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**TIME ESTIMATES  
By Department**

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**CITY OF MANHATTAN BEACH, CA**

**June 3, 2016**



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Mountain View, CA 94040  
650.858.0507

# **BUILDING FLAT FEES – TIME ESTIMATES**

<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1727
<b>New Ref #:</b>	17-030-09
<b>Category:</b>	Plan Check / Inspection - Landscape & Irrigation
<b>Range:</b>	SFR 0-7,500 sq. ft. (parcel)

**Description:** Review an application for landscape and irrigation for a SFR parcel between 0-7,500 sq. ft. to conform to code requirements.

	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Plan Review</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.25
	Building	Building Inspector	0.50
	Planning	Associate Planner	1.00
<b>Resubmittal</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.25
	Building	Building Inspector	0.50
	Planning	Associate Planner	1.00
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	<b>5.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1727
<b>New Ref #:</b>	17-030-10
<b>Category:</b>	Plan Check / Inspection - Landscape & Irrigation
<b>Range:</b>	MFR / Commercial / SFR > 7,500 sq. ft. (parcel)

**Description:** Review an application for landscape and irrigation for a MFR / Commercial / SFR parcel greater than 7,500 sq. ft. to conform to code.

	Department	Position	Unit Time
<b>Intake</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
<b>Routing</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
<b>Plan Review</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building	Building Inspector	1.00
	Planning	Associate Planner	2.00
<b>Resubmittal</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building	Building Inspector	1.00
	Planning	Associate Planner	2.00
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	<b>9.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1760
<b>New Ref #:</b>	17-030-11
<b>Category:</b>	Building Extra Plan Check
<b>Range:</b>	Processing Fee

**Description:** Plan checks over the standard number of plan checks within the Building Department. Processing fees plus an hourly rate.

	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1760
<b>New Ref #:</b>	17-030-12
<b>Category:</b>	Building Extra Plan Check
<b>Range:</b>	Hourly Rate

**Description:** Plan checks over the standard number of plan checks within the Building Department. Processing fees plus an hourly rate.

Department	Position	Unit Time
<b>Intake</b>		
<b>Routing</b>		
<b>Plan Review</b>		
Building	Sr. Plan Check Engineer	1.00
<b>Resubmittal</b>		
<b>Plan Approvals</b>		
<b>Permit Issuance</b>		
<b>Supplemental permits plan review</b>		
<b>Inspection</b>		
<b>Process Final</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1761
<b>New Ref #:</b>	17-030-13
<b>Category:</b>	Reinspection / Extra Inspection
<b>Range:</b>	Processing Fee

**Description:** Request for a reinspection or extra inspection over the standard number of inspections of a building site.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1761
<b>New Ref #:</b>	17-030-14
<b>Category:</b>	Reinspection / Extra Inspection
<b>Range:</b>	Hourly Rate

**Description:** Request for a reinspection or extra inspection over the standard number of inspections of a building site.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>	Building	Sr. Bldg Inspector	1.00
<b>Process Final</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1762
<b>New Ref #:</b>	17-030-15
<b>Category:</b>	Building After Hours Inspection
<b>Range:</b>	Base Fee

**Description:** Inspection Requested after hours or on weekend (minimum 4 hours).

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	4.00
<b>Process Final</b>			

<b>Total</b>	4.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1762
<b>New Ref #:</b>	17-030-16
<b>Category:</b>	Building After Hours Inspection
<b>Range:</b>	Each Additional Hour (above 4)

<b>Description:</b>	Inspection Requested after hours or on weekend.
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Department	Position	Unit Time
<b>Intake</b>		
<b>Routing</b>		
<b>Plan Review</b>		
<b>Resubmittal</b>		
<b>Plan Approvals</b>		
<b>Permit Issuance</b>		
<b>Supplemental permits plan review</b>		
<b>Inspection</b>		
Building	Sr. Bldg Inspector	1.00
<b>Process Final</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1763
<b>New Ref #:</b>	17-030-17
<b>Category:</b>	Special Request Inspection
<b>Range:</b>	Processing Fee

**Description:** Special investigations during normal working hours for extraordinary site review or for which a permit is not needed.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1763
<b>New Ref #:</b>	17-030-18
<b>Category:</b>	Special Request Inspection
<b>Range:</b>	Hourly Rate

**Description:** Special investigations during normal working hours for extraordinary site review or for which a permit is not needed.

	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.50
	Building	Code Enforcement Officer	0.50
<b>Process Final</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1764
<b>New Ref #:</b>	17-030-19
<b>Category:</b>	Construction Operation After Hours
<b>Range:</b>	

<b>Description:</b>	Reviewing an application for construction operation for work done after hours.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.50
	Building	Sr. Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Bldg Official	0.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	1.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1765
<b>New Ref #:</b>	17-030-20
<b>Category:</b>	Building Demolition
<b>Range:</b>	Base Fee

**Description:** Inspection of a building demolition to ensure compliance with City codes.  
This is the base fee that includes 4 corners.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Planning Mgr	0.25
	Planning	Asst. Planner	1.75
	Civil Engineering	Public Works Inspector	1.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	1.50
<b>Process Final</b>			

<b>Total</b>	<b>5.08</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1765
<b>New Ref #:</b>	17-030-21
<b>Category:</b>	Building Demolition
<b>Range:</b>	Per Corner over 4 corners

**Description:** Inspection of a building demolition to ensure compliance with City codes.  
This is the per corner fee for over 4 corners.

	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	0.33
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	0.25
<b>Process Final</b>			

<b>Total</b>	0.58
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1766
<b>New Ref #:</b>	17-030-22
<b>Category:</b>	Moving a Building
<b>Range:</b>	

**Description:** Review an application for moving a building within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Police - Patrol	Police Officer	6.00
	Police - Traffic	Police Sergeant	1.00
	Police - Parking Enf.	Comm. Svcs. Officer	6.00
	Fire - Prevention	Fire Prev. Inspector	0.25
	Building	Bldg Official	1.00
	Traffic Engineering	Traffic Engineer	0.50
	Civil Engineering	City Engineer	4.00
	Civil Engineering	Public Works Inspector	8.00
	Fire - Prevention	Fire Marshal	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	1.00
<b>Process Final</b>			

<b>Total</b>	<b>28.50</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1767
<b>New Ref #:</b>	17-030-23
<b>Category:</b>	Sewer Cap
<b>Range:</b>	

<b>Description:</b>	Inspecting the capping of a sewer line to ensure compliance with City codes.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.33
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1768
<b>New Ref #:</b>	17-030-24
<b>Category:</b>	Water Service Determination
<b>Range:</b>	

<b>Description:</b>	Processing a water service determination request.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1770
<b>New Ref #:</b>	17-030-25
<b>Category:</b>	Construction Site Sign Production
<b>Range:</b>	

<b>Description:</b>	Processing and producing contract information signs for construction sites.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.13
	Building	Sr. Permit Tech	0.13
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.25
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1771
<b>New Ref #:</b>	17-030-27
<b>Category:</b>	Deputy Inspector Certification
<b>Range:</b>	

<b>Description:</b>	Reviewing a request for deputy inspector certification.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.17
		Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1772
<b>New Ref #:</b>	17-030-28
<b>Category:</b>	Building Permit Transfer
<b>Range:</b>	

<b>Description:</b>	Transfer the ownership of a building permit.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1773
<b>New Ref #:</b>	17-030-29
<b>Category:</b>	Restamping of Approved Plans
<b>Range:</b>	

<b>Description:</b>	Restamping of plans which were approved and stamped, but which were lost by the owner.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.75
	Building	Permit Tech	0.75
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	1.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1774
<b>New Ref #:</b>	17-030-30
<b>Category:</b>	Residential Bldg Records Report
<b>Range:</b>	Standard

**Description:** Providing a building records report on an address.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.75
	Building	Sr. Permit Tech	0.75
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	0.50
	Building	Code Enforcement Officer	0.50
<b>Process Final</b>			

<b>Total</b>	<b>2.75</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1774
<b>New Ref #:</b>	17-030-31
<b>Category:</b>	Residential Bldg Records Report
<b>Range:</b>	Duplicate

<b>Description:</b>	Providing a building records report on an address.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1775
<b>New Ref #:</b>	17-030-32
<b>Category:</b>	Temporary Certificate of Occupancy
<b>Range:</b>	Certificate - Residential

**Description:** Review and approve a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	0.50
	Fire - Prevention	Fire Marshal	0.50
	Civil Engineering	Public Works Inspector	1.00
	Building	Bldg Official	0.50
<b>Resubmittal</b>			
	Civil Engineering	Sr. Management Analyst	0.50
	Finance	Acct. Svcs. Rep	0.50
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
	Building	Permit Tech	0.75
		Sr. Permit Tech	0.75
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	1.00
<b>Process Final</b>			

<b>Total</b>	<b>6.50</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1775
<b>New Ref #:</b>	17-030-33
<b>Category:</b>	Temporary Certificate of Occupancy
<b>Range:</b>	Certificate - Commercial

**Description:** Review and approve a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	1.00
	Fire - Prevention	Fire Marshal	2.50
	Civil Engineering	Public Works Inspector	1.75
	Building	Bldg Official	1.25
<b>Resubmittal</b>			
	Civil Engineering	Sr. Management Analyst	0.75
	Finance	Acct. Svcs. Rep	1.00
	Traffic Engineering	Sr. Management Analyst	1.00
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
	Building	Permit Tech	0.75
	Building	Sr. Permit Tech	0.75
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	1.75
<b>Process Final</b>			

<b>Total</b>	<b>13.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1775
<b>New Ref #:</b>	17-030-34
<b>Category:</b>	Temporary Certificate of Occupancy
<b>Range:</b>	Extension

**Description:** Review and approve an extension to a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.50
	Building	Sr. Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Planning Mgr	0.17
	Building	Bldg Official	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.50
<b>Process Final</b>			

<b>Total</b>	1.92
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1776
<b>New Ref #:</b>	17-030-35
<b>Category:</b>	Board of Building Appeals
<b>Range:</b>	

<b>Description:</b>	Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Bldg Official	3.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	3.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1778
<b>New Ref #:</b>	17-030-36
<b>Category:</b>	Garage Sale Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a garage and yard sale permit. The municipal code allows 3 permits a year.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.02
	Building	Sr. Permit Tech	0.02
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.05
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1788
<b>New Ref #:</b>	17-030-37
<b>Category:</b>	Community Development Refund Processing
<b>Range:</b>	

**Description:** Processing a refund of a Community Development fee due to the actions of the applicant.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.08
	Building	Permit Tech	0.08
	Building	Secretary	0.50
	Building	Bldg Official	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.83
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1787
<b>New Ref #:</b>	17-030-38
<b>Category:</b>	Community Development Record Retention
<b>Range:</b>	Base Fee

**Description:** Retaining a permanent copy on microfiche of records in Community Development.

<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>		
Building	Permit Tech	0.17
Building	Sr. Permit Tech	0.17
<b>Routing</b>		
<b>Plan Review</b>		
<b>Resubmittal</b>		
<b>Plan Approvals</b>		
<b>Permit Issuance</b>		
<b>Supplemental permits plan review</b>		
<b>Inspection</b>		
<b>Process Final</b>		

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1737
<b>New Ref #:</b>	17-030-41
<b>Category:</b>	Community Development Record Retention
<b>Range:</b>	CD

<b>Description:</b>	Retaining a permanent copy on microfiche of records in Community Development.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1787
<b>New Ref #:</b>	17-030-42
<b>Category:</b>	Community Development Record Retention
<b>Range:</b>	Data Extraction

**Description:** Retaining a permanent copy on microfiche of records in Community Development.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.21
	Building	Sr. Permit Tech	0.21
	Building	Secretary	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.67
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# **BUILDING VALUATION-BASED FEES – TIME ESTIMATES**

<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-01
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$500 Valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$0 and \$500 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.13
	Building	Building Inspector	0.13
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13

<b>Total</b>	<b>1.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-02
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$2,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$0 and \$2,000 to ensure compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
<b>Intake</b>			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	1.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.63
	Building	Building Inspector	0.63
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.38
	Building	Permit Tech	0.38

<b>Total</b>	3.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-03
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$25,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$2,001 and \$25,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	3.00
	Fire - Prevention	Fire Prev. Inspector	0.50
	Planning	Asst. Planner	0.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	3.00
	Building	Building Inspector	3.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.50

<b>Total</b>	11.25
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-04
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$50,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$25,001 and \$50,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	4.00
	Civil Engineering	Public Works Inspector	0.50
	Civil Engineering	City Engineer	1.00
	Fire - Prevention	Fire Prev. Inspector	1.50
	Planning	Associate Planner	1.00
	Planning	Asst. Planner	1.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	5.50
	Building	Building Inspector	5.00
	Civil Engineering	Public Works Inspector	0.50
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50

<b>Total</b>	<b>22.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-05
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$100,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$50,001 and \$100,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	6.00
	Civil Engineering	Public Works Inspector	1.00
	Civil Engineering	City Engineer	1.00
	Fire - Prevention	Fire Prev. Inspector	1.00
	Traffic Engineering	Traffic Engineer	0.50
	Planning	Associate Planner	0.50
	Planning	Asst. Planner	2.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	9.00
	Building	Building Inspector	9.00
	Building	Sr. Plan Check Engineer	0.50
	Civil Engineering	City Engineer	1.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	1.00

<b>Total</b>	<b>34.50</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-06
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$100,001 and \$500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	1.00
	Building	Permit Tech	1.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	12.00
	Civil Engineering	Public Works Inspector	2.00
	Fire - Prevention	Fire Prev. Inspector	2.00
	Planning	Associate Planner	2.00
	Planning	Asst. Planner	7.00
	Traffic Engineering	Traffic Engineer	2.50
	Civil Engineering	City Engineer	4.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	20.00
	Building	Principal Bldg Inspector	19.00
	Civil Engineering	Public Works Inspector	4.50
	Civil Engineering	City Engineer	3.00
	Building	Sr. Plan Check Engineer	1.50
<b>Process Final</b>			
	Building	Sr. Permit Tech	2.00
	Building	Permit Tech	1.00

<b>Total</b>	<b>85.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-07
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$1,500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$500,001 and \$1,500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	5.00
	Building	Permit Tech	7.00
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	30.00
	Civil Engineering	Public Works Inspector	4.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	14.00
	Planning	Asst. Planner	3.00
	Civil Engineering	City Engineer	10.00
	Traffic Engineering	Traffic Engineer	4.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	46.00
	Building	Principal Bldg Inspector	46.00
	Civil Engineering	Public Works Inspector	8.00
	Building	Building Inspector	8.00
	Civil Engineering	City Engineer	5.00
	Building	Sr. Plan Check Engineer	2.00
	Building	Building Official	4.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	4.00
	Building	Permit Tech	2.00

<b>Total</b>	<b>208.00</b>
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<b>Division:</b>	Building
<b>New Ref #:</b>	17-030-08
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$3,500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$1,500,001 and \$3,500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	7.00
	Building	Permit Tech	10.00
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	72.00
	Civil Engineering	Public Works Inspector	8.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	28.00
	Planning	Asst. Planner	6.00
	Civil Engineering	City Engineer	18.00
	Traffic Engineering	Traffic Engineer	7.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	100.00
	Building	Principal Bldg Inspector	100.00
	Civil Engineering	Public Works Inspector	14.00
	Building	Building Inspector	20.00
	Civil Engineering	City Engineer	14.00
	Building	Sr. Plan Check Engineer	12.00
	Building	Building Official	8.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	8.00
	Building	Permit Tech	4.00

<b>Total</b>	<b>442.00</b>
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<b>Division:</b>	Building
<b>New Ref #:</b>	17-030-08
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$7,500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$3,500,001 and \$7,500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	10.00
	Building	Permit Tech	14.00
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	124.00
	Civil Engineering	Public Works Inspector	14.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	42.00
	Planning	Asst. Planner	8.00
	Civil Engineering	City Engineer	33.00
	Traffic Engineering	Traffic Engineer	12.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	150.00
	Building	Principal Bldg Inspector	150.00
	Civil Engineering	Public Works Inspector	18.00
	Building	Building Inspector	30.00
	Civil Engineering	City Engineer	20.00
	Building	Sr. Plan Check Engineer	16.00
	Building	Building Official	10.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	12.00
	Building	Permit Tech	6.00

<b>Total</b>	<b>675.00</b>
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**CITY CLERK – TIME ESTIMATES**

<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1101
<b>New Ref #:</b>	11-031-01
<b>Category:</b>	Initiative Petition Processing
<b>Range:</b>	

**Description:** A formal notice of intent to circulate an initiative petition for a municipal measure. [California Election Code Section - 9202(b)].

Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	1.00
City Clerk	Sr. Deputy City Clerk	1.00
City Clerk	Management Analyst	1.00

<b>Total</b>	3.00
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1102
<b>New Ref #:</b>	11-031-02
<b>Category:</b>	Candidate Processing
<b>Range:</b>	

<b>Description:</b>	Process a candidate for office in the City not to exceed \$25. [California Election Code Section - 10228]
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	3.50
City Clerk	Sr. Deputy City Clerk	2.00

<b>Total</b>	5.50
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1103
<b>New Ref #:</b>	11-031-03
<b>Category:</b>	Reproduction Service
<b>Range:</b>	Per Copy

<b>Description:</b>	Making a copy of a City Document upon request.
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<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.02

<b>Total</b>	0.02
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1103
<b>New Ref #:</b>	11-031-04
<b>Category:</b>	Reproduction Service
<b>Range:</b>	Certified Copy

<b>Description:</b>	Making a certified copy of a City Document upon request.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	0.03

<b>Total</b>	0.03
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1104
<b>New Ref #:</b>	11-031-5
<b>Category:</b>	Archive Retrieval
<b>Range:</b>	

**Description:** Based upon request, retrieve an archived document per box pickup, delivery, and refile in storage.

Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	0.25
City Clerk	Sr. Deputy City Clerk	0.25
City Clerk	Management Analyst	0.25

<b>Total</b>	0.75
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1105
<b>New Ref #:</b>	11-031-06
<b>Category:</b>	Copy Service
<b>Range:</b>	Tape / CD / DVD / PDF

<b>Description:</b>	Making a copy of an audio tape, CD, DVD, or PDF file.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.08

<b>Total</b>	0.08
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	11-031-06
<b>New Ref #:</b>	11-031-07
<b>Category:</b>	Copy Service
<b>Range:</b>	New Electronic File

<b>Description:</b>	Providing a copy of an audio tape, CD, DVD, or PDF file electronically.
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<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.08

<b>Total</b>	0.08
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1106
<b>New Ref #:</b>	11-031-08
<b>Category:</b>	Lobbyist Registration
<b>Range:</b>	

<b>Description:</b>	Process registration for lobbyist.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.17

<b>Total</b>	0.17
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## **FINANCE – TIME ESTIMATES**

<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1205
<b>New Ref #:</b>	12-052-01
<b>Category:</b>	Return Check & Insufficient Funds Fee
<b>Range:</b>	

<b>Description:</b>	Re-processing of checks or other payments due to insufficient funds.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.25
	Accounting	Accountant	0.17
	Revenue	Revenue Services Mgr	0.08

<b>Total</b>	0.50
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1206
<b>New Ref #:</b>	12-031-02
<b>Category:</b>	Film Permits - Application
<b>Range:</b>	Motion Picture

**Description:** Review an application for a motion picture, which takes place in the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	4.25
	Revenue	Revenue Services Mgr	0.50
	Police	Sergeant	0.25
	Fire	Fire Marshal	0.13
	Fire	Fire Prevention Inspecto	0.13

<b>Total</b>	<b>5.25</b>
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1206
<b>New Ref #:</b>	12-031-03
<b>Category:</b>	Film Permits - Application
<b>Range:</b>	Still Photography

**Description:** Review an application for still photography, which takes place in the City.

	Department	Position	Unit Time
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	1.20
	Revenue	Revenue Services Mgr	0.17
	Fire	Fire Marshal	0.08
	Fire	Fire Prevention Inspecto	0.08
	Police	Sergeant	0.17

<b>Total</b>	1.70
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1204
<b>New Ref #:</b>	12-032-01
<b>Category:</b>	Business Licenses Identification Decal
<b>Range:</b>	

<b>Description:</b>	Issue a decal when a business license requires the use of a vehicle on request.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.05

<b>Total</b>	0.05
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1207
<b>New Ref #:</b>	12-032-02
<b>Category:</b>	License Listing Request
<b>Range:</b>	Existing

<b>Description:</b>	Providing a list of existing businesses or animal licenses on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.50

<b>Total</b>	0.50
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1207
<b>New Ref #:</b>	12-032-03
<b>Category:</b>	License Listing Request
<b>Range:</b>	New Businesses List

<b>Description:</b>	Providing a list of new businesses or animal licenses on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.25

<b>Total</b>	0.25
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**Division:** Finance  
**Old Ref #:** FS1-1815  
**New Ref #:** 12-052-01  
**Category:** GIS Printout  
**Range:**

**Description:** Provide a copy of a GIS printout. This is the processing fee.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
<b>Review</b>			
	Finance	GIS Analyst	0.50

**Total** 0.50

# **FIRE – TIME ESTIMATES**

<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1604
<b>New Ref #:</b>	16-1
<b>Category:</b>	Fire Code Annual Permit
<b>Range:</b>	

**Description:** Review, issue and inspect a re-occurring annual Fire Department permit under Section 105 of the Uniform Fire Code

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.50
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1605
<b>New Ref #:</b>	16-2
<b>Category:</b>	Fire Code Permit
<b>Range:</b>	Minor

**Description:** Issue a fire code permit for a facility or event involving a minor review and inspection under Section 105 of the Uniform Fire Code.

<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1606
<b>New Ref #:</b>	16-3
<b>Category:</b>	Fire Code Permit
<b>Range:</b>	Major Event

**Description:** Review, issue and inspect a Fire Department permit for a major event.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Marshal	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Marshal	0.08
<b>Plan Review</b>		
Prevention	Fire Marshal	1.00
<b>Inspection</b>		
Prevention	Fire Marshal	0.75
<b>Permit Issuance</b>		
Prevention	Fire Marshal	0.08

<b>Total</b>	2.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1607
<b>New Ref #:</b>	16-4
<b>Category:</b>	Fire Inspection - Special
<b>Range:</b>	

<b>Description:</b>	Provide a special fire inspection of a facility or event.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1608
<b>New Ref #:</b>	16-5
<b>Category:</b>	Annual Fire Code Permit Soundstage
<b>Range:</b>	

<b>Description:</b>	Issue a fire code permit for a soundstage involving a major review and inspection.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	1.42
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	1.50
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	57.00
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	60.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1609
<b>New Ref #:</b>	16-6
<b>Category:</b>	Fire Code Permit Re-inspection
<b>Range:</b>	per hour

**Description:** Issuing a fire code permit which requires a re-inspection. This is an hourly fee.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1610
<b>New Ref #:</b>	16-7
<b>Category:</b>	High Rise Structure - Annual Inspection
<b>Range:</b>	

<b>Description:</b>	Annual review of a high-rise structure to ensure that it complies with code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	3.25
<b>Permit Issuance</b>		

<b>Total</b>	3.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611
<b>New Ref #:</b>	16-8
<b>Category:</b>	Annual Business Fire Inspection
<b>Range:</b>	0-2,000 s.f.

**Description:** Providing an annual fire and life safety inspection of a business within the City of 0-2,000 square feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Permit Research / Prep</b>		
Suppression	Fire Captain / Paramedic	0.50
Suppression	Fire Engr / Paramedic	0.50
Suppression	Firefighter / Paramedic	0.50
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.25
<b>Permit Issuance</b>		

<b>Total</b>	1.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611A
<b>New Ref #:</b>	16-9
<b>Category:</b>	Annual Business Fire Inspection
<b>Range:</b>	2,000 - 10,000 s.f.

**Description:** Providing an annual fire and life safety inspection of a business within the City of 2,001-10,000 square feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Permit Research / Prep</b>		
Suppression	Fire Captain / Paramedic	0.75
Suppression	Fire Engr / Paramedic	0.75
Suppression	Firefighter / Paramedic	0.75
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Permit Issuance</b>		

<b>Total</b>	<b>2.58</b>
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611B
<b>New Ref #:</b>	16-10
<b>Category:</b>	Annual Business Fire Inspection
<b>Range:</b>	10,000+ s.f.

**Description:** Providing an annual fire and life safety inspection of a business within the City of over 10,000 square feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Permit Research / Prep</b>		
Suppression	Fire Captain / Paramedic	1.50
Suppression	Fire Engr / Paramedic	1.50
Suppression	Firefighter / Paramedic	1.50
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		

<b>Total</b>	5.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611C
<b>New Ref #:</b>	16-12
<b>Category:</b>	State Mandated Fire Inspection
<b>Range:</b>	Day Care 1-8 Children

<b>Description:</b>	Providing an annual fire and life safety inspection of day care with 1-8 children as listed in the State Fire Code.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.58
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611C
<b>New Ref #:</b>	16-13
<b>Category:</b>	State Mandated Fire Inspection
<b>Range:</b>	Day Care 9+ Children

**Description:** Providing an annual fire and life safety inspection of day care with over 9 children as listed in the State Fire Code.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.58
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611C
<b>New Ref #:</b>	16-14
<b>Category:</b>	State Mandated Fire Inspection
<b>Range:</b>	All Others

**Description:** Providing an annual fire and life safety inspection of a public institution as listed in the State Fire Code.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.83
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613
<b>New Ref #:</b>	16-15
<b>Category:</b>	Residential Fire Sprinkler
<b>Range:</b>	Plan Check

**Description:** Review a plan for a residential fire sprinkler system for conformity with code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.42
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-16-13
<b>New Ref #:</b>	16-16
<b>Category:</b>	Residential Fire Sprinkler
<b>Range:</b>	Inspection

**Description:** Inspect a residential fire sprinkler system for conformity with code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.67
<b>Permit Issuance</b>		

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-17
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Plan Check

**Description:** Review a plan for a commercial fire sprinkler system for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
Community Development	Associate Planner	0.25
Community Development	Assistant Planner	0.25
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.67
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	1.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-18
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Inspection - 1-50 Heads

**Description:** Inspect a plan for a commercial fire sprinkler system of 1-50 heads for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.92
<b>Permit Issuance</b>		

<b>Total</b>	1.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-19
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Inspection - 51-100 Heads

**Description:** Inspect a plan for a commercial fire sprinkler system of 51-100 heads for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	1.92
<b>Permit Issuance</b>		

<b>Total</b>	2.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-20
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Inspection - 100+ Heads

**Description:** Inspect a plan for a commercial fire sprinkler system of over 100 heads for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	2.92
<b>Permit Issuance</b>		

<b>Total</b>	<b>3.50</b>
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-21
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Plan Check

<b>Description:</b>	Review a plan for a fire alarm system for conformity with fire code requirements.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Permit Tech	0.50
<b>Permit Research / Prep</b>			
	Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>			
	Prevention	Fire Prevention Inspector	0.67
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-22
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Inspection: 0-2,000 s.f.

<b>Description:</b>	Inspect a plan for a fire alarm system of a 0-2,000 square feet structure for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.42
<b>Permit Issuance</b>		

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-23
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Inspection: 2,001-10,000 s.f.

<b>Description:</b>	Inspect a plan for a fire alarm system of a 2,001-10,000 square feet structure for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.92
<b>Permit Issuance</b>		

<b>Total</b>	1.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-24
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Inspection:10,000+ s.f.

<b>Description:</b>	Inspect a plan for a fire alarm system of a 10,000+ square feet structure for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	1.92
<b>Permit Issuance</b>		

<b>Total</b>	2.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614A
<b>New Ref #:</b>	16-25
<b>Category:</b>	Fire Protection System
<b>Range:</b>	Plan Check

<b>Description:</b>	Review a plan for a fire protection system for conformity with fire code requirements.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Permit Tech	0.50
<b>Permit Research / Prep</b>			
	Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>			
	Prevention	Fire Prevention Inspector	0.67
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614A
<b>New Ref #:</b>	16-26
<b>Category:</b>	Fire Protection System
<b>Range:</b>	Inspection

**Description:** Inspect a plan for a fire protection system for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	1.42
<b>Permit Issuance</b>		

<b>Total</b>	2.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614B
<b>New Ref #:</b>	16-27
<b>Category:</b>	Solar System
<b>Range:</b>	Plan Check

<b>Description:</b>	Review a plan for a solar power system for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
Community Development	Associate Planner	0.25
Community Development	Assistant Planner	0.25
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.67
Building	Sr. Bldg Inspector	1.00
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	2.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614B
<b>New Ref #:</b>	16-28
<b>Category:</b>	Solar System
<b>Range:</b>	Inspection

**Description:** Inspect a plan for a solar power system for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.92
Building	Bldg Inspector	1.00
<b>Permit Issuance</b>		

<b>Total</b>	2.50
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# **PARKS & RECREATION – TIME ESTIAMTES**

<b>Division:</b>	Parks & Rec
<b>Old Ref #:</b>	FS3-1401
<b>New Ref #:</b>	14-01
<b>Category:</b>	Banner Installation
<b>Range:</b>	Sepulveda Blvd

<b>Description:</b>	Hanging a banner across the public right-of-way at the request of a private party.
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Department	Position	Unit Time
<b>Intake / Processing</b>		
Parks & Recreation	Executive Secretary	1.50
Public Works - Maintenance	Maint Worker I / II	2.00

<b>Total</b>	3.50
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<b>Division:</b>	Parks & Rec
<b>Old Ref #:</b>	FS3-1401
<b>New Ref #:</b>	14-02
<b>Category:</b>	Banner Installation
<b>Range:</b>	All Other

**Description:** Hanging a banner across the public right-of-way at the request of a private party.

Department	Position	Unit Time
<b>Intake / Processing</b>		
Parks & Recreation	Executive Secretary	1.00
Public Works - Maintenance	Maint Worker I / II	2.00

<b>Total</b>	3.00
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<b>Division:</b>	Parks & Rec
<b>Old Ref #:</b>	FS3-1401
<b>New Ref #:</b>	14-03
<b>Category:</b>	Special Events Application
<b>Range:</b>	

<b>Description:</b>	Processing a request for a new special event within the City.
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Department	Position	Unit Time
<b>Intake / Processing</b>		
Parks & Recreation	Executive Secretary	0.50
<b>Review</b>		
Public Works - Admin	Maint. Superintendent	0.75
Police - Traffic	Sergeant	1.00
Fire - Prevention	Fire Marshal	1.00
Comm Dev - Traffic Engineering	Traffic Engineer	0.75
Parks & Rec - Admin	Parks & Rec Director	0.75

<b>Total</b>	4.75
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# **POLICE – TIME ESTIMATES**

<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1512
<b>New Ref #:</b>	15-1
<b>Category:</b>	Amplified Sound Permit
<b>Range:</b>	

<b>Description:</b>	Reviewing a request to use amplified sound in a non-commercial area.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Admin Clerk II	0.50
<b>Processing</b>			
	Traffic	Sergeant	0.17
	Traffic	Lieutenant	0.17
	Patrol	Captain	0.17
<b>Permit Issuance</b>			
	Patrol	Police Officer	0.50

<b>Total</b>	1.50
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1515
<b>New Ref #:</b>	15-2
<b>Category:</b>	Bingo Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a Bingo Permit for an organization to be valid for up to one year.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
	Tech Support Services	Records Manager	0.25
<b>Processing</b>			
	Tech Support Services	Records Tech	0.17
	Admin	Lieutenant	0.50
<b>Permit Issuance</b>			

<b>Total</b>	0.92
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1514A
<b>New Ref #:</b>	15-3
<b>Category:</b>	Retail Firearm Permit
<b>Range:</b>	New

