

RESOLUTION NO. 2021-13

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting the City of Lakewood 2022 Fee Schedule.

WHEREAS, in connection with the municipal functions and operations of the City of Lakewood, the City requires certain fees; and

WHEREAS, it is appropriate to review such fees and make adjustments to appropriately address costs; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs associated with various City functions and facilities;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. That the Fee Schedule of the City of Lakewood is amended as set forth in Exhibit A.

Section 2. Severability. If any sections, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution or its application to any other person, property or circumstance.

Section 3. This Resolution shall be in full force and effect January 1, 2022.

PASSED by the City Council this 15th day of November, 2021.

CITY OF LAKEWOOD



Don Anderson, Mayor

Attest:



Briana Schumacher, City Clerk

Approved as to Form:



Heidi A. Wachter City Attorney

2022 FEE SCHEDULE
Resolution 2021-13 Adopted by City Council on November 15, 2021

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A.	Copies/Duplication	
	Legal/City Clerk	
	Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
	Various Departments	
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	<p>Note:</p> <ul style="list-style-type: none"> - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: <ul style="list-style-type: none"> (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production. 	
	Non Sufficient Funds (NSF) Fee	\$25.00
	Public Works	
	Engineering Standards Manual	Cost plus 15%
B.	City Hall Rental Fees - Two-hour minimum reservation required for facility use	
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES		
Administrative Fee		
Technology Fee		2% of the total planning permit cost
Plat/Subdivision Fees		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit ⁽¹⁾
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Minor	\$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit ⁽¹⁾
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus \$2,500 hearing examiner deposit ⁽¹⁾
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
Discretionary Land Use Permits		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Master Facilities Plan		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances		\$1,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances for single family dwelling <i>(where project valuation does not exceed \$12,000)</i>		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$1500.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Shoreline Conditional Use Permit/Shoreline Variance		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Written Shoreline Exempt Determination <i>(The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)</i>		\$150.00
Appeals & Reconsiderations		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽¹⁾
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00
Amendments to Plans & Regulations		
Amendments to the Comprehensive Plan & other related policy documents		\$2,100.00
Amendments to Development Regulations		\$2,600.00
Amendments to the Shoreline Master Program		\$3,200.00
Site-Specific Rezone		\$3,100.00

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount	
C.	PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review			
Single family dwelling construction in residential zones are subject to the following fee schedule:			
Construction Value:			
\$0 - \$74,999			\$50.00
\$75,000 - \$124,999			\$100.00
\$125,000 - \$224,999			\$150.00
Over \$225,000			\$300.00
Other Developments: All new buildings or exterior tenant improvements in commercial or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:			
Construction Value	CED Zoning Certification Fee	Compliance check w/ permit conditions	
\$0 - \$99,999	\$260.00		\$50.00
\$100,000 - \$249,999	\$530.00		\$200.00
\$250,000 - \$499,999	\$790.00		\$450.00
\$500,000 - \$999,999	\$1,000.00		\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00		\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00		\$1,700.00
Over \$10,000,000	\$3,000.00		\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.			
Zoning Certification with No Site Plan Review Required		A \$20.00 fee applies to zoning certifications where only a business license is required.	
		A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings		Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
Miscellaneous Planning Fees		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
	Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
⁽¹⁾ Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
Other Fees		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development Services		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
C.	PLANNING AND DEVELOPMENT FEES - continued	
SEPA & Wetland Fees		
	Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)	\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries)	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)		
	Conditional Certificate Application	\$800.00
	Extension of Conditional Certificate of Application	\$500.00
	Final Certificate of Application	\$500.00
	8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$800.00
	12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$1,200.00
Tree Removal/Replacement Permit Fees		
	Significant Tree Removal Permit	No Fees
	Off-Site Tree Replacement Permit (when trees are not being replaced onsite)	\$400.00 for each replacement tree

