

CONTRACT  
 With  
 City of Lake Forest  
 For  
 Law Enforcement Services

This Contract for Law Enforcement Services, (hereinafter referred to as “Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California (hereinafter referred to as “County,”) on behalf of Orange County Sheriff’s Department, (“Sheriff”), and the City of Lake Forest, (hereinafter referred to as “City,”) with County and City sometimes individually referred to as “Party”, or collectively referred to as “Parties”

ATTACHMENTS

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

- Attachment A – Scope of Work
- Attachment B – Payment Provisions
- Attachment C – Level of Service
- Attachment D – City Ordinances
- Attachment E – TVAP Resolution
- Attachment F – TVAP Form
- Attachment G – Forfeited and Seized Asset Policy

RECITALS

WHEREAS, City wishes to contract with County for law enforcement services; and

WHEREAS, County is agreeable to the rendering of such services, as authorized in Government Code sections 51301, 54981, and 55632, on the terms and conditions hereinafter set forth,

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLES

**General Terms and Conditions:**

- A. **Term of Contract:** This Contract shall commence July 1, 2026 and terminate June 30, 2027 unless earlier terminated by either Party or extended in the manner set forth herein.
- B. **Termination:** County and City may terminate this Contract, without cause, upon one-hundred and eighty (180) days written notice to the other Party.

If the County and City have not entered into a written Contract for further law enforcement services thirty (30) days before this Contract terminates, then the County and City may execute an amendment that provides as follows and does not materially alter other terms of the Contract: County shall continue to provide to City all, or a designated part, of the law enforcement services specified herein, for sixty (60) days following the termination date of this Contract, and City shall pay County the full costs of providing such services. Such full costs may be greater than those listed herein.

- C. **Entire Contract:** This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein.
- D. **Amendments:** Unless expressly provided for in this Contract, no alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or Contract not

incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on either Party unless authorized in writing.

- E. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- F. **Headings:** Headings used throughout this Contract are for convenience only and shall not affect the meaning or interpretation of any provisions of this Contract.
- G. **Independent Contractor:** County is and at all times shall be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between City and County or any of County’s agents or employees. County and its Sheriff shall retain all authority for rendition of services, standards of performance, control of personnel, and other matters incident to the performance of services by County pursuant to this Contract. County, its agents and employees, shall not be entitled to any rights or privileges of City employees and shall not be considered in any manner to be City employees.
- H. **Indemnification:** City agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and agencies with County’s Board of Supervisors acts as the governing Board (“County Indemnitees”) harmless from any claims, demands or liability of any kind or nature, including but not limited to injury to or death of persons, or property damage, arising from or related to allegations based on acts or omissions of City related to this Contract.

County agrees to indemnify, defend with counsel approved in writing by City, and hold City and its elected and appointed officials, officers, agents, employees, subcontractors and independent contractors harmless from any claims, demands or liability of any kind or nature, including but not limited to injury to or death of persons, or property damage, arising from or related to allegations based on acts or omissions of County related to this Contract. County Indemnitees shall not be deemed to have assumed any liability for any dangerous or defective condition on any public street, work, or property of the City and for any illegality of City’s municipal ordinances.

If judgement is entered against City and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, City and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

- I. **State Audit:** Pursuant to Government Code Section 8546.7, City and County shall be subject to examination and audit by the State Auditor for a period of three years after final payment by City to County under this Contract. City and County shall retain all records relating to the performance of this Contract for said three-year period, except that those records pertaining to any audit then in progress, or to any claims or litigation, shall be retained beyond said three-year period until final resolution of said audit, claim or litigation.
- J. **Notices:** Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as below. All other notices authorized or required by this Contract shall be effective when written and deposited in the United States mail, first class postage prepaid and addressed as follows:

CITY:                   ATTN: CITY MANAGER  
                              CITY OF LAKE FOREST  
                              100 CIVIC CENTER DRIVE  
                              LAKE FOREST, CA 92630

COUNTY:               ATTN: LAW ENFORCEMENT CONTRACT MANAGER  
                              SHERIFF-CORONER DEPARTMENT  
                              320 NORTH FLOWER STREET, SUITE 108  
                              SANTA ANA, CA 92703

-Signature Page to Follow-

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the dates opposite their respective signatures:

City: Lake Forest

Signed by: Robert Pequeno Title: Mayor  
F59159A94788493...  
Print Name: Robert Pequeno Date: 6/1/2026

DocuSigned by: Thy Merritt  
C7A92528210C48D...  
Attest: \_\_\_\_\_  
City Clerk

Approved as to Form

DocuSigned by: Matthew Richardson  
AE0F8B7C7BDD40D...  
By: \_\_\_\_\_  
City Attorney

County:

By: \_\_\_\_\_ Title: Chair of the Board of Supervisors  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed and certified that a copy of this Contract has been delivered to the Chair of the Board Per Government Code section 25103; Resolution 79-1535.

Attest: \_\_\_\_\_  
Robin Stieler  
Clerk of the Board  
County of Orange, California

Approved as to Form  
Office of the County Counsel  
Orange County, California

DocuSigned by: Annie Loo  
B7726751D1E947E...  
By: \_\_\_\_\_  
Deputy

## ATTACHMENT A

### SCOPE OF WORK

#### A. Regular Services By County:

1. Sheriff shall render to City law enforcement services as hereinafter provided. Such services shall include the enforcement of lawful State statutes and lawful municipal ordinances of City, other than licensing ordinances.
2. The night, day and evening patrol and supervisory shifts will be established by Sheriff. Personnel of each shift may work varying and different times and may be deployed to other shifts when, in the opinion of Sheriff and City Manager, the need arises. Any long-term shift deployment change will be reported to the City Council.
3. The level of service, other than for licensing, to be provided by the County for this Contract is set forth in Attachment C.
4. The Sheriff will provide a slate of candidates who are eligible for the rank of Captain with the Sheriff from which the City Manager may select a Police Services Chief. The Police Services Chief will be the on-side department head for the city and will attend City Council, staff and community meetings at the discretion of the City Manager.
5. Patrol Performance Goals shall be as follows:
  - Response to Priority One Calls: 5 minutes
  - Response to Priority Two Calls: 12 minutes
  - Response to Priority Three Calls: 20 minutes

The Police Services Chief will report to the City Manager regarding City Police Services personnel's performance in meeting these goals. In the event of a major incident outside the boundaries of City, adequate law enforcement personnel will remain in City to respond to Priority One and Priority Two calls for service.

6. For any service that is provided to City at less than 100% of a full-time Sheriff position, County retains the option to terminate such service in the event the other City or cities that contract(s) for the balance of the time of the employee providing the service no longer pay(s) for such service and City does not request the Contract be amended to pay 100% of the cost of the employee providing such service. The Maximum Obligation of City will be adjusted accordingly.
7. All services contracted for in this Contract may not be operational on the precise date specified in this Contract. In those instances, Sheriff shall notify City Manager of the date or dates such service or services are to be implemented. If the City pays for a service before its implementation, the County shall provide a credit, based on the vacancy credit rates calculated for that fiscal year, in the City's final invoice of that fiscal year.
8. During emergencies, such as mutual aid situations, Sheriff will attempt to leave in City the Captain in charge of City Police Services. If Sheriff determines that the Captain is needed elsewhere, Sheriff will notify City's Manager within four hours. Sheriff will return the Captain to City as soon as possible once the emergency situation is under control.
9. Sheriff shall receive applications for City licenses pursuant to the City's ordinances in Attachment D and complete investigations relating to such applications. Said investigations shall be forwarded to City Manager who is responsible for the disposition of the application and notification to the applicant. County shall not provide any advisory, administrative, hearing or litigation attorney support or services related to licensing. County shall not provide any administrative or investigatory services related to the licensing ordinances, except the investigations relating to initial applications for which this subsection provides.
10. With the limitations set forth below, Sheriff, on behalf of County, is authorized to execute written amendments to this Contract to increase or decrease the level of service, when Sheriff and City mutually agree that such increase or decrease in the level of service is appropriate. Any such amendment to the Contract shall concomitantly increase or decrease the cost of services payable by City. Sheriff and appropriate City personnel shall file copies of any such amendments to this Contract with the Clerk of County's Board of Supervisors and City's Clerk. Except for costs related to Employee Bargaining as defined herein, changes to this Contract executed by

Sheriff and City Manager may not, in the aggregate, increase or decrease the cost of services payable by City by more than one percent (1%) of the Maximum Obligation.

**B. Enhanced And Supplemental Services By County:**

1. Enhanced services for events on City property. At the request of City, through its City Manager, Sheriff may provide enhanced law enforcement services for functions, such as community events, conducted on property that is owned, leased or operated by City. Sheriff shall determine personnel and equipment needed for such enhanced services. City shall reimburse County for such additional services, at an amount computed by Sheriff, based on the current year's County law enforcement cost study. The cost of these enhanced services shall be in addition to the Maximum Obligation of City. Sheriff shall bill City immediately after each such event.

2. Supplemental services for occasional events operated by private individuals and entities on non-City property. At the request of City, through its City Manager, Sheriff may provide supplemental law enforcement services to preserve the peace at special events or occurrences that occur on an occasional basis and are operated by private individuals or private entities on non-City property. Sheriff shall determine personnel and equipment needed for such supplemental services, and will provide such supplemental services only if Sheriff is able to do so without reducing the normal and regular ongoing services that Sheriff otherwise would provide to City pursuant to this Contract. Such supplemental services shall be provided only by regularly appointed full-time peace officers, at rates of pay governed by a Memorandum of Understanding between County and the bargaining unit(s) representing the peace officers providing the services. Such supplemental services shall include only law enforcement duties and shall not include services authorized to be provided by a private patrol operator, as defined in Section 7582.1 of the Business and Professions Code. Law enforcement support functions, including, but not limited to, clerical functions and forensic science services, may be performed by non-peace officer personnel if the services do not involve patrol or keeping the peace and are incidental to the provision of law enforcement services. City shall reimburse County its full, actual costs of providing such supplemental services at an amount computed by Sheriff, based on the current year's County law enforcement cost study. The cost of these supplemental services shall be in addition to the Maximum Obligation of City. Sheriff shall bill City immediately after each such event.

3. Supplemental services for events operated by public entities on non-City property. At the request of City, through its City Manager, Sheriff may provide supplemental law enforcement services to preserve the peace at special events or occurrences that occur on an occasional basis and are operated by public entities on non-City property. Sheriff shall determine personnel and equipment needed for such supplemental services, and will provide such supplemental services only if Sheriff is able to do so without reducing services that Sheriff otherwise would provide to City pursuant to this Contract. City shall reimburse County its full, actual costs of providing such supplemental services at an amount computed by Sheriff, based on the current year's County law enforcement cost study. The cost of these supplemental services shall be in addition to the Maximum Obligation of City. Sheriff shall bill City immediately after each such event.

