

Approved by Lincoln County Order #06-23-260

FEE SCHEDULE

FOR DEPARTMENTS OF



Effective July 1, 2023

The following fee schedule is based upon fees set by United States Code (USC), Code of Federal Regulations (CFR), Oregon Revised Statute (ORS), uncodified Oregon session laws (OL), Oregon Administrative Rule (OAR), Oregon Building Code (OBC), Oregon Mechanical Specialty Code (OMSC), Lincoln County Code (LCC), and Board of Commissioners Order (BOC)

The department head of each department reserves the right to waive a fee or fees in appropriate circumstances, such as for indigent persons seeking essential governmental services, or for services that are provided to a member of the public, but that also provide a direct benefit to the department.

This Fee Schedule is an attempt to list all fees commonly charged by each department to the public. This schedule does not include interdepartmental charges, interagency charges, franchise fees, or prices for specialized reports and publications. Some omissions may have inadvertently occurred. If an inadvertent omission is discovered, please notify Legal Counsel so the omission can be remedied in the next edition of this Fee Schedule.

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ALL DEPARTMENTS ¹

Photocopies (8 ½" x 11" or 14")	ORS 203.035/BOC	\$.25 per copy
Research time	ORS 203.035/BOC	\$12.50 per ¼ hr ²
Dishonored checks	ORS 30.701(5)/BOC	\$35
Fax transmissions requested in lieu of mailing	ORS 203.035 205.320/BOC	\$2 first page + \$1 add'l page(s)
County Budget Books	ORS 203.035/BOC	\$75.00
Flash drive, DVDs, CDs	ORS 203.035/BOC	Actual cost
Mailing	Cost of postage and mailing container, rounded up to the nearest whole amount	
True Copy Certification		\$3.75 per page

¹ These fees apply to all departments unless otherwise specifically provided in a department's fees.

² Per person; rounded to the nearest ¼ hour, minimum charge of ¼ hour.

ASSESSOR

MAP COPIES ³

ORS 203.035/BOC

Map (8 ½" x 11")	\$1
Map (18" x 21")	\$3
Roll size map (6 square feet and greater)	\$1.00 per sq foot
Map of Addresses	\$5
PDF file of scanned map	\$2
Taxing District Map	\$5

COMPUTER REPORTS, PRINTOUTS & CD's

ORS 203.035/BOC

Computer screen print	\$.25 per screen
Computer appraisal card	\$1 per account
Basic ownership report	\$20
General research time	\$80 per hour (\$40 minimum)

MANUFACTURED STRUCTURE

ORS 446.646

Ownership Document	\$55 per document
Exemption of Manufactured Structure from Ownership Documentation (to untitled)	\$55 per application
Trip Permit	\$5 per section

MICROFICHE COPIES

ORS 203.035/BOC

Microfiche paper copies	\$1 per page
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ASSESSOR'S MAPS ON CD-ROM

ORS 203.035/BOC

\$28

³ These maps are free to download from County's website

CLERK

CERTIFICATES

Certified copies of documents	ORS 205.320	\$7.75
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COPYING, MAILING & BILLING⁴

Credit card Service Fee	ORS 203.035/BOC	3% of the purchase Amount
Copies (Microfilm)	ORS 205.320/BOC	\$1.00 per copy
Copies for veterans seeking GI Benefits	ORS 205.320/408.430/BOC	Free
Audio duplication	ORS 205.320/BOC	\$15 per tape
Microfilm reel duplication	ORS 205.320/BOC	\$35 per reel
Election results	ORS 205.320/BOC	\$.25 per copy
Abstracts	ORS 205.320/BOC	\$.25 per copy
Mailing	ORS 205.320/BOC	Actual cost, with a \$4 minimum.
Billing	ORS 205.320/BOC	\$4 minimum
Location fee	ORS 205.320/BOC	\$3.75 per doc

LICENSES AND PERMITS

Issuance of license (other than below)	ORS 205.320	\$5
Entertainment assembly permit	LCC 4.115	\$100
Junk & Secondhand Dealer license	LCC 4.035	\$15
Declaration of Domestic Partnership – filing – registration		\$60
Certified copy of Declaration of Domestic Partnership		\$7.75
Marriage license-affidavit – issuance – registration	ORS 205.320/106.045	\$60
Certified copy of marriage license	ORS 205.320/BOC	7.75
Waiver of marriage waiting period	ORS 205.320/106.077/BOC	\$10
Duplicate Marriage License	ORS 205.320/BOC	\$10
OLCC license approval	ORS 471.166/LCC 4.210	\$25

PASSPORTS⁵ (copy fees are additional)		\$0.25 per page
Passport and Execution (16 and older)	22 USC 214/22 CFR 51.61	\$130 + \$35.50
Passport and Execution (Under 16)	22 USC 214/22 CFR 51.61	\$100 + \$35.50
Passport Card and Execution (16 and older)	22 USC 214/22 CFR 51.61	\$30.00 + \$35.50
Passport Card and Execution (under 16)	22 USC 214/22 CFR 51.61	\$15 + \$35.50
Passport and/or Card – expedited processing	22 USC 214/22 CFR 51.61	\$60 + \$18.32
	<i>Overnight mail return for expedited passports</i>	

PETITIONS AND APPEALS

Appeal from engineer (road work permit)	LCC 6.360/BOC	\$50
Special district annexation/withdrawal	ORS 198.77/BOC	\$150+publication costs

⁴ Copy fees must be prepaid

⁵ The first amount for Passport applications is paid to the U.S. Department of State. The \$35 fee is paid to the Lincoln County Clerk.

