, Apartment and Condo units: \$1,591 (per residential dwelling unit). Community Services Director can authorize apartment/condo builders to receive in-lieu credit for recreational amenities. Commercial construction fee: \$0.62 per square foot (Reso 2012-46)	6/11/2024

CITY of GLENDORA

BUILDING & SAFETY

CITY of GLENDORA BUILDING & SAFETY

Building Permit Application Fee

(Building Valuation Data published by the International Code Council)

13% surcharge for file maintenance on all permits

Double Fee for work started without permit

Building Permit Fees

Item No.	Total Valuation	Current Fees	Last Updated
BP-1	\$1 to \$500	\$23.50	1/14/2003
BP-1	\$501 to \$2,000	\$23.50 for the first \$500 + \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.	1/14/2003
BP-1	\$2,001 to \$25,000	\$69.25 for the first \$2,000 + \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.	1/14/2003
BP-1	\$25,001 to \$50,000	\$391.25 for the first \$25,000 + \$10.10 for each additional \$1,000, or a fraction thereof, to and including \$50,000.	1/14/2003
BP-1	\$50,001 to \$100,000	\$643.75 for the first \$50,000 + \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.	1/14/2003
BP-1	\$100,001 to \$500,000	\$993.75 for the first \$100,000 + \$5.60 for each additional \$1,000, or a fraction thereof, to and including \$500,000.	1/14/2003
BP-1	\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 + \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.	1/14/2003
BP-1	\$1,000,000 and up	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000, or fraction thereof.	1/14/2003

Building Permit Fees - Other Inspections and Fees

Item No.	Service	Current Fees	Last Updated
BP-2	Inspections outside of normal business hours (minimum charge - two hours)	\$47 per hour*	1/14/2003
BP-2	Re-inspection fees assessed under provisions of the California Building Code	\$47 per hour*	1/14/2003
BP-2	Inspection for which no fee is specifically indicated minimum charge - one half hour)	\$47 per hour*	1/14/2003
BP-2	Additional plan review required by changes, additions or revisions on plans (minimum charge - one half hour)	\$47 per hour*	1/14/2003
BP-2	For use of outside consultants for plan checking and inspections, or both	Actual costs**	1/14/2003

*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead costs.

CITY of GLENDORA BUILDING & SAFETY

International Code Council (ICC) - Building Validation Data - February 2022

Other Building permit Application fees

Item No.	Service	Current Fees	Last Updated
BP - 3	Fire Suppression	\$4,365*	6/26/2012
BP - 3	Factory Built Fireplace	\$2,850*	6/26/2012
BP - 3	Masonry Fireplace	\$7,815*	6/26/2012
BP - 3	Light Standards	\$3,222*	6/27/2017
BP - 3	Monument	sf plus monument base valuation	6/26/2012

*Minimum valuation as set by the Building Official per the 2013 CBC, Section 109.3 or contractor valuation (whichever is greater).

Electrical Permit Application

13% surcharge for file maintenance on all permits

Double Fee for work started without permit

Add Plan Check per included Building Permit Fees (Refer to Item No. BP-1 and BP-2)

Item No.	Service	Current Fees	Last Updated	
Elec - 1	Receptacles/Lights/Switches Total		4/8/2008	
	Outlets:			
	First 20	\$1.40 each		
	Additional over 20	\$0.90		
Elec - 2	Lighting Fixtures:		4/8/2008	
	First 20	\$1.40 each		
	Additional over 20	\$0.90		
Elec - 3	Ranges/Clothes Dryers/Water Heaters	\$5.65 each	4/8/2008	
Elec - 4	Dishwasher/Stat Cook/Stat App (1/2 HP Max)	\$5.65 each	4/8/2008	
Elec - 5	Over	Not Over	4/8/2008	
	1	1		\$6.90 each
	2	10		\$14.10
	11	50		\$35.35
	51	100		\$70.55
	101	500		\$113
	500	Sum of combined ratings		
Elec - 6	Signs	\$56.35 each	4/8/2008	
Elec - 7	Timers	\$14.10	4/8/2008	
Elec - 8	Service 0-600V			
	Not Over 200 Amp	70.27	6/26/2012	
	Over 200 amp	56.35	6/26/2012	
Elec - 9	New Dwellings: Per Square Foot	\$0.07	1/14/2003	
Elec - 10	New Apartments: Per Square Foot	\$0.06	1/14/2003	
Elec - 11	Temporary Power Poles	\$28.25	4/8/2008	
Elec - 12	Temporary Distribution Poles	\$14.10	4/8/2008	
Elec - 13	Carnivals	\$23.50 per attraction	4/8/2008	
Elec - 14	Swimming Pool/Spas	\$61.35	4/8/2008	
Elec - 15	Where No Fee is Set	\$75	1/14/2003	
Elec - 16	Issuance Fee Per Permit	\$42	4/8/2008	

CITY of GLENDORA

BUILDING & SAFETY

Plumbing Permit Application

13% surcharge for file maintenance on all permits

Double Fee for work started without permit

Add Plan Check per included Building Permit Fees (Refer to Item No. BP-1 and BP-2)