4. Notwithstanding the foregoing, City, through its permit process, may utilize the services of Sheriff at events, for which City issues permits, that are operated by private individuals or entities or public entities. Sheriff shall determine personnel and equipment needed for said events. If said events are in addition to the level of services listed in this Contract, City shall reimburse County for such additional services at an amount computed by Sheriff, based upon the current year's County law enforcement cost study. The cost of these services shall be in addition to the Maximum Obligation of City. Sheriff shall bill City immediately after said services are rendered.

5. In accordance with Government Code Section 51350, County has adopted Board Resolution 89-1160 which identifies Countywide services, including but not limited to helicopter response. Sheriff through this contract provides enhanced helicopter response services. The cost of enhanced helicopter response services is included in the Maximum Obligation of City. County shall not charge any additional amounts for enhanced helicopter services without written notification to the City.

**C. Body Worn Camera And In Car Video:**

1. As part of the law enforcement services to be provided to City, County has provided, or will provide, body worn cameras (hereinafter called "BWC") that will be worn by Sheriff's personnel and In Car Video (hereinafter called "ICV") that will be mounted in vehicles designated by Sheriff for use within City service area.

2. Sheriff has the exclusive right to use said BWC and ICV for law enforcement services related to this Contract.

3. City shall pay County the full costs to County of a) the acquisition of BWC and the acquisition and installation of ICV, and b) recurring costs, as deemed necessary by County, including the costs of maintenance and contributions to a fund for replacement and upgrade of such BWC and ICV when they become functionally or technologically obsolete. The costs to be paid by City for recurring costs, including maintenance and replacement/upgrade of BWC and ICV, are included in the costs set forth in the Maximum Obligation of City, unless City has already paid such costs.

4. If, following the initial acquisition of BWC and ICV referenced above, City requires BWC and ICV for additional Sheriff's personnel or vehicles designated for use in the City service area, County will purchase said additional BWC and ICV. Upon demand by County, City will pay to County a) the full costs of acquisition of additional BWC and the full cost of acquisition and installation of additional ICV, and b) the full recurring costs for said BWC and ICV, as deemed necessary by County, including the costs of maintenance, and contributions to a fund for replacement and upgrade of such BWC and ICV when they become functionally or technologically obsolete. Said costs related to additional BWC and ICV are not included in, and are in addition to, the costs set forth in the Maximum Obligation.

5. County will replace and/or upgrade BWC and ICV as needed. The costs of replacing/upgrading BWC and ICV shall be paid by County from the replacement/upgrade funds to be paid by City in accordance with the foregoing. City shall not be charged any additional charge to replace or upgrade BWC and ICV.

**D. Traffic Violator Apprehension Program:**

1. County has established a Traffic Violator Apprehension Program ("the Program"), which is operated by Sheriff, and is designed to reduce vehicle accidents caused by unlicensed drivers and drivers whose licenses are suspended and to educate the public about the requirements of the Vehicle Code and related safety issues with regard to driver licensing, vehicle registration, vehicle operation, and vehicle parking. The Program operates throughout the unincorporated areas of the County and in the cities that contract with County for Sheriff's law enforcement services, without regard to jurisdictional boundaries, because an area-wide approach to reduction of traffic accidents and driver education is most effective in preventing traffic accidents. In order for City to participate in the Program, City has adopted fees pursuant to Vehicle Code Section 22850.5, in the same amount as approved by County, as set forth in the resolution that is Attachment E (hereinafter called a "TVAP resolution"), and has directed that the revenue from such fee be used for the Program. City's participation in the Program may be terminated at any time by rescission or amendment of its TVAP resolution. In the event City 1) amends said TVAP resolution, or rescinds said TVAP resolution and adopts a new TVAP resolution pertaining to the above-referenced fees and the Program, and 2) remains a participant in the Program thereafter, City's Manager, on behalf of City, and Sheriff, on behalf of County, have authority to execute an amendment of this Contract to substitute City's amended or new TVAP resolution for Attachment E to the Contract, as long as said amendment to this Contract does not materially change any other provision of this Contract. As County updates its fees for the Program periodically, County will provide written notice to City of the updated fees. City's participation in the Program will terminate if City determines not to adopt the updated fees for the Program.

2. County will make available for review, at the request of City, all financial data related to the Program as may be requested by City.

3. Fee revenue generated by County and participating cities will be used to fund the following positions, which will be assigned to the Program:

- Ten one hundredths of one (0.10) Sergeant  
(8 hours per two-week pay period)
- One (1) Staff Specialist  
(80 hours per two-week pay period)
- One (1) Office Specialist  
(80 hours per two-week pay period)

4. Fee revenue generated by City may be used to reimburse City for expenditures for equipment and/or supplies directly in support of the Program. In order for an expenditure for equipment and/or supplies to be eligible for

reimbursement, City shall submit a request for and obtain pre-approval of the expenditure by using the form as shown in Attachment F.

The request shall be submitted within the budget schedule established by Sheriff. Sheriff shall approve the expenditure only if both of the following conditions are satisfied: 1) there are sufficient Program funds, attributable to revenue generated by City's fee, to pay for the requested purchase, and 2) City will use the equipment and/or supplies, during their entire useful life, only for purposes authorized by its TVAP resolution in effect at the time of purchase.

In the event that City terminates its participation in the Program, City agrees that the equipment purchased by City and reimbursed by Program funds will continue to be used, during the remainder of its useful life, exclusively for the purposes authorized by City's TVAP resolution in effect at the time of purchase.

5. In the event the fees adopted by County, City and other participating jurisdictions are not adequate to continue operation of the Program at the level at which it operated previously, County, at the option of City, will reduce the level of Program service to be provided to City or will continue to provide the existing level of Program services. County will charge City the cost of any Program operations that exceed the revenue generated by fees. Such charges shall be in addition to the Maximum Obligation of City. The amount of any revenue shortfall charged to City will be determined, at the time the revenue shortfall is experienced, according to City's share of Program services rendered. In the event of a reduction in level of Program service, termination of Program service or adjustment of costs, the parties shall execute an amendment to this Contract so providing. Decisions about how to reduce the level of Program service provided to City shall be made by Sheriff with the approval of City.

**E. Mobile Data Computers:**

1. As part of the law enforcement services to be provided to City, County has provided, or will provide, mobile data computers (hereinafter called "MDCs") that are or will be mounted in patrol vehicles and motorcycles, designated by County for use within City limits.

2. Sheriff has the exclusive right to use said MDCs for law enforcement services related to this Contract.

3. City shall pay County the full costs to County of a) the acquisition and installation of MDCs that are or will be mounted in patrol vehicles and motorcycles assigned to City, and b) recurring costs, as deemed necessary by County, including the costs of maintenance and contributions to a fund for replacement and upgrade of such MDCs when they become functionally or technologically obsolete.

The costs to be paid by City for recurring costs, including maintenance and replacement/upgrade of MDCs, are included in the costs set forth in the Maximum Obligation of City unless City has already paid such costs.

4. If, following the initial acquisition of MDCs referenced above, City requires MDCs for additional patrol cars or motorcycles designated for use in City, or for City's Emergency Operations Center, County will purchase said additional MDCs. Upon demand by County, City will pay to County a) the full costs of acquisition and installation of said additional MDCs, and b) the full recurring costs for said MDCs, as deemed necessary by County, including the costs of maintenance, and contributions to a fund for replacement and upgrade of such MDCs when they become functionally or technologically obsolete. Said costs related to additional MDCs are not included in, and are in addition to, the costs set forth in the Maximum Obligation of City.

5. County will replace and/or upgrade MDCs as needed. The costs of replacing/upgrading MDCs shall be paid by County from the replacement/upgrade funds to be paid by City in accordance with the foregoing. City shall not be charged any additional charge to replace or upgrade MDCs.

**F. E-Citation Units:**

1. As part of the law enforcement services to be provided to City, County has provided, or will provide, E-Citation units designated by County for use within City limits.

2. Sheriff has the exclusive right to use said E-Citation units for law enforcement services related to this Contract.

3. City shall pay County the full costs to County of a) the acquisition of E-Citation units that are assigned to City, and b) recurring costs, as deemed necessary by County, including the costs of maintenance and contributions to a fund for replacement and upgrade of such E-Citation units when they become functionally or technologically obsolete.

The costs to be paid by City for recurring costs, including maintenance and replacement/upgrade of E-Citation units, are included in the costs set forth in the Maximum Obligation of City unless City has already paid such costs.

4. If, following the initial acquisition of E-Citation units referenced above, City requires additional E-Citation units designated for use in City, County will purchase said additional E-Citation units. Upon demand by County, City will pay to County a) the full costs of acquisition of said additional E-Citation units, and b) the full recurring costs for said E-Citation units, as deemed necessary by County, including the costs of maintenance, and contributions to a fund for replacement and upgrade of such E-Citation units when they become functionally or technologically obsolete. Said costs related to additional E-Citation units are not included in, and are in addition to, the costs set forth in the Maximum Obligation of City.

5. County will replace and/or upgrade E-Citation units as needed. The costs of replacing/upgrading E-Citation units shall be paid by County from the replacement/upgrade funds to be paid by City in accordance with the foregoing. City shall not be charged any additional charge to replace or upgrade E-Citation units.

#### **G. Equipment:**

1. As part of the law enforcement services to be provided to City, County shall purchase motorcycles and radios that meet certain law enforcement standards as determined by the County (hereinafter "Equipment").

2. City shall pay County the full costs to County of a) the acquisition of Equipment, b) recurring costs, c) the costs of maintenance, and d) replacement and upgrade of such Equipment when they become functionally or technologically obsolete, as deemed necessary by County. The costs to be paid by City are included in the costs set forth in the Maximum Obligation of City.

3. The Equipment purchased by the County for services to the City shall be the property of the County.

4. Radios and motorcycles previously purchased by the City for County law enforcement services to the City shall be the property of and maintained by the City. Notwithstanding the Indemnification provisions of this Contract, County shall be responsible to City for any damage to City radios and motorcycles caused by County's act or omission.

