

Resolution 2026-02

**A RESOLUTION OF THE CITY OF TENINO, WASHINGTON
AMENDING THE ADOPTED 2025 CONSOLIDATED FEE SCHEDULE**

WHEREAS, Ordinance 870, establishing the City of Tenino Consolidated Fee Schedule was duly adopted by the City Council on January 24, 2017; and

WHEREAS, Ordinance 870 requires the Consolidated Fee Schedule to be amended no less than yearly by Resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, that all previous versions of the Consolidated Fee Schedule are repealed effective March 24, 2026 and are replaced by the amended 2026 Consolidated Fee Schedule as shown below:

Section 1. Use of all City facilities or permits shall be granted only through the application process established for the type of use being requested. All applications shall be submitted to the City Clerk’s Office for processing. No permit shall be issued unless all applicable fees have been paid.

Section 2. Application forms shall be available at City Hall, or online on the City’s website, which can be accessed at: www.cityoftenino.us. Downloaded application forms must still be submitted to the City Clerk’s Office for processing. The Clerk shall accept the forms in person, via the U.S. Mail, or via e-mail.

Section 3. The 2026 General Schedule of Fees and Charges is set forth below:

	FEEs	DEPOSIT
ANIMAL LICENSES		
New License	\$25.00	
New License – Senior Citizen	\$15.00	
Renewal – Spayed or Neutered	\$15.00	
Renewal – Non-altered	\$20.00	
Renewal – Senior Citizen	\$10.00	
Replacement Tag	\$10.00	
Documented Rescued Animal	1 st License free	
BALLFIELD FEES		
Tournaments (Deposit non-refundable if canceled less than 72 hours prior to event)	\$25.00 per field, per day	\$50.00 per field
Tournament Maintenance	\$5.00 per game	
League Practices (Adults Only – Maximum 2 Practices per week, 10 weeks)	\$50.00 per league	
Other than Leagues (All Day)	\$60.00 per day	\$50.00
Other than Leagues (Half Day)	\$30.00 per day	\$50.00

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Youth Sports	\$5.00 per player, per season	
Field Maintenance/Capital Improvement	\$250.00 per league per season	
BUSINESS LICENSES – See WA State Dept of Revenue		
CONCESSION STAND RENTAL		
All Day	\$100.00	
Half Day (4 Hours)	\$50.00	
Youth Seasonal Activities	\$50.00/month	
Commercial Vehicle (Food Vendor – Business License Required)	\$200.00/month	
Concession at Pool (Business License Required)		
Non-profit	10% of gross sales \$25.00/day cap	
For Profit	10% of gross sales \$50.00/day cap	
COUNCIL CHAMBERS RENTAL		
2 Hour Minimum (No alcoholic beverages)	\$50.00 per hour	\$100.00
MISCELLANEOUS		
Photocopies	\$0.15 each	
Copy onto CD or disc (includes cost of CD or disc)	\$10.00	
Notary Service (1 st signature)	\$10.00	
Each additional signature	\$10.00	
Credit Card Convenience Fee	2.5% of transaction amount	
NSF Check Fee	\$40.00	
Copy of Police Reports	\$7.50 per report	
PARK FEES		
Groups (24 Hours)	\$250.00	
Designated Rentable Spaces & Shelters		
Shelters 2 & 3, Quarry House Back Porch		
All Day (8:00 a.m. to dusk)	\$60.00	
½ Day (8 a.m. – 2 p.m. or 2:30 p.m. to dusk)	\$35.00	
PARADES & SPECIAL EVENTS		
Permit Fee	\$150.00	\$500.00
Plus cost for any necessary police, public works, or other City personnel or services required.	Per FY Salary Schedule	
QUARRY HOUSE RENTAL		
All Day (9:00 a.m. – 10:00p.m.)	\$250.00	\$150.00
Meetings (2-hour Minimum) - Weekday Only	\$50.00/hour	\$75.00
Non-Profit Organizations - Weekday Only	\$30.00 utility fee	
Senior Lunch Program	\$115.00/month	

