



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: June 17, 2026

To: Board Directors

Attn: Brad Richter
President

From: Fire District Staff

Subject: Resolution 2026-07, Protection and Planning Fee Schedule Update

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Revenue generated by fees associated with the Protection and Planning Division are no longer covering 100% of the expenditures created by personnel and operating costs of the division.

BACKGROUND:

The District Board authorizes the fee schedule associated with Protection and Planning tasks. Staff has understood the goal of the fee schedule was to offset associated costs related to the division. The last fee schedule update was March 4, 2024.

DISCUSSION:

Staff has identified the need to adjust the fee schedule in order to maintain cost neutrality within Protection and Planning. Since the last approved increase in fees, Consumer Price Index (CPI) data shows inflation has increased 2.9% in 2024 and 2.7% in 2025. Current inflation ending April 2026 is 3.8%. As part of the Annual Budget adoption process staff determined the Protection and Planning Fee Schedule needs to be increased on average of 4.81%. The largest Fee increase/decrease is 24.45% and -65.86% respectively.

ALTERNATIVES:

1. Accept the difference in expenditures and revenue and make no changes at this time.
2. Propose a different percent increase associated with the fee other than the proposed rate increase and or adjust the value of the annual update percentage.
3. Direct staff to adjust some portions of the fee schedule, but not others.

IMPACTS *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

- Fiscal – Increase revenue to match expenditures.
- Operational – Maintain current operational functions and customer service.
- Legal – No known impacts
- Labor - No known impacts
- Sociopolitical – Potential negative perception associated with increased fees.
- Policy – Updates the current policies related to fee structure and annual update and creates a policy related to excessive fire alarm false activations.
- Health and safety - No known impacts
- Environmental - No known impacts
- Interagency - No known impacts

RECOMMENDATION:

It is recommended by Staff that the District Board of Director's approve as presented to increase the fee schedule to match actual current expenditures with an average 4.81% increase to take effect the 1st of July 2026.

APPROVED:

DocuSigned by:
Ralph Duran
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Ralph Duran Battalion Chief

6/11/2026

Date



FRESNO COUNTY FIRE

PROTECTION DISTRICT

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PROTECTION AND PLANNING FEE SCHEDULE Revision 7/1/2026

<u>Activity</u>	<u>Fee</u>
Site Plan Review (Over-the-Counter Meetings)	No Charge
Site Plan Review	\$197
➤ Includes up to one (1) hour of time.	
Pre-Plan Submittal Site Inspection	\$282
On-site consultation	
Plan Review, non-sprinkler, no alarm (includes)	\$534
➤ One (1) Plan review, two (2) back checks	
➤ One (1) On-site acceptance test/final inspection.	
➤ \$10.00 Archiving Fee	
<i>Not to be used for alarm/sprinkler/suppression systems</i>	
Plan Check Resubmittal	\$209
Fire Alarm System – New Construction	\$966
➤ One (1) Plan review, one	
➤ One (1) Rough inspection, functional test, battery start	
➤ One (1) Battery ring-out/final inspection.	
➤ \$10.00 Archiving Fee	
<i>Each additional device: \$7.00</i>	
<i>This fee is for the alarm panel and the first 10 initiation/detection devices</i>	
Underground System and Water Storage Tank (New Construction)	\$1103
➤ One (1) Plan review	
➤ One (1) Inspection of the trench/thrust block and laid pipe	
➤ Hydro test/flush completed w/trench	
➤ Final Inspection	
➤ \$10.00 Archiving Fee	
Tentative Improvement Fire Alarm	\$337
➤ One (1) Plan review	
➤ One (1) Inspection/final	
➤ \$10.00 Archiving Fee	

Activity

Fee

Overhead fire sprinkler system fees are calculated on a per riser basis.

