

RESOLUTION NO. 191 -2025

**A RESOLUTION ADOPTING A SCHEDULE OF FEES FOR SEWER UTILITY
DEVELOPMENT SERVICE FEES AND DCD/SEWER – DEVELOPER PLAN REVIEW
SERVICE FEES**

WHEREAS, County Ordinance #113 provides that a written schedule of fees for building sewer permit fees, plan review check fees, and inspection fees may be adopted from time to time; and

WHEREAS, Resolution 222-1996 amended those fees as a one time adjustment and represents the last time these fees were evaluated for reflection of true cost of service; and

WHEREAS, A review of actual costs for providing plan check, inspection, and other utility provided services has indicated a need to revise the schedule of fee to recover costs for performing those duties; and

WHEREAS, The Sewer Utility provides Plan review support services to the Department of Community Development (DCD) which have never been compensated creating an inequity of rate payer support of private development projects; and

WHEREAS, Kitsap County Code Titel 13.14.130(c) provides that "The director shall from time to time adopt a written fee schedule for building sewer permit fees, plan check fees and inspection fees; provided, such fees shall not exceed the cost to the county of performing the duties thereby required"; and

WHEREAS, Public Works Sewer has identified work efforts required to capture true costs of service rendered by the Sewer Utility and reduce ratepayer funds being used to support private development; and

WHEREAS, The Public Works Director and Department of Community Development (DCD) Director have worked collaboratively to review the new fee schedule "DCD/SEWER – Development Plan Review Services" and incorporate the new fees into an existing fee guides, designed to increase transparency of all fees, including other agency fees, associated with these permit applications; and

WHEREAS, a revised fee schedule has been produced to cover the true cost of service of services provided by Resolution 222-1996 and includes true costs of new services which were not originally provided when Resolution 222-1996 was passed; and

WHEREAS, The proposed "Sewer Utility Development Service Fees" and "DCD/SEWER – Development Plan Review Services" are considered conservatively low, and will be adjusted for inflation by increasing fees by 4%, or 100% of the Seattle-Tacoma-Bellevue CPI-U, June 2025 to June 2026, whichever is lower, on the first of each year, commencing on January 1 of 2027, through 2029; and

WHEREAS, Resolution 222-1996 is hereby repealed and replaced with Resolution 191-2025

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Kitsap County, Washington, that the attached Schedules of Fees for DCD/SEWER – Development Plan Review Services and Sewer Utility Development Service Fees shall be in effect as of January 1, 2026.

PASSED by the Board of County Commissioners, Kitsap County, Washington at its regular meeting on 10th day of November, 2025.



ATTEST:

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

Christine Rolfes
CHRISTINE ROLFES, Chair

Oran Root

ORAN ROOT, Commissioner

Dana Daniels
Dana Daniels
Clerk of the Board

Katherine T. Walters
KATHERINE T. WALTERS, Commissioner



**DCD/SEWER – Development Review Service
Fees
Kitsap County Public Works
Effective January 1, 2026**

DEVELOPMENT PLAN REVIEW SERVICES	
Land Use and Building Review Services by permit type (<i>Charged with individual DCD Permits</i>) and includes \$20 non-refundable processing Fee. See Sewer Utility Division Fee Policy for further explanation:	
Title 21 Permit Types:	
Administrative Conditional Use Permit	\$92.50
Administrative Conditional Use Permit – ADU	\$165
Administrative Conditional Use Permit – Shoreline	\$165
Administrative Variance	\$56.25
Binding Site Plan	\$165
Binding Site Plan Alteration	\$92.50
Conditional Use Permit	\$56.25
Conditional Use Permit – Revision – Major	\$56.25
Conditional Use Permit – Revision – Minor	\$32.50
Conditional Use Permit – Shoreline	\$56.25
Developer's Agreement*	TBD with Consultation of Sewer Utility
Final Plat Subdivision	\$600
Final Short Plat Subdivision	\$310
Preliminary Plat	\$310
Preliminary Plat Amendment Major	\$165
Preliminary Short Plat Subdivision	\$150
Preliminary Short Plat Subdivision Amendment	\$56.25
Performance Based Development	\$165
Performance Base Development Revision Minor	\$56.25
Performance Base Development Revision Major	\$85
Pre-Application	\$92.50
Site Development Activity Permit – Addendum to Issued Permit	SEE SEWER DEV. SERVICE FEES
Site Development Activity Permit - Commercial	SEE SEWER DEV. SERVICE FEES
Site Development Activity Permit – Land Subdivision	SEE SEWER DEV. SERVICE FEES
Site Development Activity Permit – Grading 1, 2	\$56.25
Site Development Activity Permit – Grading 3	\$85
Site Development Activity Permit – Right of Way Use/Improvement – Major	\$310
Site Development Activity Permit – Right of Way Use/Improvement – Minor	\$165

Site Development Activity Permit – Single Family Residence	\$56.25
Site Development Activity Permit – Short Plat Subdivision	SEE SEWER DEV. SERVICE FEES
SHORELINE EXEMPTION	\$56.25
SHORELINE VARIANCE – Type 2	\$56.25
Shoreline Substantial Development – Commercial & Residential	\$56.25
Shoreline Substantial Development – Commercial & Residential Revision	\$56.25
Vacate a Recorded Final Binding Site Plan, Large Lot, Short Plat	\$56.25
Vacate a Recorded Final Plat	\$56.25
ZONING VARIANCE	\$56.25
REZONE	\$56.25
Title 14 Permit Types:	
“Commercial Building Permits as applicable” (Includes some Church, Education, Home business, Plumbing, Mixed use, Multifamily, Office, Restaurant, Tennant Change/Improvement permits).	SEE SEWER DEV. SERVICE FEES
Unlisted Permit Types or additionally marked:	
*Any unlisted permit requiring Sewer Division review will incur a minimum charge and may be subsequently billed.	\$56.25



Sewer Utility Development Service Fees
Kitsap County Public Works
Effective January 1, 2026

DEVELOPMENT PLAN REVIEW SERVICES	
Construction Plan Review Services (DCD SDAP and Sewer Division Construction Permits):	
Project Review (Plan Review, Permit Administration, GIS Population)	\$1.80 / LF
Minimum fee	\$540
Individual Pump Station (IPS)	\$870
*Lift Station Review Minor	\$1,620
Lift Station Review Major	\$3,240
<i>* LS proposals that discharge to gravity and do not require existing utility system analysis. Additional hydraulic modeling efforts may be required at the cost of the developer</i>	
Developer/Homeowner Inspection and Installation Services:	
Inspection Services:	
Gravity Main Inspection	\$2.90 / LF
Minimum fee	\$870
Force Main Inspection	\$2.18 / LF
Minimum fee	\$650
Individual Pump Station (IPS) Inspection	\$520
Gravity System TV Inspection**	\$760
Re-TV**	\$760
<i>** 1000 LF minimum charge and will be charged in 1000 LF increments rounded up to next 1000th.</i>	
Installation Services:	
Lift Station Commissioning	\$2,060
***Side Service Installation (Gravity 6" Typical)	\$700
***Side Service Installation (Force main 2" Typical)	\$1,100
<i>*** Sizes other than typical will require individual quote for cost of materials and will result in additional direct billing</i>	
Other Fees:	
Sewer Permit	\$145
Disconnect Fee	\$145
Newcomer's Assessment	\$9,939
Sewer Availability Agreement	\$15.86
****DCD Title 14 Commercial Building Permits as applicable	\$56.25
<i>**** Includes \$20 non-refundable processing Fee. See Sewer Utility Division Fee Policy for further explanation.</i>	