



**BUSINESS OF THE CITY COUNCIL
YAKIMA, WASHINGTON
AGENDA STATEMENT**

Item No. 9.I.
For Meeting of: April 21, 2026

ITEM TITLE: Resolution amending the Master Fee Schedule related to permitting and licensing fees for Planning, Codes, and Engineering

SUBMITTED BY: Bill Preston, Community Development Director
*Trevor Martin, Planning Manager

SUMMARY EXPLANATION:

History of permitting and licensing update discussions at Council meetings:

- February 10, 2026 - presentation of proposed changes to Planning, Codes, and Engineering permitting fees;
- March 17, 2026 - presentation of proposed changes to business and regulatory licensing fees; and
- April 7, 2026 - reviewed by Legal
- April 14, 2026 - further discussion concerning licensing.

Attached is a Resolution to implement the fees. Summary of changes:

Code Administration & Permit Fees Section:

- Updating Table 1-1 (valuation for new construction) to match the International Code Council's August 2025 Building Valuation Data Table with a footnote that the table will be updated moving forward in accordance with the cost of wage inflation in the City's labor contract for AFSCME Municipal;
- Updating Table 1-2 (Permit & Plan Review Fees) to correct the minimum fee amount to accurately capture the cost of processing these permits;
- Creating new Table 1-3 (Plumbing Permit Fees) to base plumbing permit fees off number of fixtures instead of valuation as a more accurate way to capture the cost of processing these permits;
- Updating Table 1-4 (Misc. Fees) to accurately capture the cost of staff time in multiple categories and factor in overhead costs that were not previously included, implement language to charge a fee for business license initial inspections, in accordance with YFD's inspection table, which are currently performed but not charged for; implement a new fee for processing applications for extensions of permits; and implement a new fee for making copies of documents.

Licenses & Permits Section:

- Removal of fees for regulatory license types being eliminated (amusement devices, pawnbrokers, secondhand dealers, and journey side sewer installers);
- Removal of Transportation Network Company license fee (due to state regulation concerning licensing of TNC's);
- Changing business license fee structure (increase base fee from \$42.50 to \$45.00 for businesses

- with one or two employees, and eliminate the subsequent categories that are by number of employees and replace with an additional fee of \$15 per employee up to 250 employees);
- Removing fireworks and mobile home installation fees (both are already addressed in the Code Administration permit fees section);
 - Adjusted fees for right-of-way permits (right-of-way use short-term and long-term permits, excavation permits, inspection fees) to adequately recover cost of staff time to process these permits and conduct these inspections;
 - Created new right-of-way use long-term permit category for signs and implementing a reduced fee due to the streamlined process;
 - Adjusted the special event permit fee and late fee to adequately recover cost of staff time to process these permits;
 - Adjusted the temporary use permit fee to adequately recover cost of staff time to process these permits;

Zoning, Subdivision & Land Use:

- Implemented new fee for processing applications where critical areas are present but there is no impact;
- Implemented new fee for site plan reviews and re-reviews;
- Implemented new "per lot" fee for long plats;
- Implemented new fee for unit lot subdivisions / lot splitting; and
- Updated fees in accordance with the cost of wage inflation in the AFSCME contract and to include a one-time 9.2% overhead cost that was not previously factored in when determining the cost of processing these applications.

Public Works Improvement Section:

- Implement the Engineering Permit application fee previously authorized by Council via Ordinance No. 2024-046 and add overhead costs; and
- Housekeeping amendments.

Streets & Traffic Section:

- Housekeeping amendments.

ITEM BUDGETED: Yes

STRATEGIC PRIORITY 24-25: A Resilient Yakima

RECOMMENDATION: Adopt Resolution.

ATTACHMENTS:

[Resolution - Amending Master Fee Schedule.docx](#)

[Resolution_Redline - Amending Master Fee Schedule.pdf](#)