



City of Millbrae
Service and Fee Schedule
Effective July 1st, 2025
(developer impact fees updated January 1st, 2026)

City Wide Fees

Fee Name	Effective July 1, 2025	Notes
Fees		
Processing Fee for Credit, Debit and Charge Cards	2.85%	

City Administration Fees

Fee Name	Effective July 1, 2025	Notes
Services Provided by the City Clerk		
Document Certification	\$16.83	Per Document
Photo Copies	\$0.28	Per Page
Campaign Report	\$0.10	Per Page
Retrieval Fee for Campaign Report Over 5 Years Old	\$5	Per Request
USB	\$3.37	
Research Fee - per hour	\$140.26	

<u>Finance Fees</u>		
Fee Name	Effective July 1, 2025	Notes
Fees		
Late Fee	\$28.05	
Return Checks		
First Check	\$28.05	
Subsequent Check	\$39.27	
Business License Fees		
New Business Application Processing Fee	\$87.52	
Renewal of Business License	\$58.35	
Change to Business License	\$19.08	
Home Occupation Permit - Application Fee	\$74.06	
Alarm Permit Fee		
New	\$125.67	
Renewal	\$58.35	
False Alarm Fees		
With Alarm Permit		
1 to 2 False Alarms	\$0	Each
3 to 5 False Alarms	\$94.25	Each
6 or more False Alarms	\$185.14	Each
Without Alarm Permit		
1 to 2 False Alarms	\$95.38	Each
3 to 5 False Alarms	\$139.14	Each
6 or more False Alarms	\$185.14	Each

Public Works Fees

Fee Name	Effective July 1, 2025	Notes
Services and Fees		
Construction Inspection for Subdivision		Staff Cost plus 105% of Service Invoice
Stop Work Order	\$435.36	Plus Staff Cost and 105% of Service Invoice
Abandonment of Street Right-of-Way or Easement	\$473.51	Plus Staff Cost and 105% of Service Invoice
Plan Check, Improvement Plan, and Agreement Review (Note: Not associated with Encroachment Permit)	\$247.21	Plus Staff Cost and 105% of Service Invoice
Review of Instrument to be Recorded (Example: Lot Line Adjustment, Parcel, Tentative and Condominium Maps)		Staff Cost plus 105% of Service
Review or Preparation of Engineering Plan and Study (Example: Traffic / Geotechnical Study)		Staff Cost plus 105% of Service
Utility Account Change Fee	\$19.08	Per Occurrence
Water Turn on / Shut Off (Move In or Move Out)	\$59.47	Per Occurrence
Water Turn on / Shut Off After Hours (Move In or Move Out)	\$112.21	Per Occurrence
Water Turn On / Shut Off (Delinquent)	\$59.47	Per Occurrence
Water Turn On / Shut Off: After Hours (Delinquent)	\$112.21	Per Occurrence
Delinquent Notice Charge	\$59.47	Each
Water or Sewer Call for Service	\$59.47	Plus Staff Cost and Material
Meter Installation Set Up	\$29.17	Plus Time & Materials for Meter Installation
Temporary or New Meter Set up	\$29.17	Plus Time & Materials for Meter Installation
Maintenance Worker Hourly Rate	\$133.20	
Maintenance Worker Hourly Rate (After Hours)	\$213.11	
Review of Fire Flow Calculation		Staff Cost plus 105% of Service
Hydrant Flow Test	\$193	

Public Works Fees

Fee Name	Effective July 1, 2025	Notes
Construction and Demolition		
Projects of \$ 10,000 or Less	\$300	deposit
Projects of \$ 10,000 to \$ 49,999	\$750	deposit
Projects of \$ 50,000 to \$ 99,999	\$1,000	deposit
Projects of \$ 100,000 or more	\$2,500	deposit
Utility Capital Facility Fee		
Water		
3/4"	\$4,129.23	
1"	\$6,878.31	
1-1/2"	\$13,767.84	
2"	\$22,026.29	
3"	\$41,292.29	
4"	\$68,816.74	
6"	\$137,644.70	
8"	\$220,229.27	
Water Connection Marginal Upgrade		
(each step charged for multi-step upgrades)		
3/4" to 1"	\$2,749.08	
1" to 1-1/2"	\$6,889.53	
1-1/2" to 2"	\$8,258.45	
2" to 3"	\$19,266	
3" to 4"	\$27,524.45	
4" to 6"	\$68,827.96	
6" to 8"	\$82,584.57	
Sanitary Sewer (based upon 250 mg/liter TSS		
and 125 mg/liter BOD)		
Single-Family Dwelling (200 gpd)	\$3,713.34	
Multi-Family Dwelling (149 gpd)	\$2,599.34	

Public Works Fees

Fee Name	Effective July 1, 2025	Notes
Permits		
<u>Encroachment</u>		
*Non-Refundable Fee (Application Fee & \$50 National Pollutant Discharge Elimination System (NPDES) Fee and 2 site inspections	\$380.38	
Public Works Permit Documentation Fee	\$11.22	
Refundable Deposit / Performance Bond	100% of Job Valuation	
Residential Driveway / Sidewalk	\$339.99	
Non-Residential Driveway / Sidewalk	\$958.25	
Meter Installation	\$732.71	
Additional Site Inspection * Required for removal and/or installation of sidewalks, driveways, curbs, and curb drains and gutters, or similar minor work within a City right-of-way.	\$230.02	Per Hour
Public Utility Annual Encroachment (Note: This includes telecommunication companies. Work is limited to maintenance, repair, and minor modification to existing facilities. All other work will require a Regular Encroachment Permit	\$1,361.07	
Temporary Storage of Materials in a City Right-of-Way	\$230.02	Additional Fee: Performance Bond or other security based on specific circumstances.
Grading (Plan Review & Inspection)		
0 -50 Cubic Yards	\$988.55	
101-500 Cubic Yards	\$5,863.95	
500-1000 Cubic Yards	Time and Materials	

Public Works Fees

Fee Name	Effective July 1, 2025	Notes
Miscellaneous Fees		
Pool Discharge	\$225.54	
Sewer CCTV Inspection	\$219.93	If Applicant is required to replace sewer later, the permit fee for the sewer lateral is reduced by this amount.
FOG Program	\$451.07	
Business Inspection	\$469.03	
Misc Plan Review	\$219.93	Per Hour (Min 1 Hour)
Misc Inspection	\$230.02	Per Hour (Min 1 Hour)
Parking Permit		
Commercial Parking Permit	\$126.79	
Residential Parking Permit	\$29.17	First permit is no charge. This Charge is for Additional permits.