**Description:** Review of a request to sell firearms within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
<b>Processing</b>			
	Investigation	Sergeant	4.00
	Admin	Chief of Police	0.50
	Admin	Captain	0.25
	Admin	Lieutenant	0.25
<b>Permit Issuance</b>			

<b>Total</b>	<b>5.00</b>
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1541A
<b>New Ref #:</b>	15-4
<b>Category:</b>	Retail Firearm Permit
<b>Range:</b>	Renewal

**Description:** Review of a request to sell firearms within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Manager	0.25
<b>Processing</b>			
	Investigation	Sergeant	0.25
	Admin	Chief of Police	0.08
	Admin	Captain	0.25
	Admin	Lieutenant	0.25
<b>Permit Issuance</b>			
	Finance - Revenue	Revenue Svcs Mgr	0.17
	Planning	Planning Manager	0.08

<b>Total</b>	1.33
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1517
<b>New Ref #:</b>	15-5
<b>Category:</b>	Block Party Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a block party. This fee is set by Council Policy.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Admin Clerk II	0.50
<b>Processing</b>			
	Patrol	Captain	0.17
	Traffic	Lieutenant	0.17
	Traffic	Sergeant	0.33
	HR	Risk Manager	0.25
<b>Permit Issuance</b>			
	Patrol	Police Officer	0.50

<b>Total</b>	<b>1.92</b>
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1519
<b>New Ref #:</b>	15-6
<b>Category:</b>	Weapons Discharge Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a weapons discharge permit within the City.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Patrol	Captain	0.50
	Admin	Chief of Police	0.25
	Traffic	Sergeant	1.00
	Traffic	Lieutenant	0.50
	Fire	Fire Inspector	0.50
<b>Permit Issuance</b>			

<b>Total</b>	<b>2.75</b>
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<b>Division:</b>	Police - Community Affairs
<b>Old Ref #:</b>	FS1-1777
<b>New Ref #:</b>	15-051-01
<b>Category:</b>	Alarm System Permit
<b>Range:</b>	New

**Description:** Registration of new alarm within the City

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Building	Permit Tech	0.13
<b>Processing</b>			
	Finance - Revenue	Acct Services Rep I	0.13
<b>Permit Issuance</b>			
	Community Affairs	Admin Clerk II - P / T	0.42

<b>Total</b>	0.68
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<b>Division:</b>	Police - Community Affairs
<b>Old Ref #:</b>	FS1-1777
<b>New Ref #:</b>	15-051-02
<b>Category:</b>	Alarm System Permit
<b>Range:</b>	Renewal

**Description:** Annual renewal of Alarm System Permits already registered within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Community Affairs	Admin Clerk II - P / T	0.08
<b>Processing</b>			
	Finance - Revenue	Acct Services Rep I	0.08
<b>Permit Issuance</b>			
	Community Affairs	Admin Clerk II - P / T	0.17

<b>Total</b>	0.33
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<b>Division:</b>	Police - Community Affairs
<b>Old Ref #:</b>	FS1-1777
<b>New Ref #:</b>	15-051-03
<b>Category:</b>	Alarm School
<b>Range:</b>	

<b>Description:</b>	An as-needed class providing education and information associated with reducing false alarms within the City.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Community Affairs	Admin Clerk II - P / T	6.00
<b>Processing</b>			
	Community Affairs	Police Officer	2.50
	Finance - Revenue	Acct Services Rep I	10.00
	Community Affairs	Admin Clerk II - P / T	3.00
<b>Permit Issuance</b>			

<b>Total</b>	21.50
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1514
<b>New Ref #:</b>	15-041-01
<b>Category:</b>	Fingerprint Card / Live Scan Print
<b>Range:</b>	

<b>Description:</b>	Fingerprint a person on a card or process a live scan fingerprint. This is the City's charge in addition to any DOJ fees.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Admin	Intern	0.42
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.42
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1520
<b>New Ref #:</b>	15-041-02
<b>Category:</b>	Video / Audio Reproduction
<b>Range:</b>	Audio

<b>Description:</b>	Providing a Police Audio tape on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Manager	0.33
<b>Processing</b>			
	Tech Support Services	Admin Clerk II	0.17
<b>Permit Issuance</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1520
<b>New Ref #:</b>	15-041-03
<b>Category:</b>	Video / Audio Reproduction
<b>Range:</b>	Video

**Description:** Providing a police video recording upon request.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Admin Clerk II	0.08
<b>Processing</b>			
	Tech Support Services	Admin Clerk II	0.67
	Tech Support Services	Police Service Officer	0.25
	Tech Support Services	Records Manager	0.25
<b>Permit Issuance</b>			

<b>Total</b>	<b>1.25</b>
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1521
<b>New Ref #:</b>	15-041-04
<b>Category:</b>	Police Record Clearance Letter
<b>Range:</b>	

<b>Description:</b>	Research and prepare clearance letter for individuals requesting the service.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.25
<b>Processing</b>			
	Admin	Captain	0.08
<b>Permit Issuance</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1523
<b>New Ref #:</b>	15-041-05
<b>Category:</b>	Police Photos - Film & Digital
<b>Range:</b>	Per Photo / Page

<b>Description:</b>	Providing copies of police photographs on request
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.05
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.05
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1523
<b>New Ref #:</b>	15-041-06
<b>Category:</b>	Police Photos - Film & Digital
<b>Range:</b>	Per CD

<b>Description:</b>	Providing copies of police photographs on a CD upon request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.08
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.08
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1525
<b>New Ref #:</b>	15-041-07
<b>Category:</b>	Data Research and Release
<b>Range:</b>	

<b>Description:</b>	Research and compilation of data in police records on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	1.00
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.00
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**Division:** Police - Tech Support Svcs  
**Old Ref #:** FS2-1513  
**New Ref #:** 15-041-08  
**Category:** Special Business - DOJ Check  
**Range:**

**Description:** Processing an individual who is involved in the operation of certain special businesses, which involves checking that individual against the DOJ's Records.

Department	Position	Unit Time
<b>Intake / Prep</b>		
<b>Processing</b>		
Investigation	Sergeant	4.00
Admin	Chief of Police	0.50
<b>Permit Issuance</b>		

**Total** 4.50

**Division:** Police - Tech Support Svcs  
**Old Ref #:** N / A (New)  
**New Ref #:** 15-041-09  
**Category:** Police Reports  
**Range:**

**Description:** Producing a copy of a police report upon request

Department	Position	Unit Time
<b>Intake / Prep</b>		
Tech Support Services	Records Tech	0.25
<b>Processing</b>		
<b>Permit Issuance</b>		

<b>Total</b>	0.25
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<b>Division:</b>	Police - Jail Operations
<b>Old Ref #:</b>	FS2-1506
<b>New Ref #:</b>	15-07-1
<b>Category:</b>	Booking Fee
<b>Range:</b>	

<b>Description:</b>	Process an individual under arrest for booking.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Patrol	Police Officer	1.00
	Jail Operations	Police Service Officer	1.00
<b>Permit Issuance</b>			

<b>Total</b>	2.00
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<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	FS2-1504
<b>New Ref #:</b>	15-081-01
<b>Category:</b>	Impound Vehicle Release
<b>Range:</b>	Lot Release

**Description:** Collection and release of vehicles impounded by the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.17
<b>Processing</b>			
	Parking	Community Service Officer	0.75
	Patrol	Sergeant	0.08
<b>Permit Issuance</b>			
	Tech Support Services	Records Tech	0.17

<b>Total</b>	<b>1.17</b>
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<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	15-081-02
<b>Category:</b>	Impound Vehicle Release
<b>Range:</b>	Field Release

**Description:** Collection and release of vehicles impounded by the City in the field.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.17
<b>Processing</b>			
	Parking	Community Service Officer	0.33
<b>Permit Issuance</b>			

<b>Total</b>	<b>0.50</b>
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**Division:** Police - Parking  
**Old Ref #:** FS2-1505  
**New Ref #:** 15-081-03  
**Category:** Vehicle Inspeiton / Correction  
**Range:**

**Description:** Inspect and sign-off correction required citations

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Community Service Officer	0.25
<b>Processing</b>			
<b>Permit Issuance</b>			

**Total** 0.25

<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	FS2-1507
<b>New Ref #:</b>	15-081-04
<b>Category:</b>	Boot Removal
<b>Range:</b>	

<b>Description:</b>	Installation and removal of a parking boot, due to non-payment of 5 or more parking citations.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Finance - Revenue	Acct Services Rep I	0.25
<b>Processing</b>			
	Parking	Community Service Officer	1.00
<b>Permit Issuance</b>			

<b>Total</b>	1.25
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<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	15-081-05
<b>Category:</b>	Handicap Violation Waiver - Admin Fee
<b>Range:</b>	

<b>Description:</b>	Processing of repeated handicap violation waivers for citations issued to individuals with a handicapped placard. No charge for the first waiver.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Admin Clerk II	0.33
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1508
<b>New Ref #:</b>	15-091-01
<b>Category:</b>	Animal Relinquishment
<b>Range:</b>	Dead

<b>Description:</b>	Pick up of dead animals for relinquishment on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
<b>Processing</b>			
	Animal Services	Community Service Officer	1.00
<b>Permit Issuance</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1508
<b>New Ref #:</b>	15-091-02
<b>Category:</b>	Animal Relinquishment
<b>Range:</b>	Live Animal

**Description:** Pick up of live animals for relinquishment on request.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
<b>Processing</b>			
	Animal Services	Community Service Officer	2.00
<b>Permit Issuance</b>			

<b>Total</b>	2.00
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1510
<b>New Ref #:</b>	15-091-04
<b>Category:</b>	Animal Pick Up
<b>Range:</b>	

<b>Description:</b>	Picking up an animal upon request that has been trapped.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Animal Services	Community Service Officer	0.75
<b>Permit Issuance</b>			

<b>Total</b>	0.75
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1510A
<b>New Ref #:</b>	15-091-05
<b>Category:</b>	Animal Quarantine Inspection
<b>Range:</b>	

<b>Description:</b>	Inspection of a home and re-checks when an animal is required to be quarantined.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Animal Services	Community Service Officer	1.00
<b>Processing</b>			
	Animal Services	Community Service Officer	1.50
<b>Permit Issuance</b>			

<b>Total</b>	<b>2.50</b>
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1511
<b>New Ref #:</b>	15-091-06
<b>Category:</b>	Dog Licenses
<b>Range:</b>	Spayed / Neutered

**Description:** Control and Licensing of Animals within the City Limits

Department	Position	Unit Time
<b>Intake / Prep</b>		
<b>Processing</b>		
Animal Services	Community Service Officer	0.19
<b>Permit Issuance</b>		

<b>Total</b>	0.19
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1511
<b>New Ref #:</b>	15-091-07
<b>Category:</b>	Animal Quarantine Inspection
<b>Range:</b>	All Others

<b>Description:</b> Control and Licensing of Animals within the City Limits
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Department	Position	Unit Time
<b>Intake / Prep</b>		
<b>Processing</b>		
Animal Services	Community Service Officer	0.48
<b>Permit Issuance</b>		

<b>Total</b>	0.48
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1511
<b>New Ref #:</b>	15-091-08
<b>Category:</b>	Dog Licenses
<b>Range:</b>	Duplicate Tags

<b>Description:</b> Control and Licensing of Animals within the City Limits
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Department	Position	Unit Time
<b>Intake / Prep</b>		
<b>Processing</b>		
Animal Services	Community Service Officer	0.04
<b>Permit Issuance</b>		

<b>Total</b>	0.04
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**PUBLIC WORKS – CIVIL ENGINEERING TIME ESTIMATES**

<b>Division:</b>	PW - Admin
<b>Old Ref #:</b>	FS4-1861
<b>New Ref #:</b>	18-011-01
<b>Category:</b>	Barricade Rental
<b>Range:</b>	Block Party Package

<b>Description:</b>	Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for block parties.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Admin	Exec. Secretary	0.17
Street Maint.	Maint Worker II	0.06

<b>Total</b>	0.23
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<b>Division:</b>	PW - Admin
<b>Old Ref #:</b>	FS4-1861
<b>New Ref #:</b>	18-011-02 & 18-011-03
<b>Category:</b>	Barricade Rental
<b>Range:</b>	Moving package - Standard & Deluxe

<b>Description:</b>	Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for moving purposes.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Admin	Exec. Secretary	0.17

<b>Total</b>	0.17
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<b>Division:</b>	PW - Civil Engineering
<b>Old Ref #:</b>	FS1-1802
<b>New Ref #:</b>	18-021-01
<b>Category:</b>	Final Tract Map Review
<b>Range:</b>	

<b>Description:</b>	Reviewing the final tract map to determine extent to which it complies with appropriate code requirements
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	Department	Position	Unit Time
<b>Intake &amp; Processing</b>			
	Comm Dev Admin	Exec. Secretary	0.92
<b>Review</b>			
	Civil Engineering	City Engineer	2.00
	Planning	Associate Planner	1.08
	Planning	Planning Mgr	0.17
	Comm Dev Admin	Comm. Dev. Director	0.17
<b>Resubmittal</b>			
	Civil Engineering	City Engineer	1.00
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	<b>5.33</b>
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<b>Division:</b>	PW - Civil Engineering
<b>Old Ref #:</b>	FS1-1804
<b>New Ref #:</b>	18-021-02
<b>Category:</b>	New / Relocate Utility Pole
<b>Range:</b>	Standard

**Description:** Review a request for a new or relocated utility pole.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	1.00
Building	Secretary	0.50
<b>Review</b>		
Planning	Associate Planner	0.50
Traffic Eng.	Sr. Mgmt Analyst	2.00
Civil Engineering	City Engineer	3.00
Civil Engineering	Public Works Inspector	1.50
Civil Engineering	Sr. Civil Engineer	8.00
Comm Dev Admin	Comm. Dev. Director	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	17.00
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<b>Division:</b>	PW - Civil Engineering
<b>Old Ref #:</b>	FS1-1804
<b>New Ref #:</b>	18-02-03
<b>Category:</b>	New / Relocate Utility Pole
<b>Range:</b>	PPIC Review

**Description:** Review a request for a new or relocated utility pole.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	1.00
Building	Secretary	0.50
<b>Review</b>		
Planning	Associate Planner	0.50
Traffic Eng.	Sr. Mgmt Analyst	2.00
Civil Engineering	City Engineer	3.00
Civil Engineering	Public Works Inspector	2.00
Civil Engineering	Sr. Civil Engineer	12.00
Comm Dev Admin	Comm. Dev. Director	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	21.50
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-04
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Non-Utility

<b>Description:</b>	Inspection of any non-utility excavation in the public right-of-way.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	0.50
Building	Secretary	0.33
<b>Review</b>		
Civil Engineering	Public Works Inspector	2.00
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	2.83
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-05
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Utility - 0-25 l.f.

<b>Description:</b>	Inspection of any utility-based excavation in the public right-of-way that is 0-25 linear feet in size.
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	Department	Position	Unit Time
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
<b>Review</b>			
	Civil Engineering	Public Works Inspector	3.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	4.83
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**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1805  
**New Ref #:** 18-02-06  
**Category:** Right-Of-Way Permits  
**Range:** Excavation Permit - Utility - 26-100 l.f.

**Description:** Inspection of any utility-based excavation in the public right-of-way that is between 26-100 linear feet in size.

	Department	Position	Unit Time
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
<b>Review</b>			
	Civil Engineering	Public Works Inspector	5.00
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

**Total** 6.33

**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1805  
**New Ref #:** 18-021-07  
**Category:** Right-Of-Way Permits  
**Range:** Excavation Permit - Utility - per lineal foot over 25, less than 100

**Description:** Inspection of any utility-based excavation in the public right-of-way that is between 26-100 linear feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	Public Works Inspector	0.03
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

**Total** 0.03

<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-08
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Utility - 100+ l.f.

