

City of Lake Forest

Master Fee Schedule

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City of Lake Forest

PLANNING FEES

Activity Description	Fee	Charge Basis	Note
1 Accessory Dwelling Unit (ADU) Permits	\$687	Fixed Fee	
2 Address Assignment / Address Change			
a) Single Address - Change of Address / Address Assignment	\$294	Fixed Fee	
b) Multiple Addresses - Change of Addresses / New Assignment	\$3,000	Deposit	
c) Street Name Assignment	\$3,000	Deposit	
3 Adult Business License			
a) Adult Business License	\$1,963	Fixed Fee	
b) Performer License	\$196	Fixed Fee	
4 Appeal			
a) Appeal to Planning Commission	\$1,500 Base Fee, plus \$5,000 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[a]
b) Appeal to City Council	\$1,500 Base Fee, plus \$5,000 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[a]
c) Appeal Hearing Fee	\$85		
5 Area Plan	\$12,000	Deposit	
6 Changed Plan			
a) Administrative Review	\$981	Fixed Fee	
b) Planning Commission Review	\$3,000	Deposit	
7 Cyber Café License Fee			
a) Permit Application	\$393	Fixed Fee	
b) Permit Renewal	\$196	Fixed Fee	
8 Determination of Public Convenience or Necessity	\$3,000	Deposit	
9 Development Agreement	\$12,000	Deposit	
10 Donation Collection Box (DCB) Permit			
a) Permit Application	\$393	Fixed Fee	
b) Permit Renewal	\$196	Fixed Fee	
11 Entertainment Permit			
a) Entertainment Permit	\$393	Fixed Fee	

City of Lake Forest

PLANNING FEES

Activity Description	Fee	Charge Basis	Note
b) Entertainment Permit - Renewal	\$393	Fixed Fee	
12 Environmental Review (Initial Study/Neg Dec./EIR, etc.)	Deposit TBD T&M plus 15% admin fee	Deposit	
13 Eucalyptus Tree Cutting Permit	\$0 (No Charge)	No charge	
14 Feature Plan	\$12,000	Deposit	
15 General Plan Amendment	\$12,000	Deposit	
16 Noise Standard Deviation Application Review	\$785	Fixed Fee	
17 Orange County Fire Authority Permit Administrative Fee	\$49	Fixed Fee	
18 Outdoor Vending Permit			
a) Initial	\$785	Fixed Fee	
b) Renewal	\$294	Fixed Fee	
19 Peer-Reviewed Technical Studies	Deposit TBD T&M plus 15% admin fee	Deposit	
20 Planned Sign Program			
a) Planned Sign Program (Administrative Review)	\$2,500	Deposit	
b) Planned Sign Program (Planning Commission Review)	\$6,000	Deposit	
21 Pre-Application	\$4,000	Deposit	
22 Project Consultation (Prior to Application Submittal) (For consultations exceeding two hours)	\$600	Deposit	[b]
23 Review of By-Right Multi-family Residential Project	\$3,000	Deposit	[c]
24 Single Season Sales (e.g. Agricultural, Seasonal Event, etc.)			
a) Agricultural Sales	\$196	Fixed Fee	
b) Other Seasonal Events (e.g. Christmas Tree, Pumpkin)	\$196	Fixed Fee	
25 Site Development Permit			
a) Administrative Review	\$3,000	Deposit	[d]
b) Planning Commission Review	\$6,000	Deposit	[d]
c) Not Exempt from CEQA	\$12,000	Deposit	[d]

City of Lake Forest

PLANNING FEES

Activity Description	Fee	Charge Basis	Note
26 Special Event Permit Application Review	\$491	Fixed Fee	
27 Specific Plan	\$12,000	Deposit	
28 Temporary Outdoor Promotion Permit Application Review	\$196	Fixed Fee	
29 Temporary Promotional Wall Banner Permit			
a) Non-Commercial	\$0 (No Charge)	Fixed Fee	
b) Commercial	\$98	Fixed Fee	
30 Tentative Map			
a) Tentative Parcel Map (TPM)	\$9,000	Deposit	
b) Tentative Tract Map (TTM)	\$12,000	Deposit	
c) Revised TPM / TTM	\$6,000	Deposit	
31 Use Permit			
a) Minor	\$3,000	Deposit	
b) Major	\$6,000	Deposit	
c) Not Exempt from CEQA	\$12,000	Deposit	
32 Variance	\$6,000	Deposit	
33 Wireless Communication Facilities (WCF) Permit (per WCF)	\$981	Fixed Fee	
34 Zone Change	\$12,000	Deposit	
35 Zoning/Property Information Letter			
a) Zoning/Property Information Letter - Basic	\$343	Fixed Fee	[e]
b) Zoning/Property Information Letter - Comprehensive	\$750	Deposit	
36 Credit Card Transaction Fee	3% - Direct pass-through to vendor	Fixed Fee	
37 Hourly Rate for Deposit Based Services and Planning Services Not Otherwise Listed In This Fee Schedule			
a) Planning (In-House and Contract Service Planning)	\$196	per hour	
b) Engineering/Inspection In-House Development Review	\$189	per hour	
c) Building and Safety Development Review	\$150	per hour	
d) City Clerk Development Review	\$163	per hour	
e) City Manager Development Review	\$184	per hour	
f) Community Services Development Review	\$218	per hour	
g) Finance Development Review	\$125	per hour	

City of Lake Forest

PLANNING FEES

Activity Description	Fee	Charge Basis	Note
h) IT / GIS Development Review	\$125	per hour	
i) Community Preservation Development Review	\$130	per hour	
j) Police / Law Enforcement Development Review	\$143	per hour	[f]
k) Contract Services (e.g. Attorney, Contract Engineering, etc.)	T&M plus 15% administrative fee	per hour	

Full Cost Deposits for Multiple Applications

When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 25%.

[a] City fee for in-house support will be fixed at \$1,500 (partial cost recovery). City will pass-through all eligible contract service support costs (e.g. contract Planning, City Attorney, etc.).

[b] No fee applies for first two hours. For discussions requiring more than two total hours of staff consultation, a deposit account shall be opened.

[c] Requires review of Objective Design Standards, Affordability Covenant, Applicable State Codes/Laws.

[d] As determined by the Director of Development Services.

[e] Requests for basic property information include up to 1.75 hours of staff time.

[f] Or pass-through of Orange County Sheriff Department hourly billing rate for staff support.

City of Lake Forest

ENGINEERING FEES

Activity Description	Fee	Charge Basis	Note
1 Map Checking	\$5,000	Deposit	
2 Lot Line Adjustments	\$5,000	Deposit	
3 Improvement Plan Check and Inspection	\$5,000	Deposit	
4 Grading Plan Check and Inspection	\$5,000	Deposit	
5 Encroachment Permit Inspection (Annual)	\$5,000	Deposit	
6 Easement Plan Check	\$5,000	Deposit	
7 Water Quality Management Plan	\$5,000	Deposit	
8 General Encroachment Permit (for Work Expected to Last No More Than Two Days)			[a]
a) Base Fee - Up to Two Days	\$662	Fixed Fee	
b) Each Additional Day	\$284	Fixed Fee	
9 General Encroachment Permit (for Work Expected to Last More Than Two Days)	\$825	Deposit	[a]
10 Encroachment Permit - Minor Traffic Control Review (per page; per sheet)			
a) 1st page; 1st sheet	\$190	Fixed Fee	
b) Each Additional page/sheet	\$95	Fixed Fee	
11 Retroactive Permit for Front Yard Improvements In City Right-of-Way (behind sidewalk)	\$0 (No Charge)	No charge	[b]
12 Construction and Demolition Materials Management Plan - Application Plan Review and Deposit Administration Fee	\$141 plus Deposit	Fixed Fee plus Deposit	
13 Sidewalk Vending Permit			
a) Initial	\$189	Fixed Fee	
b) Renewal	\$95	Fixed Fee	
14 Transportation Permit			
a) Single Trip	\$16	Fixed Fee	[c]
b) Annual	\$90	Fixed Fee	[c]
15 Commercial Vending Vehicles Permit			
a) Initial	\$189	Fixed Fee	
b) Renewal	\$95	Fixed Fee	
16 Expand the Forest	\$129	Fixed Fee	[d]
17 Credit Card Transaction Fee	3% - Direct pass-through to vendor	Fixed Fee	
18 Work Without a Permit or Work Beyond Scope of Permit	2x Permit Fee	Fixed Fee	
19 Miscellaneous Public Works Support Services - Hourly Rate for Deposit Based Services and Public Works Services Not Otherwise Listed In This Fee Schedule			
a) Public Works In-House Land Development Review and Permit Processing	\$189	per hour	
b) Contract Service Support (e.g. Attorney, Contract Engineering, etc.)	T&M plus 15% administrative fee	per hour	

Note: Deposit amounts listed are typical minimum amounts. The City reserves the right to request a adjusted/higher deposit based on complexity of project or frequency of inspections needed.