#### **H. City Office Space**

1. In consideration of the promises contained herein, City hereby grants to County rent-free use of office space, office furniture, and office equipment and supplies located in City Hall or other City building for the provision of services under this Contract (hereinafter "Police Station"). Said office space, furniture and equipment and supplies shall be used solely by personnel of City and County, while performing their assigned duties related to services under this Contract. City and County shall mutually agree on the precise location, size and type of said office space, office furniture and office equipment supplies. City shall supply all repair, maintenance and janitorial supplies and services to the Police Station and shall be responsible for all charges for utilities supplied to said premises.

2. City and Sheriff agree to staff the Police Station and remain accessible to the public during normal business hours. Sheriff personnel who are regularly deployed to deliver services to adjacent unincorporated areas may operate in and out of the Police Station as a regular duty station.

3. City shall be responsible for the cost of fuel used for services in this Contract. City may: 1) provide fuel via the City's fuel pumps or 2) otherwise pay the County for the provision of fuel in a manner that is acceptable to both Parties. For motorcycles, the City shall pay the County for the provision of fuel in a manner that is acceptable to both Parties. For all other vehicles, City and County shall mutually agree on which method shall be utilized. Limited reimbursement of such costs is included in the costs set forth in Attachment B.

4. Persons detained in City will be booked into the Sheriff Intake-Release Center. Persons will not be booked or housed at the Police Station.

5. Fingerprinting and copying services will be performed by Sheriff employees located at the Police Station.

**ATTACHMENT B****PAYMENT PROVISIONS**

**1. Compensation:** Pursuant to Government Code Section 51350, City agrees to pay to County the full costs of performing the services mutually agreed upon in this Contract. The costs of services include salaries, wages, benefits, mileage, services, supplies, equipment, and divisional, departmental and County General overhead.

The Maximum Obligation of City for services to be provided by the County for the period July 1, 2026 through June 30, 2027 shall be \$23,190,212 (herein "Maximum Obligation"). The County shall provide the City with a new Maximum Obligation prior to the start of the new fiscal year term for the remaining fiscal years included in this Contract Term, if applicable.

The overtime costs included in the Contract are only an estimate. Sheriff shall notify City of actual overtime worked during each fiscal year. If actual overtime worked is above or below budgeted amounts, billings will be adjusted accordingly at the end of the fiscal year. Actual overtime costs may exceed City's Maximum Obligation.

**2. Personnel and Deployment:**

A. City shall pay the full costs of employees in the following instances:

1. County-paid holidays.
2. Sick leave to the extent that it does not exceed the greater of a.) 12 days per year, per position, or b.) the amount of leave accrued by an employee assigned to City during the time he or she has been assigned to City.
3. Vacation leave to the extent it does not exceed an amount permitted by County to be accumulated by an employee at any one time.
4. Training as mandated by the California Commission on Peace Officers Standards and Training (P.O.S.T.) or as mandated by Sheriff.
5. Bereavement leave as authorized by County.
6. Jury duty leave as authorized by County.
7. Responses to mutual aid and natural or man-made disasters or emergencies, unless the County provides a replacement employee, in which case the City will pay for one employee.

B. A position unfilled for any period as a result of Workers' Compensation leave shall be considered on leave. A position unfilled for any period as a result of reassignment to another function within Sheriff's Department shall be considered vacant. The County will provide a credit to the City for the hours a position is vacant. The credit may be offset with overtime and reconciled at fiscal year-end.

C. The Sheriff shall not charge the City when an employee, usually assigned to the City, participates in specialized Sheriff services that are available throughout the County, including in City, in accordance with County Resolution No. 89-1160. If the Sheriff determines that overtime coverage of the employee's absence at City is required, the additional cost of such overtime will not be charged to the City.

Notwithstanding the above, in the event that County personnel provide services in response to mutual aid and natural or man-made disasters or emergencies and the County subsequently receives reimbursement for those services, the County will credit the reimbursement to the City.

**3. Invoice:** County shall invoice City monthly and will require payment by City of one-twelfth (1/12) of the Maximum Obligation of City. If a determination is made that increases due to Employee Bargaining must be paid, County thereafter shall include the pro-rata charges for such increases in its monthly invoices to City for the balance.

**4. Employee Bargaining:** At the time this Contract is executed, there may be unresolved issues pertaining to potential changes in salaries and benefits for County employees. If changes result in the County incurring or becoming obligated to pay for increased costs for or on account of personnel whose costs are included in the calculations of costs charged to City hereunder, City shall pay County, the full costs of said increases to the extent

such increases are attributable to work performed by such personnel after the starting date of this Contract. City shall pay County in full for such increases on a pro-rata basis over the portion of the Contract term remaining after County notifies City that increases are payable.

If City is required to pay for such increases, County, at the request of City, will thereafter reduce the level of service provided to City to a level that will make the Maximum Obligation of City an amount specified by City. The purpose of such adjustment of service levels will be to give City the option of keeping its Maximum Obligation hereunder at the pre-increase level or at any other higher or lower level specified by City. In the event of such reduction in level of service and adjustment of costs, the parties shall execute an amendment to this Contract. Decisions about how to reduce the level of service provided to City shall be made by Sheriff with the approval of City.

**5. Billing Policy:** City shall pay County in accordance with County Board of Supervisors' approved County Billing Policy dated October 27, 1992. The provisions of the policy, including a discount for early payment, shall apply to this Contract. Payments made electronically via a credit card or through a banking system that charges Merchant Fees, Service Fees, or any other Fees shall be the responsibility of the City. If the County is charged any of the before mentioned fees, the City shall be responsible for payment of these fees to the County.

**6. Late Penalties:** County shall charge City late payment penalties in accordance with County Billing Policy.

**7. Licensing Payments:** As payment for the Licensing Services described in this Contract, County shall retain all fees paid by applicants for licenses pursuant to City ordinances. Retention of said fees by County shall constitute payment in full to County for costs incurred by County in performing the functions related to licensing; provided, however, that if any of said fees are waived or reduced by City, City shall pay to County the difference between the amount of fees retained by County and the fees that were set forth in the City's ordinances at the time this Contract was executed. If City increases the fee schedule for the licensing ordinances, either party shall have the right to seek amendment of this Contract with respect to the division of the increased fees between City and County.

**8. Fees:** Fees generated or collected by Sheriff contract personnel for response to false alarms or copying of documents related to the services provided in this Contract will be at County-established rates and will be credited to City on an annual basis. Narcotic asset forfeitures will be handled pursuant to Attachment G.

Revenue generated by City fees, including but not limited to the following, will be at rates established by City and will be retained by City:

- a. Bicycle licensing
- b. Fingerprinting
- c. Visa letters
- d. Report duplication
- e. DUI cost recovery
- f. Special police services

**ORANGE COUNTY SHERIFF-CORONER  
LAW ENFORCEMENT CONTRACT  
CITY OF LAKE FOREST  
FY 2026-27  
LEVEL OF SERVICE**

Title	Detail	Quantity	Cost of Service (each)	Cost of Service Total
<b>MANAGEMENT:</b>				
Captain		1.00	\$ 520,130	\$ 520,130
<b>SUPERVISION:</b>				
Sergeant	Administrative	1.00	\$ 420,471	\$ 420,471
Sergeant	Patrol	4.00	\$ 420,471	\$ 1,681,884
<b>INVESTIGATION SERVICES:</b>				
Investigator		3.00	\$ 405,303	\$ 1,215,909
Investigative Assistant		1.00	\$ 229,997	\$ 229,997
<b>PATROL AND TRAFFIC SERVICES:</b>				
Deputy Sheriff II -Patrol	Patrol	34.00	\$ 338,096	\$ 11,495,264
Deputy Sheriff II -Motor	Traffic	2.00	\$ 348,447	\$ 696,894
<b>ADDITIONAL SERVICES:</b>				
Crime Prevention Specialist	Crime Prevention	1.00	\$ 133,853	\$ 133,853
Community Services Officer	Parking Control	4.00	\$ 174,942	\$ 699,768
Deputy Sheriff II	Community Support	2.00	\$ 338,096	\$ 676,192
Deputy Sheriff II	Homeless Liaison Officer	1.00	\$ 338,096	\$ 338,096
Office Specialist	Support Services	1.00	\$ 127,224	\$ 127,224
<b>TOTAL POSITIONS</b>		<b>55.00</b>		<b>\$ 18,235,682</b>

**REGIONAL / SHARED STAFF:**

Title	Regional Team	Quantity	% Allocation	Cost \$
<b>TRAFFIC:</b>				
Sergeant	Traffic	0.60	9.85%	\$ 26,534
Investigator	Traffic	1.00	9.85%	\$ 35,443
Deputy Sheriff II	Traffic	3.00	9.85%	\$ 120,020
Investigative Assistant	Traffic	2.00	9.85%	\$ 37,630
<b>AUTO THEFT:</b>				
Sergeant	Auto Theft	0.30	11.61%	\$ 15,574
Investigator	Auto Theft	2.00	11.61%	\$ 97,251
Investigative Assistant	Auto Theft	1.00	11.61%	\$ 22,343
Office Specialist	Auto Theft	1.00	11.61%	\$ 16,644
<b>DET:</b>				
Sergeant	DET	1.00	12.35%	\$ 64,893
Investigator	DET	1.00	12.35%	\$ 56,131
<b>COURTS:</b>				
Investigative Assistant	Courts	2.00	43.12%	\$ 162,840
<b>MOTORCYCLE (shared Supervision):</b>				
Sergeant	Motorcycle Supervision	1.00	7.02%	\$ 32,362
<b>TOTAL REGIONAL/SHARED</b>		<b>15.90</b>		<b>\$ 687,665</b>

**OTHER CHARGES AND CREDITS:**

<b>OTHER CHARGES:</b>	
Other Charges include: Annual leave paydowns and apportionment of cost of leave balances paid at end of employment; Body Worn Camera (BWC) and In Car Video (ICV); contract administration; data line charges; services and supplies; enhanced helicopter response services; E-Citation recurring costs for two (2) units; facility lease; holiday pay; Integrated Law & Justice of Orange County fees; Mobile Data Computer (MDC) recurring cost for thirty-four (34) units; overtime; patrol training cost allocation; premium pay for bilingual staff, education incentive pay, MART pay, on call, and transportation charges. Added One (1) Class A vehicle and One (1) Mobile Data Computer Acquisition.	
<b>CREDITS:</b>	
Credits include: AB 109 (2011 Public Safety Realignment), estimated vacancy credits; false alarm fees; reimbursement for training and miscellaneous programs; and reimbursement for restitution.	
<b>TOTAL OTHER CHARGES AND CREDITS</b>	<b>\$ 4,266,865</b>
<b>TOTAL COST OF SERVICES</b>	<b>\$ 23,190,212</b>