Item No.	Service	Current Fees	Last Updated
Plum - 1	Toilet	\$11.30	4/8/2008
Plum - 2	Bath Tub	\$11.30	4/8/2008
Plum - 3	Shower	\$11.30	4/8/2008
Plum - 4	Wash Basin	\$11.30	4/8/2008
Plum - 5	Kitchen Sink	\$11.30	4/8/2008
Plum - 6	Dishwasher	\$15.00	6/27/2017
Plum - 7	Laundry Tub or Tray	\$11.30	4/8/2008
Plum - 8	Automatic Washer	\$11.30	4/8/2008
Plum - 9	Water Heater	\$40.57	6/26/2012
Plum - 10	Solar Water Heater	\$31.50	1/14/2003
Plum - 11	Water Softener	\$11.30	4/8/2008
Plum - 12	Gas System	\$15.00	6/27/2017
Plum - 13	Additional Gas Outlet Over 5	\$2.65	4/8/2008
Plum - 14	Floor Drain	\$11.30	4/8/2008
Plum - 15	Lawn Sprinkler System	\$17.00	4/8/2008
Plum - 16	Misc. Water Piping	\$15.00	6/27/2017
Plum - 17	Swimming Pool Piping	\$24.25	4/8/2008
Plum - 18	Pea Trap	\$11.30	4/8/2008
Plum - 19	Where No Fee is Set	\$75.00	1/14/2003
Plum - 20	Issuance Fee Per Permit	\$42.00	4/8/2008

CITY of GLENDORA BUILDING & SAFETY

Mechanical Permit Application

13% surcharge for file maintenance on all permits

Double Fee for work started without permit

Add Plan Check per included Building Permit Fees (Refer to Item No. BP-1 and BP-2)

Item No.	Service	Current Fees	Last Updated
MP - 1	Refrigeration Compressor, Absorption Unit, or Fuel Burning Heater, Boiler, Furnace:		
	Vented Decorative Appliance		
	Up to 100,000 BTU	\$17	4/8/2008
	Up to 1,000,000 BTU	\$31.20	1/14/2003
MP - 2	Air Handling Unit		
	Up to 2,000 CFM	\$17	4/8/2008
	Up to 10,000 CFM	\$23.40	1/14/2003
	Over 10,000 CFM	\$39	1/14/2003
MP - 3	Air Inlet or Outlet (not included above)	\$7.90	1/14/2003
MP - 4	Appliance Vent (not included above)	\$7.90	1/14/2003
MP - 5	Evaporative Cooler	\$12.80	4/8/2008
MP - 6	Ventilation Fans Up to 10	\$11.30	4/8/2008
MP - 7	Additional Fans Over 10	\$3.75	4/8/2008
MP - 8	Ventilation System	\$18.75	1/14/2003
MP - 9	Kitchen Hood & Exhaust System	\$39	1/14/2003
MP - 10	Spray Booth, Exhaust System	\$39	1/14/2003
MP - 11	Fire Dampers	\$7.50	4/8/2008
MP - 12	Alter Duct System (not included above)	\$18.50	4/8/2008
MP - 13	Where No Fee is Set	\$75	1/14/2003
MP - 14	Issuance Fee Per Permit	\$42	4/8/2008

Sewer Permit Application

10% surcharge for file maintenance on all permits

Double Fee for work started without permit

Add Plan Check per included Building Permit Fees (Refer to Item No. BP-1 and BP-2)

Item No.	Service	Current Fees	Last Updated
SWR - 1	House Sewer Connecting to Public Sewer	\$56.75	4/8/2008
SWR - 2	Septic Tank Seepage Pit or Pits/Drain Field	\$84.75	4/8/2008
SWR - 3	Overflow Seepage Pit Drain field Ext.	\$28.25	4/8/2008
SWR - 4	Connect Additional Building/Work	\$28.25	4/8/2008
SWR - 5	Alter, Repair or Abandon House Sewer	\$28.25	4/8/2008
SWR - 6	Saddle Main Line	\$61.50	4/8/2008
SWR - 7	Excavation (Under Sidewalk/Public Improvement)	\$36.50	4/8/2008
SWR - 8	Grease Interceptor	\$56.75	4/8/2008
SWR - 9	Where No Fee is Set	\$75	4/8/2008
SWR - 10	Issuance Fee Per Permit	\$42	4/8/2008

Building Valuation Data – FEBRUARY 2024

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2024. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$257.82/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$257.82/sq. ft x 0.0075 = \$30,938

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

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	330.56	318.80	309.39	297.20	277.71	269.67	287.04	258.79	248.89
A-1 Assembly, theaters, without stage	303.49	291.73	282.32	270.13	250.88	242.84	259.97	231.96	222.06
A-2 Assembly, nightclubs	272.51	264.43	256.91	248.19	232.76	226.12	239.28	211.57	204.72
A-2 Assembly, restaurants, bars, banquet halls	271.51	263.43	254.91	247.19	230.76	225.12	238.28	209.57	203.72
A-3 Assembly, churches	308.01	296.25	286.84	274.65	255.52	247.48	264.49	236.60	226.71
A-3 Assembly, general, community halls, libraries, museums	258.66	246.90	236.50	225.30	205.06	198.01	215.15	186.13	177.24
A-4 Assembly, arenas	302.49	290.73	280.32	269.13	248.88	241.84	258.97	229.96	221.06
B Business	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
E Educational	276.33	266.73	258.30	247.60	231.08	219.28	239.09	202.46	195.97
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	455.16	444.88	434.86	423.47	399.17	N.P.	413.57	374.14	N.P.
I-2 Institutional, nursing homes	315.97	303.75	293.73	282.34	261.43	N.P.	272.44	236.40	N.P.
I-3 Institutional, restrained	338.01	327.73	317.71	306.32	285.40	276.05	296.41	260.38	248.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	203.29	195.21	186.69	178.98	163.28	157.64	170.06	142.09	136.24
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family ^d	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

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

CITY of GLENDORA BUILDING & SAFETY

Building Valuation Data for Specialty Items

(Building valuation data for items not expressly set by the International Code Council (ICC) as stated in the "Building Standards" publication)

13% surcharge for file maintenance on Specialty Items

Double Fee for work started without permit

Add Plan Check per included Building Permit Fees (Refer to Item No. BP-1 and BP-2)

To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a patio shall be as follows:

Item No.	Service	Current Fees	Last Updated
Spec - 1	Patio (Open): Valuation will be equal to the valuation of an open carport as set by the Annual Building Valuation Data. (Carport = 68.3% of garage value) per square foot (PSF), with a minimum plan check fee of \$142.	\$30.79 PSF	6/27/17
Spec - 2	Patio (Closed): Valuation will be equal to twice the valuation used for an open patio, per square foot, with a minimum plan check fee of \$142.	\$61.58 PSF	6/27/17

To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a replacement roof shall be as follows:

Item No.	Service	Current Fees	Last Updated
Spec - 3	Composition or built up roof: (Fiberglass) Valuation will be determined at the rate of (\$3) three dollars per square foot of roof area.	\$3 PSF	4/8/2008
Spec - 4	All other roofing material: (Wood, shake, slate tile (need calculations) etc...). Valuation will be determined at the rate of (\$6) six dollars per square foot of roof area.	\$6 PSF	4/8/2008

CITY of GLENDORA BUILDING & SAFETY

To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a swimming pool, spa or combination of a pool and spa shall be as follows:

Item No.	Service	Current Fees	Last Updated
Spec - 5	Swimming Pools: Valuation shall be determined at the rate of (\$80) eighty dollars per square foot.	\$80 PSF	6/26/2012
Spec - 6	Pool and Spa: Valuation will be determined at the rate of (\$100) one-hundred dollars per square foot.	\$100 PSF	6/24/2014

To determine the building valuation for the purpose of establishing a building permit fee, the valuation of a retaining wall shall be as follows:

Item No.	Service	Current Fees	Last Updated
Spec - 7	Retaining Walls: Valuation will be determined at the rate of \$37.00 (thirty-seven dollars and zero cents) per square foot, calculated as length x width.	\$37.00 PSF	6/27/17
Spec - 8	Free Standing Walls in excess of 6 feet in height: Valuation will be determined at \$20 (twenty dollars) per square foot, calculated as length x width.	\$20 PSF	4/8/2008

Item No.	Service	Current Fees	Last Updated
Spec - 9	Sign fees	Based on valuation with a minimum collected to cover two inspections plus plan check fees	4/8/2008
Spec - 10	Fire Alarm Check/Permits	\$0.45 per square foot or per their valuation	4/8/2008
Spec - 11	Change of Occupancy	\$185 per application	1/14/2003
Spec - 12	Temporary Occupancy Review	\$225 per application for a 30-day period	8/23/2016
Spec - 13	Building Re-inspection	\$72 per inspection to recover actual costs	6/26/2012
Spec - 14	Building Investigation	\$170 per investigation to recover 100% of the cost	6/23/2015
Spec - 15	Lost Inspection Card	\$42 per card	8/23/2016
Spec - 16	Commercial Solar	50 kilowatt (kW) or less: \$1,000 Plan Check/ Permit Fee; 50 kW-250 kW: \$1,000 + \$7 per kW above 50 kW; More than 250 kW: \$2,400 + \$5.00 per kW above 250 kW	6/23/2015
Spec - 17	Residential Solar	\$500 - Plan Check/Permit Fee (plus \$15 per kW for each kW above 15 kW)	6/24/2014

CITY of GLENDORA

ENGINEERING

CITY of GLENDORA ENGINEERING

13% surcharge for file maintenance on all permits

Double Fee charged for work started without a permit

Subdivision Fees

Item No.	Service	Current Fees	Last Updated
E-1	Street Name Signs	\$310 per set	4/8/2008
E-2	Traffic Signs	\$300 per sign	4/8/2008
E-3	Street Lights (Administration)	\$350 per light Deposit: \$3,000 - Marbelite; \$4,200 - Double Davit"	6/23/2020
E-4	Curb Stenciling	\$11 per lot	4/8/2008

Parcel Map/Tract Map Development Fees

Item No.	Service	Current Fees	Last updated
E-5	Final Parcel Map Review	\$1,805 per application plus actual costs for the third party technical review	4/8/2008
E-6	Final Tract Map Review	\$1,954 per application + \$13 per lot over 4 lots plus actual costs for the third party technical review	4/8/2008
E-7*	Final Map Amendment Review	\$550 per application plus actual costs for the third party technical review	6/23/2020
E-8	Street Name Processing w/o Map	\$2,011 per application	4/8/2008
E-9	Street Re-Name Processing	\$2,011 per application	4/8/2008
E-10	Building Address Processing w/o Map	\$555 per application	4/8/2008
E-11	Building Re-Address Processing	\$555 per application	4/8/2008
E-12*	Street/Right-of-Way Abandonment Processing	\$1,774 per application plus actual cost for third party technical review	7/10/2018
TBD	Building Address or Re-Address Processing without Map	\$555 per application	6/11/2024

Drainage/Grading

Item No.	Service	Current Fees	Last Updated
E-13	Drainage Plan/Check/Inspections/SWPP	\$350 or actual cost	6/23/2020
E-14	Grading Plan Check/Inspection	Refer to Drainage/Grading Chart	4/8/2008
E-15	Grading Permit Fee	Refer to Drainage/Grading Chart	4/8/2008
E-16	Grading Bond	\$1.92 per Cubic Yard, Cut & Fill Total	4/8/2008
E-17	Geotechnical/Soils Report Review	\$550 or actual costs for the third party technical review	6/23/2020
E-18	Low Impact Development (LID Report)	\$550 or actual costs for the third party technical review	6/23/2020

Encroachment Permits

Item No.	Service	Current Fees	Last Updated
E-19	Temporary Placement on Street Permit	\$86 or actual cost	6/23/2015
E-20	Temporary Encroachment Permit	\$86	4/8/2008
E-21	Permanent Encroachment Permit	\$241	4/8/2008