[a] General encroachment work includes any activity within the public right of way. Fixed fee permit applies to typical utility work with standard WATCH manual traffic control. More complex work requiring additional plan check/traffic control, plan review, testing, and/or inspection, requires a deposit.

City of Lake Forest

ENGINEERING FEES

Activity Description	Fee	Charge Basis	Note
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[b] Occasionally the City has reserved a 2 or 3 foot City easement for utilities or other purposes behind the sidewalk (in front yard) but typically the easement is rarely used.

[c] Fee is intended to mirror amounts established by State of California.

[d] Cost per contract to replace trees can change if contract price varies.

City of Lake Forest

BUILDING AND SAFETY FEES

New Construction - New Shell or New Building with Inside Improvement

Fee Description		Total	Plan Check	Permit	Note
Assembly - Restaurants, Bars, Nightclubs					
1	Construction 0 to 5000 square feet	\$5,469.00	\$1,914.00	\$3,555.00	
2	Construction 5001 to 10000 square feet	\$9,760.00	\$3,416.00	\$6,344.00	
3	Each additional 1000 square feet	\$1,501.00	\$525.00	\$976.00	
Assembly - All Other					
4	Construction 0 to 5000 square feet	\$4,612.00	\$1,614.00	\$2,997.00	
5	Construction 5001 to 10000 square feet	\$8,044.00	\$2,815.00	\$5,229.00	
6	Construction 10001 to 15000 square feet	\$11,047.00	\$3,866.00	\$7,181.00	
7	Construction 15001 to 25000 square feet	\$15,123.00	\$5,293.00	\$9,829.00	
8	Each additional 1000 square feet	\$1,072.00	\$374.00	\$697.00	
B - Business					
9	Construction 0 to 5000 square feet	\$5,363.00	\$1,876.00	\$3,486.00	
10	Construction 5001 to 10000 square feet	\$9,653.00	\$3,378.00	\$6,274.00	
11	Construction 10001 to 15000 square feet	\$12,442.00	\$4,355.00	\$8,087.00	
12	Construction 15001 to 25000 square	\$17,053.00	\$5,968.00	\$11,085.00	
13	Each additional 1000 square feet	\$964.00	\$337.00	\$627.00	
E, Business - Educational, Schools					
14	Construction 0 to 5000 square feet	\$4,612.00	\$1,614.00	\$2,997.00	
15	Construction 5001 to 10000 square feet	\$8,044.00	\$2,815.00	\$5,229.00	
16	Construction 10001 to 15000 square feet	\$11,047.00	\$3,866.00	\$7,181.00	
17	Construction 15001 to 25000 square	\$15,123.00	\$5,293.00	\$9,829.00	
18	Each additional 1000 square feet	\$1,072.00	\$374.00	\$697.00	
F-1, F-2, H-1 thru 4, factory & industrial, hazard					
19	Construction 0 to 5000 square feet	\$2,789.00	\$976.00	\$1,812.00	
20	Construction 5001 to 10000 square feet	\$4,504.00	\$1,576.00	\$2,928.00	
21	Construction 10001 to 15000 square feet	\$6,113.00	\$2,139.00	\$3,973.00	
22	Construction 15001 to 25000 square	\$9,438.00	\$3,303.00	\$6,134.00	
23	Each additional 1000 square feet	\$868.00	\$303.00	\$565.00	
H-5, HPM					
24	Construction 0 to 5000 square feet	\$5,578.00	\$1,952.00	\$3,625.00	
25	Construction 5001 to 10000 square feet	\$9,975.00	\$3,491.00	\$6,484.00	
26	Construction 10001 to 15000 square ft.	\$12,656.00	\$4,429.00	\$8,226.00	
27	Construction 15001 to 25000 square ft.	\$17,376.00	\$6,081.00	\$11,294.00	
28	Each additional 1000 square feet	\$964.00	\$337.00	\$627.00	
I-1, I-2 - Institutional, convalescent hospitals, nursing home					
29	Construction 0 to 5000 square feet	\$5,578.00	\$1,952.00	\$3,625.00	
30	Construction 5001 to 10000 square feet	\$9,975.00	\$3,491.00	\$6,484.00	
31	Construction 10001 to 15000 square ft.	\$12,656.00	\$4,429.00	\$8,226.00	
32	Construction 15001 to 25000 square ft.	\$17,376.00	\$6,081.00	\$11,294.00	
33	Each additional 1000 square feet	\$964.00	\$337.00	\$627.00	

City of Lake Forest

BUILDING AND SAFETY FEES

New Construction - New Shell or New Building with Inside Improvement

Fee Description		Total	Plan Check	Permit	Note
I-2, I-3, Institutional, hospital, restrained					
34	Construction 0 to 5000 square feet	\$7,292.00	\$2,552.00	\$4,740.00	
35	Construction 5001 to 10000 square feet	\$12,121.00	\$4,242.00	\$7,878.00	
36	Construction 10001 to 15000 square feet	\$15,766.00	\$5,518.00	\$10,248.00	
37	Construction 15001 to 25000 square feet	\$20,916.00	\$7,320.00	\$13,595.00	
38	Each additional 1000 square feet	\$879.00	\$307.00	\$571.00	
I-4, R-4, Institutional, day care facilities, assisted living facilities					
39	Construction 0 to 5000 square feet	\$4,826.00	\$1,688.00	\$3,137.00	
40	Construction 5001 to 10000 square feet	\$8,473.00	\$2,965.00	\$5,507.00	
41	Construction 10001 to 15000 square feet	\$11,369.00	\$3,979.00	\$7,390.00	
42	Construction 15001 to 25000 square	\$15,766.00	\$5,518.00	\$10,248.00	
43	Each additional 1000 square feet	\$964.00	\$337.00	\$627.00	
Mercantile					
44	Construction 0 to 5000 square feet	\$3,753.00	\$1,313.00	\$2,439.00	
45	Construction 5001 to 10000 square feet	\$6,434.00	\$2,251.00	\$4,182.00	
46	Construction 10001 to 15000 square feet	\$9,117.00	\$3,190.00	\$5,926.00	
47	Each additional 1000 square feet	\$1,072.00	\$374.00	\$697.00	
R-1 Residential, Hotels					
48	Construction 0 to 5000 square feet	\$4,934.00	\$1,727.00	\$3,207.00	
49	Construction 5001 to 10000 square feet	\$8,794.00	\$3,078.00	\$5,716.00	
50	Construction 10001 to 15000 square feet	\$11,691.00	\$4,091.00	\$7,599.00	
51	Each additional 1000 square feet	\$1,072.00	\$374.00	\$697.00	
R-2 - Multiple Family					
52	Construction 0 to 5000 square feet	\$4,826.00	\$1,688.00	\$3,137.00	
53	Construction 5001 to 10000 square feet	\$8,580.00	\$3,002.00	\$5,577.00	
54	Construction 10001 to 15000 square feet	\$11,477.00	\$4,017.00	\$7,460.00	
55	Construction 15001 to 25000 square feet	\$15,875.00	\$5,556.00	\$10,318.00	
56	Each additional 1000 square feet	\$1,179.00	\$552.00	\$627.00	
R-3 Residential, One & Two Family - Dwellings (New or Additions)					
57	Masonry 0 to 2000 square feet	\$2,895.00	\$1,013.00	\$1,882.00	
58	Each additional 1000 square feet	\$1,608.00	\$562.00	\$1,045.00	
59	Wood Frame 0 to 100 square feet (for lofts)	\$354.00	\$123.00	\$230.00	
60	Wood Frame 101 to 500 square feet (for lofts)	\$707.00	\$247.00	\$459.00	
61	Wood Frame 501 to 1000 square feet (for lofts)	\$1,072.00	\$374.00	\$697.00	
62	Wood Frame 1001 to 2000 square feet (for lofts)	\$2,145.00	\$750.00	\$1,394.00	
63	Each additional 1000 square feet (for lofts)	\$1,179.00	\$413.00	\$766.00	