<b>Description:</b>	Inspection of any utility-based excavation in the public right-of-way that is larger than 100 linear feet in size.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
<b>Review</b>			
	Civil Engineering	Public Works Inspector	6.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	<b>7.83</b>
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-09
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Utility - per lineal foot over 100

<b>Description:</b>	Inspection of any utility-based excavation in the public right-of-way that is over 100 linear feet in size.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	Public Works Inspector	0.03
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	0.03
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1806
<b>New Ref #:</b>	18-021-10
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Temporary Encroachment - per permit

<b>Description:</b>	Review a permit for a temporary encroachment into the public right-of-way
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.50
<b>Review</b>			
	Civil Engineering	Public Works Inspector	1.17
	Traffic Eng.	Sr. Mgmt Analyst	0.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	2.67
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1806
<b>New Ref #:</b>	18-021-11
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Temporary Encroachment - If lane closure required

<b>Description:</b>	Review a permit for a temporary encroachment into the public right-of-way including a lane closure.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	0.50
Building	Secretary	0.83
<b>Review</b>		
Civil Engineering	Public Works Inspector	3.00
Traffic Eng.	Traffic Engineer	2.00
Civil Engineering	City Engineer	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	6.83
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	18-021-12
<b>Category:</b>	Traffic Control Plan
<b>Range:</b>	Plan Review

<b>Description:</b>	Review of traffic control plans relating to excavation or temporary encroachment permits.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	City Engineer	2.00
Traffic Eng.	Traffic Engineer	2.00
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	4.00
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	18-021-13
<b>Category:</b>	Traffic Control Plan
<b>Range:</b>	Inspection

<b>Description:</b>	Inspection of traffic control plans relating to excavation or temporary encroachment permits.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
<b>Resubmittal</b>		
<b>Inspection</b>		
Civil Engineering	Public Works Inspector	3.00
<b>Permit Issuance</b>		

<b>Total</b>	3.00
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1807
<b>New Ref #:</b>	18-021-14
<b>Category:</b>	Sandblasting Permit
<b>Range:</b>	

<b>Description:</b>	Review a permit for sandblasting in order to ensure conformity with code requirements. Inspect site if deemed necessary.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.25
<b>Review</b>			
	Civil Engineering	Public Works Inspector	0.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.25
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**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1809  
**New Ref #:** 18-021-15  
**Category:** Wide / Oversize Vehicle Review  
**Range:**

**Description:** To review the plans for moving a wide / oversize vehicle through the city.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	1.50
<b>Review</b>		
Civil Engineering	City Engineer	0.50
Police-Traffic	Police Sergeant	0.25
	Traffic Engineer	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

**Total** 2.75

**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1810  
**New Ref #:** 18-021-16  
**Category:** Vehicle Sidewalk or Walk Street  
**Range:**

**Description:** Issue a permit to a resident to operate a vehicle on the sidewalk or walk street.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	1.00
Building	Secretary	0.25
<b>Review</b>		
Civil Engineering	Public Works Inspector	1.50
Police-Traffic	Police Sergeant	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

**Total** 3.25

<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1814
<b>New Ref #:</b>	18-021-17 & 18-021-18
<b>Category:</b>	Blueprint / Map Reproduction
<b>Range:</b>	Up to 24 x 36

<b>Description:</b>	Provide a copy of a blueprint or a map (per sheet)
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	Engineering Secretary	0.05
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	0.05
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<b>Division:</b>	PW - Street Maintenance
<b>Old Ref #:</b>	FS1-1808
<b>New Ref #:</b>	18-032-01
<b>Category:</b>	Tree Removal Permit
<b>Range:</b>	

<b>Description:</b>	Reviewing the removal of a protected tree in the public right-of-way.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Permit Tech	0.50
	Building	Secretary	0.50
<b>Inspection</b>			
	Civil Engineering	Public Works Inspector	1.50

<b>Total</b>	2.50
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<b>Division:</b>	PW - Maintenance
<b>Old Ref #:</b>	FS1-1811
<b>New Ref #:</b>	18-032-02
<b>Category:</b>	Newsrack Permit
<b>Range:</b>	New Permit Location

**Description:** Issue and review a permit for a news rack in a new location.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
Civil Engineering	Sr. Mgmt Analyst	1.00
Civil Engineering	Public Works Inspector	1.00

<b>Total</b>	<b>2.00</b>
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<b>Division:</b>	PW - Maintenance
<b>Old Ref #:</b>	FS1-18-11
<b>New Ref #:</b>	18-032-03
<b>Category:</b>	Newsrack Permit
<b>Range:</b>	Renewal

<b>Description:</b>	Issue and review a permit for a news rack in a new location.
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<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>		
Civil Engineering	Sr. Management Analyst	0.50

<b>Total</b>	0.50
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<b>Division:</b>	Public Works - Utilities
<b>Old Ref #:</b>	FS1-1816
<b>New Ref #:</b>	18-1
<b>Category:</b>	Commercial SUSMP Review
<b>Range:</b>	

<b>Description:</b>	Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Building	Permit Tech	1.00
	Admin	Utilities Mgr	3.00
	Civil Eng	City Engineer	1.50
<b>Payment</b>			

<b>Total</b>	<b>5.50</b>
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<b>Division:</b>	Public Works - Utilities
<b>Old Ref #:</b>	FS4-1850
<b>New Ref #:</b>	18-2
<b>Category:</b>	Temporary Water Meter Rental
<b>Range:</b>	Installation

**Description:** Install or move a temporary 3" fire hydrant meter at a construction site.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	0.75
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	1.00
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<b>Division:</b>	Public Works - Utilities
<b>Old Ref #:</b>	FS4-1850
<b>New Ref #:</b>	18-3
<b>Category:</b>	Temporary Water Meter Rental
<b>Range:</b>	Move

<b>Description:</b>	Install or move a temporary 3" fire hydrant meter at a construction site.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
Water Maintenance	Maintenance Worker II	0.75
<b>Payment</b>		

<b>Total</b>	0.75
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1851
<b>New Ref #:</b>	18-4
<b>Category:</b>	Water Meter Test
<b>Range:</b>	Bench Calibration 5/8", 3/4", or 1" meter

<b>Description:</b>	Field or bench calibration of a 5/8", 3/4", or 1" water meter upon a request by a resident or business.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	2.25
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	2.50
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1851
<b>New Ref #:</b>	18-5
<b>Category:</b>	Water Meter Test
<b>Range:</b>	Bench Calibration 1.5"+ meter

<b>Description:</b>	Field or bench calibration of a 1.5"+ water meter upon a request by a resident or business.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	3.00
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	<b>3.25</b>
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1852
<b>New Ref #:</b>	18-6
<b>Category:</b>	Water Service Turn On
<b>Range:</b>	Regular Hours (Monday - Thursday 8am-4:30pm)

<b>Description:</b>	Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for non-payment of water bill.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	0.33
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.17

<b>Total</b>	0.50
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1852
<b>New Ref #:</b>	18-7
<b>Category:</b>	Water Service Turn On
<b>Range:</b>	Afterhours, weekends, or holidays

**Description:** Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	2.00
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.17

<b>Total</b>	2.17
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1853
<b>New Ref #:</b>	18-8
<b>Category:</b>	Water Meter Installation
<b>Range:</b>	3/4" - 1" Meter

<b>Description:</b>	Installation of a 3/4" - 1" new water meter on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	0.50
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	0.75
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1853
<b>New Ref #:</b>	18-9
<b>Category:</b>	Water Meter Installation
<b>Range:</b>	1" - 2" Meter

<b>Description:</b>	Installation of a 1" - 2" new water meter on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	1.00
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	1.25
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1853
<b>New Ref #:</b>	18-10
<b>Category:</b>	Water Meter Installation
<b>Range:</b>	Greater than 2" Meter

<b>Description:</b>	Installation of a 2"+ new water meter on request. Time and Materials.
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Department	Position	Unit Time
Reviewing / Processing		
Payment		

<b>Total</b>	0.00
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1859
<b>New Ref #:</b>	18-11
<b>Category:</b>	F.O.G. & Clean Bay Restaurant Inspections
<b>Range:</b>	Initial Inspections

**Description:** Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation compliance.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Secretary	0.17
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.17

<b>Total</b>	0.33
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1859
<b>New Ref #:</b>	18-12
<b>Category:</b>	F.O.G. & Clean Bay Restaurant Inspections
<b>Range:</b>	Follow-up Inspections

<b>Description:</b>	Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
Water Maintenance	Secretary	0.17
<b>Payment</b>		

<b>Total</b>	0.17
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1856 / 1857
<b>New Ref #:</b>	18-13
<b>Category:</b>	Clean Bay Restaurant Inspection for Stormwater Permit Compliance
<b>Range:</b>	

<b>Description:</b>	Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
PW - Utilities	Secretary	0.50
<b>Payment</b>		

<b>Total</b>	0.50
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS1-1813
<b>New Ref #:</b>	18-14
<b>Category:</b>	Waste Management Plan
<b>Range:</b>	

<b>Description:</b>	Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Building	Permit Tech	0.50
<b>Payment</b>			
	PW - Utilities	Sr. Management Analyst	1.00

<b>Total</b>	1.50
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# **TRAFFIC ENGINEERING – TIME ESTIMATES**

<b>Division:</b>	Community Development - Planning
<b>Old Ref #:</b>	New
<b>New Ref #:</b>	17-050-01
<b>Category:</b>	Development Traffic Review
<b>Range:</b>	

<b>Description:</b>	Review of parking / traffic conditions for use permits, master use permits, and planned developments (residential & Commercial).
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	4
<b>Review / Staff Report</b>		
Planning	Asst. Planner	3
Police - Traffic	Police Sergeant	0.5
<b>PPIC / Council</b>		

<b>Total</b>	7.5
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<b>Division:</b>	Community Development - Planning
<b>Old Ref #:</b>	New
<b>New Ref #:</b>	17-050-02
<b>Category:</b>	Development Traffic Review
<b>Range:</b>	

<b>Description:</b>	Review of parking / traffic conditions for Environmental Assessment / Neg Dec and Amendment to Development Permit.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	3
<b>Review / Staff Report</b>		
Planning	Asst. Planner	1
Police - Traffic	Police Sergeant	0.5
<b>PPIC / Council</b>		

<b>Total</b>	4.5
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1769
<b>New Ref #:</b>	17-050-03
<b>Category:</b>	Parking - Temporary Construction
<b>Range:</b>	

<b>Description:</b>	Temporary parking per vehicle for construction purposes (monthly) or moving vans and may be issued in advance up to 3 months and renewed thereafter.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	0.25
<b>Inspection</b>		
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	0.25
Police - Parking Enf.	Comm. Services Officer	0.25
<b>PPIC / Council</b>		

<b>Total</b>	<b>0.75</b>
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1769
<b>New Ref #:</b>	17-050-04
<b>Category:</b>	Parking - Temporary for Construction
<b>Range:</b>	Loading Zone

**Description:** Temporary parking for construction purposes, where no parking spaces are available.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	1
<b>Inspection</b>		
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	1
Police - Parking Enf.	Comm. Services Officer	0.75
<b>PPIC / Council</b>		

<b>Total</b>	<b>2.75</b>
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1781
<b>New Ref #:</b>	17-050-05
<b>Category:</b>	Parking Request
<b>Range:</b>	

<b>Description:</b>	Administrative review of a parking-related issue, such as a request for a red zone or disabled parking space.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	1
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	2.5
Police - Traffic	Police Lieutenant	0.25
Police - Traffic	Police Sergeant	0.25
Police - Parking Enf.	Police Sergeant	0.25
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
<b>PPIC / Council</b>		

<b>Total</b>	<b>4.75</b>
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1782
<b>New Ref #:</b>	17-050-06
<b>Category:</b>	Traffic Request
<b>Range:</b>	

<b>Description:</b>	Administrative review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	2.5
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	2.5
Police - Traffic	Police Lieutenant	0.25
Police - Traffic	Police Sergeant	0.25
Police - Parking Enf.	Police Sergeant	0.25
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
<b>PPIC / Council</b>		

<b>Total</b>	6.25
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**Division:** Community Development -Traffic  
**Old Ref #:** FS1-1783  
**New Ref #:** 17-050-07  
**Category:** Stop Sign Request (2nd Request)  
**Range:**

**Description:** Processing a request to install a stop sign following initial denial / approval.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
	Traffic Engineer	2
<b>Inspection</b>		
	Traffic Engineer	2
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	10
	Traffic Engineer	4
Police - Traffic	Police Lieutenant	0.5
Police - Traffic	Police Sergeant	0.5
Police - Parking Enf.	Police Sergeant	0.5
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
Comm Dev Admin	Comm. Dev. Director	
Comm Dev Admin	Exec. Secretary	
<b>PPIC / Council</b>		
	Traffic Engineer	2

**Total** 22

<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1784
<b>New Ref #:</b>	17-050-08
<b>Category:</b>	PPIC Appeal
<b>Range:</b>	Traffic

<b>Description:</b>	Appealing a traffic-related administrative decision to the Parking and Public Improvement Commission.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	2
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	10
	Traffic Engineer	4
Police - Traffic	Police Lieutenant	5
Police - Traffic	Police Sergeant	5
Comm Dev Admin	Comm. Dev. Director	
Comm Dev Admin	Exec. Secretary	
<b>PPIC / Council</b>		
	Traffic Engineer	2

<b>Total</b>	<b>28</b>
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<b>Division:</b>	Community Development - Planning
<b>Old Ref #:</b>	FS1-1784
<b>New Ref #:</b>	17-050-09
<b>Category:</b>	PPIC Appeal
<b>Range:</b>	Encroachment

<b>Description:</b>	Appealing an encroachment-related administrative decision to the Parking and Public Improvement Commission.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
<b>Review / Staff Report</b>		
Planning	Associate Planner	10
Planning	Planning Mgr	4
Comm Dev Admin	Comm. Dev. Director	1
Traffic Eng.	Sr. Mgmt Analyst	2
<b>PPIC / Council</b>		

<b>Total</b>	<b>17</b>
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# **BUILDING FLAT FEES – TIME ESTIMATES**

<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1727
<b>New Ref #:</b>	17-030-09
<b>Category:</b>	Plan Check / Inspection - Landscape & Irrigation
<b>Range:</b>	SFR 0-7,500 sq. ft. (parcel)

**Description:** Review an application for landscape and irrigation for a SFR parcel between 0-7,500 sq. ft. to conform to code requirements.

	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Plan Review</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.25
	Building	Building Inspector	0.50
	Planning	Associate Planner	1.00
<b>Resubmittal</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.25
	Building	Building Inspector	0.50
	Planning	Associate Planner	1.00
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	<b>5.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1727
<b>New Ref #:</b>	17-030-10
<b>Category:</b>	Plan Check / Inspection - Landscape & Irrigation
<b>Range:</b>	MFR / Commercial / SFR > 7,500 sq. ft. (parcel)

**Description:** Review an application for landscape and irrigation for a MFR / Commercial / SFR parcel greater than 7,500 sq. ft. to conform to code.

	Department	Position	Unit Time
<b>Intake</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
<b>Routing</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
<b>Plan Review</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building	Building Inspector	1.00
	Planning	Associate Planner	2.00
<b>Resubmittal</b>			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building	Building Inspector	1.00
	Planning	Associate Planner	2.00
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	<b>9.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1760
<b>New Ref #:</b>	17-030-11
<b>Category:</b>	Building Extra Plan Check
<b>Range:</b>	Processing Fee

**Description:** Plan checks over the standard number of plan checks within the Building Department. Processing fees plus an hourly rate.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	<b>0.50</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1760
<b>New Ref #:</b>	17-030-12
<b>Category:</b>	Building Extra Plan Check
<b>Range:</b>	Hourly Rate

**Description:** Plan checks over the standard number of plan checks within the Building Department. Processing fees plus an hourly rate.

