



Planning Permit Fees 2021-2022

835 East 14th Street, San Leandro, CA 94577 • Email planner@sanleandro.org • Leave a Message (510) 577-3325

What are planning permit fees?

Permit fees are used to cover the cost of the time City staff spend reviewing a development proposal.

Do I need a planning permit?

Planning permits may be required for certain development projects and/or uses. Planners are available at the One-Stop Permit Center to identify the approval(s) that may be required for your project. When a Planning permit is required for your project, approval of the Planning permit is required before a Building permit can be issued.

How are the fees calculated?

Planning fees are based on a fixed fee or a direct cost (with deposit) for more complex planning services. The permit processing fees depend on the specific zoning approval required and/or the proposed use.

How do I pay the permit fee?

Checks are made payable to "City of San Leandro."

We also accept checks, Visa, Discover, and Mastercard, with a 2.5% credit card processing fee per transaction.

Direct Cost Project

The 6% Tech Fee will be applied upon project close-out, based on total permit fees. If 2 or more Direct Cost entitlements submitted, the initial deposit is reduced by 20%.

ADMINISTRATIVE REVIEW AND EXCEPTIONS. (1-2 months)	
<input type="checkbox"/> Residential	\$2,223.16 = \$2,097.32 + \$125.84 tech fee
<input type="checkbox"/> Residential Requiring Hearing	\$4,448.36 = \$4,196.57 + \$251.79 tech fee
<input type="checkbox"/> Non-Residential	\$3,337.29 = \$3,148.39 + \$188.90 tech fee
<input type="checkbox"/> Non-Residential Requiring Hearing	\$6,673.58 = \$6,295.83 + \$377.75 tech fee
<input type="checkbox"/> Outdoor Facilities Permits	\$1,112.10 = \$1,049.15 + \$62.95 tech fee
<input type="checkbox"/> Mobile Food Vending	\$244.41 = \$230.58 + \$13.83 tech fee
<input type="checkbox"/> Wireless Telecommunications Facility	\$7,414.98 = \$6,995.26 + \$419.72 tech fee
APPEAL.	
<input type="checkbox"/> Appeal by Non-Applicant to BZA / City Council	\$578.45 = \$545.71 + \$32.74 tech fee
<input type="checkbox"/> To Board of Zoning Adjustments (BZA)	Direct Cost \$5,000 deposit
<input type="checkbox"/> To City Council	Direct Cost \$5,000 deposit + City Clerk filing fee
CONDITIONAL USE PERMIT (CUP) / PARKING EXCEPTION / VARIANCE. (3-6 months)	
<input type="checkbox"/> CUP - Residential	Direct Cost \$6,000 deposit
<input type="checkbox"/> CUP - Non-Residential	Direct Cost \$10,000 deposit
<input type="checkbox"/> Parking Exception	Direct Cost \$6,000 deposit
<input type="checkbox"/> Variance	Direct Cost \$6,000 deposit
ENVIRONMENTAL REVIEW.	
<input type="checkbox"/> Exemption without Initial Study (Categorical)	\$741.40 = \$699.43 + \$41.97 tech fee
<input type="checkbox"/> Initial Study / EIR	Direct Cost (Deposit based on scope)
FENCE MODIFICATION. (2-4 months)	
<input type="checkbox"/> Single-Family and Duplex	\$1,112.10 = \$1,049.15 + \$62.95 tech fee
<input type="checkbox"/> Multi-Family and Non-Residential	\$1,669.16 = \$1,574.68 + \$94.48 tech fee
<input type="checkbox"/> View Preservation	\$3,335.26 = \$3,146.47 + \$188.79 tech fee
PLANNED DEVELOPMENT / DEVELOPMENT AGREEMENT.	
<input type="checkbox"/> Planned Development	Direct Cost \$15,000 deposit
<input type="checkbox"/> Development Agreement	Direct Cost \$15,000 deposit
PRE-APPLICATION.	
<input type="checkbox"/> First Meeting Free / Each Additional Meeting	\$557.07 = \$525.54 + \$31.53 tech fee
<input type="checkbox"/> BZA / Planning Commission Work Session	\$557.07 = \$525.54 + \$31.53 tech fee
<input type="checkbox"/> SB 330 / SB 35 Housing Project	\$5,927.52 = \$5,592.00 + \$335.52 tech fee
SIGNS.	
<input type="checkbox"/> Temporary Sign Permit	\$263.77 = \$248.84 + \$14.93 tech fee
<input type="checkbox"/> Standard Sign Permit	\$555.03 = \$523.61 + \$31.42 tech fee
<input type="checkbox"/> Sign Program	Direct Cost \$5,000 deposit



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What are "Direct Costs"?