Special district formation/dissolution	ORS 198.775/BOC	\$300+ pub. costs
Vacate public road	ORS 368.341(4)/ LCC 6.205/BOC	\$500
Vacate or decrease width of county road	ORS 368.341(4)/ LCC 6.210/BOC	\$500
Way of necessity	ORS 376.165/LCC 6.615/BOC	\$150 + \$1000 Bond

RESEARCH

Records search (fee in addition to research time)	ORS 205.320	\$3.75
Illegible document, preparing copy of	ORS 205.325/BOC	\$3.75 per page

RECORDING

Basic fee for instruments	ORS 205.320	
*\$11 A&T; \$10 PLCP; \$7 GIS Housing Fund; \$5 recording first page		\$93 ⁶
* Additional pages in document		\$5 per page
Additional fees for certain instruments:		
Assignment, release or satisfaction that affect more than one previously recorded instrument	ORS 205.320	\$5 per additional
Nonstandard instruments ⁷	ORS 205.327	\$20
Mining claim labor aff'd (additional claims)	ORS 517.220	\$.50 per additional
Mining claim location notice	ORS 517.030/BOC	\$10
Municipal Assessment Record	ORS 205.320	\$5 per page
Cooperative contract	ORS 62.360	\$5 per page
Cooperative contract, recording names	ORS 62.360	\$.02 per name
Cooperative contract, member termination	ORS 62.360/BOC	\$1.25
Cooperative contract, member termination list	ORS 62.360	\$.02 per name
Partition plat	ORS 92.100	\$98
Subdivision plat	ORS 92.100/205.350	+ \$5 per mylar ⁸ \$108 per lot or tract + \$5 per mylar

⁶ Copy fees must be prepaid

⁷ Note: "Except as provided in ORS 205.327 a county clerk shall not accept any instrument for recording unless the instrument is printed on sheets of not less than 20-pound opaque bond paper that are not larger than 14 inches long and 8-1/2 inches wide with text printed or written in 8-point type (approximately 1/8 inch) or larger" ORS 205.232. For reference, this footnote is printed in 8-point type (font style "Calibri) ORS 205.327 imposes an additional fee of \$20 for the recording of "nonstandard" instruments.

⁸ This fee includes an amount for recording by the Clerk and for review and approval by the Board of Commissioners in accordance with ORS Chapter 92. This fee does not include the additional fee for review and approval by the Planning Department and the Surveyor's Office. If a plat fails to pass review by the Surveyor, and is resubmitted, the Surveyor may charge an additional fee for that additional review.

Condominium plat	ORS 100.115	\$98
	LCC 7.505/BOC	+\$5 per mylar
Plat or survey correction affidavit	ORS 92.170/209.255/BOC	\$50
Plat vacation	ORS 271.230/ LCC 7.505/BOC	\$100 ⁹

FILINGS

Instruments filed but not recorded	ORS 205.320	\$5
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LIST OF REGISTERED VOTERS

On computer paper:

All Precincts	ORS 205.320/BOC	\$150
Per precinct	ORS 205.320/BOC	\$7

On labels

All Precincts	ORS 205.320/BOC	\$300
Per precinct	ORS 205.320/BOC	\$12

Electronic List ¹⁰	ORS 205.320/BOC	\$30
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PRECINCT MAPS

County or city	ORS 205.320/BOC	\$15 each
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COMMUNICATION TOWERS ¹¹

COMMUNITY CORRECTIONS

COUNTY WORK CREW

Daily Fee	ORS 203.035/BOC	\$650 per day
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⁹ This fee includes the Clerk's recording fee and the fee for review by the Surveyor.

¹⁰ E-mail or disc.

¹¹ The tower fees vary according to the type of equipment installed and height on the tower and at the tower site. Contact Lincoln County Emergency Management in the Sheriff's Office for fee information.

DISTRICT ATTORNEY

DISCOVERY OR PUBLIC RECORDS REQUEST

Electronic Discovery

Felony, Misdemeanor, Juvenile, Violations, Probation Violations

ORS 135.805 *et sq*/BOC \$35

ORS 203.035/BOC

\$10 Evidence.com links

\$5 for expired link to be resent

Material Discovery

Felony, Misdemeanor or Juvenile case

ORS 135.805 *et sq* / BOC

\$30 plus

\$.25 per page

Violation Cases

ORS 203.035/BOC

\$10

Probation Violation

ORS 203.035/BOC

\$10

Additional fee for duplication of video tape

ORS 135.805 *et sq*/BOC

actual cost

Additional fee for duplication of audio tape

ORS 135.805 *et sq*/BOC

actual cost

Additional fee for duplication of photographs

ORS 135.805 *et sq*/BOC

actual cost

Additional fee for computer disc/DVD

ORS 135.805 *et sq*/BOC

\$15 per disc

Thumb drives

ORS 203.035/BOC

\$15 (8GB, 16GB,32GB)

\$30 (64GB, 128GB)

Outsourced discovery

ORS 203.035/BOC

Actual cost of duplication

HEALTH & HUMAN SERVICES¹²

PUBLIC HEALTH DIVISION

Food Service ^{13 14}

ORS 624.510/BOC

Restaurant *

Benevolent	\$200
0-15 seats	\$695
16-50 seats	\$762
51-150 seats	\$907
150 or more seats	\$1027

*Pro rate fee for new full-service restaurants or change of operator; 50% of annual fee from October 1st to December 31st.

Limited-service restaurant	\$387
Vending units (1-10)	\$48
Mobile units/pushcarts (1-10)	\$379
Commissary (unlicensed facility)	\$483
Commissary (licensed facility)	\$276
Warehouse	\$192
Bed & Breakfast food service	\$305

Temporary Restaurants ¹⁵

Single Event 1-30 days	\$135
Intermittent Event, 30 days	\$185
Seasonal Event, 90 days	\$185
Seasonal Event Plan Review	\$94

¹² The fees for supplies and procedures provided at county health clinics are based upon actual cost, and therefore vary according to cost. ORS 431.415. Behavioral Health fees are determined by an annual cost report; health fees are based on Relative Value Units and actual supply costs. A sliding fee scale is applied to all chares other than for supplies. The Health & Human Services Department maintains a list of current fees. All fees, including, but not limited to, outstanding re-inspection fees, late payment penalty fees, and returned check fees, must be fully paid prior to issuance or renewal of a license.