CITY of GLENDORA ENGINEERING

13% surcharge for file maintenance on all permits

Double Fee charged for work started without a permit

Plan Checks

Item No.	Service	Current Fees	Last Updated
E-22	Public Improvement Plan Check/ Inspection	5% of Engineer's Estimate of Construction Costs	1/14/2003
E-23	Traffic Control Plan Review	\$350 or actual cost	6/22/2021
E-24	Miscellaneous Plan Review	350 or actual cost	6/22/2021
E-25	Signing/Striping Plan Check	\$307 or actual cost	6/26/2012
E-26	SWPPP Review Fee Less than 1 acre 1 acre or more	\$350 or actual cost \$550 or actual cost	6/23/2020
E-27	Traffic Study Review Fee	\$550 or actual cost	6/23/2020
E-28	Delta Revision Fee	\$307 or actual cost	6/26/2012
E-29	Delta Revision to Drainage/Grading Plans	Refer to Drainage/Grading Chart	6/26/2012
E-30	Stock Pile Plan Review Fee	\$307 or actual cost	6/26/2012
E-31	Hydrology & Hydraulics Report Review Fee	\$550 or actual cost	6/23/2020

Drive Approach Permits

Item No.	Service	Current Fees	Last Updated
E-32	Residential Drive Approach	\$145 plus actual costs if over two (2) inspections	6/27/2017
E-33	Commercial Drive Approach	\$300 plus actual costs if over three (3) inspections	6/23/2020

Excavation Permits*

Item No.	Service	Current Fees	Last Updated
E-34	Natural Soil Excavation (sod/earth)	\$145 plus actual costs if over two (2) inspections Plus Plan Check Fee of 40% of Permit Fee.	7/10/2018
E-35	Paved Surfaces: 1 – 50 square foot 51 – 300 square foot 301 – 600 square foot 601 – 1,000 square foot Over 1,000 square foot	\$145 per permit or actual costs plus \$150 deposit \$300 Deposit: \$1,000 \$450 Deposit: \$4 per square foot \$691 Deposit: \$3,000 \$691 plus \$25 for every 100 sq. ft. over 1,000 sq. ft. Deposit: \$3,000 plus \$1 per sq. ft. over 1,000	6/27/2017 7/9/2019 7/9/2019 7/9/2019 7/9/2019
Plus Plan Check Fee of 40% of Permit Fee applicable to all square footage			

Curb, Gutter, Sidewalk & Paving Permits

Item No.	Service	Current Fees	Last Updated
E-36	Curb and/or Gutter 0 - 100 linear foot Over 100 linear foot	\$145 or actual cost \$145 plus \$1 per linear foot over 100 linear feet	6/27/2017 6/27/2017
E-37	Sidewalk 0 - 100 sq. ft. Over 100 sq. ft.	\$145 \$145 plus \$1 per sq. ft. over 100 sq. ft.	6/27/2017 7/9/2019
E-38	Minor Curb Cut/Drilling (Core) Per Curb location	\$145	6/27/2017
E-39	Paving	Refer to Excavation Permit - Paved Surfaces for cost (No Deposit Required)	4/8/2008

CITY of GLENDORA ENGINEERING

13% surcharge for file maintenance on all permits

Double Fee charged for work started without a permit

Sewer Fees

Item No.	Service	Current Fees	Last Updated
E-40	House Sewer Connecting to Public Sewer	\$145	6/27/2017
E-41	Sewer Front Footage	\$6.50 per front foot	4/8/2008
E-42	Sewer Acreage	\$730 per acre for lots over 150 ft. deep	4/8/2008
E-43	Sewer Main Inspection Fee	\$1 per linear foot	6/23/2015
E-44	Manhole, Junction Structure, etc. Inspection	\$71	6/23/2015
E-45	Sewer Area Study Review Fee	\$550 or actual cost	6/23/2020

Miscellaneous Fees

Item No.	Service	Current Fees	Last Updated
E-46	Pool Drainage Permit	\$73	6/27/2017
E-47	Sign Impound Fee	\$100	4/8/2008
E-48	Newsrack Registration (per rack)	\$68	6/23/2015
E-49	Standard Design Book	\$69	4/8/2008
E-50	Blueprint/Map Reproduction	\$3	6/26/2012
E-51	Xerox Copies	1st five pages free, \$0.15 per page thereafter	4/8/2008
E-52	Title Blocks	\$10	4/8/2008
E-53	Easement Quitclaim Deed Processing	\$445 plus actual costs for third party technical review	6/27/2017
E-54	Oversized Transportation Permit	\$16 Single Trip, No Annual Permits	6/27/2017
E-55	Moving Building/House	\$75 Permit Fee Deposit: \$1,000	4/8/2008
E-56	Hazardous Material Spill: Cleanup & Disposal Sewage Spill Cleanup Damage to City Property/ Repair	Fully allocated hourly rates for all responding personnel** **And/or actual materials cost and/or actual costs of 3rd party services.	4/8/2008
E-57	Construction and Demolition (C&D) Waste Management Plan Administration	Projects with a valuation less than \$100,000: City Approved Haul \$0; Self-Haul \$80 Projects with a valuation greater than \$100,000:	6/27/2017
E-58	Preferential Parking District - Establishment or Modification	Actual Costs incurred by the City to create or modify district.	6/25/2013

Miscellaneous Inspections

Item No.	Service	Current Fees	Last Updated
E-59	Inspections (after hours/weekends)	Actual cost - 2 hour minimum	4/8/2008
E-60	Re-inspections	Actual cost	4/8/2008
E-61	Inspection (no indicated fee)	Actual cost - 1/2 hour minimum	4/8/2008
E-62	3rd Party Consultants	Actual cost	4/8/2008

CITY of GLENDORA ENGINEERING

Wireless Telecommunication Facilities (Public Right-of-Way)