Public Works Fees

Fee Name	Effective July 1, 2025	Notes
Wastewater Discharge		
Septic Discharger	\$112.21	
Groundwater Discharger		
Less Than 1,000 Gallons Annually	\$140.26	
1,000 or More Gallons Annually	\$280.52	
SIU (Non-Categorical)	\$112.21	
SIU Categories:		
Electroplaters / Metal Finishers	\$280.52	Plus \$26.64 Per Employee
All Others	\$561.04	Plus \$53.28 Per Employee
All Other Dischargers	\$39.27	
Wastewater Discharge Renewal		
Septic Discharger	\$112.21	
Groundwater Discharger		
Less Than 1,000 Gallons Annually	\$140.26	
1,000 or More Gallons Annually	\$280.52	
SIU (Non-Categorical)	\$112.21	
SIU Categories:		
Electroplaters / Metal Finishers	\$280.52	Plus \$26.64 Per Employee
All Others	\$561.04	Plus \$53.28 Per Employee
All Other Dischargers	\$39.27	

*** Note: Fees DO NOT include the costs of Consultants hired by the City; those costs are charged under Review or Preparation of Engineering Plans and Studies.

Documentation	(Note: Postage and Shipping are not included)	
"City Standards" Book	\$57.23	
Large City Map	\$66.20	
Plan Copies	\$1.74	Per Sq. Ft
Photocopies	\$0.33	Per Page

Recreation Fees

Categories:

A: Non-Millbrae Resident/Business

B: Millbrae Based Resident/Business

C: Non-Millbrae Based Nonprofit/Civic Organization

D: Millbrae Based Nonprofit/Civic Organization

Effective July 1, 2025	Weekday Rates Per Hour (unless otherwise noted)				Weekend Rates Per Hour (unless otherwise noted)			
	a	b	c	d	a	b	c	d
Millbrae Recreation Center								
Conference Room A	\$49.48	\$41.24	\$41.24	\$27.10	\$88.36	\$74.23	\$74.23	\$48.31
Classroom A or Classroom B	\$77.76	\$64.80	\$64.80	\$42.41	\$139.02	\$115.46	\$115.46	\$75.40
Conference Room B								
Game Room								
Senior Lounge (w/ balcony)								
Classroom A and B (combined) Fitness Room (w/ patio)	\$106.04	\$88.36	\$88.36	\$57.73	\$188.50	\$156.69	\$156.69	\$101.32
Art Center								
Kitchen								
Great Hall North (w/ kitchen) Great Hall South (w/ patio) (5 Hour Min)								
Great Hall (full room w/ kitchen/patio)	\$292.18	\$243.87	\$243.87	\$159.04	\$671.54	\$559.61	\$559.61	\$364.05
Other Facilities								
David J. Chetcuti Community Room	\$78.55	\$62.57	\$62.57	\$39.94	\$181.05	\$145.12	\$145.12	\$90.53
Library Community Room A or B	\$54.58	\$43.93	\$43.93	\$27.96	\$147.78	\$118.49	\$118.49	\$74.56
Library Community Room A & B	\$109.17	\$87.87	\$87.87	\$54.58	\$295.54	\$236.97	\$236.97	\$147.78
Community Youth Center (Scout House)	\$78.55	\$62.57	\$62.57	\$39.94	\$181.05	\$145.12	\$145.12	\$90.53
Council Chambers	\$54.58	\$43.93	\$43.93	\$27.96	\$147.78	\$118.49	\$118.49	\$74.56
Additional Rates/Per Six (6) Hours								
Gazebo (La Serena Plaza)	\$38.61	\$30.62	\$30.62	\$19.97	\$38.61	\$30.62	\$30.62	\$19.97
Central Park Picnic Site #1, #2A, or #2B	\$50.59	\$39.94	\$39.94	\$25.30	\$50.59	\$39.94	\$39.94	\$25.30
Central Park Picnic Site #2 or #4	\$85.21	\$67.90	\$67.90	\$42.60	\$85.21	\$67.90	\$67.90	\$42.60
Central Park Picnic Site #3	\$121.15	\$97.19	\$97.19	\$61.24	\$121.15	\$97.19	\$97.19	\$61.24

Recreation Fees

Additional Fees - Recreation

Fee Name	Effective July 1, 2025	Notes
Unscheduled Rental Hours	Varies	Double Hourly Rate
Great Hall Deposit (partial or full)	\$525	Refundable Security Deposit
Full Great Hall Cleaning Fee	\$332.82	To pay for janitorial staff
All Rooms (excluding Great Hall) Deposit Fee	\$399	Refundable Security Deposit
All Rooms (excluding full Great Hall) Cleaning Fee	\$166.42	Groups of 100 or more. No fee for groups <100.
Set up and Breakdown Fee	\$73.22	Nonprofits can request to do their own.
Cancellation/Refund Charge	\$26.63	All programs
Community Garden (Annual Plot Rental)	\$106.51	\$63.90 senior + low income, \$131.00 deposit for all
Application/Processing Fee	\$78.55	Per season
Field/Court User	\$30.62 Res \$39.94 NR	Per player/season
Non-Sanction Field User	\$13.31	Per player/date
Field/Court Lights	\$12.05	Hourly
Tournament Fees (per team)	\$146.45	Includes dragging field, field lights, lining field, added trashcans, and opening/operation of bathrooms
Tennis Court/Skate Park	\$18.64	Hourly/Private Reservations
Field/Court Charge for Groups (non- regular users)	\$66.57	Hourly and \$6.34 per person over 10 count