¹³ For full service and limited-service restaurants, and bed and breakfast facilities, Oregon law provides that a "license expires annually on December 31." ORS 624.020(2). (2) Except as provided in this subsection, to reinstate an expired license the operator must pay a reinstatement fee of \$100 in addition to the license fee. If the operator reinstates the license more than 30 days after the expiration date, the reinstatement fee shall increase by \$100 on the 31st day following the expiration date and on that day of the month in each succeeding month until the license is reinstated. ORS 724.490(2). Payment for license fees must be received in the office of the Public Health Division office by December 31 to avoid a reinstatement fee. Under Oregon law, a license is not transferable between operators or locations, and no refund can be issued for any unused portion of a license. ORS 624.020(6).

A license that is not renewed on or before the expiration date of the license is delinquent. To be renewed in a timely manner, payment must be received in the Public Health Division office on or before the due date.

For all Public Health Division licenses, a license shall not be issued to an applicant/operator until all fees, including all reinspection fees, reinstatement fees, and other fees due and owing to the Public Health Division for current and expired licenses held by the applicant/operator have been fully paid.

¹⁴ The fees listed in this category **include** a remittance assessed by the Oregon health Authority. ORS 624.510(2), ORS 448.100(2).

¹⁵ A \$41 late fee will be applied if payment is received less than one week before the event.

Swimming Pools and Spas ¹⁶	ORS 448.100/BOC	
First pool or spa		\$487
Each additional pool or spa on the same site		\$323
Re-inspections		\$208
Other Food Service Fees		
Re-inspection of "Critical Item" in restaurant (1 st re-inspection no charge)		\$208
Operational Plan Review (for intermittent and seasonal temporary restaurants)		\$94
Mobile units licensed by another Oregon county		\$25
Other Fees:		
Hourly rate for inspections/professional services		\$208
Plan Review		
Initial construction		
Full-Service restaurant		\$507
Organizational Camp including food		\$507
Bed & Breakfast		\$151
Commissary		\$252
Warehouse		\$101
Limited service restaurant		\$151
Mobile Unit		\$151
Remodeling		
Full service restaurant		\$205
Organizational Camp without food		\$205
All other facilities		\$101
Food handler training	ORS 624.570(5)/BOC	
Training / Certificate	OAR 333-175-0001	\$10
Duplicate certificate		\$5
Sanitizer Test Strips and Thermometers		
Chlorine Vial		\$4
Chlorine Roll		\$6
Quaternary Ammonia Roll		\$6
Digital Probe Thermometer		\$21

¹⁶ Intentionally left blank

TRAVELERS' ACCOMMODATIONS / BED & BREAKFAST / RECREATIONAL "RV" PARKS ^{17 18}

Hotels/Bed & Breakfasts

1-10	\$123
11-25	\$224
26-50	\$415
51-75	\$596
76-100 and over	\$763+\$3 for every space over 100

Recreational "RV" Parks

1-10	\$208
11-25	\$241
26-50	\$443
51-75	\$633
76-100 and over	\$811+\$3 for every space over 100

Organizational Camps

	ORS 446.425/BOC	\$380
Day Care/other requested inspections (Includes reinspection's)	ORS 329A.400/BOC	\$208 per day

¹⁷ The fees listed in this category include a remittance assessed by the Oregon Health Authority. ORS 446.425(2)

¹⁸ ORS 446.323: (2) Any person, initially licensed under ORS 446.310 to 446.350 for engaging in the recreation park or travelers' accommodation business who has failed to renew a license on or before the expiration date is delinquent. If delinquency extends 15 days past the expiration date, a penalty fee of 50 percent of the annual license fee shall be added. The penalty fee shall be increased by 50 percent of the license fee on the first day of each succeeding month of delinquency.

LEGAL COUNSEL

Time (rounded to nearest quarter hour)	ORS 203.035/BOC	
County Counsel		\$150 per hour
Assistant County Counsel		\$135 per hour
Paralegal		\$60 per hour
Lincoln County Code (LCC) ¹⁹	ORS 203.035/LCC 0.120/BOC	
Printed Format (Approximately 130 double sided 8 ½" x 11" pages		\$25
Computer disc (available in a variety of formats		\$5
Annexation/Withdrawal/Dissolution of property	ORS 198/BOC	\$350 ²⁰
	LINCOLN LAND INFORMATION SYSTEM (LIS)	
Time (rounded to nearest quarter hour)	ORS 23.035/BOC	
GIS Manager		\$115 per hour
GIS Analyst		\$95 per hour

¹⁹ The code is also available on-line at Legal Counsel's website at www.co.lincoln.or.us

²⁰ Does not include Surveyor costs.

PLANNING & DEVELOPMENT

LAND USE PLANNING AND ZONING²¹

ORS 215.110/LCC 1.1220/BOC

Conditional use		\$1,575
	Medical Hardship Dwelling	\$735
Variance		\$1,365
Nonconforming use Alteration		\$1,575
Partition	ORS 92.100	\$1,575 ²²
	Final Plat	\$250
Floodplain Permit		
	Review	\$105
	Type I	\$788
	Type II	\$1,260
	Type III	\$1,575
	Accessory Structure/Tank	\$200
	MH Flood Fringe Only	\$250
	RV Replacement	\$158
	SI Determination	\$158
	Remedial Sand Grading New Application	\$525
	Annual Renewal	\$263
Property line adjustment		\$368
Property line adjustment A-C/T-C		\$525
Lot of Record Determination		\$630
Template Test		\$893
Subdivision		\$2,100 + 40
		Per lot over 10 ²³
Final Plat		\$788
Replat		\$1,050 +40
		Per lot over 10 ²⁴
Building permit review		
	Remodel / Alteration	\$105
	Addition	\$263
	New 1&2 Dwelling Structure	\$630
	New Multi Family/Commercial Structure	\$840
	New Accessory Structure	\$368
	Coastal Shorelands Review	\$263
	Manufactured Home Permit Review	\$126
	Septic Permit Review	\$126
	Septic Permit RV-Coastal Shorelands	\$263
	Geological Hazard Report Review	\$290
	Engineering Letter Review	\$150

²¹ For combined applications (applications requiring more than one action), the fee charged is the lesser of: (1) The sum of the individual application fees; or (2) The highest fee plus \$185

²² This fee does not include the additional fee charged by the Clerk for recording and for review and approval by the Surveyor.