Item No.	Service	Current Fees	Last Updated
E-63	Administrative Wireless Telecommunications Facility Permit Fees - Small Wireless Facilities		
	Flat Fee for Review (Includes First and Second Submittals)	\$3,650.00	4/23/2019
	Deposit for Additional Services (Following Exhaustion of Flat Fee)	\$1,650.00	4/23/2019
	Additional Cost (Following exhaustion of Deposit)	Dependent on Deposit Fees *	4/23/2019
E-64	Administrative Wireless Telecommunications Facility Permit Fees - Eligible Facilities Request		
	Flat fee for review	\$450	4/23/2019
	Additional Cost (Following exhaustion of Flat Fee)	Dependent on Deposit Fees *	4/23/2019
E-65	Major Wireless Telecommunications Facility Permit Fees - Non-Administrative		
	Flat Fee for Review (Includes First and Second Submittals)	\$7,950.00	4/23/2019
	Deposit for Additional Services (Following Exhaustion of Flat Fee)	\$1,650.00	4/23/2019
	Additional Cost (Following exhaustion of Deposit)	Dependent on Deposit Fees *	4/23/2019

*Prior to permits being issued, final costs will be calculated and charged to the Applicant if they exceed deposit fees.

National Pollutant Discharge Elimination System (NPDES)

Item No.	Service	Current Fees	Last Updated
E-66	NPDES - Current Construction	\$145 plus actual cost if over two (2) inspections	6/27/2017
E-67	NPDES Automotive Inspection	\$240; each follow-up \$150	6/27/2017
E-68	NPDES Gas Station Inspection	\$230; each follow-up \$150	6/27/2017
E-69	NPDES Industrial Inspection	\$270; each follow-up \$150	6/27/2017
E-70	NPDES Restaurant Inspection	\$140; each follow-up \$150	6/27/2017
E-71	NPDES - Nursery	\$240; each follow-up \$150	6/27/2017
E-72	NPDES Non-Industrial Inspection	\$240; each follow-up \$150	6/27/2017

CITY of GLENDORA

PUBLIC SAFETY

CITY of GLENDORA PUBLIC SAFETY

Item No.	Service	Current Fees	Last Updated
PD-1	Adult Business Entertainer Permit	\$21 per application	4/8/2008
PD-2	Adult Business License	\$641 per application	4/8/2008
PD-3	Animal Control Services	Food & Care: Dog \$10 Cat \$10 Small Animal \$5 Medium Animal \$10 Large Animal \$40 Biter (OBS) \$20	6/22/2021
PD-4	Animal Impound	Dog 1 st offense—altered \$30 Dog 1 st offense—unaltered \$50 Dog 2 nd offense—altered \$70 Dog 2 nd offense—unaltered \$100 Dog 3 rd offense—altered \$120 Dog 3 rd offense—unaltered \$120 Cat—altered \$5 Cat—unaltered \$5 Small Animal \$15 Medium Animal \$25 Large Animal: \$60	6/22/2021
PD-5	Animal License Issuance	<u>Cat License</u> Altered/S/C \$5 Unaltered/S/C \$10 Penalty \$10 <u>Dog License</u> Unaltered \$100 Altered \$30 S/C Unaltered \$100 S/C Altered \$10 Veteran Disability Altered \$0 Penalty \$50 Potentially Dangerous \$125	6/22/2021
PD-6	Animal Retrieval/Disposal	<u>Owner Released – licensed:</u> Per Animal \$40 Per Litter \$30 O/R pickup live \$30 O/R pickup dead \$20 <u>Owner Released – unlicensed:</u> Per Animal \$100 Per Litter \$100 O/R pickup live \$100 O/R pickup dead \$100	6/22/2021
PD-7	Bicycle Licenses	\$6.00 for new license. Three years; no proration (GMC 10.24.040) \$3.00 for renewal. Expires 12/31 of third year (GMC 10.24.120)	8/10/2010
PD-8	Code Enforcement Investigation	Various fines from \$50 to \$1,500; Charge full cost recovery if the case goes to court; \$100 re-investigation fee (before going to court).	7/9/2019
PD-9	Cost Recovery of Graffiti Damage Caused by a Minor	Reimbursement by parents/guardians of minors must be made for the actual cost of repair of civil damages including court costs and attorney's fees. [GMC 9.52.020(c)]	8/10/2010

CITY of GLENDORA PUBLIC SAFETY

Item No.	Service	Current Fees	Last Updated
PD-10	Disabled Placard Valid but Not Properly Displayed	\$25 administrative fee to process cancellation of a citation in any case where the individual who received the citation can show proof that he or she had been issued a valid placard at the time	8/10/2010
PD-11	DUI Incident Response Investigation	Charge the fully allocated hourly rate for all emergency personnel responding, not to exceed	8/10/2010
PD-12	Fingerprint Card	\$20 per card for Livescan fingerprinting plus the actual costs charged by the State of California Department of Justice and/or Federal Bureau of Investigation, if applicable.	4/8/2008
PD-13	Impound Vehicle Release	\$120 per vehicle	6/26/2012
PD-14	Inspection, documentation and registration of vacant property or	\$200	7/9/2019
PD-15	Massage Business Permit	\$350 per application	4/8/2008
PD-16	Massage Business Permit Renewal	\$350 annually	8/10/2010
PD-17	Massage Tech/Practitioner Permit	\$297 per application	4/8/2008
PD-18	Massage Tech/Practitioner Permit Renewal	\$297 annually	8/10/2010
PD-19	Massage Business Location Change	\$182 per application	4/8/2008
PD-20	Massage Business Sale/Transfer	\$350 per application	4/8/2008
PD-21	Noise Disturbance Response Call-Back / Alcohol consumed by a Minor	1 st Response: No charge; 2 nd Response: \$100 plus EE service cost; 3 rd Response: \$250 plus EE service cost; 4 th Response: \$500 plus EE service cost; 5 th Response: \$1,00 plus EE service cost; 6 th and subsequent Responses: \$2,500 plus EE service cost (GMC 9.44.198)	10/27/2020
PD-22	Parade/Special Event Permit	New: \$580; Repeat: \$190	1/14/2003
PD-23	Parking Permit - Early Morning	\$5/day; \$75 per year	4/8/2008
PD-24	Police Computer Records Search	\$60 per hour	8/10/2010
PD-25	Police Photo Reproduction	\$33 per request plus outside reproduction costs	4/8/2008
PD-26	Police Report Copy	First five (5) pages free, \$.15 per pg thereafter.	4/8/2008
PD-27	Police Special Services	Actual cost for Special Police Services requiring a regular peace officer: Three hour minimum. Actual cost for Special Police Services requiring a non-peace officer or reserve police officer: Three hour minimum	8/10/2010
PD-28	Records Check/Clearance Letter	\$25 per letter	1/14/2003
PD-29	Street Vendor Permit	New: \$275 per application Renewal: \$165 per application	4/8/2008
PD-30	Vehicle Equipment Correction Inspection	\$25 per inspection (except for GPD -issued citations)	7/9/2019
PD-31	Video/Audio Disk Reproduction	\$25 per disk	7/9/2019
PD-32	Weapons Storage Processing	\$50 release fee for firearms	7/9/2019
PD-33	Traffic Collision Report	\$20 per report	7/9/2019

