

2025 Community Development Fee Schedule



CITY OF COTTONWOOD

2025 COMMUNITY DEVELOPMENT AND FIRE DEPARTMENT FEE SCHEDULE

BUILDING AND FIRE FEE SCHEDULE COST PER SQUARE FOOT AUGUST 2018

VALUATION & FEE SCHEDULE	TYPE OF CONSTRUCTION	VALUATION PER SQ FT	NOTES
Group A-1: <ul style="list-style-type: none"> Assembly, theaters, w/stage 	IA IB IIA IIB IIIA IIIB IV VA VB	244.21 236.18 230.55 221.01 207.82 201.82 214.02 189.83 182.71	
<ul style="list-style-type: none"> Assembly, theaters w/o stage <p>{Examples: Motion picture theaters, Symphony and concert halls, Television and radio studios admitting audience, Theaters}</p>	IA IB IIA IIB IIIA IIIB IV VA VB	223.45 215.42 209.80 200.25 187.31 181.32 193.26 169.33 162.21	
Group A-2: <ul style="list-style-type: none"> Assembly, nightclubs 	IA IB IIA IIB IIIA IIIB IV VA VB	190.08 184.73 180.34 172.99 163.33 158.82 166.99 147.83 142.92	
<ul style="list-style-type: none"> Assembly, restaurants, bars, banquet halls <p>{Examples: Banquet halls, Casinos (gaming area), Nightclubs, Restaurants, cafeterias and similar dining facilities, Taverns and bars}</p>	IA IB IIA IIB IIIA IIIB IV VA	189.08 183.73 178.34 171.99 161.33 157.82 165.99 145.83	

	VB	141.92	
Group A-3: <ul style="list-style-type: none"> Assembly, churches <ul style="list-style-type: none"> Assembly, general, community halls, libraries, museums {Examples: Amusement arcades, Art galleries, Bowling alleys, Community halls, Courtrooms, Dance halls (not including food or drink), Exhibition halls, Funeral parlors, Greenhouses for the conservation and exhibition of plants that provide public access), Gymnasiums (w/o spectator seating), Indoor swimming pools/tennis courts (w/o spectator seating), Lecture halls, Libraries, Museums.)}	IA IB IIA IIB IIIA IIIB IV VA VB IA IB IIA IIB IIIA IIIB IV VA VB	224.47 216.44 210.82 201.27 189.73 183.73 194.28 171.74 164.62 188.77 180.74 174.11 165.57 151.59 146.63 158.58 133.64 127.52	
Group A-4: <ul style="list-style-type: none"> Assembly, arenas {Examples: Arenas, Skate rinks, Swimming pools, Tennis courts.}	IA IB IIA IIB IIIA IIIB IV VA VB	222.45 214.42 207.80 199.25 185.31 180.32 192.26 167.33 161.21	
Group B: <ul style="list-style-type: none"> Business {Examples: Airport traffic control towers, Animal hospital, Banks, Barber and Beauty Shops, Car wash, Civic administration, Clinic (outpatient), Dry cleaning and laundries, Electronic data entry, Motor vehicle showrooms, Post offices, Print shops, Professional services, Radio/TV stations, Telephone exchanges.}	IA IB IIA IIB IIIA IIIB IV VA VB	195.88 188.76 182.90 173.98 159.08 153.13 167.31 139.76 133.67	
Group E: <ul style="list-style-type: none"> Educational {Examples: Accessory to places of religious worship, Day care facilities, also within religious worship, Five or fewer children receiving day care, Five or fewer in a dwelling unit, Storm shelters in Group E Occupancy.}	IA IB IIA IIB IIIA IIIB IV VA VB	207.44 200.32 195.11 186.22 173.62 164.85 179.83 151.63 147.30	