City of Lake Forest

BUILDING AND SAFETY FEES

New Construction - New Shell or New Building with Inside Improvement

Fee Description		Total	Plan Check	Permit	Note
64	Wood Frame 0 to 100 square feet	\$450.00	\$158.00	\$292.00	
65	Wood Frame 101 to 500 square feet	\$922.00	\$323.00	\$599.00	
66	Wood Frame 501 to 1000 square feet	\$1,393.00	\$487.00	\$905.00	
67	Wood Frame 1001 to 2000 square feet	\$2,681.00	\$938.00	\$1,742.00	
68	Each additional 1000 square feet	\$1,501.00	\$525.00	\$976.00	
69	Basement - Semi-Finished	\$1,072.00	\$374.00	\$697.00	
70	Basement - Unfinished	\$954.00	\$333.00	\$620.00	
S-1 or S-2 - Storage - Moderate/Low Hazard					
71	Construction 0 to 5000 square feet	\$2,466.00	\$863.00	\$1,603.00	
72	Construction 5001 to 10000 square feet	\$4,076.00	\$1,426.00	\$2,649.00	
73	Construction 10001 to 15000 square feet	\$5,469.00	\$1,914.00	\$3,555.00	
74	Construction 15001 to 25000 square feet	\$8,258.00	\$2,890.00	\$5,368.00	
75	Each additional 1000 square feet	\$815.00	\$285.00	\$529.00	
S-2, public garages					
76	Construction 0 to 5000 square feet	\$2,251.00	\$788.00	\$1,463.00	
77	Construction 5001 to 10000 square feet	\$3,753.00	\$1,313.00	\$2,439.00	
78	Construction 10001 to 15000 square feet	\$5,041.00	\$1,764.00	\$3,276.00	
79	Construction 15001 to 25000 square feet	\$7,615.00	\$2,665.00	\$4,950.00	
80	Each additional 1000 square feet	\$783.00	\$273.00	\$509.00	
U - Utility - cell sites, miscellaneous					
81	Wood frame Construction 0 to 500 square feet	\$536.00	\$188.00	\$348.00	
82	Wood frame Construction 501 to 5000 square feet	\$2,145.00	\$750.00	\$1,394.00	
83	Wood frame Construction 5001 to 10000 square ft.	\$3,432.00	\$1,201.00	\$2,231.00	
84	Wood frame Construction 10001 to 15000 square ft.	\$4,504.00	\$1,576.00	\$2,928.00	
85	Wood frame Construction 15001 to 25000 square ft.	\$6,757.00	\$2,365.00	\$4,392.00	
86	Each additional 500 square feet	\$717.00	\$251.00	\$466.00	
87	Masonry Construction 0 to 5000 square feet	\$2,251.00	\$788.00	\$1,463.00	
88	Masonry Construction 5001 to 10000 square feet	\$3,647.00	\$1,276.00	\$2,370.00	
89	Masonry Construction 10001 to 15000 square feet	\$5,041.00	\$1,764.00	\$3,276.00	
90	Masonry Construction 15001 to 25000 square feet	\$7,507.00	\$2,627.00	\$4,879.00	
91	Each additional 1000 square feet	\$749.00	\$262.00	\$487.00	
92	Open Carport Construction 0 to 500 square feet	\$321.00	\$112.00	\$208.00	
93	Open Carport Construction 501 to 5000 square feet	\$1,608.00	\$562.00	\$1,045.00	
94	Open Carport Construction 5001 to 10000 square ft.	\$2,574.00	\$900.00	\$1,673.00	
95	Open Carport Construction 10001 to 15000 square ft.	\$3,539.00	\$1,238.00	\$2,300.00	
96	Open Carport Construction 15001 to 25000 square ft.	\$5,041.00	\$1,764.00	\$3,276.00	
97	Each additional 1000 square feet	\$589.00	\$206.00	\$383.00	

City of Lake Forest

BUILDING AND SAFETY FEES

New Construction - New Shell or New Building with Inside Improvement

Fee Description	Total	Plan Check	Permit	Note
98 For Permits Requiring Plumbing, Electric, or Mechanical Review the following percentages shall be added to base fees:*				
a) Plumbing Fees	12%	12%	12%	
b) Electrical Fees	12%	12%	12%	
c) Mechanical Fees	12%	12%	12%	

* Alternatively, the City may calculate applicable plumbing, electric, and mechanical fees using individual A/C and fixture count fees identified in this schedule.

City of Lake Forest
BUILDING AND SAFETY FEES
Additional Fee for Air-Conditioning

Fee Description	Total	Plan Check	Permit	Note
Additional Fee for Air-Conditioning				
1 Commercial Construction 0 to 5000 square feet	\$664.00	\$232.00	\$431.00	
2 Commercial Construction 5001 to 10000 square feet	\$944.00	\$330.00	\$613.00	
3 Commercial Construction 10001 to 15000 square feet	\$1,179.00	\$413.00	\$766.00	
4 Commercial Construction 15001 to 25000 square feet	\$1,715.00	\$600.00	\$1,115.00	
5 Each additional 500 square feet	\$225.00	\$78.00	\$146.00	
6 Residential Construction any size	\$611.00	\$213.00	\$397.00	

City of Lake Forest

BUILDING AND SAFETY FEES

Tenant Improvement

Fee Description		Total	Plan Check	Permit	Note
A-Assembly, all categories					
1	Construction 0 to 5000 square feet	\$1,179.00	\$413.00	\$766.00	
2	Construction 5001 to 10000 square feet	\$2,037.00	\$712.00	\$1,324.00	
3	Construction 10001 to 15000 square feet	\$2,574.00	\$900.00	\$1,673.00	
4	Each additional 1000 square feet	\$225.00	\$78.00	\$146.00	
B-Business, all categories					
5	Construction 0 to 5000 square feet	\$1,018.00	\$356.00	\$662.00	
6	Construction 5001 to 10000 square feet	\$1,608.00	\$562.00	\$1,045.00	
7	Construction 10001 to 15000 square feet	\$2,251.00	\$788.00	\$1,463.00	
8	Construction 15001 to 25000 square feet	\$3,003.00	\$1,051.00	\$1,952.00	
9	Each additional 1000 square feet	\$225.00	\$78.00	\$146.00	
E-Educational					
10	Construction 0 to 5000 square feet	\$964.00	\$337.00	\$627.00	
11	Construction 5001 to 10000 square feet	\$1,501.00	\$525.00	\$976.00	
12	Construction 10001 to 15000 square feet	\$2,145.00	\$750.00	\$1,394.00	
13	Construction 15001 to 25000 square feet	\$2,895.00	\$1,013.00	\$1,882.00	
14	Each additional 1000 square feet	\$225.00	\$78.00	\$146.00	
F-1, F-2, H-1 thru 4, factory & industrial, hazard					
15	Construction 0 to 5000 square feet	\$557.00	\$195.00	\$362.00	
16	Construction 5001 to 10000 square feet	\$900.00	\$315.00	\$585.00	
17	Construction 10001 to 15000 square feet	\$1,222.00	\$427.00	\$794.00	
18	Construction 15001 to 25000 square feet	\$1,888.00	\$661.00	\$1,227.00	
19	Each additional 1000 square feet	\$173.00	\$60.00	\$112.00	
H-5, HPM					
20	Construction 0 to 5000 square feet	\$1,115.00	\$390.00	\$725.00	
21	Construction 5001 to 10000 square feet	\$1,994.00	\$698.00	\$1,296.00	
22	Construction 10001 to 15000 square ft.	\$2,531.00	\$886.00	\$1,645.00	
23	Construction 15001 to 25000 square ft.	\$3,474.00	\$1,215.00	\$2,259.00	
24	Each additional 1000 square feet	\$192.00	\$67.00	\$124.00	
I-1, I-2 - Institutional, convalescent hospitals, nursing home					
25	Construction 0 to 5000 square feet	\$1,115.00	\$390.00	\$725.00	
26	Construction 5001 to 10000 square feet	\$1,994.00	\$698.00	\$1,296.00	
27	Construction 10001 to 15000 square ft.	\$2,531.00	\$886.00	\$1,645.00	
28	Construction 15001 to 25000 square ft.	\$3,474.00	\$1,215.00	\$2,259.00	
29	Each additional 1000 square feet	\$192.00	\$67.00	\$124.00	
I-2, I-3, Institutional, hospital, restrained					
30	Construction 0 to 5000 square feet	\$1,458.00	\$510.00	\$948.00	
31	Construction 5001 to 10000 square feet	\$2,423.00	\$848.00	\$1,575.00	
32	Construction 10001 to 15000 square feet	\$3,152.00	\$1,103.00	\$2,049.00	
33	Construction 15001 to 25000 square feet	\$4,182.00	\$1,463.00	\$2,718.00	
34	Each additional 1000 square feet	\$176.00	\$61.00	\$114.00	