²³ See footnote 20.

²⁴ See footnote 20.

Beach and Dune Hazard Report Review

\$290

PUBLIC HEARING ACTIONS

ORS 215.416(11)(b)

Appeal of Division Action	\$350
Conditional use	\$2,310
Major Conditional use	\$8,400 ²⁵
Variance	\$2,100
Similar Use – Quasi Judicial	\$2,310
Other applications referred by the Director to the Planning Commission	Application fee +\$280
Nonconforming use Alteration	\$1,575
Zone Change	\$4,725
Land Use Plan Change	\$4,725
Goal Exception	\$4,725
Planned Development	\$4,200 +65 per dwelling unit
Subdivision	\$2,625 + 65 per lot over 10 ²⁶
Appeal of Commission Action	\$1,500

MISCELLANEOUS

Administrative Fee	3.5%
Technology Fee	5%
Land use Compatibility Statement	\$210
LUCS A-C/T-C	\$368
CUP Conformance Review (Cell Tower)	\$263
Extension of approval time	\$263
Legal lot verification	\$330
Planning/zoning verification letter	\$100
Replacement dwelling in resource zone	\$315
Pre-application conference	\$368 ²⁷

Measure 49 Claim Deposit	ORS 195.300-195.336	\$5,000
Administrative Application Fee		\$1,050

OTHER

Application requiring outside technical review (as determined by Director or Commission)	Actual Cost
Duplication of audio tape	Actual Cost

²⁵ Staff will make a determination whether a project qualifies as a major conditional use based on the size of the project as provided in the application. Typically, a request to modify a development standard by more than twenty (20) percent will qualify that project as a major conditional use.

²⁶ See footnote 19.

²⁷ \$100 credit applied to application made within 6 months.

BUILDING PERMITS

LCC 3.030/BOC

Building, includes retaining walls, decks, fences, accessory structures, etc. – value based

Building – value based

\$1.00 to \$2,000.00	\$59
\$2001.00 to \$25,000.00	\$59 for the first \$2,000, plus \$10.30 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$295.90 for the first \$25,000 plus \$11.14 for each additional \$1,000 or fraction thereof, to and including the first \$50,000
\$50,001.00 to \$100,000.00	\$574.40 for the first \$50,000, plus \$6.31 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001.00 and up	\$889.90 for the first \$100,000, plus \$4.83 for each additional \$1,000 or fraction thereof.

Manufactured Dwelling/RV Park – Area Development Permit fee to be calculated based on the variations shown in Table 2 of OAR 918-600-0030 and Table 2 of OAR 918-650-0030 and applying the valuation amount for Buildings above.

Miscellaneous Fees

Administrative Fee – Revenues are used for the processing of fees for permits	5% of permit fees
Technology Fee – Revenues are used to support technology for E-permitting, and other electronic process fees	10% of permit fees
Inspections that are outside the scope of our normal building permit activities or for which no fee is specifically indicated	\$82 per hour
Inspections outside of normal business hours	\$132.00 per hour, minimum 2 hours
Deferred Submittal Plan Review	65% of the permit fee, calculated using the value of the deferred portion with a \$100 minimum.
Phased Project Plan Review	\$220 minimum phasing fee plus \$10% of the total project permit fee not to exceed \$1,500 per phase
Additional Plan Review	\$61 per hour, min half hour
Structural Plan Review	65% of structural permit fee
Seismic Surcharge – Plan Review	1% of structural permit fee
Fire Life Safety Plan Review	40% of structural permit fee
Reinspection and/or additional inspection	\$111.00
Minimum Structural Permit Fee	\$59
Inspection Record Card Replacement	\$25
Investigation Fees for Structural, Manufactured Dwelling, Mechanical, Electrical, Plumbing, or other	\$83 per hour, min 1 hour
Permit Reinstatement Fee – Subject to State Surcharge	85% of permit fee
Permit Reinstatement Fee – Subject to State Surcharge – Final Only	\$55 per discipline
Permit Extension – not subject to State Surcharge	\$50
Master Plan – Structural – Setup	\$220

Master Plan – Structural – subsequent reviews	50% of initial plan fee
Building Refund Processing Fee	\$55
Expedited Plan Review	\$132
Administrative Fee	5%
Technology Fee	10%

Solar Structural Installation Permit

Solar – Prescriptive Path System – includes plan rv	\$186 residential \$220 commercial
Solar – Non-Prescriptive Path System	Per structural Permit Fee value to include panels, racking, mounting, rails and costs of labor

Electrical – type based

Residential per Unit Service Included	
1,000 sq. ft. or less	\$176
Each additional 500 sq ft or portion thereof	\$33
Limited Energy	\$44
Each manufactured home or modular dwelling service or feeder	\$72
Multifamily	
New construction – fee for largest unit calculated using residential sq foot rates – plus 50% of the permit fee for each additional unit.	
New Construction – Limited energy system, per floor.	\$66
Protective Signaling, per floor	\$66
Service or Feeders: Installation, Alteration or Relocation	
200 amps or less	\$88
201 amps to 400 amps	\$99
401 amps to 600 amps	\$154
601 amps to 1,000 amps	\$193
Over 1,000 amps or volts	\$506
Reconnect only	\$72
Temporary Services or Feeders: Installation, Alteration or Relocation	
200 amps or less	\$72
201 amps to 400 amps	\$88
401 amps to 600 amps	\$110
601 amps to 1,000 amps	\$193
Over 1,000 amps	\$506
Branch Circuits: New, Alteration or Extension per Panel	
a. The fee for branch circuits with purchase of service or feeder fee. Each branch circuit	\$4.68
b. The fee for branch circuits without purchase of a service or feeder fee first branch circuit	\$66
Each additional branch circuit	\$4.68
Renewable Energy	
Systems 5 kva or less	\$87
Systems 5.01 kva to 15 kva	\$103
Systems 15.01 kva to 25 kva	\$172