**ATTACHMENT D**

**CITY OF LAKE FOREST**

**LICENSING**

ADULT ORIENTED BUSINESS

ADULT ORIENTED LIVE ENTERTAINMENT

BINGO GAME

BINGO OFFICIAL

CANVASSER/SOLICITOR

DANCE INSTRUCTOR (NUDE)

DANCE STUDIO (NUDE)

ESCORT

ESCORT BUREAU

FIGURE MODEL (NUDE)

FIGURE MODEL STUDIO (NUDE)

GUN DEALER

INTERLOCUTRIX (NUDE)

INTRODUCTORY SERVICE

JUNK COLLECTOR

JUNK DEALER

MASSAGE PARLOR (Includes FBI Fees)

MASSAGIST (Includes FBI Fees)

PEDDLER

POOL ROOM

PUBLIC DANCE

RAP SESSION (NUDE)

SECONDHAND DEALER (Pawnbroker)

TAXICAB STAND

**RESOLUTION NO. 2024-11****A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF LAKE FOREST, CALIFORNIA,  
ESTABLISHING UPDATED FEES AND CHARGES  
FOR VARIOUS MUNICIPAL SERVICES**

**WHEREAS**, under the police power granted by Article XI, Section 7 of the California Constitution, cities may impose fees, charges and rates for certain municipal services; and

**WHEREAS**, it is the intention of the City Council that these fees, charges, and deposits shall cover up to, but not exceed, the estimated reasonable cost of providing the service for which the fee is charged; and

**WHEREAS**, based upon the evidence provided, the City Council hereby determines the fees established in Exhibit "A", attached hereto and incorporated herein reasonably cover, but do not exceed, the reasonable cost of providing the service for which the fee is charged; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, FIND AND ORDER AS FOLLOWS:**

**SECTION 1.** The Recitals provided above are true and correct and are hereby incorporated into this Resolution.

**SECTION 2.** The schedule of fees attached to this Resolution as Exhibit "A", which is incorporated herein by reference, is hereby approved and adopted. Pursuant to Lake Forest Municipal Code Section 3.03.030, a supermajority, or four-fifths of the City Council have approved the adoption, establishment, or increase of fees provided in Exhibit "A". Upon adoption of this Resolution, development related fee changes shall take effect on July 8, 2024, and all other fees or fines adopted shall take effect on July 1, 2024.

**SECTION 3.** The updated fees shall be incorporated into the City's existing Master Fee Schedule. Incorporating these fees into the fee schedule will allow for the fees to be considered with future comprehensive user and regulatory fee updates. The City's existing master fee schedule is amended as expressly provided by this resolution but shall otherwise remain in effect.

**SECTION 4.** The documents and materials associated with this Resolution that constitute the record of proceedings on which these findings are based are located at Lake Forest City Hall, 100 Civic Center Drive, Lake Forest, California 92630. The City Clerk is the custodian of the record of proceedings.

**SECTION 5.** The City Clerk shall attest as to the adoption and execution of this Resolution and cause the same to be maintained in the permanent records of the City.


**PASSED, APPROVED AND ADOPTED** this 7<sup>th</sup> day of May 2024, by the following vote, to wit:

  
\_\_\_\_\_  
MARK TETTEMER  
MAYOR

ATTEST:

  
\_\_\_\_\_  
LISA BERGLUND  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
MATTHEW RICHARDSON  
CITY ATTORNEY

STATE OF CALIFORNIA        )  
 COUNTY OF ORANGE         )SS  
 CITY OF LAKE FOREST        )

I, Lisa Berglund, City Clerk of the City of Lake Forest, California, do hereby certify that the foregoing Resolution No. 2024-11 was duly passed and adopted at a regular meeting of the Lake Forest City Council on the 7<sup>th</sup> day of May 2024, by the following vote, to wit:

AYES:        COUNCIL MEMBERS: CIRBO, PEQUEÑO, TETTEMER, VOIGTS, YU  
 NOES:        COUNCIL MEMBERS:  
 ABSTAIN:    COUNCIL MEMBERS:  
 ABSENT:     COUNCIL MEMBERS:

  
 \_\_\_\_\_  
 LISA BERGLUND  
 CITY CLERK

# ATTACHMENT

## Exhibit A

## City of Lake Forest Master Fee Schedule

Services / Activities / Subject Matter	Page
PLANNING FEES	2
ENGINEERING FEES	6
BUILDING AND SAFETY FEES	7
COMMUNITY PRESERVATION FEES	22
RECREATION FEES	23
SKATE PARK RENTAL FEES	27
SPORTS PARK ROOM RENTAL FEES	28
COMMUNITY CENTER RENTAL FEES	29
PERFORMING ARTS HALL RENTAL FEES	30
CLUBHOUSE RENTAL FEES	31
LIABILITY INSURANCE REVIEW/PURCHASE FEES	32
PARKING PERMIT FEES	33
ELECTRIC VEHICLE CHARGING STATION FEES	34
ADMINISTRATIVE FEES	35
FINANCE FEES	36
VEHICLE IMPOUND/RELEASE AND POLICE/SHERIFF FALSE ALARM RESPONSE FEE	37

# City of Lake Forest

## PLANNING FEES

Activity Description	Fee	Charge Basis	Note
1 Accessory Dwelling Unit (ADU) Permits	\$665	Fixed Fee	
2 Address Assignment / Address Change			
a) Single Address - Change of Address / Address Assignment	\$285	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	\$1,900	Fixed Fee	
b) Performer License	\$190	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]
5 Area Plan	\$12,000	Deposit	
6 Changed Plan			
a) Administrative Review	\$950	Fixed Fee	
b) Planning Commission Review	\$3,000	Deposit	
7 Cyber Café License Fee	\$380	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	\$380	Fixed Fee	
b) Permit Renewal	\$190	Fixed Fee	
11 Entertainment Permit			
a) Entertainment Permit	\$380	Fixed Fee	
b) Entertainment Permit - Renewal	\$380	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	

# City of Lake Forest

## PLANNING FEES

Activity Description	Fee	Charge Basis	Note
14 Feature Plan	\$12,000	Deposit	
15 General Plan Amendment	\$12,000	Deposit	
16 Noise Standard Deviation Application Review	\$760	Fixed Fee	
17 Orange County Fire Authority Permit Administrative Fee	\$48	Fixed Fee	
18 Outdoor Vending Permit			
a) Initial	\$760	Fixed Fee	
b) Renewal	\$285	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)	\$540	Deposit	
b) Planned Sign Program (Planning Commission Review)	\$3,000	Deposit	
21 Pre-Application	\$3,000	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	\$190	Fixed Fee	
b) Other Seasonal Events (e.g. Christmas Tree, Pumpkin)	\$190	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]
26 Special Event Permit Application Review	\$475	Fixed Fee	
27 Specific Plan	\$12,000	Deposit	
28 Temporary Outdoor Promotion Permit Application Review	\$190	Fixed Fee	

# City of Lake Forest

## PLANNING FEES

Activity Description	Fee	Charge Basis	Note
29 Temporary Promotional Wall Banner Permit			
a) Non-Commercial	\$0 (No Charge)	Fixed Fee	
b) Commercial	\$95	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)	\$950	Fixed Fee	
34 Zone Change	\$12,000	Deposit	
35 Zoning/Property Information Letter			
a) Zoning/Property Information Letter - Basic	\$333	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)	\$190	per hour	
b) Engineering/Inspection In-House Development Review	\$183	per hour	
c) Building and Safety Program Development Review	\$145	per hour	
d) City Clerk Program Development Review	\$158	per hour	
e) City Manager Program Development Review	\$178	per hour	
f) Community Services Support Development Review	\$211	per hour	
g) Finance Development Review Support	\$121	per hour	
h) IT / GIS Development Review Support	\$121	per hour	
i) Community Preservation Development Review Support	\$126	per hour	
j) Police / Law Enforcement Development Review Support	\$138	per hour	[f]
k) Contract Service Support (e.g. Attorney, Contract Engineering, etc.)	T&M plus 15% administrative fee	per hour	

# City of Lake Forest PLANNING FEES

Activity Description	Fee	Charge Basis	Note
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<u>Full Cost Deposits for Multiple Applications</u>
<b>When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 25%.</b>

[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	\$641	Fixed Fee	
b) Each Additional Day	\$275	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	\$137 plus Deposit	Fixed Fee plus Deposit	
13 Sidewalk Vending Permit			
a) Initial	\$183	Fixed Fee	
b) Renewal	\$92	Fixed Fee	
14 Transportation Permit			
a) Single Trip	\$16	Fixed Fee	[c]
b) Annual	\$90	Fixed Fee	[c]
15 Expand the Forest	\$125	Fixed Fee	[d]
16 Credit Card Transaction Fee	3% - Direct pass-through to vendor	Fixed Fee	
17 Work Without a Permit or Work Beyond Scope of Permit	2x Permit Fee	Fixed Fee	
18 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	\$183	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 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,

[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 amount represents 50% of City permit processing costs.

