



## Controller - Treasurer

### Fees and Charges Review Checklist

<b>Department</b>	Department of Planning and Development	<b>Budget Unit #</b>	0260
<b>Contact Person</b>	Bhama Ashok, Department Fiscal Officer	<b>Cost Center #</b>	1183,9896,1180
<b>Email Address</b>	Bhama.Ashok@pln.sccgov.org	<b>SAP GL Acct #</b>	4103100, 4103300, 4203010, 4708200, 4708300, 4103600, 4813800, 4103500
<b>Telephone</b>	(408) 299-6746	<b>Fund #</b>	0255, 0001
		<b>Board Transmittal #</b>	24-2067

**For every fee/charge in your request please provide the following information:**

<b>1. Type of Fee/Charge submitted for Review:</b>	Building Permit Fees
<b>2. Current Rate:</b>	Attached Fee schedule
<b>3. Proposed Rate:</b>	As per attached Fee schedule (Scenario A – Yr 1 -34% Yr 2 – 34% increase) Scenario -B -Yr 1 -24% and Yr-2 22% and Yr 3 – 22% increase)
<b>4. Fee(s) Last Revised (If &gt; 3 years, explain below):</b>	2018
Fees was increased by 7.16% in 2015 and fees were consolidated in 2018.	

Documentation for Controller-Treasurer's review for fee rate calculation should include:

- Related laws or regulations as applicable to fee.
- County Counsel review of department's proposed fees (If applicable), mandatory for all new fees/charges.
- Supporting Documentation and Computation worksheets for the proposed fee or charge.

*\* Please forward any revised/new fees proposal to Controller- Treasurer at least 45 days before submission to the Board.*

Please refer to the County's Fees and Charges Policies and Procedures for detailed instructions and guidance; or contact one of the Cost Management team (see below) in Controller-Treasurer Department if you have questions.

Primary Contact: Jeanette Bazar at (408) 299-5225 or [jeanette.bazar@fin.sccgov.org](mailto:jeanette.bazar@fin.sccgov.org)

Alternatives: Kai Duong at (408) 299-5233 or [kai.duong@fin.sccgov.org](mailto:kai.duong@fin.sccgov.org)

Catherina Tsang at (408) 299-5216 or [catherina.tsang@fin.sccgov.org](mailto:catherina.tsang@fin.sccgov.org)

<b>Request Submitted By: Bhama Ashok</b>	<b>Date: 1/19/2024</b>	<b>Signature:</b> <i>Bhama Ashok</i>
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#### Controller-Treasurer's Review:

<b>Reviewed By: Jeanette Bazar</b>	<b>Date: 1/29/2024</b>	<b>Signature:</b> <i>Jeanette Bazar</i>
<b>Reviewed By: Catherina Tsang</b>	<b>Date: 1/29/2024</b>	<b>Signature:</b> <i>Catherina Tsang</i>

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#### Controller-Treasurer Comments/Considerations:

Please attach this checklist along with your Board transmittal. Thank You.