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
D.	GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS	
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	Valuation	Corresponding Permit Fee
	\$0 - \$500	\$30.00
	\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
	\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
Other Fees		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
	State Building Code Council (SBCC) Surcharge - Residential	\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
	State Building Code Council (SBCC) Surcharge - Commercial	\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
General Comments		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation	
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
D.	GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued	
Mechanical Permit Fees		
	New Single Family Residences and Duplex (per unit) Flat Fee	\$175.00
	Residential (Prescriptive Design)	\$175.00
	Commercial and Non-Prescriptive Residential	Per Valuation w/ Minimum \$175.00
New Commerical Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
	Project Valuation	Fee
	Up to \$5,000	\$85.00
	\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	> \$100,000	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
Mechanical Review Fees		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:		
	Equipment Unit Schedule Description	Fee
	Permit Issuance	\$34.00
	Issuing supplemental permits	\$12.00
	Furnaces up to and including 100,000 BTU	\$22.00
	Furnaces over 100,000 BTU	\$29.00
	Appliance vents	\$12.00
	Repair or additions to A/C systems	\$22.00
	Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
	Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
	Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
	Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
	Boilers, compressors and absorption systems over 50 horsepower	\$123.00
	Air handlers up to and including 25 tons	\$18.00
	Air handlers over 25 tons	\$29.00
	Evaporative coolers	\$41.00
	Ventilation and exhaust (fans and hoods)	\$18.00
	Incinerators, domestic type	\$29.00
	Incinerators, international type	\$41.00
	Each gas piping from 1 to 5 outlets	\$12.00
	- Additional outlets per outlet	\$3.00
	Miscellaneous	\$18.00

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
PLUMBING PERMIT FEES		
New Single Family Residences and Duplex (per unit) flat fee		\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
Project Valuation	Fee	
Up to \$5,000	\$85.00	
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000	
\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.	
PLUMBING REVIEW FEES		
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.		
Equipment Unit Schedule	Fixture Fee	
Permit Issuance	\$34.00	
Issuing supplemental permits	\$12.00	
Furnaces up to and including 100,000 BTU	\$22.00	
Each plumbing fixture with one trap	\$12.00	
Each building sewer	\$22.00	
Each drain for indoors rainwater system	\$12.00	
Each cesspool	\$35.00	
Each private sewage disposal system	\$59.00	
Each water heater and vent	\$12.00	
Each gas piping from 1 to 5 outlets	\$12.00	
- Additional outlets per outlet	\$3.00	
Each waste incinerator	\$12.00	
Water piping or water treating system	\$12.00	
Repair or alteration of drainage or vent	\$12.00	
Backflow device for lawn sprinklers	\$12.00	
Vacuum breakers from 1 to 5	\$12.00	
- Additional units over 5 per each	\$3.00	
Backflow device for other systems over 2 inches in diameters	\$24.00	
Cross connection of reclaimed water system	\$47.00	
Each graywater system	\$59.00	
Medical gas system from 1 to 5 outlets	\$71.00	
- Additional outlets over 5 per each	\$12.00	

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
E.	GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES	
	Geographical Information Systems (GIS)	
	LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:	
	Standard Mapping Products	
	Photo Quality Paper (11 X 17)	\$15.00 each
	Wall Map (22 X 34)	\$20.00 each
	Wall Map (33 X 44)	\$25.00 each
	ELECTRONIC MEDIA: CD-ROM	\$15.00
	Administrative Services	
	Extra Duty Contracts - Administrative Fee	\$2.00 per hour
	Extra Duty Contracts - Processing Fee	\$10.00 per invoice
	Lien Filing Fee	\$50.00 plus all recording fees
F.	PUBLIC WORKS PERMIT FEES	
	Administrative Fee	
	Technology Fee	2% of the total public works permit cost
	Permits	
	Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)	
	Project Value	Permit Fee
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
	<i>Project Value is defined as the value of all improvements outside the building footprint.</i>	
	Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	\$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
	Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)	\$500.00
	Pavement Degradation Fee : (recovers loss in pavement serviceability due to pavement cuts):	
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
F.	PUBLIC WORKS PERMIT FEES - continued	
	Right-of-Way Vacation Permit (<i>"Sale" or vacation of city right-of-way to abutting property owners</i>)	\$1,840.00
	Street Opening Permit (<i>Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.</i>)	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	Oversize Load Permit (<i>all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets</i>)	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	Reinspection Fee (<i>to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit</i>)	\$92.00
	General Inspection Fee (<i>for inspection not otherwise listed</i>)	\$92.00 per hour
	Miscellaneous Permits (<i>any Public Works permit not covered by the fee schedule, if performed by an employee</i>)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	Professional Services Contracts (<i>any private or public professional service contract needed</i>)	Rate will be billed 100%, plus 10% administrative charges