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

[e] 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
<b>Assembly - Restaurants, Bars, Nightclubs</b>					
1	Construction 0 to 5000 square feet	\$5,295.00	\$1,853.00	\$3,442.00	
2	Construction 5001 to 10000 square feet	\$9,449.00	\$3,307.00	\$6,142.00	
3	Each additional 1000 square feet	\$1,454.00	\$509.00	\$945.00	
<b>Assembly - All Other</b>					
4	Construction 0 to 5000 square feet	\$4,465.00	\$1,563.00	\$2,902.00	
5	Construction 5001 to 10000 square feet	\$7,788.00	\$2,726.00	\$5,062.00	
6	Construction 10001 to 15000 square feet	\$10,695.00	\$3,743.00	\$6,952.00	
7	Construction 15001 to 25000 square feet	\$14,640.00	\$5,124.00	\$9,516.00	
8	Each additional 1000 square feet	\$1,038.00	\$363.00	\$675.00	
<b>B - Business</b>					
9	Construction 0 to 5000 square feet	\$5,192.00	\$1,817.00	\$3,375.00	
10	Construction 5001 to 10000 square feet	\$9,345.00	\$3,271.00	\$6,074.00	
11	Construction 10001 to 15000 square feet	\$12,045.00	\$4,216.00	\$7,829.00	
12	Construction 15001 to 25000 square	\$16,509.00	\$5,778.00	\$10,731.00	
13	Each additional 1000 square feet	\$934.00	\$327.00	\$607.00	
<b>E, Business - Educational, Schools</b>					
14	Construction 0 to 5000 square feet	\$4,465.00	\$1,563.00	\$2,902.00	
15	Construction 5001 to 10000 square feet	\$7,788.00	\$2,726.00	\$5,062.00	
16	Construction 10001 to 15000 square feet	\$10,695.00	\$3,743.00	\$6,952.00	
17	Construction 15001 to 25000 square	\$14,640.00	\$5,124.00	\$9,516.00	
18	Each additional 1000 square feet	\$1,038.00	\$363.00	\$675.00	
<b>F-1, F-2, H-1 thru 4, factory &amp; industrial, hazard</b>					
19	Construction 0 to 5000 square feet	\$2,700.00	\$945.00	\$1,755.00	
20	Construction 5001 to 10000 square feet	\$4,361.00	\$1,526.00	\$2,835.00	
21	Construction 10001 to 15000 square feet	\$5,918.00	\$2,071.00	\$3,847.00	
22	Construction 15001 to 25000 square	\$9,137.00	\$3,198.00	\$5,939.00	
23	Each additional 1000 square feet	\$841.00	\$294.00	\$547.00	
<b>H-5, HPM</b>					
24	Construction 0 to 5000 square feet	\$5,400.00	\$1,890.00	\$3,510.00	
25	Construction 5001 to 10000 square feet	\$9,657.00	\$3,380.00	\$6,277.00	
26	Construction 10001 to 15000 square ft.	\$12,252.00	\$4,288.00	\$7,964.00	
27	Construction 15001 to 25000 square ft.	\$16,821.00	\$5,887.00	\$10,934.00	
28	Each additional 1000 square feet	\$934.00	\$327.00	\$607.00	
<b>I-1, I-2 - Institutional, convalescent hospitals, nursing home</b>					
29	Construction 0 to 5000 square feet	\$5,400.00	\$1,890.00	\$3,510.00	
30	Construction 5001 to 10000 square feet	\$9,657.00	\$3,380.00	\$6,277.00	
31	Construction 10001 to 15000 square ft.	\$12,252.00	\$4,288.00	\$7,964.00	
32	Construction 15001 to 25000 square ft.	\$16,821.00	\$5,887.00	\$10,934.00	
33	Each additional 1000 square feet	\$934.00	\$327.00	\$607.00	

**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
<b>I-2, I-3, Institutional, hospital, restrained</b>				
34 Construction 0 to 5000 square feet	\$7,060.00	\$2,471.00	\$4,589.00	
35 Construction 5001 to 10000 square feet	\$11,734.00	\$4,107.00	\$7,627.00	
36 Construction 10001 to 15000 square feet	\$15,263.00	\$5,342.00	\$9,921.00	
37 Construction 15001 to 25000 square feet	\$20,248.00	\$7,087.00	\$13,161.00	
38 Each additional 1000 square feet	\$851.00	\$298.00	\$553.00	
<b>I-4, R-4, Institutional, day care facilities, assisted living facilities</b>				
39 Construction 0 to 5000 square feet	\$4,672.00	\$1,635.00	\$3,037.00	
40 Construction 5001 to 10000 square feet	\$8,203.00	\$2,871.00	\$5,332.00	
41 Construction 10001 to 15000 square feet	\$11,006.00	\$3,852.00	\$7,154.00	
42 Construction 15001 to 25000 square	\$15,263.00	\$5,342.00	\$9,921.00	
43 Each additional 1000 square feet	\$934.00	\$327.00	\$607.00	
<b>Mercantile</b>				
44 Construction 0 to 5000 square feet	\$3,634.00	\$1,272.00	\$2,362.00	
45 Construction 5001 to 10000 square feet	\$6,229.00	\$2,180.00	\$4,049.00	
46 Construction 10001 to 15000 square feet	\$8,826.00	\$3,089.00	\$5,737.00	
47 Each additional 1000 square feet	\$1,038.00	\$363.00	\$675.00	
<b>R-1 Residential, Hotels</b>				
48 Construction 0 to 5000 square feet	\$4,777.00	\$1,672.00	\$3,105.00	
49 Construction 5001 to 10000 square feet	\$8,514.00	\$2,980.00	\$5,534.00	
50 Construction 10001 to 15000 square feet	\$11,318.00	\$3,961.00	\$7,357.00	
51 Each additional 1000 square feet	\$1,038.00	\$363.00	\$675.00	
<b>R-2 - Multiple Family</b>				
52 Construction 0 to 5000 square feet	\$4,672.00	\$1,635.00	\$3,037.00	
53 Construction 5001 to 10000 square feet	\$8,306.00	\$2,907.00	\$5,399.00	
54 Construction 10001 to 15000 square feet	\$11,111.00	\$3,889.00	\$7,222.00	
55 Construction 15001 to 25000 square feet	\$15,368.00	\$5,379.00	\$9,989.00	
56 Each additional 1000 square feet	\$1,142.00	\$535.00	\$607.00	

**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
<b>R-3 Residential, One &amp; Two Family - Dwellings (New or Additions)</b>				
57 Masonry 0 to 2000 square feet	\$2,803.00	\$981.00	\$1,822.00	
58 Each additional 1000 square feet	\$1,557.00	\$545.00	\$1,012.00	
59 Wood Frame 0 to 100 square feet (for lofts)	\$343.00	\$120.00	\$223.00	
60 Wood Frame 101 to 500 square feet (for lofts)	\$685.00	\$240.00	\$445.00	
61 Wood Frame 501 to 1000 square feet (for lofts)	\$1,038.00	\$363.00	\$675.00	
62 Wood Frame 1001 to 2000 square feet (for lofts)	\$2,077.00	\$727.00	\$1,350.00	
63 Each additional 1000 square feet (for lofts)	\$1,142.00	\$400.00	\$742.00	
64 Wood Frame 0 to 100 square feet	\$436.00	\$153.00	\$283.00	
65 Wood Frame 101 to 500 square feet	\$893.00	\$313.00	\$580.00	
66 Wood Frame 501 to 1000 square feet	\$1,349.00	\$472.00	\$877.00	
67 Wood Frame 1001 to 2000 square feet	\$2,596.00	\$909.00	\$1,687.00	
68 Each additional 1000 square feet	\$1,454.00	\$509.00	\$945.00	
69 Basement - Semi-Finished	\$1,038.00	\$363.00	\$675.00	
70 Basement - Unfinished	\$924.00	\$323.00	\$601.00	
<b>S-1 or S-2 - Storage - Moderate/Low Hazard</b>				
71 Construction 0 to 5000 square feet	\$2,388.00	\$836.00	\$1,552.00	
72 Construction 5001 to 10000 square feet	\$3,946.00	\$1,381.00	\$2,565.00	
73 Construction 10001 to 15000 square feet	\$5,295.00	\$1,853.00	\$3,442.00	
74 Construction 15001 to 25000 square feet	\$7,995.00	\$2,798.00	\$5,197.00	
75 Each additional 1000 square feet	\$789.00	\$276.00	\$513.00	
<b>S-2, public garages</b>				
76 Construction 0 to 5000 square feet	\$2,180.00	\$763.00	\$1,417.00	
77 Construction 5001 to 10000 square feet	\$3,634.00	\$1,272.00	\$2,362.00	
78 Construction 10001 to 15000 square feet	\$4,880.00	\$1,708.00	\$3,172.00	
79 Construction 15001 to 25000 square feet	\$7,372.00	\$2,580.00	\$4,792.00	
80 Each additional 1000 square feet	\$758.00	\$265.00	\$493.00	

**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
<b>U - Utility - cell sites, miscellaneous</b>				
81 Wood frame Construction 0 to 500 square feet	\$519.00	\$182.00	\$337.00	
82 Wood frame Construction 501 to 5000 square feet	\$2,077.00	\$727.00	\$1,350.00	
83 Wood frame Construction 5001 to 10000 square ft.	\$3,323.00	\$1,163.00	\$2,160.00	
84 Wood frame Construction 10001 to 15000 square ft.	\$4,361.00	\$1,526.00	\$2,835.00	
85 Wood frame Construction 15001 to 25000 square ft.	\$6,542.00	\$2,290.00	\$4,252.00	
86 Each additional 500 square feet	\$695.00	\$243.00	\$452.00	
87 Masonry Construction 0 to 5000 square feet	\$2,180.00	\$763.00	\$1,417.00	
88 Masonry Construction 5001 to 10000 square feet	\$3,531.00	\$1,236.00	\$2,295.00	
89 Masonry Construction 10001 to 15000 square feet	\$4,880.00	\$1,708.00	\$3,172.00	
90 Masonry Construction 15001 to 25000 square feet	\$7,268.00	\$2,544.00	\$4,724.00	
91 Each additional 1000 square feet	\$726.00	\$254.00	\$472.00	
92 Open Carport Construction 0 to 500 square feet	\$311.00	\$109.00	\$202.00	
93 Open Carport Construction 501 to 5000 square feet	\$1,557.00	\$545.00	\$1,012.00	
94 Open Carport Construction 5001 to 10000 square ft.	\$2,492.00	\$872.00	\$1,620.00	
95 Open Carport Construction 10001 to 15000 square ft.	\$3,426.00	\$1,199.00	\$2,227.00	
96 Open Carport Construction 15001 to 25000 square ft.	\$4,880.00	\$1,708.00	\$3,172.00	
97 Each additional 1000 square feet	\$571.00	\$200.00	\$371.00	
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
<b>Additional Fee for Air-Conditioning</b>					
1	Commercial Construction 0 to 5000 square feet	\$643.00	\$225.00	\$418.00	
2	Commercial Construction 5001 to 10000 square feet	\$914.00	\$320.00	\$594.00	
3	Commercial Construction 10001 to 15000 square feet	\$1,142.00	\$400.00	\$742.00	
4	Commercial Construction 15001 to 25000 square feet	\$1,661.00	\$581.00	\$1,080.00	
5	Each additional 500 square feet	\$218.00	\$76.00	\$142.00	
6	Residential Construction any size	\$592.00	\$207.00	\$385.00	