Department	Position	Unit Time
<b>Intake</b>		
<b>Routing</b>		
<b>Plan Review</b>		
Building	Sr. Plan Check Engineer	1.00
<b>Resubmittal</b>		
<b>Plan Approvals</b>		
<b>Permit Issuance</b>		
<b>Supplemental permits plan review</b>		
<b>Inspection</b>		
<b>Process Final</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1761
<b>New Ref #:</b>	17-030-13
<b>Category:</b>	Reinspection / Extra Inspection
<b>Range:</b>	Processing Fee

**Description:** Request for a reinspection or extra inspection over the standard number of inspections of a building site.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1761
<b>New Ref #:</b>	17-030-14
<b>Category:</b>	Reinspection / Extra Inspection
<b>Range:</b>	Hourly Rate

**Description:** Request for a reinspection or extra inspection over the standard number of inspections of a building site.

	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>	Building	Sr. Bldg Inspector	1.00
<b>Process Final</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1762
<b>New Ref #:</b>	17-030-15
<b>Category:</b>	Building After Hours Inspection
<b>Range:</b>	Base Fee

**Description:** Inspection Requested after hours or on weekend (minimum 4 hours).

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	4.00
<b>Process Final</b>			

<b>Total</b>	4.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1762
<b>New Ref #:</b>	17-030-16
<b>Category:</b>	Building After Hours Inspection
<b>Range:</b>	Each Additional Hour (above 4)

<b>Description:</b>	Inspection Requested after hours or on weekend.
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Department	Position	Unit Time
<b>Intake</b>		
<b>Routing</b>		
<b>Plan Review</b>		
<b>Resubmittal</b>		
<b>Plan Approvals</b>		
<b>Permit Issuance</b>		
<b>Supplemental permits plan review</b>		
<b>Inspection</b>		
Building	Sr. Bldg Inspector	1.00
<b>Process Final</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1763
<b>New Ref #:</b>	17-030-17
<b>Category:</b>	Special Request Inspection
<b>Range:</b>	Processing Fee

**Description:** Special investigations during normal working hours for extraordinary site review or for which a permit is not needed.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1763
<b>New Ref #:</b>	17-030-18
<b>Category:</b>	Special Request Inspection
<b>Range:</b>	Hourly Rate

**Description:** Special investigations during normal working hours for extraordinary site review or for which a permit is not needed.

	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.50
	Building	Code Enforcement Officer	0.50
<b>Process Final</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1764
<b>New Ref #:</b>	17-030-19
<b>Category:</b>	Construction Operation After Hours
<b>Range:</b>	

<b>Description:</b>	Reviewing an application for construction operation for work done after hours.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.50
	Building	Sr. Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Bldg Official	0.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	1.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1765
<b>New Ref #:</b>	17-030-20
<b>Category:</b>	Building Demolition
<b>Range:</b>	Base Fee

**Description:** Inspection of a building demolition to ensure compliance with City codes. This is the base fee that includes 4 corners.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Planning Mgr	0.25
	Planning	Asst. Planner	1.75
	Civil Engineering	Public Works Inspector	1.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	1.50
<b>Process Final</b>			

<b>Total</b>	<b>5.08</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1765
<b>New Ref #:</b>	17-030-21
<b>Category:</b>	Building Demolition
<b>Range:</b>	Per Corner over 4 corners

**Description:** Inspection of a building demolition to ensure compliance with City codes.  
This is the per corner fee for over 4 corners.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	0.33
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	0.25
<b>Process Final</b>			

<b>Total</b>	0.58
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1766
<b>New Ref #:</b>	17-030-22
<b>Category:</b>	Moving a Building
<b>Range:</b>	

**Description:** Review an application for moving a building within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Police - Patrol	Police Officer	6.00
	Police - Traffic	Police Sergeant	1.00
	Police - Parking Enf.	Comm. Svcs. Officer	6.00
	Fire - Prevention	Fire Prev. Inspector	0.25
	Building	Bldg Official	1.00
	Traffic Engineering	Traffic Engineer	0.50
	Civil Engineering	City Engineer	4.00
	Civil Engineering	Public Works Inspector	8.00
	Fire - Prevention	Fire Marshal	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	1.00
<b>Process Final</b>			

<b>Total</b>	<b>28.50</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1767
<b>New Ref #:</b>	17-030-23
<b>Category:</b>	Sewer Cap
<b>Range:</b>	

<b>Description:</b>	Inspecting the capping of a sewer line to ensure compliance with City codes.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.33
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1768
<b>New Ref #:</b>	17-030-24
<b>Category:</b>	Water Service Determination
<b>Range:</b>	

<b>Description:</b>	Processing a water service determination request.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1770
<b>New Ref #:</b>	17-030-25
<b>Category:</b>	Construction Site Sign Production
<b>Range:</b>	

<b>Description:</b>	Processing and producing contract information signs for construction sites.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.13
	Building	Sr. Permit Tech	0.13
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.25
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1771
<b>New Ref #:</b>	17-030-27
<b>Category:</b>	Deputy Inspector Certification
<b>Range:</b>	

<b>Description:</b>	Reviewing a request for deputy inspector certification.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.17
		Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1772
<b>New Ref #:</b>	17-030-28
<b>Category:</b>	Building Permit Transfer
<b>Range:</b>	

<b>Description:</b>	Transfer the ownership of a building permit.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1773
<b>New Ref #:</b>	17-030-29
<b>Category:</b>	Restamping of Approved Plans
<b>Range:</b>	

<b>Description:</b>	Restamping of plans which were approved and stamped, but which were lost by the owner.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Sr. Permit Tech	0.75
	Building	Permit Tech	0.75
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	1.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1774
<b>New Ref #:</b>	17-030-30
<b>Category:</b>	Residential Bldg Records Report
<b>Range:</b>	Standard

**Description:** Providing a building records report on an address.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.75
	Building	Sr. Permit Tech	0.75
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Building Inspector	0.50
	Building	Code Enforcement Officer	0.50
<b>Process Final</b>			

<b>Total</b>	<b>2.75</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1774
<b>New Ref #:</b>	17-030-31
<b>Category:</b>	Residential Bldg Records Report
<b>Range:</b>	Duplicate

<b>Description:</b>	Providing a building records report on an address.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1775
<b>New Ref #:</b>	17-030-32
<b>Category:</b>	Temporary Certificate of Occupancy
<b>Range:</b>	Certificate - Residential

**Description:** Review and approve a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.

	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	0.50
	Fire - Prevention	Fire Marshal	0.50
	Civil Engineering	Public Works Inspector	1.00
	Building	Bldg Official	0.50
<b>Resubmittal</b>			
	Civil Engineering	Sr. Management Analyst	0.50
	Finance	Acct. Svcs. Rep	0.50
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
	Building	Permit Tech	0.75
		Sr. Permit Tech	0.75
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	1.00
<b>Process Final</b>			

<b>Total</b>	6.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1775
<b>New Ref #:</b>	17-030-33
<b>Category:</b>	Temporary Certificate of Occupancy
<b>Range:</b>	Certificate - Commercial

**Description:** Review and approve a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Asst. Planner	1.00
	Fire - Prevention	Fire Marshal	2.50
	Civil Engineering	Public Works Inspector	1.75
	Building	Bldg Official	1.25
<b>Resubmittal</b>			
	Civil Engineering	Sr. Management Analyst	0.75
	Finance	Acct. Svcs. Rep	1.00
	Traffic Engineering	Sr. Management Analyst	1.00
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
	Building	Permit Tech	0.75
	Building	Sr. Permit Tech	0.75
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	1.75
<b>Process Final</b>			

<b>Total</b>	<b>13.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1775
<b>New Ref #:</b>	17-030-34
<b>Category:</b>	Temporary Certificate of Occupancy
<b>Range:</b>	Extension

**Description:** Review and approve an extension to a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.50
	Building	Sr. Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Planning	Planning Mgr	0.17
	Building	Bldg Official	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.50
<b>Process Final</b>			

<b>Total</b>	1.92
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1776
<b>New Ref #:</b>	17-030-35
<b>Category:</b>	Board of Building Appeals
<b>Range:</b>	

<b>Description:</b>	Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Bldg Official	3.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	3.00
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1778
<b>New Ref #:</b>	17-030-36
<b>Category:</b>	Garage Sale Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a garage and yard sale permit. The municipal code allows 3 permits a year.
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	Department	Position	Unit Time
<b>Intake</b>			
	Building	Permit Tech	0.02
	Building	Sr. Permit Tech	0.02
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.05
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1788
<b>New Ref #:</b>	17-030-37
<b>Category:</b>	Community Development Refund Processing
<b>Range:</b>	

<b>Description:</b>	Processing a refund of a Community Development fee due to the actions of the applicant.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.08
	Building	Permit Tech	0.08
	Building	Secretary	0.50
	Building	Bldg Official	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.83
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1787
<b>New Ref #:</b>	17-030-38
<b>Category:</b>	Community Development Record Retention
<b>Range:</b>	Base Fee

**Description:** Retaining a permanent copy on microfiche of records in Community Development.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.17
	Building	Sr. Permit Tech	0.17
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1737
<b>New Ref #:</b>	17-030-41
<b>Category:</b>	Community Development Record Retention
<b>Range:</b>	CD

<b>Description:</b>	Retaining a permanent copy on microfiche of records in Community Development.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1787
<b>New Ref #:</b>	17-030-42
<b>Category:</b>	Community Development Record Retention
<b>Range:</b>	Data Extraction

**Description:** Retaining a permanent copy on microfiche of records in Community Development.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Permit Tech	0.21
	Building	Sr. Permit Tech	0.21
	Building	Secretary	0.25
<b>Routing</b>			
<b>Plan Review</b>			
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
<b>Process Final</b>			

<b>Total</b>	0.67
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# **BUILDING VALUATION-BASED FEES – TIME ESTIMATES**

<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-01
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$500 Valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$0 and \$500 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	0.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.13
	Building	Building Inspector	0.13
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13

<b>Total</b>	<b>1.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-02
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$2,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$0 and \$2,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	1.25
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	0.63
	Building	Building Inspector	0.63
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.38
	Building	Permit Tech	0.38

<b>Total</b>	<b>3.50</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-03
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$25,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$2,001 and \$25,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	3.00
	Fire - Prevention	Fire Prev. Inspector	0.50
	Planning	Asst. Planner	0.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	3.00
	Building	Building Inspector	3.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.50

<b>Total</b>	11.25
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-04
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$50,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$25,001 and \$50,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	4.00
	Civil Engineering	Public Works Inspector	0.50
	Civil Engineering	City Engineer	1.00
	Fire - Prevention	Fire Prev. Inspector	1.50
	Planning	Associate Planner	1.00
	Planning	Asst. Planner	1.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	5.50
	Building	Building Inspector	5.00
	Civil Engineering	Public Works Inspector	0.50
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50

<b>Total</b>	<b>22.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-05
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$100,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$50,001 and \$100,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	6.00
	Civil Engineering	Public Works Inspector	1.00
	Civil Engineering	City Engineer	1.00
	Fire - Prevention	Fire Prev. Inspector	1.00
	Traffic Engineering	Traffic Engineer	0.50
	Planning	Associate Planner	0.50
	Planning	Asst. Planner	2.50
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	9.00
	Building	Building Inspector	9.00
	Building	Sr. Plan Check Engineer	0.50
	Civil Engineering	City Engineer	1.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	1.00

<b>Total</b>	<b>34.50</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-06
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$100,001 and \$500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	1.00
	Building	Permit Tech	1.50
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	12.00
	Civil Engineering	Public Works Inspector	2.00
	Fire - Prevention	Fire Prev. Inspector	2.00
	Planning	Associate Planner	2.00
	Planning	Asst. Planner	7.00
	Traffic Engineering	Traffic Engineer	2.50
	Civil Engineering	City Engineer	4.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	20.00
	Building	Principal Bldg Inspector	19.00
	Civil Engineering	Public Works Inspector	4.50
	Civil Engineering	City Engineer	3.00
	Building	Sr. Plan Check Engineer	1.50
<b>Process Final</b>			
	Building	Sr. Permit Tech	2.00
	Building	Permit Tech	1.00

<b>Total</b>	<b>85.00</b>
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<b>Division:</b>	Building
<b>Old Ref #:</b>	FS1-1759
<b>New Ref #:</b>	17-030-07
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$1,500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$500,001 and \$1,500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	5.00
	Building	Permit Tech	7.00
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	30.00
	Civil Engineering	Public Works Inspector	4.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	14.00
	Planning	Asst. Planner	3.00
	Civil Engineering	City Engineer	10.00
	Traffic Engineering	Traffic Engineer	4.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	46.00
	Building	Principal Bldg Inspector	46.00
	Civil Engineering	Public Works Inspector	8.00
	Building	Building Inspector	8.00
	Civil Engineering	City Engineer	5.00
	Building	Sr. Plan Check Engineer	2.00
	Building	Building Official	4.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	4.00
	Building	Permit Tech	2.00

<b>Total</b>	<b>208.00</b>
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<b>Division:</b>	Building
<b>New Ref #:</b>	17-030-08
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$3,500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$1,500,001 and \$3,500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	7.00
	Building	Permit Tech	10.00
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	72.00
	Civil Engineering	Public Works Inspector	8.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	28.00
	Planning	Asst. Planner	6.00
	Civil Engineering	City Engineer	18.00
	Traffic Engineering	Traffic Engineer	7.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	100.00
	Building	Principal Bldg Inspector	100.00
	Civil Engineering	Public Works Inspector	14.00
	Building	Building Inspector	20.00
	Civil Engineering	City Engineer	14.00
	Building	Sr. Plan Check Engineer	12.00
	Building	Building Official	8.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	8.00
	Building	Permit Tech	4.00

<b>Total</b>	<b>442.00</b>
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<b>Division:</b>	Building
<b>New Ref #:</b>	17-030-08
<b>Category:</b>	New Construction, Tenent Improvement, & Remodel
<b>Range:</b>	\$7,500,000 valuation

**Description:** Check building and construction plans, and inspection of subsequent construction valued between \$3,500,001 and \$7,500,000 to ensure compliance of proposed work with City codes and standards.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
	Building	Sr. Permit Tech	10.00
	Building	Permit Tech	14.00
<b>Routing</b>			
<b>Plan Review</b>			
	Building	Sr. Plan Check Engineer	124.00
	Civil Engineering	Public Works Inspector	14.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	42.00
	Planning	Asst. Planner	8.00
	Civil Engineering	City Engineer	33.00
	Traffic Engineering	Traffic Engineer	12.00
<b>Resubmittal</b>			
<b>Plan Approvals</b>			
<b>Permit Issuance</b>			
<b>Supplemental permits plan review</b>			
<b>Inspection</b>			
	Building	Sr. Bldg Inspector	150.00
	Building	Principal Bldg Inspector	150.00
	Civil Engineering	Public Works Inspector	18.00
	Building	Building Inspector	30.00
	Civil Engineering	City Engineer	20.00
	Building	Sr. Plan Check Engineer	16.00
	Building	Building Official	10.00
<b>Process Final</b>			
	Building	Sr. Permit Tech	12.00
	Building	Permit Tech	6.00

<b>Total</b>	<b>675.00</b>
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**CITY CLERK – TIME ESTIMATES**

<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1101
<b>New Ref #:</b>	11-031-01
<b>Category:</b>	Initiative Petition Processing
<b>Range:</b>	

**Description:** A formal notice of intent to circulate an initiative petition for a municipal measure. [California Election Code Section - 9202(b)].

Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	1.00
City Clerk	Sr. Deputy City Clerk	1.00
City Clerk	Management Analyst	1.00

<b>Total</b>	3.00
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1102
<b>New Ref #:</b>	11-031-02
<b>Category:</b>	Candidate Processing
<b>Range:</b>	

<b>Description:</b>	Process a candidate for office in the City not to exceed \$25. [California Election Code Section - 10228]
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	3.50
City Clerk	Sr. Deputy City Clerk	2.00

<b>Total</b>	5.50
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1103
<b>New Ref #:</b>	11-031-03
<b>Category:</b>	Reproduction Service
<b>Range:</b>	Per Copy

<b>Description:</b>	Making a copy of a City Document upon request.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.02

<b>Total</b>	0.02
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1103
<b>New Ref #:</b>	11-031-04
<b>Category:</b>	Reproduction Service
<b>Range:</b>	Certified Copy

<b>Description:</b>	Making a certified copy of a City Document upon request.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	0.03

<b>Total</b>	0.03
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1104
<b>New Ref #:</b>	11-031-5
<b>Category:</b>	Archive Retrieval
<b>Range:</b>	

**Description:** Based upon request, retrieve an archived document per box pickup, delivery, and refile in storage.

Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	City Clerk	0.25
City Clerk	Sr. Deputy City Clerk	0.25
City Clerk	Management Analyst	0.25

<b>Total</b>	0.75
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1105
<b>New Ref #:</b>	11-031-06
<b>Category:</b>	Copy Service
<b>Range:</b>	Tape / CD / DVD / PDF

<b>Description:</b>	Making a copy of an audio tape, CD, DVD, or PDF file.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.08

<b>Total</b>	0.08
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	11-031-06
<b>New Ref #:</b>	11-031-07
<b>Category:</b>	Copy Service
<b>Range:</b>	New Electronic File

<b>Description:</b>	Providing a copy of an audio tape, CD, DVD, or PDF file electronically.
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<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.08

<b>Total</b>	0.08
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<b>Division:</b>	City Clerk
<b>Old Ref #:</b>	FS5-1106
<b>New Ref #:</b>	11-031-08
<b>Category:</b>	Lobbyist Registration
<b>Range:</b>	

<b>Description:</b>	Process registration for lobbyist.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
City Clerk	Sr. Deputy City Clerk	0.17

<b>Total</b>	0.17
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## **FINANCE – TIME ESTIMATES**

<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1205
<b>New Ref #:</b>	12-052-01
<b>Category:</b>	Return Check & Insufficient Funds Fee
<b>Range:</b>	

<b>Description:</b>	Re-processing of checks or other payments due to insufficient funds.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.25
	Accounting	Accountant	0.17
	Revenue	Revenue Services Mgr	0.08

<b>Total</b>	0.50
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1206
<b>New Ref #:</b>	12-031-02
<b>Category:</b>	Film Permits - Application
<b>Range:</b>	Motion Picture

**Description:** Review an application for a motion picture, which takes place in the City.

	Department	Position	Unit Time
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	4.25
	Revenue	Revenue Services Mgr	0.50
	Police	Sergeant	0.25
	Fire	Fire Marshal	0.13
	Fire	Fire Prevention Inspecto	0.13

<b>Total</b>	<b>5.25</b>
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1206
<b>New Ref #:</b>	12-031-03
<b>Category:</b>	Film Permits - Application
<b>Range:</b>	Still Photography

**Description:** Review an application for still photography, which takes place in the City.

	Department	Position	Unit Time
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	1.20
	Revenue	Revenue Services Mgr	0.17
	Fire	Fire Marshal	0.08
	Fire	Fire Prevention Inspecto	0.08
	Police	Sergeant	0.17

<b>Total</b>	1.70
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1204
<b>New Ref #:</b>	12-032-01
<b>Category:</b>	Business Licenses Identification Decal
<b>Range:</b>	

<b>Description:</b>	Issue a decal when a business license requires the use of a vehicle on request.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.05

<b>Total</b>	0.05
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1207
<b>New Ref #:</b>	12-032-02
<b>Category:</b>	License Listing Request
<b>Range:</b>	Existing

<b>Description:</b>	Providing a list of existing businesses or animal licenses on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.50

<b>Total</b>	0.50
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<b>Division:</b>	Finance - Revenue
<b>Old Ref #:</b>	FS5-1207
<b>New Ref #:</b>	12-032-03
<b>Category:</b>	License Listing Request
<b>Range:</b>	New Businesses List

<b>Description:</b>	Providing a list of new businesses or animal licenses on request.
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	Department	Position	Unit Time
<b>Intake</b>			
<b>Processing / Review</b>			
	Revenue	Acct Services Rep I	0.25

<b>Total</b>	0.25
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<b>Division:</b>	Finance
<b>Old Ref #:</b>	FS1-1815
<b>New Ref #:</b>	12-052-01
<b>Category:</b>	GIS Printout
<b>Range:</b>	

<b>Description:</b>	Provide a copy of a GIS printout. This is the processing fee.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
<b>Review</b>			
	Finance	GIS Analyst	0.50

<b>Total</b>	0.50
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# **FIRE – TIME ESTIMATES**

<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1604
<b>New Ref #:</b>	16-1
<b>Category:</b>	Fire Code Annual Permit
<b>Range:</b>	

**Description:** Review, issue and inspect a re-occurring annual Fire Department permit under Section 105 of the Uniform Fire Code

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.50
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1605
<b>New Ref #:</b>	16-2
<b>Category:</b>	Fire Code Permit
<b>Range:</b>	Minor

**Description:** Issue a fire code permit for a facility or event involving a minor review and inspection under Section 105 of the Uniform Fire Code.

<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1606
<b>New Ref #:</b>	16-3
<b>Category:</b>	Fire Code Permit
<b>Range:</b>	Major Event

**Description:** Review, issue and inspect a Fire Department permit for a major event.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Marshal	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Marshal	0.08
<b>Plan Review</b>		
Prevention	Fire Marshal	1.00
<b>Inspection</b>		
Prevention	Fire Marshal	0.75
<b>Permit Issuance</b>		
Prevention	Fire Marshal	0.08

<b>Total</b>	2.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1607
<b>New Ref #:</b>	16-4
<b>Category:</b>	Fire Inspection - Special
<b>Range:</b>	

<b>Description:</b>	Provide a special fire inspection of a facility or event.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1608
<b>New Ref #:</b>	16-5
<b>Category:</b>	Annual Fire Code Permit Soundstage
<b>Range:</b>	

<b>Description:</b>	Issue a fire code permit for a soundstage involving a major review and inspection.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	1.42
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	1.50
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	57.00
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	60.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1609
<b>New Ref #:</b>	16-6
<b>Category:</b>	Fire Code Permit Re-inspection
<b>Range:</b>	per hour

**Description:** Issuing a fire code permit which requires a re-inspection. This is an hourly fee.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		
Prevention	Fire Prevention Inspector	0.08

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1610
<b>New Ref #:</b>	16-7
<b>Category:</b>	High Rise Structure - Annual Inspection
<b>Range:</b>	

<b>Description:</b>	Annual review of a high-rise structure to ensure that it complies with code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.17
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	3.25
<b>Permit Issuance</b>		

<b>Total</b>	3.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611
<b>New Ref #:</b>	16-8
<b>Category:</b>	Annual Business Fire Inspection
<b>Range:</b>	0-2,000 s.f.

**Description:** Providing an annual fire and life safety inspection of a business within the City of 0-2,000 square feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Permit Research / Prep</b>		
Suppression	Fire Captain / Paramedic	0.50
Suppression	Fire Engr / Paramedic	0.50
Suppression	Firefighter / Paramedic	0.50
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.25
<b>Permit Issuance</b>		

<b>Total</b>	1.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611A
<b>New Ref #:</b>	16-9
<b>Category:</b>	Annual Business Fire Inspection
<b>Range:</b>	2,000 - 10,000 s.f.

**Description:** Providing an annual fire and life safety inspection of a business within the City of 2,001-10,000 square feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Permit Research / Prep</b>		
Suppression	Fire Captain / Paramedic	0.75
Suppression	Fire Engr / Paramedic	0.75
Suppression	Firefighter / Paramedic	0.75
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Permit Issuance</b>		

<b>Total</b>	<b>2.58</b>
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611B
<b>New Ref #:</b>	16-10
<b>Category:</b>	Annual Business Fire Inspection
<b>Range:</b>	10,000+ s.f.

**Description:** Providing an annual fire and life safety inspection of a business within the City of over 10,000 square feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Permit Research / Prep</b>		
Suppression	Fire Captain / Paramedic	1.50
Suppression	Fire Engr / Paramedic	1.50
Suppression	Firefighter / Paramedic	1.50
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.75
<b>Permit Issuance</b>		

<b>Total</b>	5.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611C
<b>New Ref #:</b>	16-12
<b>Category:</b>	State Mandated Fire Inspection
<b>Range:</b>	Day Care 1-8 Children

<b>Description:</b>	Providing an annual fire and life safety inspection of day care with 1-8 children as listed in the State Fire Code.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.58
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611C
<b>New Ref #:</b>	16-13
<b>Category:</b>	State Mandated Fire Inspection
<b>Range:</b>	Day Care 9+ Children

**Description:** Providing an annual fire and life safety inspection of day care with over 9 children as listed in the State Fire Code.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.58
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1611C
<b>New Ref #:</b>	16-14
<b>Category:</b>	State Mandated Fire Inspection
<b>Range:</b>	All Others

<b>Description:</b>	Providing an annual fire and life safety inspection of a public institution as listed in the State Fire Code.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.83
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613
<b>New Ref #:</b>	16-15
<b>Category:</b>	Residential Fire Sprinkler
<b>Range:</b>	Plan Check

**Description:** Review a plan for a residential fire sprinkler system for conformity with code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.42
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	1.00
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-16-13
<b>New Ref #:</b>	16-16
<b>Category:</b>	Residential Fire Sprinkler
<b>Range:</b>	Inspection

<b>Description:</b>	Inspect a residential fire sprinkler system for conformity with code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.67
<b>Permit Issuance</b>		

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-17
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Plan Check

**Description:** Review a plan for a commercial fire sprinkler system for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
Community Development	Associate Planner	0.25
Community Development	Assistant Planner	0.25
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.67
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	1.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-18
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Inspection - 1-50 Heads

<b>Description:</b>	Inspect a plan for a commercial fire sprinkler system of 1-50 heads for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.92
<b>Permit Issuance</b>		

<b>Total</b>	1.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-19
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Inspection - 51-100 Heads

**Description:** Inspect a plan for a commercial fire sprinkler system of 51-100 heads for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	1.92
<b>Permit Issuance</b>		

<b>Total</b>	2.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1613A
<b>New Ref #:</b>	16-20
<b>Category:</b>	Commercial Fire Sprinkler
<b>Range:</b>	Inspection - 100+ Heads

**Description:** Inspect a plan for a commercial fire sprinkler system of over 100 heads for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	2.92
<b>Permit Issuance</b>		

<b>Total</b>	<b>3.50</b>
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-21
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Plan Check

**Description:** Review a plan for a fire alarm system for conformity with fire code requirements.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Permit Tech	0.50
<b>Permit Research / Prep</b>			
	Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>			
	Prevention	Fire Prevention Inspector	0.67
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-22
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Inspection: 0-2,000 s.f.

<b>Description:</b>	Inspect a plan for a fire alarm system of a 0-2,000 square feet structure for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.42
<b>Permit Issuance</b>		

<b>Total</b>	1.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-23
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Inspection: 2,001-10,000 s.f.

<b>Description:</b>	Inspect a plan for a fire alarm system of a 2,001-10,000 square feet structure for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.92
<b>Permit Issuance</b>		

<b>Total</b>	1.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614
<b>New Ref #:</b>	16-24
<b>Category:</b>	Fire Alarm System
<b>Range:</b>	Inspection:10,000+ s.f.

<b>Description:</b>	Inspect a plan for a fire alarm system of a 10,000+ square feet structure for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	1.92
<b>Permit Issuance</b>		

<b>Total</b>	2.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614A
<b>New Ref #:</b>	16-25
<b>Category:</b>	Fire Protection System
<b>Range:</b>	Plan Check

**Description:** Review a plan for a fire protection system for conformity with fire code requirements.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Permit Tech	0.50
<b>Permit Research / Prep</b>			
	Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>			
	Prevention	Fire Prevention Inspector	0.67
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.50
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614A
<b>New Ref #:</b>	16-26
<b>Category:</b>	Fire Protection System
<b>Range:</b>	Inspection

**Description:** Inspect a plan for a fire protection system for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.33
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	1.42
<b>Permit Issuance</b>		

<b>Total</b>	2.25
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614B
<b>New Ref #:</b>	16-27
<b>Category:</b>	Solar System
<b>Range:</b>	Plan Check

**Description:** Review a plan for a solar power system for conformity with fire code requirements.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
Community Development	Associate Planner	0.25
Community Development	Assistant Planner	0.25
<b>Plan Review</b>		
Prevention	Fire Prevention Inspector	0.67
Building	Sr. Bldg Inspector	1.00
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	2.75
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<b>Division:</b>	Fire - Prevention
<b>Old Ref #:</b>	FS2-1614B
<b>New Ref #:</b>	16-28
<b>Category:</b>	Solar System
<b>Range:</b>	Inspection

<b>Description:</b>	Inspect a plan for a solar power system for conformity with fire code requirements.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	0.50
<b>Permit Research / Prep</b>		
Prevention	Fire Prevention Inspector	0.08
<b>Plan Review</b>		
<b>Inspection</b>		
Prevention	Fire Prevention Inspector	0.92
Building	Bldg Inspector	1.00
<b>Permit Issuance</b>		

<b>Total</b>	2.50
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# **PARKS & RECREATION – TIME ESTIAMTES**

<b>Division:</b>	Parks & Rec
<b>Old Ref #:</b>	FS3-1401
<b>New Ref #:</b>	14-01
<b>Category:</b>	Banner Installation
<b>Range:</b>	Sepulveda Blvd

<b>Description:</b>	Hanging a banner across the public right-of-way at the request of a private party.
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Department	Position	Unit Time
<b>Intake / Processing</b>		
Parks & Recreation	Executive Secretary	1.50
Public Works - Maintenance	Maint Worker I / II	2.00

<b>Total</b>	3.50
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<b>Division:</b>	Parks & Rec
<b>Old Ref #:</b>	FS3-1401
<b>New Ref #:</b>	14-02
<b>Category:</b>	Banner Installation
<b>Range:</b>	All Other

**Description:** Hanging a banner across the public right-of-way at the request of a private party.

Department	Position	Unit Time
<b>Intake / Processing</b>		
Parks & Recreation	Executive Secretary	1.00
Public Works - Maintenance	Maint Worker I / II	2.00

<b>Total</b>	3.00
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<b>Division:</b>	Parks & Rec
<b>Old Ref #:</b>	FS3-1401
<b>New Ref #:</b>	14-03
<b>Category:</b>	Special Events Application
<b>Range:</b>	

<b>Description:</b>	Processing a request for a new special event within the City.
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Department	Position	Unit Time
<b>Intake / Processing</b>		
Parks & Recreation	Executive Secretary	0.50
<b>Review</b>		
Public Works - Admin	Maint. Superintendent	0.75
Police - Traffic	Sergeant	1.00
Fire - Prevention	Fire Marshal	1.00
Comm Dev - Traffic Engineering	Traffic Engineer	0.75
Parks & Rec - Admin	Parks & Rec Director	0.75

<b>Total</b>	<b>4.75</b>
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# **POLICE – TIME ESTIMATES**

<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1512
<b>New Ref #:</b>	15-1
<b>Category:</b>	Amplified Sound Permit
<b>Range:</b>	

<b>Description:</b>	Reviewing a request to use amplified sound in a non-commercial area.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Admin Clerk II	0.50
<b>Processing</b>			
	Traffic	Sergeant	0.17
	Traffic	Lieutenant	0.17
	Patrol	Captain	0.17
<b>Permit Issuance</b>			
	Patrol	Police Officer	0.50

<b>Total</b>	1.50
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1515
<b>New Ref #:</b>	15-2
<b>Category:</b>	Bingo Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a Bingo Permit for an organization to be valid for up to one year.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Manager	0.25
<b>Processing</b>			
	Tech Support Services	Records Tech	0.17
	Admin	Lieutenant	0.50
<b>Permit Issuance</b>			

<b>Total</b>	0.92
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1514A
<b>New Ref #:</b>	15-3
<b>Category:</b>	Retail Firearm Permit
<b>Range:</b>	New