City of Lake Forest

BUILDING AND SAFETY FEES

Tenant Improvement

Fee Description		Total	Plan Check	Permit	Note
I-4, R-4, Institutional, day care facilities, assisted living facilities					
35	Construction 0 to 5000 square feet	\$964.00	\$337.00	\$627.00	
36	Construction 5001 to 10000 square feet	\$1,694.00	\$592.00	\$1,101.00	
37	Construction 10001 to 15000 square feet	\$2,273.00	\$795.00	\$1,478.00	
38	Construction 15001 to 25000 square	\$3,152.00	\$1,103.00	\$2,049.00	
39	Each additional 1000 square feet	\$192.00	\$67.00	\$124.00	
M - Mercantile					
40	Construction 0 to 5000 square feet	\$804.00	\$282.00	\$522.00	
41	Construction 5001 to 10000 square feet	\$1,179.00	\$413.00	\$766.00	
42	Construction 10001 to 15000 square feet	\$1,608.00	\$562.00	\$1,045.00	
43	Each additional 1000 square feet	\$203.00	\$71.00	\$132.00	
R-3 Residential, Remodels					
44	0 to 500 square feet	\$440.00	\$153.00	\$286.00	
45	501 to 1000 square feet	\$654.00	\$229.00	\$425.00	
46	1001 to 1500 square feet	\$858.00	\$300.00	\$557.00	
47	1501 to 2500 square feet	\$1,275.00	\$446.00	\$829.00	
48	Each additional 1000 square feet	\$97.00	\$34.00	\$63.00	
49	Miscellaneous Construction Permit	\$182.00	\$64.00	\$118.00	
R-1, R-2 Residential, Hotels, Multi-Family					
50	Construction 0 to 5000 square feet	\$986.00	\$345.00	\$641.00	
51	Construction 5001 to 10000 square feet	\$1,759.00	\$615.00	\$1,143.00	
52	Construction 10001 to 15000 square feet	\$2,337.00	\$818.00	\$1,519.00	
53	Each additional 1000 square feet	\$214.00	\$75.00	\$139.00	
S-1 or S-2 - Storage, all categories					
54	Construction 0 to 5000 square feet	\$632.00	\$221.00	\$411.00	
55	Construction 5001 to 10000 square feet	\$900.00	\$315.00	\$585.00	
56	Construction 10001 to 15000 square feet	\$1,072.00	\$374.00	\$697.00	
57	Construction 15001 to 25000 square feet	\$1,608.00	\$562.00	\$1,045.00	
58	Each additional 1000 square feet	\$149.00	\$52.00	\$97.00	
S-2, public garages					
59	Construction 0 to 5000 square feet	\$450.00	\$158.00	\$292.00	
60	Construction 5001 to 10000 square feet	\$749.00	\$262.00	\$487.00	
61	Construction 10001 to 15000 square feet	\$1,008.00	\$353.00	\$654.00	
62	Construction 15001 to 25000 square feet	\$1,522.00	\$533.00	\$989.00	
63	Each additional 1000 square feet	\$157.00	\$54.00	\$102.00	

City of Lake Forest
BUILDING AND SAFETY FEES
Tenant Improvement

Fee Description		Total	Plan Check	Permit	Note
U - Utility - cell sites, miscellaneous					
64	Wood frame Construction 0 to 500 square feet	\$106.00	\$37.00	\$69.00	
65	Wood frame Construction 501 to 5000 square feet	\$428.00	\$149.00	\$278.00	
66	Wood frame Construction 5001 to 10000 square ft.	\$686.00	\$240.00	\$446.00	
67	Wood frame Construction 10001 to 15000 square ft.	\$900.00	\$315.00	\$585.00	
68	Wood frame Construction 15001 to 25000 square ft.	\$1,351.00	\$473.00	\$878.00	
69	Each additional 500 square feet	\$143.00	\$50.00	\$92.00	
69	Masonry Construction 0 to 5000 square feet	\$450.00	\$158.00	\$292.00	
70	Masonry Construction 5001 to 10000 square feet	\$729.00	\$255.00	\$474.00	
71	Masonry Construction 10001 to 15000 square feet	\$1,008.00	\$353.00	\$654.00	
72	Masonry Construction 15001 to 25000 square feet	\$1,501.00	\$525.00	\$976.00	
73	Each additional 1000 square feet	\$149.00	\$52.00	\$97.00	
73	Open Carport Construction 0 to 500 square feet	\$64.00	\$22.00	\$41.00	
74	Open Carport Construction 501 to 5000 square feet	\$321.00	\$112.00	\$208.00	
75	Open Carport Construction 5001 to 10000 square ft.	\$514.00	\$179.00	\$334.00	
76	Open Carport Construction 10001 to 15000 square ft.	\$707.00	\$247.00	\$459.00	
77	Open Carport Construction 15001 to 25000 square ft.	\$1,008.00	\$353.00	\$654.00	
78	Each additional 1000 square feet	\$117.00	\$41.00	\$76.00	
79	For Permits Requiring Plumbing, Electric, or Mechanical Review the following percentages shall be added to base fees:*				
	a) Plumbing Fees	12%	12%	12%	
	b) Electrical Fees	12%	12%	12%	
	c) Mechanical Fees	12%	12%	12%	

* Alternatively, the City may calculate applicable plumbing, electric, and mechanical fees using individual A/C and fixture count fees identified in this schedule.