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QUARRY POOL FEES	Inside TSD	Outside TSD
Per Person / Per Day	\$4.00	\$6.00
Per Season / Per Family (2 adults and 3 children)	\$125.00	\$200.00
Early Bird (purchased prior to June 1 st)	\$100.00	\$175.00
No Child Left Inside Program Pass	\$100.00	\$175.00
Corporate Sponsor Day Use Fee	\$1,250.00	\$1,250.00
Non-Profit Sponsor Day Use Fee	\$1,000.00	\$1,000.00
Wading Pool Private Event (Monday & Tuesday)	\$800.00	\$150.00
Wading Pool & Quarry Pool (Monday & Tuesday)	\$1,250.00	\$150.00
Party Pavilion Rental (2 Hours) 12pm, 2pm, or 4pm	\$50.00	
Adult Night (Spray/Wading area only) 21 & over	\$5.00 per person	
Quarry Lakeside Garden Events (May - October)		
Weddings & Celebrations (4 Hours Minimum)	\$520.00 (\$130.00 per hour)	\$200.00
Comprehensive Package - All Day Lakeside, QH, Lawn	\$1,200.00	\$200.00
SCOTCH BROOM PULLER RENTAL	\$15.00/day	\$75.00
STREET USE PERMITS		
Surface Improvements	\$120.00	
Underground Improvements in Roadway	\$180.00	
Underground Improvements Outside Roadway	\$75.00	
Miscellaneous	\$50.00	
Street Cleaning Deposit		\$200.00
Street Closure Deposit		\$200.00
Bond Required	125% of improvements	
UTILITIES		
<u>Establishment of Service</u>		
New Account Application Fee	\$40.00	
<u>Water Service</u>		
Connection/Disconnection		
Turn On/Off Water Service	\$50.00	
Tapping Fee	\$2,500.00 plus cost of materials	No Sewer Rate
Usage Charges (up to 500 cf)		
¾" meter (up to 500 cf)	\$12.65	
1" meter (up to 500 cf)	\$17.63	
1-1/2" meter (up to 500 cf)	\$29.58	
2" meter (up to 500 cf)	\$44.84	
3" meter (up to 500 cf)	\$93.04	
4" meter (up to 500 cf)	\$138.38	
Senior Citizen (in city only, up to 300 cf)	\$7.59	
Outside City Limits (up to 300 cf)	\$18.95	
Quarry Pool Rate	\$ 9.11	

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Vacancy Rate	\$3.16	
Overage		
Within city per additional 100 cf	\$3.22	
Outside city per additional 100 cf	\$4.56	
Senior (in city only) per add 100 cf	\$0.81	
Utility Tax	5.029%	
Excise Tax		
Water Capital Improvement Charge	\$14.50 per month	
Water Surcharge	\$3.80 per month	
Hydrant		
Permit Fee	\$75.00	\$250.00
Use and rent of meter	\$35.00	
First 300 cubic feet	\$18.22	
Each additional 100 cubic feet	\$3.10	
Municipal Rate		
Base Rate (first 500 cubic feet)	\$8.93	
Each additional 100 cubic feet	\$0.77	
Reclaimed (Class A) Water		
Available only by contract	Contract Rate	
Sewer Service		
Connection/Disconnection		
Connection Charge	\$7,000.00 plus cost of materials	
Remove or Install Grinder Pump	\$300.00	
Monthly Service		
Per ERU	\$125.66	
Per ERU w/Grinder Credit	\$122.38	
Per ERU w/Grinder Charge	\$128.95	
Vacancy Rate	\$71.03	
Excise Tax		
Utility Tax	3.852%	
Surcharge	\$3.80 per month	
Late Fee	\$40.00	
Interest (on outstanding balance)	2%	
Lien Recordation	\$36.00	
Lien Removal	\$36.00	