Group F: <ul style="list-style-type: none"> F-1 Factory and industrial, moderate hazard {Examples: Athletic equip, automobiles and other motor vehicles, bakeries, beverages (over 20% alcohol), Bicycles, Boats, cameras, canvas, carpets, clothing, construction mach, disinfectants, dry cleaning/dyes, Electronics Energy source sys, Furniture, Hemp/Jute products, laundries, Machinery, Metals, Millwork, others} <ul style="list-style-type: none"> F-2 Factory and industrial, low hazard {Examples: Beverages (up to and including 20% alcohol content) Brick/masonry, Ceramic products, Foundries Glass Products, Gypsum, Ice, Metal products}		IA 115.30 IB 109.99 IIA 103.87 IIB 99.84 IIIA 89.72 IIIB 85.56 IV 95.69 VA 73.79 VB 69.57 IA 114.30 IB 108.99 IIA 103.87 IIB 98.84 IIIA 89.72 IIIB 84.56 IV 94.69 VA 73.79 VB 68.57	
Group H: <ul style="list-style-type: none"> H-1 High Hazard, explosives H234 High Hazard H-5 HPM {Examples: See Section 307}		IA 107.85 IB 102.54 IIA 97.43 IIB 92.40 IIIA 83.50 IIIB 78.33 IV 88.25 VA 67.57 VB N.P. IA 107.85 IB 102.54 IIA 97.43 IIB 92.40 IIIA 83.50 IIIB 78.33 IV 88.25 VA 67.57 VB 62.34 IA 195.88 IB 188.76 IIA 182.90 IIB 173.98 IIIA 159.08 IIIB 153.13 IV 167.31 VA 139.76 VB 133.67	
Group I: <ul style="list-style-type: none"> I-1 Institutional, supervised environment 		IA 194.98 IB 188.36	

<p>{Examples: Alcohol/drug centers, Assisted living, Congregate care facilities, Group homes, Halfway houses, Residential board/care facilities, Social rehabilitation.}</p> <ul style="list-style-type: none"> I-2 Institutional, hospitals <p>{Examples: Foster care facilities, Detoxification, Hospitals, Nursing homes, Psychiatric hospitals.}</p> <ul style="list-style-type: none"> I-2 Institutional, nursing homes <ul style="list-style-type: none"> I-4 Institutional, restrained <p>{Examples: Correctional centers, Dentition centers, Jails, Prerelease centers, Prisons, Reformatories.}</p> <ul style="list-style-type: none"> I-5 Institution, daycare facilities 	IIA	182.90	
	IIB	175.20	
	IIIA	161.40	
	IIIB	157.01	
	IV	175.29	
	VA	144.58	
	VB	140.08	
	IA	327.69	
	IB	320.57	
	IIA	314.72	
	IIB	305.80	
	IIIA	289.87	
	IIIB	N.P.	
	IV	299.12	
	VA	270.56	
	VB	N.P.	
	IA	227.45	
	IB	220.33	
	IIA	214.47	
	IIB	205.56	
	IIIA	191.65	
	IIIB	N.P.	
	IV	198.88	
	VA	172.34	
	VB	N.P.	
	IA	222.66	
	IB	215.54	
	IIA	209.69	
	IIIB	200.77	
	IIIA	187.11	
	IIIB	180.16	
	IV	194.09	
	VA	167.80	
	VB	159.71	
	IA	194.88	
	IB	188.36	
	IIA	182.90	
	IIB	175.20	
	IIIA	161.40	
	IIIB	157.01	
	IV	175.29	
	VA	144.58	
	VB	140.08	
<p>Group M:</p> <ul style="list-style-type: none"> Mercantile <p>{Examples: Department stores, Drug stores, Greenhouses for display, Markets, Motor fuel dispensing, Retail or wholesale stores, sales rooms.}</p>	IA	141.54	
	IB	136.19	
	IIA	130.80	
	IIB	124.45	
	IIIA	114.24	