City of Lake Forest

BUILDING AND SAFETY FEES

Electrical Permit Fees

Fee Description		Total	Plan Check	Permit	Note
Electrical Fee Schedule					
1	Service meter	\$58.99	\$20.65	\$38.34	
2	Self-Contained Factory-Wired Appliances	\$37.54	\$13.14	\$24.40	
3	Radiant Ceiling Heat (per room)	\$26.82	\$9.39	\$17.43	
4	Fixture first 20 each	\$2.15	\$0.75	\$1.39	
5	Each additional	\$1.06	\$0.37	\$0.69	
6	Each metal vapor fixture on same pole	\$26.82	\$9.39	\$17.43	
7	Each additional metal fixture on same pole	\$1.06	\$0.37	\$0.69	
8	Power Apparatus 1 (HP- KW, KVA)	\$26.82	\$9.39	\$17.43	
9	2 to 10 (HP< KW, KVA)	\$58.99	\$20.65	\$38.34	
10	11 to 50 (HP< KW, KVA)	\$80.45	\$28.16	\$52.29	
11	51 to 100 (HP< KW, KVA)	\$139.43	\$48.80	\$90.64	
12	Above 100 (HP< KW, KVA)	\$160.89	\$56.31	\$104.58	
13	Outlets first 20 each	\$2.15	\$0.75	\$1.39	
14	Each Additional Outlet	\$2.15	\$0.75	\$1.39	
15	Each 5 feet of multiple outlet assembly	\$21.46	\$7.51	\$13.95	
16	Each multiple appliance outlet assembly	\$26.82	\$9.39	\$17.43	
17	Signs 1 sign and 1 transformer	\$53.63	\$18.77	\$34.86	
18	Each additional signs and transformer	\$6.44	\$2.25	\$4.18	
19	Each extra transformer, flasher or time clock	\$6.44	\$2.25	\$4.18	
20	Each additional sign and transformer (same lot)	\$53.63	\$18.77	\$34.86	
21	Additional sign & transformer moved to same new location	\$26.82	\$9.39	\$17.43	
22	Altering/changing letter on existing sign	\$48.26	\$16.89	\$31.37	
23	Converting sign or decorative outlet tubing	\$48.26	\$16.89	\$31.37	
24	Lamping Holding Devices First 20, each	\$1.62	\$0.57	\$1.05	
25	More than 200	\$0.21	\$0.07	\$0.13	
26	Service and Switchboard Sections less than 600 V or A	\$58.99	\$20.65	\$38.34	
27	Less than 600 volts: 601 to 1000 amps	\$101.89	\$35.66	\$66.24	
28	Less than 600 volts: Over 1000 amps	\$117.99	\$41.30	\$76.69	
29	Over 600 volt rating (all amperages)	\$139.43	\$48.80	\$90.64	
30	Sub panel Change or Addition less than 600 V 1st Section	\$58.99	\$20.65	\$38.34	
31	Less than 600 volts: Each Additional Section	\$37.54	\$13.14	\$24.40	
32	More than 600 volts: 1st Section	\$139.43	\$48.80	\$90.64	
33	More than 600 volts: Each Additional Section	\$48.26	\$16.89	\$31.37	
34	Time Clock, Each	\$26.82	\$9.39	\$17.43	
35	Relocated Residential Building Electrical: Pre-lowering	\$58.99	\$20.65	\$38.34	
36	Building inspection, per 10 square feet	\$0.86	\$0.30	\$0.56	
37	Garage, carport, same lot per 100 square feet	\$21.46	\$7.51	\$13.95	
38	Relocated Commercial Building Pre-Lowering	\$58.99	\$20.65	\$38.34	
39	Building Inspection (hourly rate)	hourly rate	hourly rate	hourly rate	
40	Under floor Ducts, per 100 ft. or fraction thereof	\$32.18	\$11.26	\$20.92	
41	Busway, for trolley & plug-in type busway each 100 ft.	\$48.26	\$16.89	\$31.37	
42	Annual Electrical Permit	\$182.34	\$63.82	\$118.53	
43	Electrical Subpanel	\$37.54	\$13.14	\$24.40	

City of Lake Forest
BUILDING AND SAFETY FEES
Mechanical Permit Fees

Fee Description		Total	Plan Check	Permit	Note
Mechanical Fee Schedule					
1	Forced air, gravity furnace with ducts & vents 100 KBTU	\$58.99	\$20.65	\$38.34	
2	More than 100 KBTU	\$101.89	\$35.66	\$66.24	
3	Evaporative cooler	\$42.91	\$15.02	\$27.89	
4	Ventilating fan (each)	\$32.18	\$11.26	\$20.92	
5	Ventilating system (each)	\$48.26	\$16.89	\$31.37	
6	Hood with attached fan and ducts	\$58.99	\$20.65	\$38.34	
7	Commercial incinerator installation or relocation	\$160.89	\$56.31	\$104.58	
8	Cooling/reheating coil, electric strip heater	\$32.18	\$11.26	\$20.92	
9	Incidental gas piping	\$32.18	\$11.26	\$20.92	
10	Furnace or heater-floor mounted	\$58.99	\$20.65	\$38.34	
11	Appliance vents	\$37.54	\$13.14	\$24.40	
12	Heating, refrigeration, cooling, absorption, evaporation repair	\$48.26	\$16.89	\$31.37	
13	Air handling unit 5000 CFM or less	\$48.26	\$16.89	\$31.37	
14	More than 5000 CFM	\$80.45	\$28.16	\$52.29	
15	Boiler, compressor, absorption system 5 HP, 100KBTU	\$80.45	\$28.16	\$52.29	
16	More than 5 HP or 100 KBTU	\$139.43	\$48.80	\$90.64	
17	Air conditioning or heating pups 5 tons/HP	\$80.45	\$28.16	\$52.29	
18	Over 5 tons/HP	\$139.43	\$48.80	\$90.64	
19	Non Listed, Regulated Appliance	\$42.91	\$15.02	\$27.89	

City of Lake Forest
BUILDING AND SAFETY FEES
Plumbing Permit Fees

Fee Description		Total	Plan Check	Permit	Note
Plumbing Fee Schedule					
1	Gas Piping system 1-5 Outlets each plumbing fixture	\$32.25	\$11.25	\$20.75	
2	Each additional outlet	\$21.25	\$7.25	\$13.75	
3	Each building sewer, seepage pit, septic tank, sewer cap	\$58.75	\$20.50	\$38.00	
4	Private sewer disposal system	\$101.75	\$35.50	\$66.00	
5	Vacuum breaker, backflow, fixture on tank 1-5 device	\$32.25	\$11.25	\$20.75	
6	Each additional device	\$3.00	\$1.00	\$2.00	
7	Yard water dist system, gas system, yard collector (water & gas)	\$64.25	\$22.25	\$41.75	
8	Gas regulator each	\$21.25	\$7.25	\$13.75	
9	Temporary gas service	\$80.25	\$28.00	\$52.00	
10	Temp work w/gas service residential	\$80.25	\$28.00	\$52.00	
11	Temp work w/gas service commercial	\$101.75	\$35.50	\$66.00	
12	Repipe	\$149.75			

City of Lake Forest
BUILDING AND SAFETY FEES
Grading Fees

Fee Description	Total	Plan Check	Permit	Note
Grading Fee Schedule				
1 Preliminary/Rough Grading cost per acre up to 20 acres	\$621.00	\$217.00	\$403.00	
2 Cost per acre over 20 acres	\$793.00	\$277.00	\$515.00	
3 Precise Grading cost per acre up to 20 acres	\$2,789.00	\$976.00	\$1,812.00	
4 Cost per acre over 20 acres	\$3,753.00	\$1,313.00	\$2,439.00	
5 Site Electrical Underground	\$149.00	\$52.00	\$97.00	
6 Site Plumbing Underground	\$149.00	\$52.00	\$97.00	
7 Site Mechanical Underground	\$149.00	\$52.00	\$97.00	
8 Site Accessibility	\$149.00	\$52.00	\$97.00	
9 Reinspection	\$214.00	\$75.00	\$139.00	