*All Fees Subject to Annual CPI Increase

Recreation Fees

FACILITY / ROOM RENTALS

Effective July 1, 2025	A - Non-Millbrae Resident and Non-Millbrae Based Business	B - Millbrae Residents and Millbrae Based Business	C - Non-Millbrae Based Nonprofit and Civic Organizations	D - Millbrae Resident Non-Profit	Notes
<u>Room Rental - Amenities</u>					
Speaker	\$13.31	\$13.31	\$13.31	\$13.31	
Microphone	\$13.31	\$13.31	\$13.31	\$13.31	
Smart TV w/ Remote	\$13.31	\$13.31	\$13.31	\$13.31	
Markers and Eraser for whiteboard	\$13.31	\$13.31	\$13.31	\$13.31	
<u>SPECIAL EVENTS</u>					
Application/Processing	\$613.72	\$66.57	\$613.72	\$66.57	
Cancellation of Event	\$26.63	\$26.63	\$26.63	\$26.63	
Noise Permit	\$171.73	\$26.63	\$171.73	\$26.63	
Stage Permit	\$556.47	\$26.63	\$556.47	\$26.63	
Stage Setup / Breakdown	\$3,328.22	\$1,996.93	\$3,328.22	\$1,996.93	
Street Closure	\$1,913.06	\$1,913.06	\$1,913.06	\$1,913.06	Up to 4 Streets. Hourly Rate After at T & M
Street Closure - 1 block	\$478.26	\$478.26	\$478.26	\$478.26	Up to 1 Street. Hourly Rate After at T & M
Street Barricade	\$717.57	\$717.57	\$717.57	\$717.57	Up to 4 Streets. Hourly Rate After at T & M
Street Barricade - 1 block	\$179.39	\$179.39	\$179.39	\$179.39	Up to 1 Street. Hourly Rate After at T & M
No Parking Signs	\$119.82	\$119.82	\$119.82	\$119.82	Up to 4 Streets. Hourly Rate After at T & M
Hanging Banners on Broadway	\$957.20	\$26.63	\$957.20	\$26.63	
Staff Time (per hour/staff)	\$117.16	\$117.16	\$117.16	\$117.16	
Advertisement on City website, posting flyers	\$308.86	\$308.86	\$308.86	\$308.86	
<u>Advertisement Fee for Activity Guides</u>					
Full Page	\$931.90	\$931.90	\$931.90	\$931.90	
Half Page	\$465.96	\$465.96	\$465.96	\$465.96	
Back Page (Specialty Page)	\$1,863.80	\$1,863.80	\$1,863.80	\$1,863.80	
<u>Instructors / Renters</u>					
Change in Contract After Executed and Signed (Per Date of Change) for Instructors and Renters	\$19.97	\$19.97	\$19.97	\$19.97	
Media Package (Website, Flyers, Brochure Ad)	\$332.82	\$332.82	\$332.82	\$332.82	
<u>Miscellaneous Fees</u>					
Cancellation/Refund Processing Fee	\$26.63	\$26.63	\$26.63	\$26.63	
Late Registration Fee	\$19.97	\$19.97	\$19.97	\$19.97	
Late Child Pick-Up Fee (for each portion of 30 min)	\$26.63	\$26.63	\$26.63	\$26.63	
<u>Drop-In Fees</u>					
Adults	\$14.64	\$11.98	\$14.64	\$11.98	
Seniors	\$5.33	\$3.95	\$5.33	\$3.95	
Tennis	\$14.64	\$11.98	\$14.64	\$11.98	
Pickleball	\$14.64	\$11.98	\$14.64	\$11.98	

Recreation Fees

Program Fees: Youth and Adult Sports (Non-Residents will be assessed an additional \$21.31 per session)

Fee Name	Effective July 1, 2025
YOUTH SPORTS: 2ND AND 3RD GRADE (PER SEASON)	
Sports Sampler	\$226.32
Flag Football	\$131.80
Basketball (spring break)	\$131.80
Badminton	\$131.80
Uniform Fee	\$11.98
YOUTH SPORTS: 4TH AND 5TH GRADE (PER SEASON)	
Badminton	\$131.80
Basketball	\$226.32
Flag Football	\$226.32
Volleyball	\$226.32
Cross Country (2nd through 5th grade)	\$131.80
Sports Sampler	\$226.32
Uniform Fee	\$11.98
YOUTH SPORTS: 6TH - 8TH GRADE (PER SEASON)	
Badminton	\$226.32
Basketball 7th & 8th	\$226.32
Basketball 6th	\$226.32
Cross Country	\$226.32
Flag Football	\$226.32
Tennis	\$226.32
Golf	\$226.32
Track	\$226.32
Volleyball	\$226.32
Uniform Fee	\$43.93
ADULT SPORTS	
Individual Fee - Basketball	\$126.48
Individual Fee - Soccer	\$126.48
Individual Fee - Volleyball	\$99.85
Volleyball Team Fee (based on 10 players/team)	\$798.78
Basketball Team Fee (based on 10 players/team)	\$885.30

Program Fees

	A - Millbrae Resident	B - Non-Resident of Millbrae
Summer Camps (Weekly)		
8:00am-5:30pm, Monday-Friday	\$394.06	\$496.50
Millbrae Recreation Youth Camp	\$227.65	\$272.91
Counselor in Training (entire summer)	\$435.34	\$548.50
Trips	As Listed on Program	As Listed on Program

Planning Fees

Notes

(1) The fees on this schedule are based upon an average scope of service. At any time prior to the final decision on a project, the Community Development Director retains the discretion to review any request for approval submitted to determine if it is unusually complex, such that the cost to the City to process the application will substantially exceed the amount listed in the fee schedule. If a request is deemed unusually complex, the City has the right to collect fees on a time and material basis for actual costs incurred. The Community Development Director's decision that a request is unusually complex is appealable to the City Manager within three business days.