CITY of GLEN DORA PUBLIC SAFETY

Alarm Fees

Item No.	Service	Current Fees	Last Updated												
PD-34	Alarm Permit Residential Commercial	\$40 per permit annually \$50 per permit annually	12/10/2019												
PD-35	False Alarm Fines	<table border="1"> <thead> <tr> <th>Permitted*</th> <th>Non-Permitted*</th> </tr> </thead> <tbody> <tr> <td>1st: No Charge</td> <td>1st: \$50</td> </tr> <tr> <td>2nd: \$75 (or no charge if watch video)</td> <td>2nd: \$175 (or no charge if watch video)</td> </tr> <tr> <td>3rd: \$150</td> <td>3rd: \$200</td> </tr> <tr> <td>4th: \$250</td> <td>4th: \$350</td> </tr> <tr> <td>5th: \$250</td> <td>5th: \$350</td> </tr> </tbody> </table> *per calendar year	Permitted*	Non-Permitted*	1 st : No Charge	1 st : \$50	2 nd : \$75 (or no charge if watch video)	2 nd : \$175 (or no charge if watch video)	3 rd : \$150	3 rd : \$200	4 th : \$250	4 th : \$350	5 th : \$250	5 th : \$350	12/10/2019
Permitted*	Non-Permitted*														
1 st : No Charge	1 st : \$50														
2 nd : \$75 (or no charge if watch video)	2 nd : \$175 (or no charge if watch video)														
3 rd : \$150	3 rd : \$200														
4 th : \$250	4 th : \$350														
5 th : \$250	5 th : \$350														
PD-36	Alarm Permit Late Registration	\$10	12/10/2019												
PD-37	Alarm System Appeal Fee	\$60 (under 30 minutes) \$120 (over 30 minutes)	12/10/2019												
PD-38	Alarm Fee Late Charge	\$25	12/10/2019												
PD-39	Alarm Permit Reinstatement Fee	\$100	12/10/2019												
PD-40	Automatic Dialing Fee	\$100	12/10/2019												
PD-41	Operating Suspended Alarm System	\$200	12/10/2019												
PD-42	Audible Alarm Violation	\$100	12/10/2019												
PD-43	Failure to Report New Install	\$50	12/10/2019												
PD-44	Failure to Report Disconnected Alarm	\$50	12/10/2019												
PD-45	False Alarm caused by Alarm company	\$100	12/10/2019												
PD-46	False statement by Alarm company	\$200	12/10/2019												

Carry Concealed Weapon (CCW)

Item No.	Service	Current Fees	Last Updated
PD-47.1	Carry Concealed Weapon (CCW) - New Application	\$130	6/14/2022
PD-47.2	Carry Concealed Weapon (CCW) - Amended Application	\$10	6/14/2022
PD-47.3	Carry Concealed Weapon (CCW) - Live Scan	\$20	6/14/2022
PD-47.4	Carry Concealed Weapon (CCW) - Renewal	\$77	06/20/2023

CITY of GLENDORA PUBLIC SAFETY

Parking Violation Fees

California Vehicle Code Violations

Item No.	Service	Current Fees	Last Updated
Veh - 1	Prohibited parking on public grounds	\$51 (CVC 21113)	8/10/2010
Veh - 2	No front license plate	\$51 [CVC 5200(a)]	8/10/2010
Veh - 3	Failure to display registration tab	\$51 [CVC 5204]	8/10/2010
Veh - 4	Current year tab required	\$51 [CVC 5204(a)]	8/10/2010
Veh - 5	Parked within intersection	\$51 [CVC 22500(a)]	8/10/2010
Veh - 6	Parked on crosswalk	\$51 [CVC 22500(b)]	8/10/2010
Veh - 7	Parked in painted zone	\$51 [CVC 22500(c)]	8/10/2010
Veh - 8	Parked within 15 ft. of fire station	\$51 [CVC 22500(d)]	8/10/2010
Veh - 9	Parked on sidewalk	\$51 [CVC 22500(f)]	8/10/2010
Veh - 10	Parked at street excavation	\$51 [CVC 22500(g)]	8/10/2010
Veh - 11	Double parked	\$51 [CVC 22500(h)]	8/10/2010
Veh - 12	Parked in a bus zone	\$255 [CVC 22500(i)]	8/10/2010
Veh - 13	Parked on bridge	\$51 [CVC 22500(k)]	8/10/2010
Veh - 14	Parked blocking disabled ramp	\$336 [CVC 22500(l)]	8/10/2010
Veh - 15	Parked in fire lane	\$255 (CVC 22500.1)	8/10/2010
Veh - 16	Parked in excess of 18 inches of curb/ wrong side	\$51 (CVC 22502)	8/10/2010
Veh - 17	Parked/obstructing handicapped space	\$336 (CVC 22507.8)	8/10/2010
Veh - 18	Parked too close to fire hydrant	\$51 (CVC 22514)	8/10/2010
Veh - 19	Parked without setting brake, stopping motor	\$51 (CVC 22515)	8/10/2010
Veh - 20	Parked blocking access ramp	\$336 (CVC 22522)	8/10/2010