Solar Systems over 25 kva	\$172 plus \$6.88 per kva over 25 (Max fee at 100 kva)
Wind Systems 25.01 kva to 50 kva	\$224
Wind Systems 50.01 kva to 100 kva	\$516
Miscellaneous (Service or Feeder not Included)	
Each pump or irrigation circle	\$72
Each sign or outline lighting	\$72
Signal circuit(s) or a limited energy, panel, alteration or extension.	\$72
Each additional inspection over the allowable in any of the above.	\$83 per inspection
Replacement Electrical Label	\$8
Master Permit – Application Fee	\$138
Master Permit – Inspection fee, hourly	\$83 per hour
Electrical Plan Review	25% of permit fee
Additional Plan Review, hourly	\$61 per hour, min half hr
Re-inspections or Inspections for which no fee is specifically indicated	\$66
Inspection outside of normal business hours	\$105/hour 2 hour min
Administrative Fee	5% of permit fees
Technology Fee	10% of permit fees

PLUMBING

Plumbing Plan Review	25% of permit fee
Additional Plan Review	\$55 per hour, min ½ hour
Reinspection, or additional inspection above allowable, or for which no other fee is specifically indicated.	\$66
Minimum Permit Fee – Commercial	\$83
Minimum Permit Fee – Residential	\$61
1 & 2 Family Dwellings	
1 bathroom / 1 kitchen (new construction)	\$121
2 bathroom / 1 kitchen (new construction)	\$231
3 bathroom / 1 kitchen (new construction)	\$341
Each additional bathroom > 3 or kitchen > 1	\$61 ea
Each additional 100 ft., or fraction thereof, of site utilities including water, sewer, storm (rain, footing, trench and leach) – first 100 ft included in bathroom/kitchen fee	\$44
Commercial and Non-New Residential site utilities	
Water service, first 100 feet.	\$66
Each additional 100 feet or fraction thereof.	\$44
Sanitary and storm sewer service, first 100 feet	\$66
Each additional 100 feet or fraction thereof.	\$44
Manufactured Dwellings and Prefabricated Structures	
Connection to existing drain, sewer and water (Initial Installation)	\$66
New sanitary and storm sewer	\$66
New water service	\$66
RV and Manufactured Dwelling Parks	
Base fee (includes 5 or less spaces)	\$259
Each additional space (base fee + cost per space)	\$50 ea

Structures and storm sewer systems (per fixture)	\$33
Fixtures	
Absorption Valve	\$22
Trench Drain	\$39
All other Fixtures	\$33 per fixture
Interior mainline – water piping	\$66
Medical Gas – Based on value of equipment and installation	
\$1 - \$500	\$99
\$501 - \$2,000	\$99 for the first \$500, plus \$6.78 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$200.70 for the first \$2,001, plus \$25.72 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$792.26 for the first 25,001, plus \$20.32 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$1,300.26 for the first \$50,001, plus \$12.20 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 and up	\$1,910.26 for the first \$100,000 plus \$10.84 for each additional \$1,000 or fraction thereof.
Residential Fire Suppression -Fee includes plan review	
1 – 2,000 square feet	\$209
2,000 – 3,600 square feet	\$270
3,601 – 7,200 square feet	\$319
7,201 square feet and up	\$391
Commercial Fire Suppression -See Structural Permit Fee Section by Valuation	
Miscellaneous	
Administrative Fee	5%
Technology Fee	10%
Mechanical – type based	
For issuance of permit	\$65 minimum based on value plus 12% state surcharge
Residential Mechanical	
Air conditioner, air handling unit, or appliance or piece of equipment regulated by code but not otherwise classified	\$10.40 per appliance
Attic or crawl space fans	\$5.94 per unit
Chimney, liner, flue, vent, clothes dryer exhaust	\$6.31/unit
Decorative gas fireplace	\$10.40
Ductwork only	\$6.31
Evaporative cooler, other than portable	\$9.70
Floor furnace, including vent	\$18.60
Flue vent for water heater or gas fireplace	\$10.40
Furnace, any BTU, burner, including ductwork, vent, liner	\$18.60
Gas or wood fireplace / insert	\$10.40
Gas fuel piping outlets	\$4.83
Heat pump	\$18.60

Hood served by mechanical exhaust and ducts	\$9.70
Hydronic hot water system	\$10.40
Mini split system	\$18.60
Range hood/other kitchen equipment	\$9.70
Suspended heater, recessed wall heater or floor heater	\$18.60
Ventilation fan connected to single duct	\$6.31
Water heater	\$10.40
Wood/pellet stove	\$10.40
Other heating/cooling	\$18.60
Other fuel appliance	\$10.40
Other environment exhaust/ventilation	\$6.31

Commercial Mechanical

\$1 - \$2,000	\$59
\$2,001 - \$25,000	\$59 for the first \$2,000 plus \$10.80 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$307.09 for the first \$25,000 plus \$11.14 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$585.90 for the first \$50,000 plus \$6.31 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$901.40 for the first \$100,000 plus \$4.83 for each additional \$1,000 or fraction thereof.