(2) If concurrent applications are with a deposit-based fee, only the deposit-based fee will be collected.

(3) If any Planning applications are submitted concurrently, then the highest fee will be taken and all other fees will be collected at 25% of the permit fee.

(4) The City applies the current fees in effect at the time of payment of any permit fees.

(5) No refunds shall be authorized for planning applications that are not deposit-based if withdrawn by the applicant or closed out due to inactivity.

Fee Name	Effective July 1, 2025	Notes
Cross-Departmental Planning Support		
Single Family Permit Valuation-Based Fee	10%	Percentage is applied to fee calculated using Table J-1, Building Dept. Schedule
Commercial Permit Valuation-Based Fee	13%	Percentage is applied to fee calculated using Table J-2, Building Dept. Schedule
Development Applications		
Department Review Fee (SRB Meeting)	\$2,811.91	
Lot Line Adjustment or Merger	\$2,811.91	
Parcel Map	\$4,216.75	
Tract Map	\$7,028.67	
Appeal to Planning Commission	\$4,216.75	
Public Hearing Notification Fee	\$1,686.48	Reduced fee of \$461.17 when initiated by a non-applicant third party
Appeal PC Decision to City Council	\$5,622.71	Reduced fee of \$1,405.68 when initiated by a non-applicant third party
Legal Notice for Planning Commission Appeal	\$1,968.12	Reduced fee of \$492.03 when initiated by a non-applicant third party

Fee Name	Effective July 1, 2025	Notes
Approved Plan/Permit Extension		
Administrative	\$843.80	
Discretionary	\$2,811.91	
Approved Plan/Permit Modification		
Administrative	\$1,124.32	
Discretionary	\$2,811.91	
Environmental Determination		
<u>Categorical Exemption</u>		
Residential	\$280.52	Does not include County filing fees
Commercial	\$843.80	Does not include County filing fees
Exceptions		
Fence	\$280.52	
Height, Setback, Floor Area Ratio, Sign	\$19,680.04	
Variances		
Single-Family Residential	\$1,686.48	
All Other	\$5,622.71	
Design Review		
Preliminary (No Development Approval)	\$8,434.62	
New Single-Family Construction	\$8,434.62	
All Other New Construction	\$11,245.42	
Exterior Remodel (Non-Residential)	\$7,028.67	
Single-Family Addition (PC Review)	\$8,434.62	
Single-Family Addition (Staff Review)	\$5,622.71	
Design Review - Signs and Special Events		
Sign over 50 sq ft and/or illuminated	Staff Review Hourly Rate	
Sign up to 50 sq ft (and MSP signs)	Staff Review Hourly Rate	
Temporary Sign Permit	\$280.52	
Temporary Special Event Permit	\$1,968.12	

Fee Name	Effective July 1, 2025	Notes
Antenna/Wireless Communication		
<u>Commercial</u>		
Administrative Use Permit	\$11,245.42	
Discretionary Use Permit (PC Review)	\$19,680.04	
Renewal of Administrative Permit	\$6,184.87	
Renewal of Discretionary Permit	\$8,434.62	
<u>Non-Commercial</u>		
Administrative Use Permit	\$5,622.71	
Discretionary Use Permit (PC Review)	\$8,434.62	
Renewal of Administrative Permit	\$2,811.91	
Renewal of Discretionary Permit	\$4,216.75	
Miscellaneous Review/Action		
Planning Commission	\$2,811.91	
Staff Review Hourly Rate	\$264.26	
Planning Staff Hourly Rate	\$264.26	
Engineering Staff Hourly Rate	\$247.21	
Zoning Confirmation & Verification Letters	\$280.52	
Zoning Clearance	\$70.69	
Public Notice (Non-Application)	Actual Cost	
Short-Term Residential Rental Fees		
Permit Application and Transient Occupancy Certificate	\$112.21	Annual Fee
Short-Term Residential Rental Building Safety Inspection	\$95.38	One-time charge

Fee Name	Effective July 1, 2025	Notes
Parklet Fees		
Parklet Permit Application Fee	\$264.26	Public Works encroachment permit is also required
Parklet Use of Space Permit	\$1,287.21	Per parking space, Annual Fee
Deposit-Based Fees		
CEQA Initial Studies/Negative Declaration/Mitigated Negative Declaration/Environmental Impact Report	Deposit Amount Varies	Dependent on cost estimate
Conditional Use Permit, Major	\$15,000	Converted from flat fee to deposit based
Conditional Use Permit, Minor	\$5,000	Converted from flat fee to deposit based
Design Review (Outside Consultant - Design Review or Other Consultant)	Deposit Amount Varies	Dependent on cost estimate
Design Review (Projects between 10,000 sq. ft and 50,000 sq. ft., and/or between 10 units and 49 units)	\$30,000	Converted from flat fee to deposit based
Design Review (Projects over 50,000 sq. ft., and/or 50 units or more)	\$45,000	Converted from flat fee to deposit based
Exceptions (Height, Setback, Floor Area Ratio, Sign)	\$10,000	Converted from flat fee to deposit based
General Plan/Specific Plan Amendment	\$20,000	Reduced from \$27,248
Master Sign Program	\$2,500	Converted from flat fee to deposit based
MSASP Site Development Plan	\$45,000	Combined MSAPD Site Development Plan (up to 1 acre) and MSAPD Site Development Plan (over 1 acre) into one line item named "MSASP Site Development Plan"
Specific Plan Development or PD Development Plan	\$45,000	Combined PD Specific Development Plan (up to 1 acre) and PD Specific Development Plan (over 1 acre) into one line item name "Specific Plan Development or PD Development Plan"
Zoning Ordinance (Map/Text) Amendment	\$15,000	Reduced from \$21,798