Overhead Fire Sprinkler System – Tenant Improvement \$1052

- One (1) Plan review
- One (1) Weld inspection, pre-pipe
- One (1) Rough inspection
- Final Inspection
- \$10.00 Archiving Fee

Overhead Fire Sprinkler System – New System (20 or fewer heads) \$1340

- One (1) Plan review
- One (1) Weld inspection, pre-pipe
- One (1) Rough inspection
- Hydro test/flush
- Final inspection
- \$10.00 Archiving Fee

Overhead Fire Sprinkler System – New System (21 to 100 heads) \$1,385

- One (1) Plan review
- One (1) Weld inspection, pre-pipe
- One (1) Rough inspection
- Hydro test/flush
- Final inspection
- \$10.00 Archiving Fee

Overhead Fire Sprinkler System – New System (101 to 300 heads) \$1,429

- One (1) Plan review
- One (1) Weld inspection, pre-pipe
- One (1) Rough inspection
- Hydro test/flush
- Final inspection
- \$10.00 Archiving Fee
- **Additional heads over 300 – New System (cost per head)** \$3.40

Fire Pump \$593

- One (1) Plan review
- One (1) On site acceptance test/final inspection.
- \$10.00 Archiving Fee

Residential Fire Sprinkler System \$891

- One (1) Plan review
- One (1) Rough inspection
- Final Inspection
- \$10.00 Archiving Fee

The fee is the same with or without a fire alarm system

Inert Gas, Halon, Carbon Dioxide, Foam or other Special System \$654

- One (1) Plan review
- One (1) Inspection/final
- \$10.00 Archiving Fee

<u>Activity</u>	<u>Fee</u>
Kitchen Hood System	\$654
➤ One (1) Plan review	
➤ One (1) Acceptance test/final inspection.	
➤ \$10.00 Archiving Fee	
Spray Booth	\$609
➤ One (1) Plan review	
➤ One (1) Acceptance test/final inspection.	
➤ \$10.00 Archiving Fee	
Above Ground or Below Ground Storage Tanks	\$609
➤ One (1) Plan review	
➤ One (1) Acceptance test/final inspection.	
➤ \$10.00 Archiving Fee .	
<i>FIRE CODE ENFORCEMENT AND SAFETY INSPECTIONS</i>	
Facilities Life Safety Inspection	\$ 148
➤ One (1) On-site inspection; Prevention Staff (charge hourly rate)	
New Business, License Inspection, Life Safety	\$237
➤ One (1) On-site inspection	
Pre-Inspection Licensed Facility (1-25 Clients)	\$237
➤ One (1) On-site inspection	
Pre-Inspection Licensed Facility (Over 25 Clients)	\$282
➤ One (1) On-site inspection	
Hydrant Flow Test - Minimum	\$282
➤ Flow Test	
Multi-family Dwelling Inspection	\$282
➤ One on-site Inspection	
Fireworks Storage Permit	\$510
➤ One (1) Permit review	
➤ One (1) Approval Inspection	
➤ One (1) Compliance Inspection	
Retail Fireworks Sale Permit	\$366
➤ One (1) Permit Review	
➤ One (1) Compliance Inspection	
➤ One (1) Re-inspection	
➤ \$100 non-refundable deposit, added to total fee when all paperwork is received	

Public Fireworks Display Permit	\$771
<ul style="list-style-type: none"> ➤ One (1) Permit review ➤ One (1) Pre-Inspection ➤ One (1) Compliance Inspection ➤ One (1) Re-Inspection 	
MISCELLANEOUS FEES	
Alternative Methods Evaluation and Research	\$209
<ul style="list-style-type: none"> ➤ One (1) On-site inspection 	
Outside Consultant Service (per hour) not currently used	\$0.00
Per hour	
Occupant Load Calculations - Minimum	\$270
<ul style="list-style-type: none"> ➤ One (1) On-site inspection, documentation 	
Will Serve Letter	\$317
<ul style="list-style-type: none"> ➤ One (1) Field inspection ➤ Research into fire station locations, response time & water system ➤ Written correspondence 	
Property Environmental History Research	\$ 148
<ul style="list-style-type: none"> ➤ Due diligence records search 	
Service Fee for Archived Plans Retrieval	\$ 136
<ul style="list-style-type: none"> ➤ Research and printing 	
Request for Paper Copies of Documents (non-victim)	\$ 6
<ul style="list-style-type: none"> ➤ Document search 	
Re-inspection Fee	\$282
<ul style="list-style-type: none"> ➤ Inspection 	
Civil Depositions Requests	\$344.00
Fee (gov. code sets rate)	
Excessive Fire Alarm Response	\$337
(Fee charged to all responses after the 3 rd response within any 12 months)	

Express Plan Review Service

Available option to expedite project plan review. Availability dependent on available staff, project complexity and inspector workload. supervisor approval required. Double standard fee.