Other Mechanical

Mechanical Plan Review	25% of mechanical permit fee
Additional Plan Review	\$82 per hour
Reinspection	\$89
Additional Inspection above allowable or for which no fee is specifically indicated.	\$89 each
Inspection outside normal business hours	\$165 per hour, minimum 2 hours
Minimum Mechanical Permit Fee	\$96.53

Manufactured home permits and inspections

OAR/LCC 3.030/BOC – type based

Permit fee	\$176
Plan check	\$30
Inspections outside of normal business hours	\$220 per hr, 2hr min
Re-inspection fee assessed under Section 305(g)	\$132 ea
Inspections for which no fee is specifically indicated (minimum charge of ½ hour)	\$55 per hour
Additional plan review required changes, additions, or revisions to approved plans (minimum charge of ½ hour)	\$50 per hour

Miscellaneous

Administrative Fee	5% of permit fees
Technology Fee	10% of permit fees

ON-SITE SEWAGE DISPOSAL²⁸ ORS 454.745/OAR 340-71-140/LCC 2.425/BOC

STR Existing System Evaluation Report (ESER) Orientation	\$350
STR Maintenance Report	\$175
Site evaluation	\$1,055
Construction permits	
Standard	\$1,345
Capping Fill	\$1,945
Pressure distribution	\$1,945
Sand Filter	\$2,255
Alternative treatment technology system	\$2,255
Installation of holding tanks	\$555
Repair permits	
Major	\$1,005
Minor	\$555
Alteration permits	
Major	\$1,355
Minor	\$555
Renewal permits	
Major	\$855
Minor	\$455
Authorization notice	\$955
Annual review ATT system	\$100
Annual review holding tank	\$100
Pumper Trucks	
First truck	\$200
Each additional truck inspected at the same time	\$100
Miscellaneous	
Administrative fee	3.5%
Technology Fee	5%
Building Permit Review	\$120
Manufactured home placement permit review	\$120
Re-inspection	\$150
Multi-Lot REHS review	\$120
REHS consultation	\$250 per hour
Annual CEU classes from REHS	Actual Cost

²⁸ The fees listed in this category include the surcharge imposed by the Oregon Department of Environmental Quality (DEQ). OAR 340-71-140 (3). The surcharge is currently \$100 for each site evaluation, construction permit and all other activities for which an application is submitted. For combined applications (applications requiring more than one action), use the fee formula provided in Footnote 18.

BAYSHORE DUNE PLAN

LCC 1.1385/BOC

Foredune Grading Permit	\$625
Remedial/Infrastructure Grading Permit	\$270

GATHERINGS

BOC/Ordinance 495(2017)

Small	\$550
Mass	\$1,050
Extended Outdoor mass gatherings	\$1,550
Appeal of Planning Commission to BOC (for EMG)	\$600

PUBLIC WORKS

PARKS DIVISION ²⁹

Moonshine Park	ORS 275.320/LCC 9.015/BOC	
Day Use		\$5 per vehicle
Overnight (for first vehicle)		\$25
<i>Site maximum: 1 RV, 3 vehicles, 4 Tents</i>		
Overnight (Winter rate: Dec – Feb) First Vehicle		\$20
<i>Site maximum: 3 vehicles, 4 tents</i>		
Overnight extra vehicle		\$7
<i>Per extra vehicle; max. Of 3 vehicles per spot</i>		
Annual day use pass (January 1 – December 31 st)		\$35
Group area day use (by reservation)		\$50
Group area camping (by reservation)(8 RV's Max)		\$125
Firewood per unit		\$5
Elk City Park	ORS 275.320/LCC 9.015/BOC	
Overnight (for first vehicle)		\$25
<i>Site maximum 1 RV, 3 vehicles, 4 tents</i>		
Overnight (For Lincoln County Resident over 65 years old)		\$17.50
<i>For first vehicle</i>		
Overnight Extra Vehicle		\$7 per vehicle
<i>Maximum of 3 vehicles per spot</i>		
Firewood per unit		\$5
Morgan Park	ORS 275.320/LCC 9.015/BOC	
Overnight (for first vehicle)		\$25
Overnight Extra Vehicle		\$7 per vehicle
<i>Maximum of 3 vehicles per spot</i>		
Overnight (Winter rate; Dec-Feb) First Vehicle		\$20
<i>Site maximum of 3 vehicles, 4 tents</i>		
Cabin per night (max 6 people)		\$50
Firewood per unit		\$5
Brown Memorial Park		
Unimproved camp site (no water, porta toilets)		\$15
Improved camp site (water, flush toilets)		\$25
Firewood per unit		\$5

²⁹ The fees for park usage include all county imposed camping and RV space taxes.

Memorial Park Bench Donation	BOC	\$2,500
Includes bench with plaque, accessible concrete pad, site irrigation/repair modifications, installation and maintenance for 10 years		

ROAD DIVISION

Vehicle limit variance permit	ORS 818.270	\$8
Utility operations permit	ORS 758.010	\$0
Non-utility operations permit	ORS 368/374/203.035/LCC 6.310/BOC	\$150
Road Approach Permit	ORS 368/375/203.35 LCC 6.010/BOC	\$100
“No Spray” permit	ORS 203.035/BOC	\$0
Petition to open public road	ORS 368.081/LCC 6.410/BOC	\$500
Petition to vacate public road (paid to clerk)	ORS 368.341(4)/LCC 6.205/BOC	\$1,000
Petition to vacate or decrease width of county road (paid to clerk)	ORS 368.341(4) / LCC 6.210/BOC	\$1,000
Hearing for vacation proceedings	ORS 368.341(4)/ LCC 6.205 BOC	\$200
Memorial Signs		\$600

DEVILS LAKE EROSION CONTROL

Permit fees	LCC 3.110/BOC	See Uniform Building code, Chapter 13
Tidelands license (one year)	BOC	\$2,000

SHERIFF

ANIMAL SHELTER DIVISION

Adoption Fees

Puppy up to 1 year of age	ORS 203.035/BOC	\$250
Dog 1-7 years of age		\$175
Senior Dog 8+ years of age		\$125
Kitten up to 1 year of age	ORS 203.035/BOC	\$100
Cat 1-7 years of age		\$75
Senior Cat 8+ years of age		\$50
Proof of Rabies Deposit	ORS 203.035/433.385	\$20
Lost tag replacement		\$5
Kennel dog inventory fee (per kennel dog)	ORS 609.100/307.400/LCC 1.1115(51)BOC	\$5
Impoundment of altered dog (first)	ORS 203.035/BOC	\$30 per occurrence
Impoundment of unaltered dog (first)		\$50 per occurrence
Additional impoundment fee (If dog is unlicensed)		\$25
Keeping of impounded dog	ORS 203.035/BOC	\$10 per day
Impoundment of cat	ORS 203.035/BOC	\$15
Keeping of lodged cat	ORS 203.035/BOC	\$10 per day
Impoundment of other animals	ORS 203.035/BOC	\$15
Keeping of other animals	ORS 203.035/BOC	\$10
Animal Release	ORS 203.035/BOC	
Dogs: Owner release of adult dog or litter		\$45
Cats: Owner release of adult cat or litter		\$30
Owner release euthanasia	ORS 203.035/BOC	
Dogs		\$50
Cats		\$25
Cremation	ORS 203.035/BOC	Varies ³⁰
Carrier (with adoption)	ORS 203.035/BOC	\$5
Carrier (without adoption)	ORS 203.035/BOC	\$10

³⁰ Fee will be based upon Pathways Cremation Services.