Building Fees

Notes

- (1) The fees on this schedule are based upon an average scope of service. At any time prior to the final decision on a project, the Community Development Director retains the discretion to review any request for approval submitted to determine if it is unusually complex, such that the cost to the City to process the application will substantially exceed the amount listed in the fee schedule. If a request is deemed unusually complex, the City has the right to collect fees on a time and material basis for actual costs incurred. The Community Development Director's decision that a request is unusually complex is appealable to the City Manager within three business days.
- (2) When more than one specialty permit (electrical, mechanical and plumbing) is concurrently issued to one applicant, only one permit issuance fee will be charged.
- (3) MEP = Mechanical, Electrical, and Plumbing | ADU = Accessory Dwelling Unit
- (4) The City applies the current fees in effect at the time of payment of any permit fees.

Fee Name	Effective July 1, 2025	Notes
A: 1&2 Family Dwellings / ADUs / Accessory Buildings		
New, Additions, or Alterations	Valuation Based - see Table J-1	
Kitchen Remodel (Includes MEP)	\$2,548.23	
Bathroom Remodel (Includes MEP)	\$2,548.23	
Each Additional Bathroom (Inspected at the same time)	\$1,274.67	
Re-roof	\$599.19	
Swimming Pool	\$1,798.68	
Spa / Hot Tub / Sauna	\$599.19	
Electrical for New, Additions, or Alterations	\$0.19 per square foot	
Plumbing for New, Additions, or Alterations	\$0.22 per square foot	
Mechanical for New, Additions, or Alterations	\$0.19 per square foot	
B: Multi-Family Residential		
New, Additions, or Alterations	Valuation Based - see Table J-2	
Re-roof	Valuation Based - see Table J-2	
Swimming Pool	\$3,597.37	
Spa / Hot Tub / Sauna	\$899.90	
Electrical for New, Additions, or Alterations	\$0.19 per square foot	
Plumbing for New, Additions, or Alterations	\$0.22 per square foot	
Mechanical for New, Additions, or Alterations	\$0.19 per square foot	

Fee Name	Effective July 1, 2025	Notes
C: Commercial		
New, Additions, Alterations, or Tenant Improvements	Valuation Based - see Table J-2	
Re-roof	Valuation Based - see Table J-2	
Swimming Pool	\$3,597.37	
Spa / Hot Tub / Sauna	\$899.90	
Electrical for New, Additions, or Alterations	\$0.19 per square foot	
Plumbing for New, Additions, or Alterations	\$0.22 per square foot	
Mechanical for New, Additions, or Alterations	\$0.19 per square foot	
D: Signs		
New Installation - Structure	Valuation Based - see Table J-2	
Reface of Existing Cabinet	\$224.41	
Electrical Circuit for Illumination	\$299.59	
E: Plumbing		
Plumbing for New, Additions, or Alterations	\$0.22 per square foot	
Permit Issuance (Standalone Permit Only)*	\$138.01	
Fixtures or Traps (each)	\$75.18	
Sewer Line New / Repair (each)	\$525.13	This service will be transitioned to public works. If public works completes the service, this fee will not be charged.
Water Piping New or Repair (each)	\$525.13	
Water Heater New or Replacement (each)	\$150.36	
Gas Piping: 1-5 outlets	\$224.41	
Gas Piping: Over 5 outlets (each)	\$50.49	
Backflow Preventer up to 2" (each)	\$224.41	
Backflow Preventer over 2" (each)	\$224.41	
Atmospheric Vacuum Breakers 1-5 (each)	\$150.36	
Atmospheric Vacuum Breakers Over 5 (each)	\$12.34	
Residential Storm Drain System	\$449.95	
Gray Water System	\$449.95	
Any other device not listed (each)	\$150.36	

Fee Name	Effective July 1, 2025	Notes
F: Electrical		
All Electrical New, Additions, and Alterations	\$0.19 per square foot	
Permit Issuance (Standalone Permit Only)*	\$138.01	
Temporary Power Pole	\$224.41	
Any other device not listed (each)	\$150.36	
Electrical Vehicle Charging Station - per charger*	\$150.36	
<u>*Electrical Vehicle Charging Station Equipment and Circuits</u>		
Plugs / Lights / Switches		
1st 20 devices	\$224.41	
Each additional device over 20	\$3.75	
<u>Main Service Panel</u>		
0-200 Amp	\$224.41	
201-1,000 Amp	\$449.95	
1,001 Amp and Over	\$525.13	
Motors (in HP, HVA, or KW)		
Up to 1 (each)	\$150.36	
1-10 (each)	\$224.41	
10-50 (each)	\$299.59	
50-100 each	\$374.77	
Over 100 (each)	\$449.95	
G: Mechanical		
All Mechanical in New, Additions, and Alterations	\$0.19 per square foot	
Permit Issuance (Standalone Permit Only)*	\$138.01	
Any other device not listed (each)	\$150.36	
<u>Furnaces / Heating: 1&2 Family Dwelling Units</u>		
< 100K BTU	\$150.36	
> 100K BTU	\$150.36	
Furnaces / Heating: All Others - First		
< 100K BTU	\$224.41	
> 100K BTU	\$224.41	
Furnaces / Heating: All Others - Each Additional	\$99.86	
<u>Air Handlers / Air Condition:</u>		
1&2 Family Dwellings / ADU (each)	\$599.19	
Up to 10 Ton* (each)	\$599.19	
Over 10 Ton* (each)	\$749.54	
* 12,000 BTU = 1 TON = 1 HP		
Ventilation Fans - Exhaust Bathrooms & Equipment Rooms (each)	\$150.36	