**Description:** Review of a request to sell firearms within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
<b>Processing</b>			
	Investigation	Sergeant	4.00
	Admin	Chief of Police	0.50
	Admin	Captain	0.25
	Admin	Lieutenant	0.25
<b>Permit Issuance</b>			

<b>Total</b>	<b>5.00</b>
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1541A
<b>New Ref #:</b>	15-4
<b>Category:</b>	Retail Firearm Permit
<b>Range:</b>	Renewal

**Description:** Review of a request to sell firearms within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Manager	0.25
<b>Processing</b>			
	Investigation	Sergeant	0.25
	Admin	Chief of Police	0.08
	Admin	Captain	0.25
	Admin	Lieutenant	0.25
<b>Permit Issuance</b>			
	Finance - Revenue	Revenue Svcs Mgr	0.17
	Planning	Planning Manager	0.08

<b>Total</b>	<b>1.33</b>
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1517
<b>New Ref #:</b>	15-5
<b>Category:</b>	Block Party Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a block party. This fee is set by Council Policy.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Admin Clerk II	0.50
<b>Processing</b>			
	Patrol	Captain	0.17
	Traffic	Lieutenant	0.17
	Traffic	Sergeant	0.33
	HR	Risk Manager	0.25
<b>Permit Issuance</b>			
	Patrol	Police Officer	0.50

<b>Total</b>	1.92
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<b>Division:</b>	Police
<b>Old Ref #:</b>	FS2-1519
<b>New Ref #:</b>	15-6
<b>Category:</b>	Weapons Discharge Permit
<b>Range:</b>	

<b>Description:</b>	Review an application for a weapons discharge permit within the City.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Patrol	Captain	0.50
	Admin	Chief of Police	0.25
	Traffic	Sergeant	1.00
	Traffic	Lieutenant	0.50
	Fire	Fire Inspector	0.50
<b>Permit Issuance</b>			

<b>Total</b>	<b>2.75</b>
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<b>Division:</b>	Police - Community Affairs
<b>Old Ref #:</b>	FS1-1777
<b>New Ref #:</b>	15-051-01
<b>Category:</b>	Alarm System Permit
<b>Range:</b>	New

**Description:** Registration of new alarm within the City

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Building	Permit Tech	0.13
<b>Processing</b>			
	Finance - Revenue	Acct Services Rep I	0.13
<b>Permit Issuance</b>			
	Community Affairs	Admin Clerk II - P / T	0.42

<b>Total</b>	0.68
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<b>Division:</b>	Police - Community Affairs
<b>Old Ref #:</b>	FS1-1777
<b>New Ref #:</b>	15-051-02
<b>Category:</b>	Alarm System Permit
<b>Range:</b>	Renewal

**Description:** Annual renewal of Alarm System Permits already registered within the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Community Affairs	Admin Clerk II - P / T	0.08
<b>Processing</b>			
	Finance - Revenue	Acct Services Rep I	0.08
<b>Permit Issuance</b>			
	Community Affairs	Admin Clerk II - P / T	0.17

<b>Total</b>	0.33
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<b>Division:</b>	Police - Community Affairs
<b>Old Ref #:</b>	FS1-1777
<b>New Ref #:</b>	15-051-03
<b>Category:</b>	Alarm School
<b>Range:</b>	

<b>Description:</b>	An as-needed class providing education and information associated with reducing false alarms within the City.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Community Affairs	Admin Clerk II - P / T	6.00
<b>Processing</b>			
	Community Affairs	Police Officer	2.50
	Finance - Revenue	Acct Services Rep I	10.00
	Community Affairs	Admin Clerk II - P / T	3.00
<b>Permit Issuance</b>			

<b>Total</b>	21.50
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1514
<b>New Ref #:</b>	15-041-01
<b>Category:</b>	Fingerprint Card / Live Scan Print
<b>Range:</b>	

<b>Description:</b>	Fingerprint a person on a card or process a live scan fingerprint. This is the City's charge in addition to any DOJ fees.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
	Admin	Intern	0.42
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.42
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1520
<b>New Ref #:</b>	15-041-02
<b>Category:</b>	Video / Audio Reproduction
<b>Range:</b>	Audio

<b>Description:</b>	Providing a Police Audio tape on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Manager	0.33
<b>Processing</b>			
	Tech Support Services	Admin Clerk II	0.17
<b>Permit Issuance</b>			

<b>Total</b>	0.50
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1520
<b>New Ref #:</b>	15-041-03
<b>Category:</b>	Video / Audio Reproduction
<b>Range:</b>	Video

**Description:** Providing a police video recording upon request.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Admin Clerk II	0.08
<b>Processing</b>			
	Tech Support Services	Admin Clerk II	0.67
	Tech Support Services	Police Service Officer	0.25
	Tech Support Services	Records Manager	0.25
<b>Permit Issuance</b>			

<b>Total</b>	1.25
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1521
<b>New Ref #:</b>	15-041-04
<b>Category:</b>	Police Record Clearance Letter
<b>Range:</b>	

<b>Description:</b>	Research and prepare clearance letter for individuals requesting the service.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.25
<b>Processing</b>			
	Admin	Captain	0.08
<b>Permit Issuance</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1523
<b>New Ref #:</b>	15-041-05
<b>Category:</b>	Police Photos - Film & Digital
<b>Range:</b>	Per Photo / Page

<b>Description:</b>	Providing copies of police photographs on request
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.05
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.05
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1523
<b>New Ref #:</b>	15-041-06
<b>Category:</b>	Police Photos - Film & Digital
<b>Range:</b>	Per CD

<b>Description:</b>	Providing copies of police photographs on a CD upon request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.08
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.08
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1525
<b>New Ref #:</b>	15-041-07
<b>Category:</b>	Data Research and Release
<b>Range:</b>	

<b>Description:</b>	Research and compilation of data in police records on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	1.00
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Police - Tech Support Svcs
<b>Old Ref #:</b>	FS2-1513
<b>New Ref #:</b>	15-041-08
<b>Category:</b>	Special Business - DOJ Check
<b>Range:</b>	

<b>Description:</b>	Processing an individual who is involved in the operation of certain special businesses, which involves checking that individual against the DOJ's Records.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Investigation	Sergeant	4.00
	Admin	Chief of Police	0.50
<b>Permit Issuance</b>			

<b>Total</b>	4.50
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**Division:** Police - Tech Support Svcs  
**Old Ref #:** N / A (New)  
**New Ref #:** 15-041-09  
**Category:** Police Reports  
**Range:**

**Description:** Producing a copy of a police report upon request

Department	Position	Unit Time
<b>Intake / Prep</b>		
Tech Support Services	Records Tech	0.25
<b>Processing</b>		
<b>Permit Issuance</b>		

**Total** 0.25

<b>Division:</b>	Police - Jail Operations
<b>Old Ref #:</b>	FS2-1506
<b>New Ref #:</b>	15-07-1
<b>Category:</b>	Booking Fee
<b>Range:</b>	

<b>Description:</b>	Process an individual under arrest for booking.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Patrol	Police Officer	1.00
	Jail Operations	Police Service Officer	1.00
<b>Permit Issuance</b>			

<b>Total</b>	2.00
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<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	FS2-1504
<b>New Ref #:</b>	15-081-01
<b>Category:</b>	Impound Vehicle Release
<b>Range:</b>	Lot Release

**Description:** Collection and release of vehicles impounded by the City.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.17
<b>Processing</b>			
	Parking	Community Service Officer	0.75
	Patrol	Sergeant	0.08
<b>Permit Issuance</b>			
	Tech Support Services	Records Tech	0.17

<b>Total</b>	<b>1.17</b>
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<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	15-081-02
<b>Category:</b>	Impound Vehicle Release
<b>Range:</b>	Field Release

**Description:** Collection and release of vehicles impounded by the City in the field.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Tech Support Services	Records Tech	0.17
<b>Processing</b>			
	Parking	Community Service Officer	0.33
<b>Permit Issuance</b>			

<b>Total</b>	<b>0.50</b>
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**Division:** Police - Parking  
**Old Ref #:** FS2-1505  
**New Ref #:** 15-081-03  
**Category:** Vehicle Inspeiton / Correction  
**Range:**

**Description:** Inspect and sign-off correction required citations

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Community Service Officer	0.25
<b>Processing</b>			
<b>Permit Issuance</b>			

**Total** 0.25



<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	FS2-1507
<b>New Ref #:</b>	15-081-04
<b>Category:</b>	Boot Removal
<b>Range:</b>	

<b>Description:</b>	Installation and removal of a parking boot, due to non-payment of 5 or more parking citations.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Finance - Revenue	Acct Services Rep I	0.25
<b>Processing</b>			
	Parking	Community Service Officer	1.00
<b>Permit Issuance</b>			

<b>Total</b>	1.25
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<b>Division:</b>	Police - Parking
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	15-081-05
<b>Category:</b>	Handicap Violation Waiver - Admin Fee
<b>Range:</b>	

<b>Description:</b>	Processing of repeated handicap violation waivers for citations issued to individuals with a handicapped placard. No charge for the first waiver.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Parking	Admin Clerk II	0.33
<b>Processing</b>			
<b>Permit Issuance</b>			

<b>Total</b>	0.33
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1508
<b>New Ref #:</b>	15-091-01
<b>Category:</b>	Animal Relinquishment
<b>Range:</b>	Dead

<b>Description:</b>	Pick up of dead animals for relinquishment on request.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Animal Services	Community Service Officer	1.00
<b>Permit Issuance</b>			

<b>Total</b>	1.00
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1508
<b>New Ref #:</b>	15-091-02
<b>Category:</b>	Animal Relinquishment
<b>Range:</b>	Live Animal

**Description:** Pick up of live animals for relinquishment on request.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
<b>Processing</b>			
	Animal Services	Community Service Officer	2.00
<b>Permit Issuance</b>			

<b>Total</b>	2.00
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1510
<b>New Ref #:</b>	15-091-04
<b>Category:</b>	Animal Pick Up
<b>Range:</b>	

<b>Description:</b>	Picking up an animal upon request that has been trapped.
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	Department	Position	Unit Time
<b>Intake / Prep</b>			
<b>Processing</b>			
	Animal Services	Community Service Officer	0.75
<b>Permit Issuance</b>			

<b>Total</b>	0.75
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1510A
<b>New Ref #:</b>	15-091-05
<b>Category:</b>	Animal Quarantine Inspection
<b>Range:</b>	

<b>Description:</b>	Inspection of a home and re-checks when an animal is required to be quarantined.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake / Prep</b>			
	Animal Services	Community Service Officer	1.00
<b>Processing</b>			
	Animal Services	Community Service Officer	1.50
<b>Permit Issuance</b>			

<b>Total</b>	<b>2.50</b>
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1511
<b>New Ref #:</b>	15-091-06
<b>Category:</b>	Dog Licenses
<b>Range:</b>	Spayed / Neutered

**Description:** Control and Licensing of Animals within the City Limits

Department	Position	Unit Time
<b>Intake / Prep</b>		
<b>Processing</b>		
Animal Services	Community Service Officer	0.19
<b>Permit Issuance</b>		

<b>Total</b>	0.19
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1511
<b>New Ref #:</b>	15-091-07
<b>Category:</b>	Animal Quarantine Inspection
<b>Range:</b>	All Others

**Description:** Control and Licensing of Animals within the City Limits

Department	Position	Unit Time
<b>Intake / Prep</b>		
<b>Processing</b>		
Animal Services	Community Service Officer	0.48
<b>Permit Issuance</b>		

<b>Total</b>	0.48
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<b>Division:</b>	Police - Animal Services
<b>Old Ref #:</b>	FS2-1511
<b>New Ref #:</b>	15-091-08
<b>Category:</b>	Dog Licenses
<b>Range:</b>	Duplicate Tags

**Description:** Control and Licensing of Animals within the City Limits

Department	Position	Unit Time
<b>Intake / Prep</b>		
<b>Processing</b>		
Animal Services	Community Service Officer	0.04
<b>Permit Issuance</b>		

<b>Total</b>	0.04
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**PUBLIC WORKS – CIVIL ENGINEERING TIME ESTIMATES**

<b>Division:</b>	PW - Admin
<b>Old Ref #:</b>	FS4-1861
<b>New Ref #:</b>	18-011-01
<b>Category:</b>	Barricade Rental
<b>Range:</b>	Block Party Package

<b>Description:</b>	Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for block parties.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Admin	Exec. Secretary	0.17
Street Maint.	Maint Worker II	0.06

<b>Total</b>	0.23
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<b>Division:</b>	PW - Admin
<b>Old Ref #:</b>	FS4-1861
<b>New Ref #:</b>	18-011-02 & 18-011-03
<b>Category:</b>	Barricade Rental
<b>Range:</b>	Moving package - Standard & Deluxe

<b>Description:</b>	Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for moving purposes.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Admin	Exec. Secretary	0.17

<b>Total</b>	0.17
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<b>Division:</b>	PW - Civil Engineering
<b>Old Ref #:</b>	FS1-1802
<b>New Ref #:</b>	18-021-01
<b>Category:</b>	Final Tract Map Review
<b>Range:</b>	

<b>Description:</b>	Reviewing the final tract map to determine extent to which it complies with appropriate code requirements
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Comm Dev Admin	Exec. Secretary	0.92
<b>Review</b>			
	Civil Engineering	City Engineer	2.00
	Planning	Associate Planner	1.08
	Planning	Planning Mgr	0.17
	Comm Dev Admin	Comm. Dev. Director	0.17
<b>Resubmittal</b>			
	Civil Engineering	City Engineer	1.00
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	<b>5.33</b>
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<b>Division:</b>	PW - Civil Engineering
<b>Old Ref #:</b>	FS1-1804
<b>New Ref #:</b>	18-021-02
<b>Category:</b>	New / Relocate Utility Pole
<b>Range:</b>	Standard

**Description:** Review a request for a new or relocated utility pole.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	1.00
Building	Secretary	0.50
<b>Review</b>		
Planning	Associate Planner	0.50
Traffic Eng.	Sr. Mgmt Analyst	2.00
Civil Engineering	City Engineer	3.00
Civil Engineering	Public Works Inspector	1.50
Civil Engineering	Sr. Civil Engineer	8.00
Comm Dev Admin	Comm. Dev. Director	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	17.00
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<b>Division:</b>	PW - Civil Engineering
<b>Old Ref #:</b>	FS1-1804
<b>New Ref #:</b>	18-02-03
<b>Category:</b>	New / Relocate Utility Pole
<b>Range:</b>	PPIC Review

**Description:** Review a request for a new or relocated utility pole.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Permit Tech	1.00
Building	Secretary	0.50
<b>Review</b>		
Planning	Associate Planner	0.50
Traffic Eng.	Sr. Mgmt Analyst	2.00
Civil Engineering	City Engineer	3.00
Civil Engineering	Public Works Inspector	2.00
Civil Engineering	Sr. Civil Engineer	12.00
Comm Dev Admin	Comm. Dev. Director	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	21.50
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-04
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Non-Utility

<b>Description:</b>	Inspection of any non-utility excavation in the public right-of-way.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.33
<b>Review</b>			
	Civil Engineering	Public Works Inspector	2.00
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	<b>2.83</b>
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-05
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Utility - 0-25 l.f.

<b>Description:</b>	Inspection of any utility-based excavation in the public right-of-way that is 0-25 linear feet in size.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
<b>Review</b>			
	Civil Engineering	Public Works Inspector	3.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	4.83
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**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1805  
**New Ref #:** 18-02-06  
**Category:** Right-Of-Way Permits  
**Range:** Excavation Permit - Utility - 26-100 l.f.

**Description:** Inspection of any utility-based excavation in the public right-of-way that is between 26-100 linear feet in size.