SUPPORT SERVICES DIVISION

Concealed Handgun Licensing

Concealed Handgun License (Initial Issuance)	ORS 166.291	\$100 ³¹
Renewal	ORS 166.291	\$75
Duplicate (Loss/Change of address)	ORS 166.291	\$15

Permit to Purchase Firearm

New Firearm Purchase	Measure 114/ORS166	\$65
Renewal (Required every 5 years)		\$50

Civil Division Fees

Service of Notice Process	ORS 21.300	\$50
Multiple parties / same court case:		
2 Persons / 1 address		\$50
2 Persons / 2 addresses		\$100
3 Persons / 1 address		\$84
4 Persons / 1 address		\$112
Delivery of Writ of garnishment	ORS 18.652	\$25 ³²
Service mileage (when in excess of 75 miles roundtrip from courthouse, \$50 maximum)	ORS 21.300	Varies
Eviction Enforcement (Writ of Execution of Judgment of Restitution) ³³		
Number of tenants:		
1 or 2 / same address	(\$50) + (\$89)	\$139
3 / same address	(\$84) + (\$89)	\$173
4 / same address	(\$112) + (\$89)	\$201
Enforcement Process (basic fee)	ORS 21.300	\$89 ³⁴
Security and Inventory Services after first hour	ORS 21.300	Actual cost
Reasonable Keepers Fee	ORS 21.300	varies

Sale of Property

Sale, preparation, posting, advertising, conducting the sale, certified regular mailings, post-sale processing	ORS 18.930(5)(2)/BOC	Actual cost
Deposit on Real Property Foreclosure and Sale	ORS 18.930(5)(2)/BOC	\$750
Deposit on Personal Property Foreclosure and Sale	ORS 18.930(5)(2)/BOC	Varies ³⁵
Prepare and Issue Conveyance of Real Property	ORS 21.300	\$56
Each folio necessary to complete service	ORS 21.300	\$4.00

³¹ Non-refundable fee for background check. License currently valid for 4 years unless denied or revoked. NOTE: This fee does not include the \$15 fee imposed by the Oregon State Police (OSP) for a fingerprint check pursuant to ORS 166.291.

³² For each garnishment delivered. Does not include applicable search fees required by financial institutions outlined in ORS 18.790.

³³ Please note that "Et AL" or "All other occupants" is considered a party in all actions.

³⁴ Other Enforcement Process (Writ of Execution, Order of Assistance, Claim and Delivery, etc). Plus see additional fees allowed by statute and imposed by county. Additional security and inventory services after first hour and reasonable amount for keepers fee.

³⁵ Fee varies depending on any additional specialized services needed for seizing and levying on property (e.g. towing, locksmith, moving/storage, veterinarian, etc).

Records Fees

Local Records Check	ORS 203.035/BOC	\$15 ³⁶
Copy of Police Report (Not Archived)	ORS 203.035/BOC	\$15 ³⁷
Copy of Police Report (Archived)	ORS 203.035/BOC	\$25 ³⁸
Copy of Dispatch Report	ORS 203.035/BOC	\$15
Copy of audio Cassette tape	ORS 203.035/BOC	Actual transfer cost
Copy of video cassette tape	ORS 203.035/BOC	Actual transfer cost
Copy of in-car recording	ORS 203.035/BOC	Actual cost ³⁹
Copy of body camera recording	ORS 203.035/BOC	Actual cost
Copy of CD or DVD	ORS 203.035/BOC	Actual cost
Copy of photographs (not digital)	ORS 203.035/BOC	Actual cost to produce
Additional Research or Processing Time	ORS 203.035/BOC	Varies based on staff hourly rate
Fingerprints (up to 2 cards per person)	ORS 203.035/BOC	\$25 + \$5 ⁴⁰

Vehicle and Other Impounds

Vehicle impound administrative fee DUII Forfeiture (per each impounded vehicle)	ORS 203.035/BOC	\$250 ⁴¹
Vehicle impound administrative fee All other impounds (per each impounded vehicle)	ORS 809.720/BOC	\$125 ⁴²
Vehicle storage per day, per vehicle (indoor at county impound yard)	BOC	\$35
Vehicle storage per day, per vehicle (outdoor at county impound yard)	BOC	\$25

Alarm

Alarm Permit Renewal	LCC 7.750/BOC	\$10 per year
Alarm Permit Application	LCC 7.750/BOC	\$45

³⁶ Computer records search. One name or address per search fee. If a copy of a police report is requested based on search, applicable police report fees will be applied. If the standard research and/or processing time is exceeded, applicable research/processing fees will be applied.

³⁷ March 2002 or later - \$15 for reports (up to 8 pages). Larger reports that exceed standard processing time will be evaluated on a case-by-case basis, and additional processing fees will be applied.

³⁸ Feb 2002 or earlier - \$25 for reports (up to 8 pages). Larger reports that exceed standard processing time will be evaluated on a case-by-case basis, and additional processing fees will be applied.

³⁹ Actual cost to produce records includes, but is not limited to, actual cost of flash drives, DVDs, CDs staff time to review and redact records in accordance with law, and third-party vendor fees to transfer records to readable media.

⁴⁰ \$25 for first two cards; \$5 for each additional card.

⁴¹ This fee is for administrative costs only and does not include towing and storage charges. The \$250 fee is collected by Lincoln County Legal Counsel and deposited in the County DUII fund pursuant to LCC 2.300.