**City of Lake Forest**  
**BUILDING AND SAFETY FEES**  
**Tenant Improvement**

Fee Description		Total	Plan Check	Permit	Note
<b>A-Assembly, all categories</b>					
1	Construction 0 to 5000 square feet	\$1,142.00	\$400.00	\$742.00	
2	Construction 5001 to 10000 square feet	\$1,972.00	\$690.00	\$1,282.00	
3	Construction 10001 to 15000 square feet	\$2,492.00	\$872.00	\$1,620.00	
4	Each additional 1000 square feet	\$218.00	\$76.00	\$142.00	
<b>B-Business, all categories</b>					
5	Construction 0 to 5000 square feet	\$986.00	\$345.00	\$641.00	
6	Construction 5001 to 10000 square feet	\$1,557.00	\$545.00	\$1,012.00	
7	Construction 10001 to 15000 square feet	\$2,180.00	\$763.00	\$1,417.00	
8	Construction 15001 to 25000 square feet	\$2,908.00	\$1,018.00	\$1,890.00	
9	Each additional 1000 square feet	\$218.00	\$76.00	\$142.00	
<b>E-Educational</b>					
10	Construction 0 to 5000 square feet	\$934.00	\$327.00	\$607.00	
11	Construction 5001 to 10000 square feet	\$1,454.00	\$509.00	\$945.00	
12	Construction 10001 to 15000 square feet	\$2,077.00	\$727.00	\$1,350.00	
13	Construction 15001 to 25000 square feet	\$2,803.00	\$981.00	\$1,822.00	
14	Each additional 1000 square feet	\$218.00	\$76.00	\$142.00	
<b>F-1, F-2, H-1 thru 4, factory &amp; industrial, hazard</b>					
15	Construction 0 to 5000 square feet	\$540.00	\$189.00	\$351.00	
16	Construction 5001 to 10000 square feet	\$872.00	\$305.00	\$567.00	
17	Construction 10001 to 15000 square feet	\$1,183.00	\$414.00	\$769.00	
18	Construction 15001 to 25000 square feet	\$1,828.00	\$640.00	\$1,188.00	
19	Each additional 1000 square feet	\$168.00	\$59.00	\$109.00	
<b>H-5, HPM</b>					
20	Construction 0 to 5000 square feet	\$1,080.00	\$378.00	\$702.00	
21	Construction 5001 to 10000 square feet	\$1,931.00	\$676.00	\$1,255.00	
22	Construction 10001 to 15000 square ft.	\$2,451.00	\$858.00	\$1,593.00	
23	Construction 15001 to 25000 square ft.	\$3,364.00	\$1,177.00	\$2,187.00	
24	Each additional 1000 square feet	\$186.00	\$65.00	\$121.00	
<b>I-1, I-2 - Institutional, convalescent hospitals, nursing home</b>					
25	Construction 0 to 5000 square feet	\$1,080.00	\$378.00	\$702.00	
26	Construction 5001 to 10000 square feet	\$1,931.00	\$676.00	\$1,255.00	
27	Construction 10001 to 15000 square ft.	\$2,451.00	\$858.00	\$1,593.00	
28	Construction 15001 to 25000 square ft.	\$3,364.00	\$1,177.00	\$2,187.00	
29	Each additional 1000 square feet	\$186.00	\$65.00	\$121.00	

**City of Lake Forest**  
**BUILDING AND SAFETY FEES**  
**Tenant Improvement**

Fee Description	Total	Plan Check	Permit	Note
<b>I-2, I-3, Institutional, hospital, restrained</b>				
30 Construction 0 to 5000 square feet	\$1,412.00	\$494.00	\$918.00	
31 Construction 5001 to 10000 square feet	\$2,346.00	\$821.00	\$1,525.00	
32 Construction 10001 to 15000 square feet	\$3,052.00	\$1,068.00	\$1,984.00	
33 Construction 15001 to 25000 square feet	\$4,049.00	\$1,417.00	\$2,632.00	
34 Each additional 1000 square feet	\$171.00	\$60.00	\$111.00	
<b>I-4, R-4, Institutional, day care facilities, assisted living facilities</b>				
35 Construction 0 to 5000 square feet	\$934.00	\$327.00	\$607.00	
36 Construction 5001 to 10000 square feet	\$1,640.00	\$574.00	\$1,066.00	
37 Construction 10001 to 15000 square feet	\$2,201.00	\$770.00	\$1,431.00	
38 Construction 15001 to 25000 square	\$3,052.00	\$1,068.00	\$1,984.00	
39 Each additional 1000 square feet	\$186.00	\$65.00	\$121.00	
<b>M - Mercantile</b>				
40 Construction 0 to 5000 square feet	\$779.00	\$273.00	\$506.00	
41 Construction 5001 to 10000 square feet	\$1,142.00	\$400.00	\$742.00	
42 Construction 10001 to 15000 square feet	\$1,557.00	\$545.00	\$1,012.00	
43 Each additional 1000 square feet	\$197.00	\$69.00	\$128.00	
<b>R-3 Residential, Remodels</b>				
44 0 to 500 square feet	\$426.00	\$149.00	\$277.00	
45 501 to 1000 square feet	\$634.00	\$222.00	\$412.00	
46 1001 to 1500 square feet	\$831.00	\$291.00	\$540.00	
47 1501 to 2500 square feet	\$1,235.00	\$432.00	\$803.00	
48 Each additional 1000 square feet	\$94.00	\$33.00	\$61.00	
49 Miscellaneous Construction Permit	\$177.00	\$62.00	\$115.00	
<b>R-1, R-2 Residential, Hotels, Multi-Family</b>				
50 Construction 0 to 5000 square feet	\$955.00	\$334.00	\$621.00	
51 Construction 5001 to 10000 square feet	\$1,703.00	\$596.00	\$1,107.00	
52 Construction 10001 to 15000 square feet	\$2,263.00	\$792.00	\$1,471.00	
53 Each additional 1000 square feet	\$208.00	\$73.00	\$135.00	
<b>S-1 or S-2 - Storage, all categories</b>				
54 Construction 0 to 5000 square feet	\$612.00	\$214.00	\$398.00	
55 Construction 5001 to 10000 square feet	\$872.00	\$305.00	\$567.00	
56 Construction 10001 to 15000 square feet	\$1,038.00	\$363.00	\$675.00	
57 Construction 15001 to 25000 square feet	\$1,557.00	\$545.00	\$1,012.00	
58 Each additional 1000 square feet	\$145.00	\$51.00	\$94.00	

**City of Lake Forest**  
**BUILDING AND SAFETY FEES**  
**Tenant Improvement**

Fee Description		Total	Plan Check	Permit	Note
<b>S-2, public garages</b>					
59	Construction 0 to 5000 square feet	\$436.00	\$153.00	\$283.00	
60	Construction 5001 to 10000 square feet	\$726.00	\$254.00	\$472.00	
61	Construction 10001 to 15000 square feet	\$976.00	\$342.00	\$634.00	
62	Construction 15001 to 25000 square feet	\$1,474.00	\$516.00	\$958.00	
63	Each additional 1000 square feet	\$152.00	\$53.00	\$99.00	
<b>U - Utility - cell sites, miscellaneous</b>					
64	Wood frame Construction 0 to 500 square feet	\$103.00	\$36.00	\$67.00	
65	Wood frame Construction 501 to 5000 square feet	\$415.00	\$145.00	\$270.00	
66	Wood frame Construction 5001 to 10000 square ft.	\$665.00	\$233.00	\$432.00	
67	Wood frame Construction 10001 to 15000 square ft.	\$872.00	\$305.00	\$567.00	
68	Wood frame Construction 15001 to 25000 square ft.	\$1,308.00	\$458.00	\$850.00	
69	Each additional 500 square feet	\$139.00	\$49.00	\$90.00	
69	Masonry Construction 0 to 5000 square feet	\$436.00	\$153.00	\$283.00	
70	Masonry Construction 5001 to 10000 square feet	\$706.00	\$247.00	\$459.00	
71	Masonry Construction 10001 to 15000 square feet	\$976.00	\$342.00	\$634.00	
72	Masonry Construction 15001 to 25000 square feet	\$1,454.00	\$509.00	\$945.00	
73	Each additional 1000 square feet	\$145.00	\$51.00	\$94.00	
73	Open Carport Construction 0 to 500 square feet	\$62.00	\$22.00	\$40.00	
74	Open Carport Construction 501 to 5000 square feet	\$311.00	\$109.00	\$202.00	
75	Open Carport Construction 5001 to 10000 square ft.	\$498.00	\$174.00	\$324.00	
76	Open Carport Construction 10001 to 15000 square ft.	\$685.00	\$240.00	\$445.00	
77	Open Carport Construction 15001 to 25000 square ft.	\$976.00	\$342.00	\$634.00	
78	Each additional 1000 square feet	\$114.00	\$40.00	\$74.00	
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
<b>Electrical Fee Schedule</b>					
1	Service meter	\$57.11	\$19.99	\$37.12	
2	Self-Contained Factory-Wired Appliances	\$36.34	\$12.72	\$23.62	
3	Radiant Ceiling Heat (per room)	\$25.96	\$9.09	\$16.87	
4	Fixture first 20 each	\$2.08	\$0.73	\$1.35	
5	Each additional	\$1.03	\$0.36	\$0.67	
6	Each metal vapor fixture on same pole	\$25.96	\$9.09	\$16.87	
7	Each additional metal fixture on same pole	\$1.03	\$0.36	\$0.67	
8	Power Apparatus 1 (HP- KW, KVA)	\$25.96	\$9.09	\$16.87	
9	2 to 10 (HP< KW, KVA)	\$57.11	\$19.99	\$37.12	
10	11 to 50 (HP< KW, KVA)	\$77.88	\$27.26	\$50.62	
11	51 to 100 (HP< KW, KVA)	\$134.98	\$47.24	\$87.74	
12	Above 100 (HP< KW, KVA)	\$155.75	\$54.51	\$101.24	
13	Outlets first 20 each	\$2.08	\$0.73	\$1.35	
14	Each Additional Outlet	\$2.08	\$0.73	\$1.35	
15	Each 5 feet of multiple outlet assembly	\$20.77	\$7.27	\$13.50	
16	Each multiple appliance outlet assembly	\$25.96	\$9.09	\$16.87	
17	Signs 1 sign and 1 transformer	\$51.92	\$18.17	\$33.75	
18	Each additional signs and transformer	\$6.23	\$2.18	\$4.05	
19	Each extra transformer, flasher or time clock	\$6.23	\$2.18	\$4.05	
20	Each additional sign and transformer (same lot)	\$51.92	\$18.17	\$33.75	
21	Additional sign & transformer moved to same new location	\$25.96	\$9.09	\$16.87	
22	Altering/changing letter on existing sign	\$46.72	\$16.35	\$30.37	
23	Converting sign or decorative outlet tubing	\$46.72	\$16.35	\$30.37	
24	Lamping Holding Devices First 20, each	\$1.57	\$0.55	\$1.02	
25	More than 200	\$0.20	\$0.07	\$0.13	
26	Service and Switchboard Sections less than 600 V or A	\$57.11	\$19.99	\$37.12	
27	Less than 600 volts: 601 to 1000 amps	\$98.64	\$34.52	\$64.12	
28	Less than 600 volts: Over 1000 amps	\$114.22	\$39.98	\$74.24	
29	Over 600 volt rating (all amperages)	\$134.98	\$47.24	\$87.74	
30	Sub panel Change or Addition less than 600 V 1st Section	\$57.11	\$19.99	\$37.12	
31	Less than 600 volts: Each Additional Section	\$36.34	\$12.72	\$23.62	
32	More than 600 volts: 1st Section	\$134.98	\$47.24	\$87.74	
33	More than 600 volts: Each Additional Section	\$46.72	\$16.35	\$30.37	
34	Time Clock, Each	\$25.96	\$9.09	\$16.87	
35	Relocated Residential Building Electrical: Pre-lowering	\$57.11	\$19.99	\$37.12	
36	Building Inspection, per 10 square feet	\$0.83	\$0.29	\$0.54	
37	Garage, carport, same lot per 100 square feet	\$20.77	\$7.27	\$13.50	
38	Relocated Commercial Building Pre-Lowering	\$57.11	\$19.99	\$37.12	
39	Building Inspection (hourly rate)	hourly rate	hourly rate	hourly rate	
40	Under floor Ducts, per 100 ft. or fraction thereof	\$31.15	\$10.90	\$20.25	
41	Busway, for trolley & plug-in type busway each 100 ft.	\$46.72	\$16.35	\$30.37	
42	Annual Electrical Permit	\$176.52	\$61.78	\$114.74	
43	Electrical Subpanel	\$36.34	\$12.72	\$23.62	