	IIIB	110.73	
	IV	118.45	
	VA	98.74	
	VB	94.83	
Group R:			
<ul style="list-style-type: none"> R-1 Residential, hotels <p>{Examples: Boarding houses, Congregate, Hotels, Motels, Lodging houses (<i>transient</i>)}</p>	IA	196.81	
	IB	190.20	
	IIA	184.74	
	IIB	177.03	
	IIIA	162.97	
	IIIB	158.58	
	IV	177.13	
	VA	146.15	
	VB	141.65	
<ul style="list-style-type: none"> R-2 Residential, multiple family <p>{Examples: Apartment houses, Congregate living, Boarding houses (<i>non-transient</i>), Convents, Dormitories, Emergency living quarters, Fraternities and Sororities, Monasteries.}</p>	IA	165.05	
	IB	158.44	
	IIA	152.98	
	IIB	145.27	
	IIIA	132.00	
	IIIB	127.61	
	IV	145.37	
	VA	115.18	
	VB	110.68	
<ul style="list-style-type: none"> R-3 Residential, one and two family <p>{Examples: Building that do not contain more than two dwelling units, Care facilities 5 or fewer, Convents, Dormitories, Emergency service, Lodging houses 5 or fewer, Hotels/Motels (<i>non-transient</i>) 5 or fewer.}</p>	IA	154.04	
	IB	149.85	
	IIA	145.98	
	IIB	142.32	
	IIIA	137.11	
	IIIB	133.50	
	IV	139.93	
	VA	128.29	
	VB	120.75	
<ul style="list-style-type: none"> R-4 care/assisted living facilities <p>{Examples: Alcohol and drug centers, Assisted living, Congregate, Group homes, Halfway houses, Residential board and care facility}</p>	IA	194.98	
	IB	188.36	
	IIA	182.90	
	IIB	175.20	
	IIIA	161.40	
	IIIB	157.01	
	IV	175.29	
	VA	144.58	
	VB	140.08	
Group S:			
<ul style="list-style-type: none"> Storage, moderate hazard <p>{Examples: Aircraft hanger (storage/repair), Baskets, Books, Shoes, Clothing, Furniture, Grains, Leather, Lumber, others.}</p>	IA	106.85	
	IB	101.54	
	IIA	95.43	
	IIB	91.40	
	IIIA	81.50	
	IIIB	77.33	
	IV	87.25	
	VA	65.57	

<ul style="list-style-type: none"> Storage, low hazard <p>{Examples: Asbestos, Cement in bags, Empty Cans, Glass, Metal cabinets Mirrors, Porcelain and pottery, Stoves, Washer/Dryers, others.}</p>	VB IA IB IIA IIB IIIA IIIB IV VA VB	61.34 105.85 100.54 95.43 90.40 81.50 76.33 86.25 65.57 60.34	
<p>Group U:</p> <ul style="list-style-type: none"> U Utility, miscellaneous <p>{Examples: Barns, Carports, Fences, Grain silos, Livestock shelters, Private garages, Sheds, Stables, Tanks, Towers.}</p>	IA IB IIA IIB IIIA IIIB IV VA VB	83.66 79.00 74.06 70.37 63.47 59.32 67.24 50.19 47.80	

FEE DESCRIPTION		CURRENT BASE FEE**	ADDITIONS, LIMITS & NOTES
Amendments to the International Building Code, 2018 edition			
Total Valuation	Schedule of Building Permit Fees		Notes:
\$1 to \$500	\$41.13		
\$501 to \$2,000	\$41.13 for the first \$500 plus \$5.34 for each additional \$100, or fraction thereof, to and including \$2,000		
\$2,001 to \$25,000	\$121.19 for the first \$2,000 plus \$24.50 for each additional \$1,000, or fraction thereof, to and including \$25,000		
\$25,001 to \$50,000	\$684.25 for the first \$25,000 plus \$17.68 for each additional \$1,000, or fraction thereof, to and including \$50,000		
\$50,001 to \$100,000	\$1,126.56 for the first \$50,000 plus \$12.25 for each additional \$1,000, or fraction thereof, to and including \$100,000		
\$100,001 to \$500,000	\$1,739.06 for the first \$100,000 plus \$9.80 for each additional \$1,000, or fraction thereof, to and including \$500,00		
\$500,001 to \$1,000,000	\$4,688.95 for the first \$500,000 plus \$8.31 for each additional \$1,000, or fraction thereof, to and including \$1,000,000		
\$1,000,001 to and up	\$9,815.31 for the first \$1,000,000 plus \$6.39 for each additional \$1,000, or fraction thereof		
PLUS: Plan Review fee on all permits:	<i>Permits will also be charged a plan review fee of 65% of the building permit fee which is due at the time of submittal</i>		