City of Lake Forest

BUILDING AND SAFETY FEES

Miscellaneous Fees

Fee Description	Total	Plan Check	Permit	Note
Plan Review: Accessibility, Energy				
1 Accessibility Plan Review		\$149.00		
2 Energy Plan Review New Residential Building Self-Contained		\$149.00		
3 Energy Plan Review New Nonresidential Building		\$203.00		
4 Energy Plan Review Residential Room Addition		\$129.00		
5 Energy Plan Review Tenant Improvement		\$171.00		
6 Energy Plan Review Electrical		\$149.00		
7 Energy Plan Review Plumbing		\$149.00		
8 Energy Plan Review Mechanical		\$149.00		
Other Fees				
9 Permit Issuance Fee (Applies to All Permits)	\$32.00			
10 Appeal Board Application	\$150 per hour with \$700 deposit			
11 Awning/Canopy (Supported by Building)	\$300.00	\$105.00	\$195.00	
12 Balcony/Deck - Addition/Repair (Residential)	\$450.00	\$158.00	\$292.00	
13 Carport				
a) First	\$374.00	\$131.00	\$243.00	
b) Each Additional	\$188.00	\$66.00	\$121.00	
14 Certificate of Occupancy				
a) Temporary Certificate of Occupancy (per 30 Days)	\$262.00			
b) Certificate of Occupancy	\$149.00			
15 Change of Contractor	\$112.00			
16 Commercial Miscellaneous Structures (e.g. Flagpoles, Spray Booths, Tanks, Equipment Foundations, Fountain Structures, Trash Enclosures, etc.)	\$601.00	\$210.00	\$390.00	
17 Fences				
a) Six to eight feet in height				
i) First 100 linear feet	\$337.00	\$117.00	\$220.00	
ii) Each additional 100 linear feet, or fraction thereof	\$38.00	\$13.00	\$24.00	
b) Over eight feet in height				
i) First 100 linear feet	\$675.00	\$236.00	\$439.00	
ii) Each additional 100 linear feet, or fraction thereof	\$74.00	\$25.00	\$48.00	
18 Fireplace	\$487.00	\$170.00	\$317.00	
19 Geotechnical Engineering	T&M, plus 15% admin fee	T&M, plus 15% admin fee	T&M, plus 15% admin fee	
20 Patio Covers				
a) 0 to 200 square feet	\$225.00	\$78.00	\$146.00	
b) 201 square feet and larger	\$374.00	\$131.00	\$243.00	
21 Parking Lots - Restriping / Resurfacing (per hour)	\$149.00			
22 Partition	\$300.00	\$105.00	\$195.00	

City of Lake Forest

BUILDING AND SAFETY FEES

Miscellaneous Fees

Fee Description	Total	Plan Check	Permit	Note
23 Pool / Spa				
a) Swimming Pool / Spa	\$900.00	\$315.00	\$585.00	
b) Detached Spa / Water Feature	\$300.00	\$105.00	\$195.00	
c) Gunite Alteration	\$450.00	\$158.00	\$292.00	
d) Equipment Change-out Alone	\$225.00	\$78.00	\$146.00	
24 Re-Roof				
a) Without calculations				
i) Up to 2,000 square feet	\$225.00	\$78.00	\$146.00	
ii) Each additional 1,000 square feet or fraction thereof	\$74.00	\$25.00	\$48.00	
b) With calculations				
i) Up to 2,000 square feet	\$374.00	\$131.00	\$243.00	
ii) Each additional 1,000 square feet or fraction thereof	\$70.00	\$24.50	\$45.50	
25 Retaining Wall 3 to 6 feet high				
a) First 400 square feet	\$337.00	\$117.00	\$220.00	
b) Each additional 400 square feet, or fraction thereof	\$38.00	\$13.00	\$24.00	
26 Retaining wall more than 6 feet high (per 400 square feet)				
a) First 400 square feet	\$675.00	\$236.00	\$439.00	
b) Each additional 400 square feet, or fraction thereof	\$74.00	\$25.00	\$48.00	
27 Seismic Reinforcement	25% of Tenant Improvement Fees	25% of Tenant Improvement Fees	25% of Tenant Improvement Fees	
28 Signs (per sign)	\$149.00	\$52.00	\$97.00	
29 Skylights, Windows, Doors				
a) Each Residential Job	\$188.00	\$66.00	\$121.00	
b) Each Commercial Job	\$337.00	\$117.00	\$220.00	
30 Slab Only	100% of PC; 25% of Permit	100% of Applicable Fee	25% of Applicable Fee	
31 Solar				
a) Residential Systems (Expedited Process)	\$262.00	\$91.00	\$170.00	[a]
b) Residential Systems (All Others) - See note for > 15kW or 10kWth	\$450.00	\$158.00	\$292.00	[a]
c) Commercial Systems - See note for > 50kW or 30kWth	\$1,000.00	\$350.00	\$650.00	[b]
32 Storage Racks (Commercial)				
a) First 100 linear feet	\$450.00	\$158.00	\$292.00	
b) Each additional 100 linear feet	\$24.00	\$8.00	\$16.00	
33 Stucco Application				
a) First 500 square feet	\$300.00	\$105.00	\$195.00	
b) Each additional 500 square feet	\$38.00	\$13.00	\$24.00	
34 Temporary Trailer	\$149.00			
35 Water Heater Change-Out	\$85.00	\$29.00	\$55.00	

City of Lake Forest
BUILDING AND SAFETY FEES
Miscellaneous Fees

Fee Description	Total	Plan Check	Permit	Note
36 Other Fees and Charges				
a) Miscellaneous Plan Check (per hour)	\$149.00			
b) Miscellaneous Inspection (per hour)	\$149.00			
c) Re-Inspection, Missed Inspection (each)	\$149.00			[c]
d) Phased Inspection (each)	\$75.00			[d]
e) After Hours Inspection (per hour; 4-hour minimum)	\$188.00			
f) Preliminary Plan Review (per hour)	\$149.00			
g) Excess Plan Review (per hour)	\$149.00			[e]
h) Plan Check Revisions (per hour)	\$149.00			
37 Credit Card Transaction Fee		3% - Direct pass-through to vendor		
38 Work Without a Permit or Work Beyond Scope of Permit		2x Permit Fee		

[a] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450. Fees in excess of these amounts require written findings and resolution or ordinance.

[b] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require

[c] Re-inspection fee applies after 2nd re-inspection (i.e. applicable at 3rd re-inspection).

[d] Fee is per phased inspection. Fee is in addition to base applicable permit and plan check fees.

[e] Excess plan review fee applies after 3rd review (i.e. applicable at 4th plan review).

City of Lake Forest

COMMUNITY PRESERVATION FEES

Activity Description	Fee	Charge Basis	Note
1 Message Establishment Permit Application			
a) Initial	\$516	Fixed Fee	
b) Renewal	\$516	Fixed Fee	
2 Message Establishment Appeal	\$500	Fixed Fee	
3 Shopping Cart Containment Plan	\$387	Fixed Fee	
4 Property Impound Fee			
a) If a hauler is used	\$696	Fixed Fee	
b) If no hauler is used	\$280	Fixed Fee	

City of Lake Forest

RECREATION FEES

Hourly Sports Field User Rates										
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	
1	Non-Lighted (Grass)	No Charge	\$2 Per Hour Per Field	\$15 Per Hour Per Field	\$20 Per Hour Per Field	\$25 Per Hour Per Field	\$30 Per Hour Per Field	\$35 Per Hour Per Field	\$50 Per Hour Per Field	
2	Lighted - (Grass)	No Charge	\$8 Per Hour Per Field	\$30 Per Hour Per Field	\$35 Per Hour Per Field	\$40 Per Hour Per Field	\$45 Per Hour Per Field	\$50 Per Hour Per Field	\$70 Per Hour Per Field	
3	Non-Lighted (Synthetic)	No Charge	\$4 Per Hour Per Field	\$20 Per Hour Per Field	\$25 Per Hour Per Field	\$30 Per Hour Per Field	\$35 Per Hour Per Field	\$40 Per Hour Per Field	\$55 Per Hour Per Field	
4	Lighted - (Synthetic)	No Charge	\$10 Per Hour Per Field	\$35 Per Hour Per Field	\$40 Per Hour Per Field	\$45 Per Hour Per Field	\$50 Per Hour Per Field	\$55 Per Hour Per Field	\$75 Per Hour Per Field	
5	Tournament Rates	No Charge	\$400 Per Field	\$400 Per Field	\$400 Per Field	\$400 Per Field	\$400 Per Field	\$400 Per Field	\$500 Per Field	
6	Other Tournament Fees	No Charge	\$500 Trash/Janitorial (Per Two Day Tournament) \$500 Field Prep Fee (Baseball/Softball) Per Day							

Hourly Gymnasium User Rates									
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	One Court	No Charge	\$15 Per Hour	\$25 Per Hour	\$35 Per Hour	\$35 Per Hour	\$50 Per Hour	\$65 Per Hour	\$75 Per Hour
2	Full Court	No Charge	\$15 Per Hour	\$50 Per Hour	\$70 Per Hour	\$70 Per Hour	\$100 Per Hour	\$130 Per Hour	\$150 Per Hour
3	Tournament Rates	No Charge	\$150 Per Hour	\$150 Per Hour	\$150 Per Hour	\$150 Per Hour	\$150 Per Hour	\$150 Per Hour	\$200 Per Hour
4	Other Gymnasium Tournament Fees	\$500 Trash/Janitorial (Per Two Day Tournament)							