Fee Name	Effective July 1, 2025	Notes
<u>Kitchen Hood / Exhaust Hood</u>		
Residential - Type I (each)	\$199.73	
Commercial - Type II (each)	\$599.19	
<u>Boilers & Compressors:</u>		
Up to 100,000 BTU / Up to 3 HP (each)	\$224.41	
100,001-500,000 BTU / 4-15 HP (each)	\$299.59	
500,0001-1,000,000 BTU / 16-30 HP (each)	\$449.95	
1,000,001-1,700,000 BTU / 31-50 HP (each)	\$599.19	
1,700,001 BTU and Over / Over 50 HP (each)	\$749.54	
H: Solar Systems		
<u>Residential Photovoltaic</u>		
15KW or less (includes Plan Review)	\$500	Established by State
Per KW above 15 (plus plan review at hourly rate)	\$15	Established by State
<u>Commercial Photovoltaic</u>		
50KW or less (plus plan review at hourly rate)	\$1000	Established by State
Between 50KW and 250 KW		
BASE (plus plan review at hourly rate)	\$1000	Established by State
Per KW above 50 (plus plan review at hourly rate)	\$7	Established by State
Greater than 250 KW		
BASE (plus plan review at hourly rate)	\$2400	Established by State
Per KW above 250 (plus plan review at hourly rate)	\$5	Established by State
<u>Residential Solar Thermal</u>		
10kwth or less (plus plan review at hourly rate)	\$450	Established by State
Greater than 10kwth		
BASE (plus plan review at hourly rate)	\$450	Established by State
Per KWTH above 10 (plus plan review at hourly rate)	\$15	Established by State
<u>Commercial Solar Thermal</u>		
30kwth or less (plus plan review at hourly rate)	\$1000	Established by State
Between 30kwth and 260kwth		
BASE (plus plan review at hourly rate)	\$1000	Established by State
Per KWTH above 30 (plus plan review at hourly rate)	\$7	Established by State
Greater than 260kwth		
BASE (plus plan review at hourly rate)	\$2610	Established by State
Per KWTH above 260 (plus plan review at hourly rate)	\$5	Established by State
<u>Battery Storage</u>		
Energy Storage Battery System (each)	\$137.60	

Fee Name	Effective July 1, 2025	Notes
I: Miscellaneous Fees		
Certificate of Occupancy - New Business - No Construction Activity	\$678.85	
Temporary Occupancy Permit - Commercial	\$678.85	
Temporary Occupancy Permit - Commercial - Extension*	\$509.42	*One Time Only
Temporary Building Permit for Tenant Improvement	\$678.85	
Voluntary Residential Seismic Retrofit Using Prescriptive Plan	\$599.19	
Re-Inspection Fee (per hour)**	\$284.51	or at Cost if contracted
** for reinspection without corrections made Inspections Outside Normal Business Hours (minimum 2 hours)	\$456.06	or at Cost if contracted
Additional Plan Review (per hour)***	\$284.51	or at Cost if contracted
***for plan review in excess of 3 resubmittals		
Building Staff Hourly Rate	\$284.51	
Appeal of Building Official's Decision	\$1,559.68	+ Time & Materials
Application for Alternate Materials & Methods	Time & Materials	
Technology Fee & Documentation Fee****	7% of Permit Fee	
General Plan Maintenance Fee	0.39% of Project Valuation	Does Not Apply to Solar Systems
State Fees		
Cal SB 1473 (Green Fee)		\$1.00 per every \$25,000 (or fraction thereof) of Project Valuation - Established by State
Strong Motion Instrumentation Fee (SMIP)-Residential		0.013% of Project Valuation (50 cent minimum) - Established by State
Strong Motion Instrumentation Fee (SMIP)-Commercial		0.028% of Project Valuation (50 cent minimum) - Established by State

Fee Name	Effective July 1, 2025	Notes
J-1: 1 & 2 Family Dwellings, Accessory Dwelling Unit (ADU), Accessory Buildings Valuation Based Fee Table		
Project Valuation - \$1.00 to \$2,000	\$518.49	
Project Valuation - \$2,001 to \$10,000		
First \$2,000	\$518.49	
Each Additional \$1,000 or fraction thereof	\$112.42	
Project Valuation - \$10,001 to \$25,000		
First \$10,000	\$1,417.87	
Each Additional \$1,000 or fraction thereof	\$34.57	
Project Valuation - \$25,001 to \$50,000		
First \$25,000	\$1,936.36	
Each Additional \$1,000 or fraction thereof	\$35.97	
Project Valuation - \$50,001 to \$100,000		
First \$50,000	\$2,835.76	
Each Additional \$1,000 or fraction thereof	\$24.14	
Project Valuation - \$100,000 to \$500,000		
First \$100,000	\$4,042.43	
Each Additional \$1,000 or fraction thereof	\$5.05	
Project Valuation - \$500,001 to \$1,000,000		
First \$500,000	\$6,063.64	
Each Additional \$1,000 or fraction thereof	\$9.22	
Project Valuation - \$1,000,001 to \$5,000,000		
First \$1,000,000	\$10,672.73	
Each Additional \$1,000 or fraction thereof	\$6.70	
Project Valuation - \$5,000,001 and greater*		
First \$5,000,000	\$37,479.99	
Each Additional \$1,000 or fraction thereof	\$3.35	

* For Projects with valuation exceeding \$5,000,000, the above will be used to calculate an initial deposit amount. Inspection and related services shall be charged on time and materials.