⁴² The \$125 fee is paid to the Sheriff and is deposited with other general fund monies received.

Short Term Rentals ⁴³

License Application	BOC	\$750
Reinspection following 2 nd Inspection	BOC	\$125 per inspection
Annual License Renewal	BOC	\$500
Change in Contact Information	BOC	\$75
Short Term Rental Data	BOC	Actual cost

Key Cards

Prox/Key Card Replacement	BOC	\$10
ID pass Card-Attorney	BOC	\$15

EMERGENCY MANAGEMENT

Communication Tower Site Access-Key Fees ⁴⁴

Key Replacement		\$50 per key
Key Locking System and Replacement of Inventory keys		\$450

JAIL DIVISION

Booking photo	ORS 203.035/BOC	\$20
Health Services copayment fees ⁴⁵		
Nurse evaluations (Medical Request Form)	ORS 169.150/BOC	\$5 per visit
Doctor Assessment		\$10 per visit
Prescriptions	ORS 203.305/BOC	\$10 per month supply
Prescribed Over-the-Counter Medications	ORS 196.150/BOC	\$5 per month
Stock medications or Over the Counter medications		\$1 for anything less than 1 month supply
Pregnancy Test		\$5 for test, \$10 for lab
Lice Treatment		\$5 per treatment, \$10 total
Re-stocking medication fee	ORS 203.035/BOC	\$5
Medical Supplies	ORS 169.150/BOC	Actual cost
Off-site medical/dental	ORS 169.150/BOC	Actual cost
Inmate Work Crew Program	BOC	Up to \$550 per day
National Criminal History Check	ORS 423.497	\$137
Photocopies (8½" x 11" or 14")	ORS 203.035/BOC	\$.25 per copy

⁴³ See BOC Order 11-16-294

⁴⁴ Not used at this time

⁴⁵ The copayment fee will be charged for services, and withdrawn from the inmate's jail account. An inmate will not be denied health care services because the inmate does not have money in the inmate's jail account at the time of the health care service request.

Research time	ORS 203.035/BOC	\$12.50 per ¼ hr ⁴⁶
Fax transmission requested in lieu of mailing	ORS 203.035/205.320/BOC	\$2 first page + \$1 per additional page

SURVEYOR

Survey filing	ORS 209.260/BOC	\$75 per page
Preliminary review of land division plat	ORS 203.035/BOC	\$250 plus \$10 per lot, unit or tract
Preliminary review of a survey (optional) ⁴⁷		\$75 per page
Multiple Review of survey or plat		\$122 per hour
Partition Plat	ORS 92.100	\$290
Subdivision Plat (pre-monumented)	ORS 92.100/205.350 ORS 92.044/BOC	\$590+\$50 per lot or tract
Subdivision Plat(post-monumented ORS 92.065	ORS 92.100/205.350 ORS 92.044/BOC	\$3,610 + \$300 per lot or tract + bond amount set by County Surveyor
Condominium Plat	ORS 100.115 LCC 7.505/BOC	\$840 + \$50 per unit or tract
Affidavit to Reestablish Corners	ORS 92.070/BOC	\$50
Plat or Survey correction affidavit	ORS 92.170/209.255 /BOC	\$50
Copies per page	ORS 203.035/BOC	
	Standard Fee ⁴⁸	\$1.50
	Volume Fee ⁴⁹	\$.50
Certified copies/original copies/to scale copies	ORS 203.035/BOC	\$5
Shipping and handling per envelope	ORS 203.035/BOC	\$7.50
Annexation/Withdrawal/Dissolution of property	ORS 198/BOC	Actual cost ⁵⁰

(NOTE: for reference only: fees collected at other departments)

Public Land Corner Preservation Fund Fee (ORS 205.130(2) instruments		(\$10; collected by Clerk)
Plat vacation		(\$100; collected by Clerk)

⁴⁶ Per person rounded to the nearest ¼ hour; minimum charge of on ¼ hour.

⁴⁷ The Surveyor will perform preliminary review of survey plats only upon the request of the submitting developer or surveyor, and only if the Surveyor determines that the Surveyor's Office has sufficient time and resources available to perform the preliminary review. Completion of a preliminary review is not a guarantee that deficiencies will not be found when the final plat is filed.

⁴⁸ Standard fees include an amount that reflects research and staff time.

⁴⁹ The volume fees are for self-service automated volume accounts.

⁵⁰ Actual cost to draft property legal description, includes staff research time and review.

TREASURER AND TAX DEPARTMENT

Duplicate copy of tax statement	ORS 203.035/BOC	\$1
Demand statement (account summary)	ORS 203.035/BOC	\$.25
Microfiche copies	ORS 203.035/ 192.440/BOC	\$1 per page
Copy of canceled checks	ORS 203.035/BOC	\$1
Computer receipt copy	ORS 203.035/BOC	\$.25
Computer reports	ORS 203.035/BOC	\$1 per page
Computer recall reports	ORS 203.035/BOC	\$40/hour computer time + \$40/hour staff time (\$15 minimum)
District tax summary report	ORS 203.035/BOC	\$1 per page
Electronic file of delinquent tax accounts	ORS 203.035/BOC	\$100
Garnishment fee	ORS 29.375	\$15
Mailing	ORS 203.035/BOC	Actual cost
Publication fee foreclosure	ORS 312.110	5% of total tax & interest
Redemption fee foreclosure	ORS 312.120	\$50 or actual cost of lien search if more than \$50
Personal property warrant fee	ORS 311/633	\$52 ⁵¹
Stop payment on a lost paycheck (as reported by County employee)	ORS 203.035/BOC	\$30

SIGNATURE SPACE FOR COMMISSIONERS

LINCOLN COUNTY BOARD OF COMMISSIONERS



KAETY JACOBSON, Chair



CLAIRE HALL, Commissioner



CASEY MILLER, Commissioner

⁵¹ Includes Clerk's \$5 basic record fee and Clerk's \$5 basic recording fee for release.