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COMMUNITY DEVELOPMENT – PLANNING & BUILDING		
Application, Permit, or Request Type*†	Fee	Initial Engineering Deposit§
Physical Development Permits		
Building Permit	\$225.00 + Bldg & Plan Review Fee**	
Re-Roof	Based on Valuation or \$225.00, whichever is greater	
Mechanical permit fee residential (Water Heater, Min 1 Split Systems, fans, Etc.) Plus \$10 per fixture***	\$225.00	
Plumbing Permit fee; base plus \$10.00 per fixture	\$225.00	
Manufacture Home Placement fee	\$600.00	
Demo Permit	\$175.00	
Special Inspection	\$225.00	
Design Standards Review	\$264.00	
Sign Permit Fee (based on valuation determined by the Building Department)	\$225.00 + Bldg & Plan Review Fee***	
Site Development Permit	\$198.00	\$450.00
Shoreline Substantial Development Permit	\$660.00	\$450.00
Fire Marshall Services (+ additional fees per Thurston Co. Building Code fee schedule)	\$150.00 per hour	
Use Permits		
Administrative Use Permit	\$396.00	\$450.00
<i>Home Occupation</i>	\$198.00	\$300.00
Conditional Use Permit – including shoreline conditional use permits	\$1,320.00	\$450.00
Public Facilities Use Permit	\$1,320.00	\$450.00
Development Option/Subdivision Permits		
Binding Site Plan – Preliminary	\$1,980.00	\$1,800.00
Binding Site Plan – Final	\$990.00	\$1,500.00
Boundary Line Adjustment/Lot Combo/Segregation	\$396.00	\$450.00
Density Transfer Program	\$1,320.00	\$900.00
Short Plat – Preliminary	\$1,320.00	\$900.00
Short Plat – Final	\$330.00	\$1,500.00
Subdivision – Preliminary	\$1,980.00	\$1,800.00
Subdivision – Final	\$990.00	\$1,500.00
Environmental Review†		
Critical Area Report Review	\$528.00	\$450.00
SEPA Threshold Determination	\$528.00	\$450.00
Waiver - Critical Area Report or Shoreline Substantial Development Permit	\$198.00	\$450.00
Environmental Impact Statement Review	Staff/ Consultant Costs	Staff/ Consultant Costs

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COMMUNITY DEVELOPMENT – PLANNING & BUILDING		
Application, Permit, or Request Type*†	Fee	Initial Engineering Deposit§
Mitigation Plan Review	\$528.00	\$450.00
Amendments to the LDRs/Comprehensive Plan		
Rezone	\$1,980.00	
Text Amendment		
<i>Initial Application Fee</i>	\$0	
<i>Accepted on City Council Docket</i>	\$1,980.00	\$1,800.00
Master Planned Development	\$1,980.00	\$1,800.00
Comprehensive Plan Amendment		
<i>Initial Application Fee</i>	\$0	
<i>Accepted on City Council Docket</i>	\$1,980.00	\$1,800.00
Relief from the LDRs (Low Density Residential)		
Administrative Variance	\$660.00	\$450.00
Appeal of Administrative or Planning Commission Decision§§	\$660.00	
Extension Request	\$198.00	
Reasonable Use Determination	\$1,320.00	\$450.00
Variance – including shoreline variances	\$1,320.00	\$450.00
Interpretations of the LDRs		
Administrative Interpretation	\$660.00	\$450.00
Zoning Decision	Hourly Rate	
Other Requests		
Annexation	\$1,320.00	\$900.00
Notification Posting	\$33.00	
Pre-Application Conference (2 Hours)	\$500.00	
Right-of-Way Vacation	\$990.00	\$1,500.00
City Council Reconsideration	\$264.00	

*A review deposit may apply in addition to the application fee.

** Tech Fee 2.5% of Planner Fee.

***Commercial Mechanical permits based upon valuation, \$225.00 base fee minimum.

†**County Reviews.** Applications may also be required to be reviewed by Thurston County. Please check with the individual County department for possible review/application fees.

§**Engineering Deposit.** For applications requiring an initial engineering deposit, projects may be evaluated on a case-by-case basis to determine if the deposit is necessary. All Engineering review fees are required to be paid, including fees in excess of the initial deposit. Any of the deposit remaining after completion of the review will be returned to the applicant.

****Building Permits.** Building fees are based on current Thurston County Building Fee Guide and fee tables. See <http://www.co.thurston.wa.us/permitting/fees/fees-building-explain.html> for more information.

‡**Wetland/Stream Reviews.** Applications requiring a review of wetlands and/or streams may require an additional \$990.00 review deposit.

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COMMUNITY DEVELOPMENT – PLANNING & BUILDING		
Application, Permit, or Request Type*†	Fee	Initial Engineering Deposit[§]

^{§§}**Appeals.** The application fee for appealing an Administrative or Planning Commission decision shall be refunded if appellant prevails.

PASSED at a regular meeting of the Tenino City Council this 24th day of March 2026

David Watterson, Mayor

ATTEST:

APPROVED AS TO FORM:

Nancy Reddick, Clerk Treasurer

Brent Dille, City Attorney