Hourly Outdoor Basketball User Rates - Sports Park									
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	Half Court	No Charge	\$5 Per Hour	\$8 Per Hour	\$10 Per Hour	\$13 Per Hour	\$15 Per Hour	\$20 Per Hour	\$25 Per Hour
2	Full Court	No Charge	\$10 Per Hour	\$15 Per Hour	\$20 Per Hour	\$25 Per Hour	\$30 Per Hour	\$40 Per Hour	\$50 Per Hour

City of Lake Forest

RECREATION FEES

Overview of User Groups	
1	Group 1 - Recreation activities sponsored or conducted by the City of Lake Forest.
2	Group 2 - Non-profit youth sports leagues open to the public with an "everyone plays" philosophy and a minimum of ninety (90) percent of participants being Lake Forest Residents and activities sponsored or conducted by Saddleback Unified School District.
3	Group 3 - Non-profit youth sports leagues or "travel ball" teams and a minimum of eighty (80) percent of participants being Lake Forest Residents.
4	Group 4 - Non-profit youth sports leagues or teams and a minimum of seventy (70) percent of participants being Lake Forest Residents.
5	Group 5 - Non-profit adult or youth sports groups conducting community oriented sports activities with a minimum of sixty (60) percent of participants being Lake Forest Residents.
6	Group 6 - Non-profit organizations or groups, not open to the public, with less than sixty (60) percent of participants being Lake Forest Residents.
7	Group 7 - Commercial entities or organizations located in Lake Forest.
8	Group 8 - Commercial entities or organizations not located in Lake Forest.

City of Lake Forest

RECREATION FEES

#	Description	Non-Profit Organization / Lake Forest Resident	Non-Resident / Commercial	User Group Fee
1	Adult Softball Team Fee	\$500 Per Team	\$550 Per Team	n/a
2	Athletic Field / Gymnasium Vendor Fees	\$25 Per Tournament	\$50 Per Tournament	n/a
3	Open Gym Daily Program Fee	\$5 Daily	\$10 Daily	n/a
4	Open Gym Yearly Program Fee	\$120 Yearly Pass	\$240 Yearly Pass	n/a
5	Open Gym ID Card Replacement Fee	\$10 Per Lost Card	\$10 Per Lost Card	n/a
6	Adult Basketball Team Fee	n/a	n/a	\$300
7	Adult Volleyball Team Fee	n/a	n/a	\$200
8	Skatepark Annual Membership	\$50 Age 17 or Younger \$10 Each Add'l Child \$100 Age 18 or Older	\$150 Per Person	n/a
9	Skatepark Quarterly Membership	\$20 Age 17 or Younger \$10 Each Add'l Child \$30 Age 18 or Older	\$40 Per Person	n/a
10	Skatepark Day Pass	\$3 Age 17 or Younger \$5 Age 18 or Older	\$6 Per Person	n/a
11	Skatepark ID Card Replacement Fee	\$10 Per Lost Card	\$10 Per Lost Card	n/a
12	Kids Factory Participant Enrollment Fee [a]	\$860 per year; \$430 per semester	n/a	n/a
13	Non-Profit Group Park Rental Fee	n/a	n/a	\$5 per participant, per session
14	Park/Gazebo Reservations for Groups of 50 or Less a) Baker Ranch and Sports Park b) All Others	\$100 Per Rental \$50 Per Rental	\$200 Per Rental \$150 Per Rental	n/a n/a
15	Special Event Park Permit for Groups of 51 - 250 People	\$250 per rental, plus \$500 cleaning deposit	\$500 per rental, plus \$500 cleaning deposit	n/a
16	Special Event Park Permit for Groups of More than 250 People (Commons - Sports Park)	\$500 per rental, plus \$1,000 cleaning deposit	\$1,000 per rental, plus \$1,000 cleaning deposit	n/a
17	Film Fee	TBD - Based on Director Approval and Project Type	TBD - Based on Director Approval and Project Type	n/a

Assigned Field/Gymnasium Time "No Show" Policy Outcome and Fees			
#	Description	Offense	Outcome
1	Assigned Field/Gymnasium Time "No Show" Policy Outcome and Fees	First Offense	Warning to User Group
Second Offense		\$20 per Field Penalty	
Third Offense		\$35 per Field Penalty and Potential Loss of Future Field Time	

[a] Payable on a monthly basis by request.

City of Lake Forest

RECREATION FEES

Classification of User Groups	
1	Group 1 - Recreation activities sponsored or conducted by the City of Lake Forest.
2	Group 2 - Non-profit youth sports leagues open to the public with an "everyone plays" philosophy and a minimum of ninety (90) percent of participants being Lake Forest Residents and activities sponsored or conducted by Saddleback Unified School District.
3	Group 3 - Non-profit youth sports leagues or "travel ball" teams and a minimum of eighty (80) percent of participants being Lake Forest Residents.
4	Group 4 - Non-profit youth sports leagues or teams and a minimum of seventy (70) percent of participants being Lake Forest Residents.
5	Group 5 - Non-profit adult or youth sports groups conducting community oriented sports activities with a minimum of sixty (60) percent of participants being Lake Forest Residents.
6	Group 6 - Non-profit organizations or groups, not open to the public, with less than sixty (60) percent of participants being Lake Forest Residents.
7	Group 7 - Commercial entities or organizations located in Lake Forest.
8	Group 8 - Commercial entities or organizations not located in Lake Forest.

City of Lake Forest

SKATEPARK RENTAL FEES

Skatepark Hourly Rental Fees (Per Hour)									
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Deposit
1	Skatepark	No Charge	\$100	\$100	\$125	\$150	\$175	\$225	\$500

Overview of User Groups	
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City of Lake Forest

SPORTS PARK ROOM RENTAL FEES

Sports Park Room Rental Fees (Per Hour)									
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Deposit
1	Small Meeting Room	No Charge	No Charge	\$25	\$30	\$45	\$50	\$60	\$100
2	Large Meeting Room	No Charge	No Charge	\$45	\$60	\$75	\$100	\$120	\$200

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Additional Rental Fees (Per Use)		
#	Description	Fee
1	TV/DVD	\$25
2	Podium	No Charge

** See Sports Park and Recreation Center Facility Use Policy for rental requirements/procedures and other miscellaneous use fees.*

City of Lake Forest

COMMUNITY CENTER RENTAL FEES

Community Center Hourly Rental Fees (Per Hour)										
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Deposit	Occupants
1	Sequoia (3 Rooms)	No Charge	\$180	\$240	\$300	\$480	\$600	\$750	\$500	1,124
2	Redwood plus Oak / Eucalyptus (2 Rooms)	No Charge	\$120	\$160	\$200	\$320	\$400	\$480	\$250	742
3	Eucalyptus	No Charge	\$75	\$100	\$125	\$200	\$250	\$300	\$200	382
4	Oak	No Charge	\$75	\$100	\$125	\$200	\$250	\$300	\$200	373
5	Redwood	No Charge	\$75	\$100	\$125	\$200	\$250	\$300	\$200	369
6	Maple	No Charge	\$50	\$60	\$70	\$80	\$90	\$110	\$50	60
7	Hickory	No Charge	\$30	\$40	\$50	\$60	\$70	\$90	\$50	32
8	Palm	No Charge	\$25	\$35	\$45	\$55	\$65	\$85	\$50	24
9	Spruce	No Charge	\$20	\$30	\$40	\$50	\$60	\$75	\$50	18
10	Cypress	No Charge	\$20	\$30	\$40	\$50	\$60	\$75	\$50	16
11	Courtyard	No Charge	\$50	\$75	\$100	\$150	\$200	\$250	\$200	223
12	Turf Area (Center of Campus)	No Charge	\$50	\$75	\$100	\$150	\$200	\$250	\$200	
13	Kitchen	No Charge	\$10	\$20	\$25	\$35	\$40	\$50	\$200	