Plus Plan Review Fees

70% of Building Permit Fee

Fee Name	Effective July 1, 2025	Notes
J-2: Commercial, Industrial, Multi-Family Residential, Signs		
Valuation Based Fee Table		
Project Valuation - \$1.00 to \$2,000	\$443.53	
Project Valuation - \$2,001 to \$10,000		
First \$2,000	\$443.53	
Each Additional \$1,000 or fraction thereof	\$84.31	
Project Valuation - \$10,001 to \$25,000		
First \$10,000	\$1,118.08	
Each Additional \$1,000 or fraction thereof	\$134.50	
Project Valuation - \$25,001 to \$50,000		
First \$25,000	\$3,135.55	
Each Additional \$1,000 or fraction thereof	\$54.76	
Project Valuation - \$50,001 to \$100,000		
First \$50,000	\$4,504.44	
Each Additional \$1,000 or fraction thereof	\$42.12	
Project Valuation - \$100,000 to \$500,000		
First \$100,000	\$6,610.50	
Each Additional \$1,000 or fraction thereof	\$9.84	
Project Valuation - \$500,001 to \$1,000,000		
First \$500,000	\$10,547.48	
Each Additional \$1,000 or fraction thereof	\$9.53	
Project Valuation - \$1,000,001 to \$10,000,000		
First \$1,000,000	\$15,312.11	
Each Additional \$1,000 or fraction thereof	\$10.27	
Project Valuation - \$10,000,001 to \$25,000,000		
First \$10,000,000	\$107,677.54	
Each Additional \$1,000 or fraction thereof	\$11.21	
Project Valuation - \$25,000,001 to \$50,000,000		
First \$25,000,000	\$269,818.03	
Each Additional \$1,000 or fraction thereof	\$7.19	
Project Valuation - \$50,000,001 to \$100,000,000		
First \$50,000,000	\$449,696.71	
Each Additional \$1,000 or fraction thereof	\$9.00	
Project Valuation - \$100,000,001 and greater*		
First \$100,000,000	\$899,393.42	
Each Additional \$1,000 or fraction thereof	\$4.50	

* For Projects with valuation exceeding \$100,000,000, the above will be used to calculate an initial deposit amount.
Inspection and related services shall be charged on time and materials.

Plus Plan Review Fees

70% of Building Permit Fee

Development Impact Fees

Summary of Citywide and MSASP Development Impact Fees

Effective January 1, 2026 through June 30, 2026

Land Use	Citywide Total ¹	MSASP Total (for only TOD 1 & 2) ²	MSASP Total (for only Retail 1 & 2, Office 1 and Res 4) ²
Residential (Fees per Dwelling Unit)			
Single Family	\$80,664.80		
Multifamily	\$59,017.79	\$61,585.97	\$61,723.66
Non-Residential (Fees per 1,000 Building Square Feet)			
Commercial	\$10,582.25	\$58,713.44	\$60,064.34
Office	\$5,349.72	\$13,983.65	\$14,087.57
Industrial	\$1,810.25	\$6,104.39	\$6,104.39
Hotel (Fees per Hotel Room)	\$1,987.29	\$8,539.32	\$8,539.32

1. Citywide Fees Effective 1/1/2026 - 12/31/2026

2. MSASP Fees Effective 7/1/2025 - 6/30/2026

All fees are indexed on 1/1 or 7/1 pursuant to the Ordinances

Citywide Fees are a component of the MSASP Total, and therefore MSASP Fees will adjust twice per year, on the index date for both sets of fees.

Accessory Dwelling Units (ADUs) up to 750 square feet are exempt from Development Impact Fees (California Government Code § 65852.2, subd. (f)(3)). However, ADUs that are 750 square feet or larger are charged Development Impact Fees but only such fees that are proportional in size (by square foot) to those for the primary dwelling unit (Gov. Code, § 65852.2, subd. (f)(3)), based on the Single Family Residential Fee.

Development Impact Fees

Affordable Housing In-Lieu Fees for Residential Development Projects and Commercial Linkage Impact Fees for Commercial Development Projects

Effective July 1, 2025 through June 30, 2026

Commercial Land Use ¹	Fee per Square Foot of Net New Gross Floor Area ² or Per Hotel Room
Visitor Accommodations	\$4,391.89 per hotel room
Retail Sales, Eating and Drinking, Entertainment, Personal Services, Pet-Related Services, Vehicle Related	\$6.59 per gross square foot
Offices	\$14.60 per gross square foot

1. “Commercial” includes non-residential or non-public or non-quasi-public uses including but not limited to:

- a) Hotel Uses includes full-service hotels, limited-service hotels, motels, and other short- term lodging designed for stays of under 30 days.
- b) Retail, Restaurants and Service Uses including but not limited to retail stores, commercial recreation and entertainment uses, eating and drinking establishments, personal services such as nail salons and dry cleaners, fitness facilities, gyms, service stations, auto sales, and other stores.
- c) Office Uses including but not limited to a range of offices including general offices, and those specialized for accounting, medical, legal, life sciences, laboratory, technology, biotechnology, or research and development uses.
- d) Other commercial uses determined to be sufficiently similar by the Community Development Director pursuant to Section 10.50.0400.

2. All commercial linkage fees shall be calculated using the gross floor area of net new commercial space based on the Gross Floor Area definition in Millbrae Municipal Code Section 10.05.0200, excluding structured or below ground parking, and non-habitable accessory structures. Net new commercial space is calculated based on subtracting existing building floor area for the same use.

On July 1st of each year after the enactment of the fees, the affordable housing commercial linkage impact fees shall be automatically adjusted in accordance with the change in the Engineering Construction Cost Index for San Francisco, California, as most recently published by Engineering News-Record, for the elapsed time period from the previous July 1st.

Development Impact Fees

Affordable Housing In-Lieu Fees for Residential Development Projects

In the following situations an affordable housing in-lieu fee shall be imposed as shown below in lieu of on-site construction of an affordable housing unit:

1. For residential development projects consisting of four (4) to nine (9) units; or
2. When the calculation of the required inclusionary units in residential development projects of ten (10) or more units or parcels results in a fractional unit less than 0.5.