OTHER INSPECTIONS AND FEES:**		
Inspections outside normal business hrs	\$90.47-per hour	Minimum charge 2 hours
Administrative hourly fee	\$90.47-per hour	Minimum ½ hour
Reinspection/re-review fees (after 2)	\$90.47-per hour	
Inspection fees where no fee is indicated	\$90.47-per hour	Minimum ½ hour
Additional Plan Review required by changes, additions, deferrals, alterations or revisions to plans	\$90.47-per hour	Minimum 1 hour
Residential Solar Flat Fee	\$165.00	

If processed through SolarApp+	\$140.00	Instant permitting app
Inspection requests that are not ready or did not call to cancel before 8 AM	\$90.47-per hour	Minimum 1 hour
Commercial Solar	Actual cost	Based on estimated staff time
Demolition Fee	\$110 Residential \$210 Commercial	
Tenant Occupancy Permit (TOP)	\$100.00 plus review time	Minimum ½ hour
Temporary Certificate of Occupancy (TCO) Non-Refundable fee- Commercial: Residential:	\$500.00* \$200.00*	PLUS, bond in the equal amount of all unfinished work. (See TCO App/Info) *Occupancy without approval will be charged double TCO fee
Unpermitted Work (fine)	Double building fee	
Outside Consultant for Plan review or Inspections	Actual Costs	Including admin and overhead costs.
One time permit extension	½ cost of original Building fee	Additional extensions at the discretion of Building Official
Expedited Building review	Additional 25% of building fee	Deposit equal to 25% of the Building Fee shall be collected at the time of plans submission

****Permits in which no fee is established will be calculated based on the valuation provided by licensed contractors. An itemized proposal/bid (labor and material) may be requested at the discretion of the Building Official.**

MECHANICAL FEES	
MECHANICAL BASE FEE (plus fixture fees)	\$45.24
Air Handlers <= 10,000 CFM	\$13.00 ea
Air Handlers > 10,000 CFM	\$23.65 ea
Appliance Vent	\$9.90
Boilers & Compressors > 1,000,000 BTU's	\$82.50
Boilers & Compressors > 100,000 BTU's	\$41.25
Boilers & Compressors <= 100,000 BTU's	\$20.26
Evaporative Coolers	\$16.50 ea
Floor Furnace <= 100,000 BTU's	\$16.50 ea
Floor Furnace > 100,000 BTU's	\$21.45 ea
Gas 1-4 Outlets	\$6.60 ea
Gas over 4 Outlets	\$3.30 ea
Incinerator Industrial	\$151.50
Miscellaneous Appliance	\$10.45 ea
Suspended Heater	\$17.60 ea
Vent Exhaust Hood	\$11.00 ea
Ventilation & Exhaust Single Duct	\$9.90 ea

PLUMBING FEES	
PLUMBING BASE FEE (Plus fixture fees)	\$45.24
Gas 1-5 Outlets	\$5.50 ea
Gas Over 5 Outlets	\$2.20 ea
Backflow Preventer <= 2"	\$19.80
Backflow Preventer > 2"	\$39.60
Grey Water	\$44.00
Rain Water	\$13.20 ea
Water Heaters	\$10.45 ea
Atmospheric Vacuum Breakers 1-5	\$5.50
Atmospheric Vacuum Breakers >5	\$1.10 ea
Cross Connection Test Reclaimed Water	\$49.50
Fixtures	\$7.70
Lawn Sprinkler System	\$9.90
Repair or Alteration	\$16.50
Sewer Fee	\$22.00
ELECTRICAL FEES	
ELECTRICAL BASE FEE (Plus fixture fees)	\$45.24
Temp Power	\$110.00
Commercial Appliance <1 hp	\$10.45 ea
Light Fixture <20	\$5.50 ea
Light Fixture >20	\$3.30 ea
Power Apparatus >10	\$16.50 ea
Power Apparatus >10 < 50	\$19.50 ea
Receptacles, switches < 20	\$1.10 ea
Receptacles, switches >20	\$0.71 ea
Residential Appliance	\$7.42 ea
Service < 200 Amps	\$51.97
Service > 200 < 1000 Amp	\$71.50 ea
Electric Sign	\$45.24 ea
Temp Power Pole	\$71.50 ea