Direct Costs include an hourly personnel charge, a 3.38 multiplier for benefits, administrative support, consultant costs (if any), and overhead and legal fees.

Minimum charge is one-half hour, calculated in 15 minute increments, unless otherwise stated.

Is any portion of the planning fee refundable?

For Direct Cost projects, unless otherwise specified, if the deposit you paid is greater than the actual cost of processing your application, the City will refund the difference.

What is the Technology Fee?

The Technology Fee reimburses the City for technology costs related to permit processing, tracking and filing.

The Technology Fee is 6% of the total permit fee and is not refundable. The fee is applied to all permit fees except Zoning Compliance Letters, Zoning Business License fees, and Planning Plan Check for Building Permit fees.

SITE PLAN REVIEW. (1-4 months)	
<input type="checkbox"/> Minor Residential / Cert. of Compatibility	\$2,780.23 = \$2,622.86 + \$157.37 tech fee
<input type="checkbox"/> Major View Preservation	\$4,448.36 = \$4,196.57 + \$251.79 tech fee
<input type="checkbox"/> Major Residential / Non-Residential	Direct Cost \$5,000 deposit
<input type="checkbox"/> Non-Residential Façade Change	\$741.40 = \$699.43 + \$41.97 tech fee
TEMPORARY USE PERMIT.	
<input type="checkbox"/> Holiday, Parking Lot Sale, Car Wash, Fundraiser	\$271.91 = \$256.52 + \$15.39 tech fee
<input type="checkbox"/> All Others	\$1,112.10 = \$1,049.15 + \$62.95 tech fee
TENTATIVE MAP / SUBDIVISION / CONDOMINIUM / ANNEXATION.	
<input type="checkbox"/> Tentative Map	Direct Cost \$15,000 deposit
<input type="checkbox"/> Amendment/Extension/Revision/Waiver	Direct Cost \$15,000 deposit
<input type="checkbox"/> Residential Condo Conversion	Direct Cost \$15,000 deposit <i>Note: \$5,714.25 per Unit Impact Fee</i>
<input type="checkbox"/> Non-Residential Condo Conversion	Direct Cost \$15,000 deposit
<input type="checkbox"/> Annexation	Direct Cost \$15,000 deposit
ZONING CHANGE / GENERAL PLAN AMENDMENT / SPECIFIC PLAN.	
<input type="checkbox"/> Zoning Change / Code Amendment	Direct Cost \$15,000 deposit
<input type="checkbox"/> General Plan Amendment	Direct Cost \$15,000 deposit
<input type="checkbox"/> Specific Plan / Amendment	Direct Cost \$15,000 deposit
OTHER PLANNING FEES.	
<input type="checkbox"/> Historical Landmark Designation	\$2,223.16 = \$2,097.32 + \$125.84 tech fee
<input type="checkbox"/> Public Convenience and Necessity Determination	\$2027.63 = \$1,912.86 + \$114.77 tech fee
<input type="checkbox"/> Zoning Verification Letter	\$184.10
BUSINESS LICENSE ZONING APPROVAL.	
<input type="checkbox"/> New Business License or Home Occupation	\$120.98
<input type="checkbox"/> Change of Ownership	\$36.82
BUILDING PERMIT PLAN CHECK.	
<input type="checkbox"/> Single Family Residential - New Construction/Alterations/Additions	\$263.00
<input type="checkbox"/> Non-Residential - Alterations/Additions	\$263.00
<input type="checkbox"/> Multi-Family Residential or Non-Residential - New Construction	\$656.45
<input type="checkbox"/> Accessory Dwelling Units - Alterations/Additions/New Construction	\$172.11 per hour
<input type="checkbox"/> Community Planning Fee	0.3% of total valuation of construction

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