Glendora Municipal Code Parking Violations

Item No.	Service	Current Fees	Last Updated
Veh - 21	Parked vehicle with for sale sign	\$51	8/10/2010
Veh - 22	Early morning parking prohibited	\$51	8/10/2010
Veh - 23	Failure to obey curb markings	\$51	8/10/2010
Veh - 24	Parking in excess of 72 hours	\$51	8/10/2010
Veh - 25	Parking on public property in violation of signs	\$51	8/10/2010
Veh - 26	Commercial Vehicle: Parked in residential area	\$86	8/10/2010
Veh - 27	Commercial Vehicle: Parked in commercial area	\$51	8/10/2010
Veh - 28	Parking in violation of posted sign	\$51	8/10/2010
Veh - 29	Parked with sign advertising event	\$51	8/10/2010
Veh - 30	Preferential parking permit required	\$51	8/10/2010
Veh - 31	Selling from parked vehicle	\$51	8/10/2010
Veh - 32	Parked in violation of posted signs	\$51	8/10/2010
Veh - 33	Late Penalty	\$45	8/10/2010

CITY of GLENDORA

UTILITIES & MAINTENANCE

CITY of GLENDORA

UTILITIES & MAINTENANCE

Item No.	Service	Current Fees	Last Updated
UMT-1	Damage to City Property Repair	The fully allocated hourly rates for all responding personnel and actual materials cost and/or actual costs of 3 rd party services.	4/8/2008
UMT-2	Service Reconnect Fees	<p>Delinquent (Business hours, Customer receiving social assistance): \$50.00</p> <p>Delinquent (Outside of business hours, Customer receiving social assistance): \$150.00</p> <p>Delinquent (Business Hours): \$70.00</p> <p>Delinquent (Outside of Business Hours): \$150.00</p> <p>Non-Delinquent (Business Hours): \$77.00 <i>Note: The first request will be at no cost to the customer. Fees will be applied on subsequent requests.</i></p> <p>Non-Delinquent (Outside of Business Hours): \$112.00</p> <p>Non-Delinquent (After midnight): \$128.00</p> <p>(GMC 14.20.180)</p>	6/11/2024
UMT-3	Hazardous Material Spill Cleanup and Disposal	Charge the fully allocated hourly rates for all responding personnel and actual materials cost and/or actual costs of 3 rd party services.	4/8/2008
UMT-4	Sewage Spill Cleanup	Charge the fully allocated hourly rates for all responding personnel and actual materials cost and/or actual costs of 3 rd party services.	4/8/2008
UMT-5	Street Light Maintenance	Assessment District assessments to those parcels which receive a direct benefit.	4/8/2008
UMT-6	Temporary Water Meter Rental Service	\$29 per meter plus deposit	8/10/2010
UMT-7	Water Bill Penalties	10% of original amount billed (GMC 14.20.030)	8/10/2010
UMT-8	Water Conservation Violations	The first water conservation violation will result in a written warning; subsequent violations in the same 12 month period are subject to fines of \$150, \$250, and \$1,000 respectively. The \$1,000 fine shall be treated as a misdemeanor. (GMC 14.34.090)	8/10/2010
UMT-9	Water Service & Rates	Various rates depending on meter size and water used. Rates adopted or amended by ordinance of the City Council. (GMC 14.20.080 to 130)	8/10/2010
UMT-10	Water System Inspection	<p>Lateral for ADU: \$935.00 per inspection</p> <p>Convert private pipe to City: \$1,100.00</p>	<p>6/11/2024</p> <p>6/11/2024</p>

CITY of GLENDORA

UTILITIES & MAINTENANCE

Item No.	Service	Current Fees	Last Updated
UMT-11	Integrated Waste Management Franchise Fee	Franchise Fee shall continued to be 10.6% between May, 2014 and June 30, 2015. On July 1, 2015 thru August 31, 2024, the franchise fee shall be 11% as stated and approved in the Franchise Agreement between the City and Arakelian Enterprises Inc.	6/24/2014
UMT-12	Vehicle and Equipment Rental Rates	Various rates using the Caltrans "Labor Surcharge and Equipment Rental Rates"	8/23/2016
UMT-13	Manual Meter Read Fee	\$60.00 per billing cycle will be added to any water billing account that refuses the new Flexmeter System installation	6/11/2024
TBD	ACH Return Fee (incorrect bank information)	\$27.00	6/11/2024
TBD	Chargeback Fee (Customer Disputed Bill Penalty)	\$35.00	6/11/2024
TBD	New Account Application/Activation Fee (Processing Fee, excluding meter installation)	\$77.00	6/11/2024
TBD	Deposits for Service	\$200.00	6/11/2024
TBD	Door Hanger Fee	\$20.00	6/11/2024
TBD	Trip Charge for Additional Visit	\$76.00	6/11/2024
TBD	Temporary Construction Meter Processing Fee/ Fire Hydrant Meter Setup and Removal Fee (One-time)	\$281.00	6/11/2024

CITY of GLENDORA

UTILITIES & MAINTENANCE

The Meter Connection Charge, Elevation Rates, and Consumption Rates set pursuant to this resolution shall be automatically increased based on the percentage change in the Consumer Price Index (CPI) from October to October for calendar years 2025 – 2028, not to exceed 5% each year. Extraordinary increases may be brought to the City Council for consideration and approval.