NOTES:

1. All fees or charges shall be calculated at a one hour minimum unless otherwise specified.
2. All fees for specified services shall be calculated by Fresno County Fire Protection District.
3. Whenever a requestor fails to cancel a requested inspection, at least one hour prior to the scheduled time of the inspection, a \$96 fee may be charged.
4. Work done without a permit may be charged up to three (3x) times the plan review and inspections fee.
5. When required, no permit or approval shall be issued until such facility or process is brought into compliance with applicable codes and the required fees are paid in full.
6. Any collection cost, attorney fees or fines will be billed at the actual cost of the service and in addition to those costs you will be billed an administrative fee of 18% of the total fee charge.
7. Inspector standby time \$115 per hour.



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Time Motion Study

Protection/Planning Bureau

<u>SALARY/BENEFITS</u>	<u>ANNUAL COST</u>
Salary and Benefits:	
Senior Inspector (1)	\$ 82,016
Fire Inspectors (3)	\$ 225,738
Administrative Assistant (1)	\$ 61,565
<u>OPERATING COSTS</u>	
Direct costs such as vehicle gasoline and maintenance, cellular phone and laptop network plan	\$ 60,585
Indirect costs such as vehicles, portable tablet computer, two-way radio, office and safety equipment, job tools, etc. This figure represents the amortized cost based on a five-year Replacement plan for all equipment.	\$ 69,310
Annual costs for office lease, maintenance and utilities.	\$ 27,816
ANNUAL TOTAL	\$ 527,030

Determination of indirect and direct costs:

There are 208 work days annually per Fire Inspector. Subtracting for 11 holidays, 12 days of vacation leave, 10 days of required training time and other leaves, gives a remainder of 175 work days available for plans review, field inspections and related activities. Assuming there are ten (10) billable hours per work day, this allows for 1,750 billable hours annually. The annual cost of a Senior Inspector is \$82,016 and a Fire Inspector is \$64,246. The billable cost per hour is calculated by taking the annual cost and dividing it by the 1,750 billable hours.

Direct costs - Cell phone \$2112; internet and office phone services \$5617; vehicle gasoline for miles driven and maintenance \$52,856. The total direct costs are \$60,585 per year.

Indirect costs – Mobile vehicle radios \$1600; Hand-held radios \$2080; Desktop computer \$3500; Mobile computer system \$1200; Code books and reference materials \$360, Vehicle cost \$20,000; Inspection Software \$24,000; Software Programs \$9,570; miscellaneous equipment/costs \$7,000. The total indirect is \$69,310 per year. All figures represented are the total cost divided by 5 years for annual cost.

Determination of office space costs:

Office lease is \$1,550 per month plus an additional \$768 per month for utilities and maintenance totals \$2318 per month. Annual cost of lease is \$18,600. Given a staff size of 5 people (1 Senior Inspector, 3 Inspectors and 1 Administrative Assistant) the monthly cost per employee is \$2318 divided by 5 people is \$464 per month. The annual cost per employee (\$464 per month times 12 months) is \$5563 per year.

Determination of costs reasonably borne:

The costs reasonably borne by Fresno County Fire Protection District in providing such public safety services shall be determined by the Fire Chief or his designee by reference to the following criteria:

- A. All applicable direct costs including, but not limited to salaries, wages, benefits, services and supplies, operational expenses, contracted services, special supplies, and any other direct expense incurred;
- B. All applicable indirect costs including, but not limited to building maintenance and operation, equipment operation, communication, printing and reproduction and like indirect expenses;
- C. Departmental overhead, expressed as a percentage, distributing and charging the expenses of the district counsel, fire district management, and all other staff and support services;
- D. Vehicle maintenance and gas is based on industry average rate of .725 per mile. ($72,905 \text{ miles} \times .725 = \$52,856$). \$52,856 divided by 4 vehicles is \$13,214 per vehicle per year.