**City of Lake Forest**  
**BUILDING AND SAFETY FEES**  
**Mechanical Permit Fees**

Fee Description		Total	Plan Check	Permit	Note
<b>Mechanical Fee Schedule</b>					
1	Forced air, gravity furnace with ducts & vents 100 KBTU	\$57.11	\$19.99	\$37.12	
2	More than 100 KBTU	\$98.64	\$34.52	\$64.12	
3	Evaporative cooler	\$41.54	\$14.54	\$27.00	
4	Ventilating fan (each)	\$31.15	\$10.90	\$20.25	
5	Ventilating system (each)	\$46.72	\$16.35	\$30.37	
6	Hood with attached fan and ducts	\$57.11	\$19.99	\$37.12	
7	Commercial incinerator installation or relocation	\$155.75	\$54.51	\$101.24	
8	Cooling/reheating coil, electric strip heater	\$31.15	\$10.90	\$20.25	
9	Incidental gas piping	\$31.15	\$10.90	\$20.25	
10	Furnace or heater-floor mounted	\$57.11	\$19.99	\$37.12	
11	Appliance vents	\$36.34	\$12.72	\$23.62	
12	Heating, refrigeration, cooling, absorption, evaporation repair	\$46.72	\$16.35	\$30.37	
13	Air handling unit 5000 CFM or less	\$46.72	\$16.35	\$30.37	
14	More than 5000 CFM	\$77.88	\$27.26	\$50.62	
15	Boiler, compressor, absorption system 5 HP, 100KBTU	\$77.88	\$27.26	\$50.62	
16	More than 5 HP or 100 KBTU	\$134.98	\$47.24	\$87.74	
17	Air conditioning or heating pups 5 tons/HP	\$77.88	\$27.26	\$50.62	
18	Over 5 tons/HP	\$134.98	\$47.24	\$87.74	
19	Non Listed, Regulated Appliance	\$41.54	\$14.54	\$27.00	

**City of Lake Forest  
BUILDING AND SAFETY FEES  
Plumbing Permit Fees**

Fee Description		Total	Plan Check	Permit	Note
<b>Plumbing Fee Schedule</b>					
1	Gas Piping system 1-5 Outlets each plumbing fixture	\$31.25	\$11.00	\$20.25	
2	Each additional outlet	\$20.75	\$7.25	\$13.50	
3	Each building sewer, seepage plt, septic tank, sewer cap	\$57.00	\$20.00	\$37.00	
4	Private sewer disposal system	\$98.50	\$34.50	\$64.00	
5	Vacuum breaker, backflow, fixture on tank 1-5 device	\$31.25	\$11.00	\$20.25	
6	Each additional device	\$3.00	\$1.00	\$2.00	
7	Yard water dist system, gas system, yard collector (water & gas)	\$62.25	\$21.75	\$40.50	
8	Gas regulator each	\$20.75	\$7.25	\$13.50	
9	Temporary gas service	\$77.75	\$27.25	\$50.50	
10	Temp work w/gas service residential	\$77.75	\$27.25	\$50.50	
11	Temp work w/gas service commercial	\$98.50	\$34.50	\$64.00	
12	Repipe	\$145.00			

**City of Lake Forest**  
**BUILDING AND SAFETY FEES**  
**Grading Fees**

Fee Description		Total	Plan Check	Permit	Note
<b>Grading Fee Schedule</b>					
1	Preliminary/Rough Grading cost per acre up to 20 acres	\$602.00	\$211.00	\$391.00	
2	Cost per acre over 20 acres	\$768.00	\$269.00	\$499.00	
3	Precise Grading cost per acre up to 20 acres	\$2,700.00	\$945.00	\$1,755.00	
4	Cost per acre over 20 acres	\$3,634.00	\$1,272.00	\$2,362.00	
5	Site Electrical Underground	\$145.00	\$51.00	\$94.00	
6	Site Plumbing Underground	\$145.00	\$51.00	\$94.00	
7	Site Mechanical Underground	\$145.00	\$51.00	\$94.00	
8	Site Accessibility	\$145.00	\$51.00	\$94.00	
9	Reinspection	\$208.00	\$73.00	\$135.00	

# City of Lake Forest

## BUILDING AND SAFETY FEES

### Miscellaneous Fees

Fee Description	Total	Plan Check	Permit	Note
<b>Plan Review: Accessibility, Energy</b>				
1 Accessibility Plan Review		\$145.00		
2 Energy Plan Review New Residential Building Self-Contained		\$145.00		
3 Energy Plan Review New Nonresidential Building		\$197.00		
4 Energy Plan Review Residential Room Addition		\$125.00		
5 Energy Plan Review Tenant Improvement		\$166.00		
6 Energy Plan Review Electrical		\$145.00		
7 Energy Plan Review Plumbing		\$145.00		
8 Energy Plan Review Mechanical		\$145.00		
<b>Other Fees</b>				
1 Permit Issuance Fee (Applies to All Permits)	\$31.00			
2 Appeal Board Application	\$145 per hour with \$700 deposit			
3 Awning/Canopy (Supported by Building)	\$291.00	\$102.00	\$189.00	
4 Balcony/Deck - Addition/Repair (Residential)	\$436.00	\$153.00	\$283.00	
5 Carport				
a) First	\$363.00	\$127.00	\$236.00	
b) Each Additional	\$182.00	\$64.00	\$118.00	
6 Certificate of Occupancy				
a) Temporary Certificate of Occupancy (per 30 Days)	\$254.00			
b) Certificate of Occupancy	\$145.00			
7 Change of Contractor	\$109.00			
8 Commercial Miscellaneous Structures (e.g. Flagpoles, Spray Booths, Tanks, Equipment Foundations, Fountain Structures, Trash Enclosures, etc.)	\$582.00	\$204.00	\$378.00	
9 Fences				
a) Six to eight feet in height				
i) First 100 linear feet	\$327.00	\$114.00	\$213.00	
ii) Each additional 100 linear feet, or fraction thereof	\$37.00	\$13.00	\$24.00	
b) Over eight feet in height				
i) First 100 linear feet	\$654.00	\$229.00	\$425.00	
ii) Each additional 100 linear feet, or fraction thereof	\$72.00	\$25.00	\$47.00	
10 Fireplace	\$472.00	\$165.00	\$307.00	
11 Geotechnical Engineering	T&M, plus 15% admin fee	T&M, plus 15% admin fee	T&M, plus 15% admin fee	
12 Patio Covers				
a) 0 to 200 square feet	\$218.00	\$76.00	\$142.00	
b) 201 square feet and larger	\$363.00	\$127.00	\$236.00	
13 Parking Lots - Restriping / Resurfacing (per hour)	\$145.00			
14 Partition	\$291.00	\$102.00	\$189.00	

**City of Lake Forest  
BUILDING AND SAFETY FEES  
Miscellaneous Fees**

Fee Description	Proposed		
	Total	Plan Check	Permit
15 Pool / Spa			
a) Swimming Pool / Spa	\$872.00	\$305.00	\$567.00
b) Detached Spa / Water Feature	\$291.00	\$102.00	\$189.00
c) Gunite Alteration	\$436.00	\$153.00	\$283.00
d) Equipment Change-out Alone	\$218.00	\$76.00	\$142.00
16 Re-Roof			
a) Without calculations			
i) Up to 2,000 square feet	\$218.00	\$76.00	\$142.00
ii) Each additional 1,000 square feet or fraction thereof	\$72.00	\$25.00	\$47.00
b) With calculations			
i) Up to 2,000 square feet	\$363.00	\$127.00	\$236.00
ii) Each additional 1,000 square feet or fraction thereof	\$70.00	\$24.50	\$45.50
17 Retaining Wall 3 to 6 feet high			
a) First 400 square feet	\$327.00	\$114.00	\$213.00
b) Each additional 400 square feet, or fraction thereof	\$37.00	\$13.00	\$24.00
18 Retaining wall more than 6 feet high (per 400 square feet)			
a) First 400 square feet	\$654.00	\$229.00	\$425.00
b) Each additional 400 square feet, or fraction thereof	\$72.00	\$25.00	\$47.00
19 Seismic Reinforcement	25% of Tenant Improvement Fees	25% of Tenant Improvement Fees	25% of Tenant Improvement Fees
20 Signs (per sign)	\$145.00	\$51.00	\$94.00
21 Skylights, Windows, Doors			
a) Each Residential Job	\$182.00	\$64.00	\$118.00
b) Each Commercial Job	\$327.00	\$114.00	\$213.00
22 Slab Only	100% of PC; 25% of Permit	100% of Applicable Fee	25% of Applicable Fee
23 Solar			
a) Residential Systems (Expedited Process)	\$254.00	\$89.00	\$165.00
b) Residential Systems (All Others) - See note for > 15kW or 10kWth	\$436.00	\$153.00	\$283.00
c) Commercial Systems - See note for > 50kW or 30kWth	\$1,000.00	\$350.00	\$650.00
24 Storage Racks (Commercial)			
a) First 100 linear feet	\$436.00	\$153.00	\$283.00
b) Each additional 100 linear feet	\$24.00	\$8.00	\$16.00
25 Stucco Application			
a) First 500 square feet	\$291.00	\$102.00	\$189.00
b) Each additional 500 square feet	\$37.00	\$13.00	\$24.00