SCHEDULE OF FEES FOR PLANNING SERVICES

APPLICATION TYPE	FEES
PRELIMINARY APPLICATION	
Code Review	\$100.00
Code Review (Re-submittal at Applicant's request w/in 6 months of original submittal)	\$25.00
ZONING	
Rezoning:	
Commercial, Industrial, Residential, etc.	\$1,700 (50 acres) plus \$55.00 (\$85.00 for Commercial and Industrial) for each additional acre
PAD (Planned Area Development) less than 5 acres	
PAD (Planned Area Development) 5 acres or greater in area	\$1,700 (50 acres) plus \$55.00 per acre up to 10 acres plus \$2.00 per each acre over 10
PAD Amendment - Minor	\$575.00
PAD Amendment – Major	\$825.00
LAND USE & PERMITTING	
Zoning Clearance	\$100.00
Design Review (DR) Administrative Review or Planning and Zoning Commission	\$350.00
Certificate of Appropriateness (CoA) Administrative Review or Historic Preservation Commission	\$350.00
When an applicant is required to submit for DR and CoA for the same project, only one \$350.00 fee will be charged.	
Modifications/Renewals (Design Review, Conditional Use Permit, Certificate of Appropriateness)	\$175.00
Conditional Use Permit – Residential Use (Single-Family)	\$400.00
Conditional Use Permit – All Other (i.e. Multi-Unit Residential, Commercial, Industrial, Mixed Use, etc.)	\$800.00
Variance – Residential Use (Single-Family)	\$400.00
Variance – All Other (i.e. Multi-Unit Residential, Commercial, Industrial, Mixed Use, etc.)	\$800.00
SUBDIVISION FEES	
Preliminary Plat	\$1,500.00 plus \$25.00 per lot
Final Plat	\$1,000.00 plus \$20.00 per lot
Major Plat Amendment (initiated after final plat approval)	\$600.00 plus \$20.00 per lot
Minor Plat Amendment (Administrative Approval after Final Plat approval)	\$450.00
Land Split (Minor Land Division)	\$150.00
Lot Line Adjustment	\$100.00

GENERAL PLAN	
General Plan Amendment – Minor	\$2,200.00
General Plan Amendment – Major	\$2,750.00
CONTINUANCE, TABLED AND APPEALS	
Continuance:	
-Before advertisement and notifications	\$0.00
-After advertisement and new legal notice is required	\$250.00
Appeal of Planning and Zoning Commission or Historic Preservation Commission to City Council:	
-Residential (Single Family Dwelling Unit)	\$250.00
-Multi Unit Residential, Commercial, Industrial, Mixed use	\$500.00
Appeal of Administrative Decision:	
-Residential (Single Family Dwelling Unit)	\$250.00
-Multi Unit Residential, Commercial, Industrial, Mixed use	\$500.00
OTHER FEES	
Zoning Verification Letter	\$170.00
Consultant Fees	100% of City's cost for outside consultant review
Annexations	\$0.00
Special Event Permit	Category A TUP - Commercial : \$50 Category B SEP Commercial: \$100 Category C TUP-City Sponsored: \$25 Category D SEP-City Sponsored: \$50 Category E-TUP- Tax Exempt 501(c)(3): \$0 Category F-SEP- Tax Exempt 501(c)(3): \$0
Temporary Use Permit	\$100.00
SIGNS	
0-20 Square Feet	\$100.00
21-40 Square Feet	\$125.00
40+ Square Feet	\$150.00
Temporary Sign Permit (Banner sign up to 32 sq. Ft. allowed for 30 consecutive days. Additional 30 days to be considered with applicant written request at no additional cost).	\$25.00
Comprehensive Sign Plan	\$225.00
A-frame and Portable Signs	\$75.00 one-time fee
Wayfinding Signs	\$100.00 one-time fee
Kiosk Advertisement Signs	\$75.00 annual fee

