



# Code Compliance Fee Schedule

County of Ventura • Resource Management Agency • Code Compliance Division  
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2463 •  
<http://www.vcrma.org/codecompliance/blu/index.htm>

Originally Adopted: June 2, 2009  
Revised:

Attachment 1  
Schedule: C  
Effective:

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## CHARGING MECHANISMS

The County's cost recovery program requires that applicable fee(s), service rates or fee deposits be stated in a schedule such as this one. These cost recovery mechanisms are described below:

1. "Nonrefundable" Fee - A nonrefundable "fixed-fee" is intended to cover the average cost of processing the subject permit or service. Once paid, this fee cannot be refunded if and when the subject application is withdrawn. No additional charges will be billed by the County should the cost of processing exceed the specified amount of this fee.
2. "Deposit" – means a lump sum cash deposit which is then billed against by the County based on actual County staff time expended, with no billing limit. County billings against the deposit are based upon the work hours expended multiplied by the current Contract Hourly Rate established by the Board of Supervisors. If final County costs do not exceed the deposit amount, the unused portion of the deposit shall be refunded to the applicant. If final County costs exceed the deposit amount, the applicant shall be billed for the balance due pursuant to the fee reimbursement agreement accompanying said deposit.

## BILLING POLICIES AND PROCEDURES

### 1. Calculating Fees for Service

Whenever a deposit is required for County Code Compliance services, the charge for services shall be based on the applicable contract hourly rate multiplied by the total time spent on the project. Charges for Non-refundable "Fixed-fee" services are calculated based on average time spent to provide such services multiplied by the current Contract Hourly Rate, or the annual staff costs for a program divided by the average annual number of violations processed.

### 2. Cost Recovery

The Board of Supervisors' adopted the FY 2017-18 Budget Development Manual that, in part, provides for the recommendation of fees on a full cost recovery basis.

### 3. Contract Hourly Rate

The Board of Supervisors annually approves contract hourly rates. The contract hourly rate for Code Compliance Division is calculated to recover direct and indirect costs for chargeable activities. The current contract hourly rate also includes: (1) a surcharge

of \$13.00/hour to partially offset the cost of maintaining digital information and Accela System for electronic violation tracking and; (2) a surcharge of \$12.75/hour to offset the cost of maintaining the County's General Plan. The current Contract Hourly Rate for services provided by: (1) Code Compliance Officer is \$153.81; (2) the RMA Technician I/II (BDS) is \$132.02; (3) the Sr Paralegal is \$128.25; and (4) Sr Code Compliance Officer is \$132.34.

4. Equivalent Fees for Services Not Listed

Where a proposed Code Compliance service is not identified in this Schedule, the Code Compliance Director shall review the work characteristics of the proposed service in relation to the subject code compliance matter, and determine which of the items listed in this Schedule is most equivalent in type and processing time to that proposed. The fee or deposit for said use or application shall then be applied to the requested service.

5. Required Fees

The Ventura County Ordinance Code requires that services not be provided nor permits be issued until all required fees/deposits are paid. Thus, no services may be rendered nor permits issued unless they are accompanied by the fees/deposits specified in this schedule.

6. Billing Process

Code Compliance staff is required to maintain time-keeping records for all cases and associated permits. The Operations Division of the Resource Management Agency (RMA) monitors project charges and sends out statements/bills on a monthly basis. Prior to closing a case, a final bill will be sent out listing the balance due. This must be paid promptly to avoid accruing late fees.

7. Late Fees (for Late Payment)

Charges are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% late fee, compounded monthly.

Late Filing/Investigation Fees (Permits after construction/use inauguration)

In addition to the standard permit fees collected by the Building and Safety Division and/or the Planning Division, when a permit is issued for a building, structure or activity on a property issued a Notice of Violation because such building, structure or activity took place without the proper permits, a late filing fee and/or an investigation fee is collected on behalf of the Code Compliance Division. The late filing fee is collected by the Planning Division at the time the application for the appropriate land use permit is filed. The investigation fee is collected by the Building and Safety Division prior to, or at the time, of permit issuance. The amount of the fees shall be as established within the adopted Planning Division Fee Schedule and/or the adopted Building Code (Article 2, Chapter 1, Section 108.4.1 of Ordinance No. 4369).