**City of Lake Forest**  
**BUILDING AND SAFETY FEES**  
**Miscellaneous Fees**

Fee Description	Total	Plan Check	Permit	Note
26 Temporary Trailer	\$145.00			
27 Water Heater Change-Out	\$83.00	\$29.00	\$54.00	
28 Other Fees and Charges				
a) Miscellaneous Plan Check (per hour)	\$145.00			
b) Miscellaneous Inspection (per hour)	\$145.00			
c) Re-Inspection, Missed Inspection (each)	\$145.00			[c]
d) Phased Inspection (each)	\$73.00			[d]
e) After Hours Inspection (per hour; 4-hour minimum)	\$182.00			
f) Preliminary Plan Review (per hour)	\$145.00			
g) Excess Plan Review (per hour)	\$145.00			[e]
h) Plan Check Revisions (per hour)	\$145.00			
29 Credit Card Transaction Fee		3% - Direct pass-through to vendor		
30 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

[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 Massage Establishment Permit Application			
a) Initial	\$500	Fixed Fee	
b) Renewal	\$500	Fixed Fee	
2 Massage Establishment Appeal	\$500	Fixed Fee	
3 Shopping Cart Containment Plan	\$375	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	<b>Group 1</b> - Recreation activities sponsored or conducted by the City of Lake Forest.
2	<b>Group 2</b> - 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	<b>Group 3</b> - Non-profit youth sports leagues or "travel ball" teams and a minimum of eighty (80) percent of participants being Lake Forest Residents.
4	<b>Group 4</b> - Non-profit youth sports leagues or teams and a minimum of seventy (70) percent of participants being Lake Forest Residents.
5	<b>Group 5</b> - 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	<b>Group 6</b> - Non-profit organizations or groups, not open to the public, with less than sixty (60) percent of participants being Lake Forest Residents.
7	<b>Group 7</b> - Commercial entities or organizations located in Lake Forest.
8	<b>Group 8</b> - 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	<b>Group 1</b> - Recreation activities sponsored or conducted by the City of Lake Forest.
2	<b>Group 2</b> - 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.
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4	<b>Group 4</b> - Non-profit youth sports leagues or teams and a minimum of seventy (70) percent of participants being Lake Forest Residents.
5	<b>Group 5</b> - 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	<b>Group 6</b> - Non-profit organizations or groups, not open to the public, with less than sixty (60) percent of participants being Lake Forest Residents.
7	<b>Group 7</b> - Commercial entities or organizations located in Lake Forest.
8	<b>Group 8</b> - 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	
1	<b>Group 1: City Sponsored or Co-Sponsored</b> - All City of Lake Forest initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing Lake Forest residents.
2	<b>Group 2: Resident Non-Profit Organization</b> - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.
3	<b>Group 3: Resident Private Party</b> - Residents requesting use for a private party.
4	<b>Group 4: Non-Resident Non-Profit Organization</b> - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.
5	<b>Group 5: Non-Resident Private Party</b> - Residents requesting use for a private party.
6	<b>Group 6: Commercial entities or organizations located in Lake Forest.</b>
7	<b>Group 7: Commercial entities or organizations not located in Lake Forest.</b>

## 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

Overview of User Groups	
1	<b>Group 1: City Sponsored or Co-Sponsored</b> - All City of Lake Forest initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing Lake Forest residents.
2	<b>Group 2: Resident Non-Profit Organization</b> - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.
3	<b>Group 3: Resident Private Party</b> - Residents requesting use for a private party.
4	<b>Group 4: Non-Resident Non-Profit Organization:</b> - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.
5	<b>Group 5: Non-Resident Private Party</b> - Residents requesting use for a private party.
6	<b>Group 6: Commercial entities or organizations located in Lake Forest.</b>
7	<b>Group 7: Commercial entities or organizations not located in Lake Forest.</b>

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	

Overview of User Groups	
1	<b>Group 1: City Sponsored or Co-Sponsored</b> - All City of Lake Forest initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing Lake Forest residents.
2	<b>Group 2: Resident Non-Profit Organization</b> - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.
3	<b>Group 3: Resident Private Party</b> - Residents requesting use for a private party.
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5	<b>Group 5: Non-Resident Private Party</b> - Residents requesting use for a private party.
6	<b>Group 6: Commercial entities or organizations located in Lake Forest.</b>
7	<b>Group 7: Commercial entities or organizations not located in Lake Forest.</b>

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

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	

Overview of User Groups	
1	<b>Group 1: City Sponsored or Co-Sponsored</b> - All City of Lake Forest initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing Lake Forest residents.
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6	<b>Group 6: Commercial entities or organizations located in Lake Forest.</b>
7	<b>Group 7: Commercial entities or organizations not located in Lake Forest.</b>

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									

Overview of User Groups	
1	<b>Group 1: City Sponsored or Co-Sponsored</b> - All City of Lake Forest initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing Lake Forest residents.
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6	<b>Group 6: Commercial entities or organizations located in Lake Forest.</b>
7	<b>Group 7: Commercial entities or organizations not located in Lake Forest.</b>

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	\$0.35	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.

[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	\$150	each	
b) Pursuant to other specific Vehicle Code violations	\$150	each	
2 Responding to False Alarm Fee (Businesses and Residents)			
a) First and Second Response	\$0 (No Charge)	each	
b) Third and Subsequent Responses	\$146	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.

**ORANGE COUNTY SHERIFF-CORONER  
TRAFFIC VIOLATOR APPREHENSION PROGRAM**

<b>REQUEST</b>	<b>CONTRACT CITY</b>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Participating City Request to Purchase From the TVA in FY _____</td> <td style="width: 50%; padding: 5px;">Date _____</td> </tr> <tr> <td style="padding: 5px;"><b><u>QUANTITY</u></b></td> <td style="padding: 5px;"><b><u>APPLICABILITY TO TVA PROGRAM</u></b></td> </tr> <tr> <td style="padding: 5px;"><b><u>ITEM DESCRIPTION</u></b></td> <td style="padding: 5px;"><b><u>ESTIMATED COST</u></b></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Participating City Request to Purchase From the TVA in FY _____	Date _____	<b><u>QUANTITY</u></b>	<b><u>APPLICABILITY TO TVA PROGRAM</u></b>	<b><u>ITEM DESCRIPTION</u></b>	<b><u>ESTIMATED COST</u></b>						
Participating City Request to Purchase From the TVA in FY _____	Date _____												
<b><u>QUANTITY</u></b>	<b><u>APPLICABILITY TO TVA PROGRAM</u></b>												
<b><u>ITEM DESCRIPTION</u></b>	<b><u>ESTIMATED COST</u></b>												
	<p>THE CITY CERTIFIES THAT THE EQUIPMENT PURCHASED BY CITY AND TO BE REIMBURSED BY PROGRAM FUNDS WILL BE USED FOR ITS ENTIRE USEFUL LIFE EXCLUSIVELY FOR THE PURPOSES OF THE TRAFFIC VIOLATOR APPREHENSION PROGRAM</p> <p>CITY MANAGER REQUEST:                  Printed Name _____ DATE _____                  Signature: _____</p>												
<b>CERTIFICATION</b>	<b>ORANGE COUNTY SHERIFF-CORONER DEPARTMENT</b>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b><u>Recommended For Approval</u></b></td> <td style="width: 50%; padding: 5px;">MANAGER – TVA PROGRAM</td> </tr> <tr> <td style="padding: 5px;">CITY POLICE SERVICES CHIEF</td> <td></td> </tr> </table>	<b><u>Recommended For Approval</u></b>	MANAGER – TVA PROGRAM	CITY POLICE SERVICES CHIEF									
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CITY POLICE SERVICES CHIEF													
<b>APPROVALS</b>													

OCSD  
BUDGET  
USE ONLY

**ATTACHMENT G****POLICY FOR DISTRIBUTION OF FORFEITED AND SEIZED ASSETS****BACKGROUND**

The Orange County Sheriff's Department provides contract law enforcement services to cities in Orange County. Because of the increased likelihood that contracted patrol or investigation personnel may become involved in significant narcotic seizures, which could affect law enforcement services provided by the Sheriff's Department to contract cities, the following policy is in effect.

**CONTRACTED PATROL AND INVESTIGATION OFFICERS**

When assets (cash or property) are seized in CITY by contracted patrol or investigation personnel, and subsequently forfeited to COUNTY's Sheriff Department, hereinafter referred to as "SHERIFF", the forfeited assets shall be shared with CITY as set forth below, for the purpose of augmenting law enforcement services in CITY, subject to guidelines by the forfeiting agency of such sharing and use of forfeited assets. A portion of forfeited assets may be retained by SHERIFF, to pay for departmental expenses not recovered through law enforcement contracts.

In such cases, pursuant to the forfeiting agency's guidelines, SHERIFF shall apply to the forfeiting agency for the return of a share of assets. In his application, SHERIFF shall specify the percentage of shared assets returned to SHERIFF that will be used to augment law enforcement services in CITY and the use of said assets by CITY.

In those cases in which assets are seized within CITY by personnel assigned to CITY pursuant to this Agreement, without the involvement of other law enforcement personnel, and in which the seizure is a result solely of activities self-initiated by SHERIFF personnel assigned to CITY or initiated by said personnel in response to calls for service within CITY, SHERIFF shall apply to have all of the assets used to augment CITY law enforcement services.

In those cases in which SHERIFF personnel assigned to CITY pursuant to this Agreement play an ancillary role in a seizure or in which other law enforcement personnel are involved in a seizure, SHERIFF shall determine the percentage of the total forfeited assets for which he will apply to augment CITY's law enforcement services. This determination will be based on the circumstances of the seizure, including the pro-rata involvement of all personnel, including those assigned to CITY.

Each seizure will be evaluated on an individual and independent basis, and said evaluations will be available for review to CITY's manager. Examples of those incidents which would be evaluated as set forth in this section include situations in which a contract patrol deputy provides uniformed backup at a SHERIFF's Narcotic Bureau search warrant location or in which contract investigators participate in the service of a search warrant that was initiated by non-contract law enforcement personnel.

Assets (cash or property) that are returned to SHERIFF by the forfeiting agency with the understanding that they will be used to augment CITY law enforcement services shall be used by CITY and SHERIFF only for such purposes. If the forfeiting agency attaches additional or more specific conditions to the use of said assets, CITY and SHERIFF shall also abide by those conditions. SHERIFF and CITY's manager shall determine the specific use of said assets within the conditions imposed by the forfeiting agency.