In either case, the applicant may elect to provide one additional on-site inclusionary unit instead of paying the fee.

In-Lieu Fees for Residential Development Projects with Four (4) to Nine (9) Units

Effective July 1, 2025 through June 30, 2026

Project Type and Size	In-Lieu Fee
<u>Rental Projects</u>	
4 Unit Project	\$246,380.28
5 Unit Project	\$307,975.35
6 Unit Project	\$369,570.42
7 Unit Project	\$431,165.49
8 Unit Project	\$492,760.56
9 Unit Project	\$554,355.63
<u>Ownership Projects</u>	
4 Unit Project	\$194,347.13
5 Unit Project	\$242,933.92
6 Unit Project	\$291,520.71
7 Unit Project	\$340,107.50
8 Unit Project	\$388,694.29
9 Unit Project	\$437,281.08

Development Impact Fees

Affordable Housing In-Lieu Fee for Residential Development Projects with 10 or More Units

Effective July 1, 2025 through June 30, 2026

Fractional Unit Requirement	Affordability Gap ¹	In-Lieu Fee
<u>Very Low-Income</u>		
0.05 Unit	\$427,426	\$21,371.30
0.10 Unit	\$427,426	\$42,742.60
0.15 Unit	\$427,426	\$64,113.90
0.20 Unit	\$427,426	\$85,485.20
0.25 Unit	\$427,426	\$106,856.50
0.30 Unit	\$427,426	\$128,227.80
0.35 Unit	\$427,426	\$149,599.10
0.40 Unit	\$427,426	\$170,970.40
0.45 Unit	\$427,426	\$192,341.70
<u>Low-Income</u>		
0.05 Unit	\$377,050	\$18,852.50
0.10 Unit	\$377,050	\$37,705.00
0.15 Unit	\$377,050	\$56,557.50
0.20 Unit	\$377,050	\$75,410.00
0.25 Unit	\$377,050	\$94,262.50
0.30 Unit	\$377,050	\$113,115.00
0.35 Unit	\$377,050	\$131,967.50
0.40 Unit	\$377,050	\$150,820.00
0.45 Unit	\$377,050	\$169,672.50
<u>Moderate-Income</u>		
0.05 Unit	\$323,912	\$16,195.60
0.10 Unit	\$323,912	\$32,391.20
0.15 Unit	\$323,912	\$48,586.80
0.20 Unit	\$323,912	\$64,782.40
0.25 Unit	\$323,912	\$80,978.00
0.30 Unit	\$323,912	\$97,173.60
0.35 Unit	\$323,912	\$113,369.20
0.40 Unit	\$323,912	\$129,564.80
0.45 Unit	\$323,912	\$145,760.40

On July 1st of each year after the enactment of the Affordable Housing In-Lieu Fee, the fees shall be automatically adjusted in accordance with the change in the Engineering Construction Cost Index for San Francisco, California, as most recently published by Engineering News-Record, for the elapsed time period from the previous July 1st.

Law Enforcement Fees

Fee Name	Effective July 1, 2025	Notes
Services and Fees		
Departmental Plan Review Fee		Staff Cost plus 105% of Consultant Fee
Review Associated with Agreements		Staff Cost plus 105% of Consultant Fee
Driving Under the Influence (DUI) With Accident		Actual Law Enforcement and Fire Cost
Move a Building	\$212.07	Plus Actual Police Cost
Real Estate Sign Confiscation	\$11.22	Per Sign
Impound Vehicle	\$140.26	
Abandoned Vehicle Abatement		
Independent Contractor Tow		Actual Cost
Line Sheriff Officer	\$93.13	
Sheriff Supervisor	\$105.47	
Preparation of Notice to Vehicle Owner and Land Owner		
Intention to Abate and Remove Public Nuisance		Actual Cost
Hearing to Abate and Remove Public Nuisance		Actual Cost
Order for City Council to Proceed with Abatement	\$33.66	
Certified Document Mailings with Return Receipt		Actual Cost
Coordination with City Attorney's Office	\$46.00	
Building Alarm		
Monthly Monitoring (includes annual alarm permit)	\$430.88	

Law Enforcement Fees

Fee Name	Effective July 1, 2025	Notes
Licenses and Permits		
Bicycle License (valid for 3 years)	\$10.10	
Massage Establishment		
Owner's Permit		
Initial with CAMTC Certification	\$299.59	
Initial without CAMTC Certification	\$851.65	
Replacement permit	\$24.69	
Annual Renewal	\$254.71	
Technician's Permit		
Initial with CAMTC Certification	\$30.30	
Initial without CAMTC Certification	\$851.65	
Replacement permit	\$24.69	
Annual Renewal	\$254.71	
Pawn Broker Permit		
Initial	\$258.08	
Annual Renewal	\$130.16	
Taxi Cab		
Owner's Permit		
Initial	\$259.20	
Replacement permit	\$24.69	
Annual Renewal	\$130.16	
Driver's Permit		
Initial	\$259.20	
Replacement permit	\$24.69	
Annual Renewal	\$130.16	
Annual Renewal Vehicle Inspection (with permit)	\$24.69	
Tobacco Retailer Permit	\$42.64	
Documentation (Note: Postage and Shipping are not included)		
Crime Report Photocopies	\$12.34	Per Report
Photo Reproduction (initial fee)	\$32.54	
Reprints	\$0.17 to \$2.52	Depends on Type and Size
Reference Letter	\$17.95	Per Letter
Tape Reproduction	\$43.76	Per Hour Plus Cost of Tapes

Fire Department Fees

Fire Department Services are provided by Central County Fire Department.

CCFD Fees can be found by clicking the link below

<https://ccfd.org/wp-content/uploads/2025/06/MASTER-FEE-SCHEDULE-CCFD-FY25-26-Adopted.pdf>