Water Service Installation Charges

The Water Division reserves the right to decline service installation requests if the current workload of waterline failures is threatening fire protection or domestic service reliability.

The Water Division will no longer install water services above two inches in diameter. Contractor installed water services above two inches in diameter will require an engineered plan approved by the Water Division.

Water Service Size	Flow (In GPM)	10 feet Minimum	11 feet to 20 feet	21 feet to 30 feet*	Last Updated
1"	50	\$5,762.40	\$5,844.40	\$6,082.90	7/9/2019
2"	160	\$6,388.03	\$6,574.03	\$6,916.53	7/9/2019

*The Water Division will individually evaluate service installation requests greater than 30 feet.

Water Meter and Meter Box Charges

Meter Size	Meter Cost*	Meter Box*	Labor @ 2 hours	Service Truck @ 2 hours	Totals	Last Updated
¾"	\$361.36	\$109.85	\$334.00	\$64.96	\$865.21	7/9/2019
1"	\$443.17	\$181.30	\$334.00	\$64.96	\$1,018.47	7/9/2019
1 ½"	\$1,133.15	\$252.86	\$334.00	\$64.96	\$1,780.01	7/9/2019
2"	\$1,420.37	\$252.86	\$334.00	\$64.96	\$2,067.23	7/9/2019

*Water meter and/or water meter box can be sold separately to a qualified contractor.

Miscellaneous Water Fees and Charges

Description	Current Fees	Last Updated
Water Front Footage Fee charged when no prior meter existed	\$8.00 per foot (GMC 14.20.160)	4/8/2008
Acreage Charges Fee charged when served from Zone 2 or higher	\$4,658.50 per acre	4/8/2008
Fire Hydrant Flow Test	\$512 per fire hydrant	6/11/2024
Fire Flow Availability Form	\$299.00 per request	6/11/2024
Fire Hydrant Inspections	\$670	6/11/2024
Fire Services / Protection (Fixed)	\$9.00 per diameter inch (monthly)	6/11/2024
Fire Hydrant Meter Deposit	\$1,851.00 (GMC 14.20.090)	6/11/2024
Quitclaim of Water Easement	\$445.00 plus actual costs for third party technical review	6/11/2024
Irrigation Plan Review/Water System Inspection (Non-Tract)	\$235.00	6/11/2024
Fire Service Plan Review/Water Service Installation Plan Review	\$310 or actual cost	6/11/2024
Water Meter Test Note – Fees refunded if meter is running fast	¾" – 2" : \$308.00 Plus outside costs	6/11/2024

CITY of GLENDORA

UTILITIES & MAINTENANCE

Miscellaneous Water Fees and Charges

Description	Current Fees	Last Updated
Water Quality Testing - the first quality test requested will be at no cost to the customer. Fees will be applied on subsequent requests	Fee will be based on the type of test, current lab test fees, and the actual cost of labor.	6/11/2024
Bacterial Sample Test	\$517.00	6/11/2024
Pressure Test - the first test will be at no cost to the customer. Fees will be applied on subsequent requests.	\$296.00	6/11/2024
Hydrant Lock Fee (new lock with installation)	\$212.00	6/11/2024
Hydrant- Handle replacement fee	\$79.00	6/11/2024
Broken lock/ damage costs & service. For severe damages, Customer will refer to UMT-1.	\$212.00	6/11/2024

Bi-Monthly Meter Connection Charge*

Description	Current Fees	Last Updated
5/8 & 3/4 inch	\$85.38	11/28/2023
1 inch	\$134.23	11/28/2023
1.5 inch	\$257.07	11/28/2023
2 inch	\$413.67	11/28/2023
3 inch	\$984.31	11/28/2023
4 inch	\$984.31	11/28/2023
6 inch	\$2,160.61	11/28/2023
8 inch	\$2,160.61	11/28/2023

*Shall be automatically increased based on the percentage change in the Consumer Price Index (CPI) from October to October for calendar years 2025 – 2028, not to exceed 5% each year. Extraordinary increases may be brought to the City Council for consideration and approval.

Bi-Monthly Consumption Tiers (CCF)

	Tier 1	Tier 2	Tier 3	Tier 4	Last Updated
5/8 inch	0-12	13-38	39-76	>76	6/11/2024
3/4 inch	0-12	13-38	39-76	>76	6/11/2024
1 inch	0-18	19-67	68-134	>134	6/11/2024
1.5 inch	0-42	43-134	135-268	>268	6/11/2024
2 inch	0-64	65-220	221-440	>440	6/11/2024
3 inch	0-181	182-419	420-838	>838	6/11/2024
4 inch	0-181	182-658	659-1,316	>1,316	6/11/2024
6 inch	0-328	329-2,341	2,342-4,682	>4,682	6/11/2024
8 inch	0-328	329-2,341	2,342-4,682	>4,682	6/11/2024

CITY of GLENDORA

UTILITIES & MAINTENANCE

Consumption Rates for Water & Elevations (CCF)*

Fee is Tier cost plus Elevation

Zone	Tier 1	Tier 2	Tier 3	Tier 4	Elevation	Last Updated
Zone A	\$1.75	\$2.68	\$3.61	\$4.54	\$0.22	6/11/2024
Zone B	\$1.75	\$2.68	\$3.61	\$4.54	\$1.02	6/11/2024
Zone C	\$1.75	\$2.68	\$3.61	\$4.54	\$2.06	6/11/2024
Zone D	\$1.75	\$2.68	\$3.61	\$4.54	\$3.41	6/11/2024

*Shall be automatically increased based on the percentage change in the Consumer Price Index (CPI) from October to October for calendar years 2025 – 2028