**ENFORCEMENT OR COMPLIANCE RELATED ACTIONS**

**Abatement Releases**

Releases from Notice of Non-Compliance, Liens, and other recorded documents	<b>\$225</b>	(Nonrefundable) per document
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**Informal Office Hearing**

Informal Office Hearing	<b>\$500</b>	(Nonrefundable)
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**Field Compliance Check and Probation Inspection**

Field Compliance Check and Probation Inspection	<b>\$400</b>	Per Inspection (nonrefundable)
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**Compliance/Settlement Agreement**

Agreement Preparation (basic agreement and repayment plan)	<b>\$315</b>	(Nonrefundable)
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Agreement Preparation (complex agreement involving multiple and/or discretionary permits)	<b>\$625</b>	(Nonrefundable)
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**FEES FOR SERVICES**

Copy Services: Provide copies of documents, diagrams, tables, and other data.	--	The fee shall be as prescribed by County Ordinance <b>No. 4339</b> .
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Certified/Subpoena Documents	<b>\$0.10 + \$24.00</b>	<b>\$0.10</b> per page plus <b>\$24</b> per hour (to the nearest quarter hour).
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Records Research: Research of records for other than the property owner – per address (copying costs shall be in addition to the research charge).	--	The lesser of Contract Hourly rate or \$24.00 per hour. A deposit, in an amount determined by the Division Director, may be required for research requests estimated to require significant staff time.
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## MISCELLANEOUS FEES

<p><b>Witness Fees and Research</b> (Depositions, court appearances, analysis of records where County is not a party to the action (Gov't. Code Sec.68097.2))</p>	<p><b>\$275</b></p>	<p>Deposit for first scheduled day of testimony (plus, per State law, any expenses exceeding that amount, if applicable). This deposit is due prior to or upon acceptance of service of subpoena.</p> <p>For each subsequent scheduled day of testimony, plus applicable expenses per State law, witness fees shall be charged at the current County Contract hourly rates of the personnel testifying in the case.</p>
<p><b>Credit Card/ATM Card Processing Fee</b></p>	<p>--</p>	<p>Fee established by Board of Supervisors contract for said services</p>
<p><b>Returned Check Charge</b></p>	<p><b>\$40</b></p>	<p>(Nonrefundable)</p>
<p><b>Recording Documents</b></p>	<p>--</p>	<p>Prevailing rate of the Recorder's Office</p>
<p><b>Equivalent Fee for Services Not Listed</b></p>		
<p>Services Not Listed</p>	<p>--</p>	<p>Amount determined by Code Compliance Director</p>

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF  
SUPERVISORS OF THE COUNTY OF VENTURA  
ESTABLISHING WEIGHTS AND MEASURES PACKER/SCANNER FEES AND  
REINSPECTION FEES**

**WHEREAS**, Ventura County Ordinance Code 6297 authorizes the Board of Supervisors (Board) to adopt by resolution a schedule establishing certain fees required by Ventura County Ordinance Code Section 6297-5 (Section 6297-5);

**WHEREAS**, the Board has in the past adopted by resolution fees required by Section 6297-5;

**WHEREAS**, certain adjustments to previously adopted fees are now necessary to recover costs in providing services;

**WHEREAS**, the proposed County agency fees are consistent with state law and the Board policy of full cost recovery whenever feasible with exception noted;

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** that:

1. The following fee schedule is hereby adopted pursuant to Ventura County Ordinance Code Section 6297:

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A permit fee for any person operating as a packer or utilizing a scanner shall be as follows:

- a. Number of Point of Sale Stations
  - i. 1 - 3 \$185.00
  - ii. 4 – 9 \$300.00
  - iii. More than 10 \$320.00
- b. Number of Packages per Year
  - i. Less than 10,000 Exempt
  - ii. More than 10,000 \$300.00
- c. A reinspection fee authorized by California Business and Professions Code Section 13350 shall be billed at the contract hourly rate for one inspector.

2. The County Weights and Measures fees herein are consistent with state law. The fees charged do not exceed the estimated reasonable costs of the regulatory activity they support, and those costs are apportioned to individual payers in a manner that bears a fair or reasonable relationship to the payers' burdens on or benefits from the regulatory activity. The documentation and analysis supporting

the amount of the rates, fees and charges are on file with the County agencies involved in the calculations and are incorporated herein by reference.

3. The Board of Supervisors hereby adopts the Weights and Measures fees herein effective July 1, 2017.

On motion by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, the foregoing Resolution was passed and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST: MICHAEL POWERS  
Clerk of the Board of Supervisors  
County of Ventura, State of California

By \_\_\_\_\_  
Deputy Clerk of the Board