Rentals with Alcohol On-Site	
For events with alcohol on-site add 10% to base rental fee	

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Audio and Visual Equipment Fees		
#	Description	Fee
1	Dance Floor	\$400
2	LCD Projector	\$100
3	TV/DVD	\$25
4	American Flag	No Charge
5	Easel	No Charge
6	Podium	No Charge

City of Lake Forest

COMMUNITY CENTER RENTAL FEES

Other Fees, If Applicable		
#	Description	Fee
1	Janitorial Fee	Actual Cost
2	Staffing	\$30 / hour
3	Security	Actual Cost

** Reservation cancellation fees and cleaning deposit fees apply. See Civic Center Campus Facility Use Policy.*

City of Lake Forest

PERFORMING ARTS CENTER RENTAL FEES

Performing Arts Center Hourly Rental Fees (Per Hour)									
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Deposit
1	Dressing Room Only	No Charge	\$100	\$100	\$125	\$150	\$175	\$225	\$500
2	Stage Area Only	No Charge	\$125	\$125	\$150	\$175	\$200	\$250	\$500
3	Stage & Lobby Area	No Charge	\$150	\$150	\$175	\$200	\$225	\$275	\$500
4	Box Office Use	No Charge	\$50 per day	\$50 per day	\$50 per day	\$50 per day	\$50 per day	\$50 per day	\$50
5	Storage Use	No Charge	\$50 per day	\$50 per day	\$50 per day	\$50 per day	\$50 per day	\$50 per day	

Discounted Rate for Rehearsal Use									
Rentals for Rehearsal Use Only Will be 60% of Hourly Rate Listed Above									

Rentals with Alcohol On-Site									
For events with alcohol on-site add 10% to base rental fee									

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Equipment Fees		
#	Description	Fee
1	Piano	\$100 per day
2	Lapel Mics	\$100

Other Fees, If Applicable		
#	Description	Fee
1	Janitorial Fee	Actual Cost
2	Staffing	\$30 / hour
3	Security	Actual Cost

* Reservation cancellation fees and cleaning deposit fees apply. See Civic Center Campus Facility Use Policy.

City of Lake Forest

CLUBHOUSE RENTAL FEES

Clubhouse Hourly Rental Fees (Per Hour)									
#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Deposit
1	Multipurpose Rm.	No Charge	\$120	\$160	\$200	\$320	\$400	\$480	\$200
2	Kitchen	No Charge	\$10	\$20	\$25	\$35	\$40	\$50	n/a
3	Outdoor Patio Area	No Charge	\$50	\$75	\$100	\$150	\$200	\$250	\$200

Rentals with Alcohol On-Site									
For events with alcohol on-site add 10% to base rental fee									

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7	Group 7: Commercial entities or organizations not located in Lake Forest.

Audio and Visual Equipment Fees		
#	Description	Fee
1	LCD Projector	\$100
2	TV/DVD	\$25
3	American Flag	No Charge
4	Easel	No Charge
5	Podium	No Charge

Other Fees, If Applicable		
#	Description	Fee
1	Janitorial Fee	Actual Cost
2	Staffing	\$30 / hour
3	Security	Actual Cost

** Reservation cancellation fees and cleaning deposit fees apply. See Civic Center Campus Facility Use Policy.*

City of Lake Forest

LIABILITY INSURANCE REVIEW/PURCHASE FEES

Activity Description	Fee	Charge Basis	Note
1 Liability Insurance Review/Purchase on Behalf of Applicant			
a) Actual Cost of Insurance	Actual Cost	Pass Through	
b) Plus, City Administrative Fee	\$50	Fixed Fee	

City of Lake Forest

PARKING PERMIT FEES

Activity Description	Fee	Charge Basis	Note
1 Parking Permit			
a) Resident Parking Permit	\$20	per year	[a]
b) Oversized Commercial Vehicle Parking Permit	\$40	per year	
c) Recreational Vehicle Parking Permit	\$0 (No Charge)	no charge	
d) Commercial Passenger Van (e.g. Sprinter Van) Parking Permit	\$0 (No Charge)	no charge	
e) Guest Parking (Online)	\$0 (No Charge)	no charge	

[a] Fee amount represents 50% of City permit processing costs.

City of Lake Forest

ELECTRIC VEHICLE CHARGING STATION FEES

Activity Description	Fee	Charge Basis	Note
1 Electric Vehicle Charging Stations			
a) Base Charging Rate	\$0.30	per kWh	
b) Hourly Rate for vehicles occupying charging station after being fully charged	\$6.00	per hour	

City of Lake Forest

ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Passport Fee	\$35	Fixed Fee	[a]
2 Notary Fee	\$15	Per Signature	[b]
3 Records Retention / Imaging Fee			
a) Permits	\$5	Each	
b) Plans			
i) Base Fee	\$10	Each	
ii) Plus, per page Fee	\$1.60	Per Page	
4 Public Meeting Audio / Digital Copy	\$20	Fixed Fee	
5 Photocopying			
a) First Copy	\$0.75	Fixed Fee	
b) Each Additional Copy to 99	\$0.15	Fixed Fee	
c) 100 to 299 Copies	\$15.00	Deposit	
d) 300+ Copies	\$45.00	Deposit	
6 Requests Requiring Special Programming / Formatting	Actual Cost	Deposit	
7 Map Duplication			
a) Oversized Copies	Actual Cost	Deposit	
8 Appeal of Citation/Fine Issued for Water Quality Offense	\$500, plus \$2,500 deposit to cover attorney and consultant costs	Fixed Fee, plus pass-through	[c]
9 Witness / Subpoena Fees			
a) Witness Fee			
i) Employees	\$275.00	Per Day	[d]
ii) Mileage Fees (per mile, each way)	\$0.20	Per Mile	[d]
b) Subpoena Fee	\$15.00	Fixed Fee	[d]
10 Fair Political Practices Commission			
a) Research Records	\$5.00	Per hour	[a]
b) Reproduction of Records	\$0.10	Per page	[a]
11 Ballot Initiative Petition Processing Fee	\$200.00	Each	[b]
12 Candidates Statements of Qualifications	\$25.00	Each	[b]
13 Certification of Records	\$1.00	Per Document	
14 Postage, If Applicable	Actual Cost	Per Mailing	[e]

[a] Fee set by US Government. All fees shown intended to match amounts established by law. All fees/deposits will change pursuant to any applicable amendment to law.

[b] Fee set by State. Fee intended to match amounts established by law. All fees/deposits will change pursuant to any applicable amendment to law.

[c] City fee for in-house support will be fixed at \$500 (partial cost recovery). City will pass-through all eligible contract service support costs (e.g. City Attorney, etc.).

[d] Conforms to California Government Code Section 68096.1. Witness fees paid at tender of subpoena plus full cost that City incurs in terms of salary and traveling expenses for employee.

[e] City will charge actual postage costs upon request for mailing.

City of Lake Forest

FINANCE FEES

Activity Description	Fee	Charge Basis	Note
1 Non-Sufficient Funds Transaction	\$25	per transaction	
2 Credit Card Transaction Fee	3%	of fees paid	[a]

[a] Fee only applies when vendor service collects a transaction fee for credit card processing.

City of Lake Forest

VEHICLE IMPOUND/RELEASE AND POLICE/SHERIFF FALSE ALARM RESPONSE FEE

Activity Description	Fee	Charge Basis	Note
1 Removal, Impound, Storage or Release of Vehicles			
a) Due to driving without a license or with a suspended or revoked license	\$154	each	
b) Pursuant to other specific Vehicle Code violations	\$154	each	
2 Responding to False Alarm Fee (Businesses and Residents)			
a) First and Second Response	\$0 (No Charge)	each	
b) Third and Subsequent Responses	\$151	each	

* These fees are intended to mirror fees authorized by the Orange County Sheriff's Department (OCSD). OCSD provides police services to the City of Lake Forest, under contract. If OCSD updates fees subsequent to the adoption of this schedule, this schedule shall be presumed to reflect updated amounts. In the case of discrepancies, fee amounts authorized by OCSD shall supersede the amounts listed above.