	Department	Position	Unit Time
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
<b>Review</b>			
	Civil Engineering	Public Works Inspector	5.00
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

**Total** 6.33

**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1805  
**New Ref #:** 18-021-07  
**Category:** Right-Of-Way Permits  
**Range:** Excavation Permit - Utility - per lineal foot over 25, less than 100

**Description:** Inspection of any utility-based excavation in the public right-of-way that is between 26-100 linear feet in size.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	Public Works Inspector	0.03
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

**Total** 0.03

<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-08
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Utility - 100+ l.f.

<b>Description:</b>	Inspection of any utility-based excavation in the public right-of-way that is larger than 100 linear feet in size.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
<b>Review</b>			
	Civil Engineering	Public Works Inspector	6.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	<b>7.83</b>
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1805
<b>New Ref #:</b>	18-021-09
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Excavation Permit - Utility - per lineal foot over 100

<b>Description:</b>	Inspection of any utility-based excavation in the public right-of-way that is over 100 linear feet in size.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	Public Works Inspector	0.03
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	0.03
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1806
<b>New Ref #:</b>	18-021-10
<b>Category:</b>	Right-Of-Way Permits
<b>Range:</b>	Temporary Encroachment - per permit

<b>Description:</b>	Review a permit for a temporary encroachment into the public right-of-way
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.50
<b>Review</b>			
	Civil Engineering	Public Works Inspector	1.17
	Traffic Eng.	Sr. Mgmt Analyst	0.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	2.67
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**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1806  
**New Ref #:** 18-021-11  
**Category:** Right-Of-Way Permits  
**Range:** Temporary Encroachment - If lane closure required

**Description:** Review a permit for a temporary encroachment into the public right-of-way including a lane closure.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	0.50
Building	Secretary	0.83
<b>Review</b>		
Civil Engineering	Public Works Inspector	3.00
Traffic Eng.	Traffic Engineer	2.00
Civil Engineering	City Engineer	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

**Total** 6.83

<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	18-021-12
<b>Category:</b>	Traffic Control Plan
<b>Range:</b>	Plan Review

<b>Description:</b>	Review of traffic control plans relating to excavation or temporary encroachment permits.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	City Engineer	2.00
Traffic Eng.	Traffic Engineer	2.00
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	4.00
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	N / A (New)
<b>New Ref #:</b>	18-021-13
<b>Category:</b>	Traffic Control Plan
<b>Range:</b>	Inspection

<b>Description:</b>	Inspection of traffic control plans relating to excavation or temporary encroachment permits.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
<b>Resubmittal</b>		
<b>Inspection</b>		
Civil Engineering	Public Works Inspector	3.00
<b>Permit Issuance</b>		

<b>Total</b>	3.00
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1807
<b>New Ref #:</b>	18-021-14
<b>Category:</b>	Sandblasting Permit
<b>Range:</b>	

<b>Description:</b>	Review a permit for sandblasting in order to ensure conformity with code requirements. Inspect site if deemed necessary.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.25
<b>Review</b>			
	Civil Engineering	Public Works Inspector	0.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	1.25
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**Division:** PW - Civil Engineer  
**Old Ref #:** FS1-1809  
**New Ref #:** 18-021-15  
**Category:** Wide / Oversize Vehicle Review  
**Range:**

**Description:** To review the plans for moving a wide / oversize vehicle through the city.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	1.50
<b>Review</b>		
Civil Engineering	City Engineer	0.50
Police-Traffic	Police Sergeant	0.25
	Traffic Engineer	0.50
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

**Total** 2.75

<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1810
<b>New Ref #:</b>	18-021-16
<b>Category:</b>	Vehicle Sidewalk or Walk Street
<b>Range:</b>	

<b>Description:</b>	Issue a permit to a resident to operate a vehicle on the sidewalk or walk street.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.25
<b>Review</b>			
	Civil Engineering	Public Works Inspector	1.50
	Police-Traffic	Police Sergeant	0.50
<b>Resubmittal</b>			
<b>Inspection</b>			
<b>Permit Issuance</b>			

<b>Total</b>	<b>3.25</b>
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<b>Division:</b>	PW - Civil Engineer
<b>Old Ref #:</b>	FS1-1814
<b>New Ref #:</b>	18-021-17 & 18-021-18
<b>Category:</b>	Blueprint / Map Reproduction
<b>Range:</b>	Up to 24 x 36

<b>Description:</b>	Provide a copy of a blueprint or a map (per sheet)
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Review</b>		
Civil Engineering	Engineering Secretary	0.05
<b>Resubmittal</b>		
<b>Inspection</b>		
<b>Permit Issuance</b>		

<b>Total</b>	0.05
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<b>Division:</b>	PW - Street Maintenance
<b>Old Ref #:</b>	FS1-1808
<b>New Ref #:</b>	18-032-01
<b>Category:</b>	Tree Removal Permit
<b>Range:</b>	

<b>Description:</b>	Reviewing the removal of a protected tree in the public right-of-way.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>			
	Building	Permit Tech	0.50
	Building	Secretary	0.50
<b>Inspection</b>			
	Civil Engineering	Public Works Inspector	1.50

<b>Total</b>	2.50
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<b>Division:</b>	PW - Maintenance
<b>Old Ref #:</b>	FS1-1811
<b>New Ref #:</b>	18-032-02
<b>Category:</b>	Newsrack Permit
<b>Range:</b>	New Permit Location

<b>Description:</b>	Issue and review a permit for a news rack in a new location.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
Civil Engineering	Sr. Mgmt Analyst	1.00
Civil Engineering	Public Works Inspector	1.00

<b>Total</b>	2.00
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<b>Division:</b>	PW - Maintenance
<b>Old Ref #:</b>	FS1-18-11
<b>New Ref #:</b>	18-032-03
<b>Category:</b>	Newsrack Permit
<b>Range:</b>	Renewal

<b>Description:</b>	Issue and review a permit for a news rack in a new location.
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<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Intake &amp; Processing</b>		
Civil Engineering	Sr. Management Analyst	0.50

<b>Total</b>	0.50
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<b>Division:</b>	Public Works - Utilities
<b>Old Ref #:</b>	FS1-1816
<b>New Ref #:</b>	18-1
<b>Category:</b>	Commercial SUSMP Review
<b>Range:</b>	

<b>Description:</b>	Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Building	Permit Tech	1.00
	Admin	Utilities Mgr	3.00
	Civil Eng	City Engineer	1.50
<b>Payment</b>			

<b>Total</b>	<b>5.50</b>
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<b>Division:</b>	Public Works - Utilities
<b>Old Ref #:</b>	FS4-1850
<b>New Ref #:</b>	18-2
<b>Category:</b>	Temporary Water Meter Rental
<b>Range:</b>	Installation

**Description:** Install or move a temporary 3" fire hydrant meter at a construction site.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	0.75
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	1.00
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<b>Division:</b>	Public Works - Utilities
<b>Old Ref #:</b>	FS4-1850
<b>New Ref #:</b>	18-3
<b>Category:</b>	Temporary Water Meter Rental
<b>Range:</b>	Move

<b>Description:</b>	Install or move a temporary 3" fire hydrant meter at a construction site.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
Water Maintenance	Maintenance Worker II	0.75
<b>Payment</b>		

<b>Total</b>	0.75
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1851
<b>New Ref #:</b>	18-4
<b>Category:</b>	Water Meter Test
<b>Range:</b>	Bench Calibration 5/8", 3/4", or 1" meter

<b>Description:</b>	Field or bench calibration of a 5/8", 3/4", or 1" water meter upon a request by a resident or business.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	2.25
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	2.50
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1851
<b>New Ref #:</b>	18-5
<b>Category:</b>	Water Meter Test
<b>Range:</b>	Bench Calibration 1.5"+ meter

**Description:** Field or bench calibration of a 1.5"+ water meter upon a request by a resident or business.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	3.00
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	<b>3.25</b>
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1852
<b>New Ref #:</b>	18-6
<b>Category:</b>	Water Service Turn On
<b>Range:</b>	Regular Hours (Monday - Thursday 8am-4:30pm)

<b>Description:</b>	Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for non-payment of water bill.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	0.33
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.17

<b>Total</b>	0.50
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1852
<b>New Ref #:</b>	18-7
<b>Category:</b>	Water Service Turn On
<b>Range:</b>	Afterhours, weekends, or holidays

**Description:** Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	2.00
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.17

<b>Total</b>	2.17
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1853
<b>New Ref #:</b>	18-8
<b>Category:</b>	Water Meter Installation
<b>Range:</b>	3/4" - 1" Meter

<b>Description:</b>	Installation of a 3/4" - 1" new water meter on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	0.50
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	0.75
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1853
<b>New Ref #:</b>	18-9
<b>Category:</b>	Water Meter Installation
<b>Range:</b>	1" - 2" Meter

<b>Description:</b>	Installation of a 1" - 2" new water meter on request.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Maintenance Worker II	1.00
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.25

<b>Total</b>	1.25
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1853
<b>New Ref #:</b>	18-10
<b>Category:</b>	Water Meter Installation
<b>Range:</b>	Greater than 2" Meter

<b>Description:</b>	Installation of a 2"+ new water meter on request. Time and Materials.
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
<b>Payment</b>		

<b>Total</b>	0.00
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1859
<b>New Ref #:</b>	18-11
<b>Category:</b>	F.O.G. & Clean Bay Restaurant Inspections
<b>Range:</b>	Initial Inspections

**Description:** Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation compliance.

	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Water Maintenance	Secretary	0.17
<b>Payment</b>			
	Finance - Revenue	Acct Services Rep I	0.17

<b>Total</b>	0.33
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<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS4-1859
<b>New Ref #:</b>	18-12
<b>Category:</b>	F.O.G. & Clean Bay Restaurant Inspections
<b>Range:</b>	Follow-up Inspections

<b>Description:</b>	Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation
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Department	Position	Unit Time
<b>Reviewing / Processing</b>		
Water Maintenance	Secretary	0.17
<b>Payment</b>		

<b>Total</b>	0.17
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**Division:** PW - Utilities  
**Old Ref #:** FS4-1856 / 1857  
**New Ref #:** 18-13  
**Category:** Clean Bay Restaurant Inspection for Stormwater Permit Compliance  
**Range:**

**Description:** Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance.

Department	Position	Unit Time
<b>Reviewing / Processing</b>		
PW - Utilities	Secretary	0.50
<b>Payment</b>		

**Total** 0.50



<b>Division:</b>	PW - Utilities
<b>Old Ref #:</b>	FS1-1813
<b>New Ref #:</b>	18-14
<b>Category:</b>	Waste Management Plan
<b>Range:</b>	

<b>Description:</b>	Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.
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	<b>Department</b>	<b>Position</b>	<b>Unit Time</b>
<b>Reviewing / Processing</b>			
	Building	Permit Tech	0.50
<b>Payment</b>			
	PW - Utilities	Sr. Management Analyst	1.00

<b>Total</b>	1.50
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# **TRAFFIC ENGINEERING – TIME ESTIMATES**

<b>Division:</b>	Community Development - Planning
<b>Old Ref #:</b>	New
<b>New Ref #:</b>	17-050-01
<b>Category:</b>	Development Traffic Review
<b>Range:</b>	

<b>Description:</b>	Review of parking / traffic conditions for use permits, master use permits, and planned developments (residential & Commercial).
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	4
<b>Review / Staff Report</b>		
Planning	Asst. Planner	3
Police - Traffic	Police Sergeant	0.5
<b>PPIC / Council</b>		

<b>Total</b>	7.5
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<b>Division:</b>	Community Development - Planning
<b>Old Ref #:</b>	New
<b>New Ref #:</b>	17-050-02
<b>Category:</b>	Development Traffic Review
<b>Range:</b>	

<b>Description:</b>	Review of parking / traffic conditions for Environmental Assessment / Neg Dec and Amendment to Development Permit.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	3
<b>Review / Staff Report</b>		
Planning	Asst. Planner	1
Police - Traffic	Police Sergeant	0.5
<b>PPIC / Council</b>		

<b>Total</b>	4.5
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1769
<b>New Ref #:</b>	17-050-03
<b>Category:</b>	Parking - Temporary Construction
<b>Range:</b>	

<b>Description:</b>	Temporary parking per vehicle for construction purposes (monthly) or moving vans and may be issued in advance up to 3 months and renewed thereafter.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	0.25
<b>Inspection</b>		
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	0.25
Police - Parking Enf.	Comm. Services Officer	0.25
<b>PPIC / Council</b>		

<b>Total</b>	<b>0.75</b>
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1769
<b>New Ref #:</b>	17-050-04
<b>Category:</b>	Parking - Temporary for Construction
<b>Range:</b>	Loading Zone

**Description:** Temporary parking for construction purposes, where no parking spaces are available.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
Building	Sr. Permit Tech	1
<b>Inspection</b>		
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	1
Police - Parking Enf.	Comm. Services Officer	0.75
<b>PPIC / Council</b>		

<b>Total</b>	<b>2.75</b>
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1781
<b>New Ref #:</b>	17-050-05
<b>Category:</b>	Parking Request
<b>Range:</b>	

<b>Description:</b>	Administrative review of a parking-related issue, such as a request for a red zone or disabled parking space.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	1
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	2.5
Police - Traffic	Police Lieutenant	0.25
Police - Traffic	Police Sergeant	0.25
Police - Parking Enf.	Police Sergeant	0.25
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
<b>PPIC / Council</b>		

<b>Total</b>	<b>4.75</b>
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<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1782
<b>New Ref #:</b>	17-050-06
<b>Category:</b>	Traffic Request
<b>Range:</b>	

<b>Description:</b>	Administrative review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	2.5
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	2.5
Police - Traffic	Police Lieutenant	0.25
Police - Traffic	Police Sergeant	0.25
Police - Parking Enf.	Police Sergeant	0.25
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
<b>PPIC / Council</b>		

<b>Total</b>	6.25
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**Division:** Community Development -Traffic  
**Old Ref #:** FS1-1783  
**New Ref #:** 17-050-07  
**Category:** Stop Sign Request (2nd Request)  
**Range:**

**Description:** Processing a request to install a stop sign following initial denial / approval.

Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
	Traffic Engineer	2
<b>Inspection</b>		
	Traffic Engineer	2
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	10
	Traffic Engineer	4
Police - Traffic	Police Lieutenant	0.5
Police - Traffic	Police Sergeant	0.5
Police - Parking Enf.	Police Sergeant	0.5
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
Comm Dev Admin	Comm. Dev. Director	
Comm Dev Admin	Exec. Secretary	
<b>PPIC / Council</b>		
	Traffic Engineer	2

**Total** 22

<b>Division:</b>	Community Development - Traffic
<b>Old Ref #:</b>	FS1-1784
<b>New Ref #:</b>	17-050-08
<b>Category:</b>	PPIC Appeal
<b>Range:</b>	Traffic

<b>Description:</b>	Appealing a traffic-related administrative decision to the Parking and Public Improvement Commission.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
	Traffic Engineer	2
<b>Review / Staff Report</b>		
Traffic Eng.	Sr. Mgmt Analyst	10
	Traffic Engineer	4
Police - Traffic	Police Lieutenant	5
Police - Traffic	Police Sergeant	5
Comm Dev Admin	Comm. Dev. Director	
Comm Dev Admin	Exec. Secretary	
<b>PPIC / Council</b>		
	Traffic Engineer	2

<b>Total</b>	<b>28</b>
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<b>Division:</b>	Community Development - Planning
<b>Old Ref #:</b>	FS1-1784
<b>New Ref #:</b>	17-050-09
<b>Category:</b>	PPIC Appeal
<b>Range:</b>	Encroachment

<b>Description:</b>	Appealing an encroachment-related administrative decision to the Parking and Public Improvement Commission.
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Department	Position	Unit Time
<b>Intake &amp; Processing</b>		
<b>Inspection</b>		
<b>Review / Staff Report</b>		
Planning	Associate Planner	10
Planning	Planning Mgr	4
Comm Dev Admin	Comm. Dev. Director	1
Traffic Eng.	Sr. Mgmt Analyst	2
<b>PPIC / Council</b>		

<b>Total</b>	<b>17</b>
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