COPIES OF PLANS, MAPS, ORDINANCES, ETC	
Zoning Map (Large Color) 34" X 44"	\$60.00
Zoning Map (Small Color) 24" X 44"	\$30.00
Zoning Ordinance (binder version)	\$30.00
Ordinance Updates	\$0.25 per single side page
General Plan	Available on City Website



Inspiring a Vibrant Community

City of Cottonwood Community Development

Planning Division Refund Policy

City Council Adoption May 20, 2025

Effective Date July 1, 2025

Planning Division fees have been adopted by City Council to cover the cost of provided services. Included in the adopted ordinance are provisions for the refund of monies when an application/permit is withdrawn prior to completion of the process or due to duplication or departmental error. No refunds are processed for expired applications or permits.

All refund requests are subject to staff review and approval. A refund must be requested in writing, by the applicant, for consideration. This request for refund shall be filed by the original permittee not later than 180 days after the date of the fee payment. The time limit for a refund request shall be extended in conjunction with a staff approved extension of an application/permit, not to exceed one year. Monies are refunded to original payor only, unless written authorization is included in the request granting permission to refund fees to another party. All refunds will be done electronically or by check; refunds for less than \$5.00 will not be processed.

1. Commission/Board/Council/Administrative Review and Public Hearings

- | | |
|--|-------------|
| • Application Accepted – No Processing | 100% Refund |
| • Application Accepted – Review begun or revisions requested | 50% Refund |
| • Application Accepted – Advertising and Posting done or staff reports submitted | No Refund |
| • Fees charged in error | 100% Refund |

2. Staff Review and Meeting Requests

- | | |
|---|-------------|
| • Application Accepted – No Processing | 100% Refund |
| • Application Accepted – Review begun or revisions requested or meeting scheduled | 50% Refund |
| • Application Accepted – Meeting completed or requested service completed | No Refund |
| • Fees charged in error | 100% Refund |

3. Planning Permits and Zoning Clearance

- | | |
|---|-------------|
| • Permit Application Accepted – No Processing | 100% Refund |
| • Permit Application Accepted – Review begun or revisions requested | 50% Refund |
| • Permit Application Accepted – Permit is in issued state | No Refund |
| • Fees charged in error | 100% Refund |



Inspiring a Vibrant Community

City of Cottonwood Building Department

Building Division Refund Policy

1. Valuation-Based Permits (Commercial & Residential)

- Plan Review Fees are **non-refundable**.
- Building Fees and Capacity Fees are eligible for a refund up to **100%** if construction/work has not begun.
- If the project/work has been initiated, refunds will be determined based on the percentage of project completion, subject to the approval of the Building Official and the Director of Community Development.

2. Fixed-Fee Projects

- If the work has not been initiated, a **refund of up to 75%** may be available.

3. Residential Solar Permits

- **No refund** is available for standard Residential Solar permits.
- Residential SolarApp projects that have not commenced are eligible for a **75% refund**.

All refund requests are subject to review and approval. Please contact the Building Department for further details or to initiate a refund request. No refunds will be processed for expired applications or permits, except for Impact Fees.

A refund must be requested in writing, by the applicant, for consideration. This request for refund shall be filed by the original permittee not later than 180 days after the date of fee payment. The time limit for a refund request shall be extended in conjunction with an application/approved permit extension for permits where no construction has begun, not to exceed one (1) year. Monies are refunded to original payor only, unless written authorization is included in the request granting permission to refund fees to another party.