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use)	
	Parks, Recreation & Community Services	
	Special Use Permit*	
	Events	\$200.00 - \$500.00
	Colonial Plaza and Major events	\$1,000.00
	Event Deposit	\$250.00 - \$500.00 per event
	Additional event fees and services (plus 15% of gross private event revenue)	Market rate + 15%
	<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>	
	Alcohol Permit Fee ** (must be purchased in addition to a special use permit)	
	Small events	\$200.00
	Large events	\$500.00
	Major events	\$1,000.00
	** Special conditions apply	
	Facility Use Cancellation Fees	
	- Recreation Administrative Fee	\$10.00 (non-refundable)
	- Special Use Permit - less than 30 days prior to	(0%) 100% retained by City
	- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
	- Special Use - more than 61 days prior to use	(75% refunded) 25% retained by City
	Lakewood Senior Activity Center (two hour minimum)	
	Rainier Room - Full activity room	\$65.00 per hour
	Classroom	\$30.00 per hour
	Artroom	\$30.00 per hour
	Kitchen (only if available if renting full activity room)	\$15.00 per hour
	Facility Deposit	\$150.00
	Cleaning Fee	\$150.00
	Additional Staffing Fee	\$25.00 per hour
	Cancellation Fees	
	- Facility Deposit/Fees (less than 30 days)	(0%) 100% retained by City
	- Facility Deposit/Fees (31-60 days prior)	(50% refunded) 50% retained by City
	- Facility Deposit/Fees (more than 61 days prior)	(75% refunded) 25% retained by City
	Boat Launch	
	Per launch (Credit/Debit Cards Only)	\$15.00
	Resident Season Pass	\$125.00 plus tax
	Non-Resident Season Pass	\$150.00 plus tax
	Overnight Pass	\$50.00
	Commercial Pass	\$250.00
	Outdoor Market Vendors	
		Daily Rate
	Regular Stall 10x10	\$25.00
	Regular Stall 10x 20 or Food Trucks	\$50.00
	Please note that this fee structure does not apply to the City's annual SummerFEST event. Fees for SummerFEST vendors, sporting event coordinators, specialty activities, food trucks and other event elements may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services and other conditions.	
	Neighborhood Parks	
	Field Preparation Fees	\$25.00
	Fields use	\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Fort Steilacoom Park	
	Large Picnic Shelter - Full day only May-Sep	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$100.00
	- Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	Small Picnic Shelters - Full day only May - Sep	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$50.00
	- Full Day (10:00 a.m. - 7:00 p.m.)	\$75.00
	Pavilion	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$500.00
	- Full Day (10:00 a.m. - 7:00 p.m.)	\$1,000.00
	Hourly Rate (2 hour minimum)	\$150.00
	Deposit	\$250.00 - \$500.00
	Cleaning Fee	\$50.00 - \$70.00
	Sport Field Use Fees	
		With one field preparation, per field, per day
	- 1 Field	\$200.00
	- 2 Fields	\$275.00
	- 3 Fields	\$350.00
	- 4 Fields	\$425.00
	- 5 Fields	\$500.00
		Without field preparation, per day
	- 1 Field	\$150.00
	- 2 Fields	\$200.00
	- 3 Fields	\$250.00
	- 4 Fields	\$300.00
	- 5 Fields	\$350.00
	Baseball Field #5 at Fort Steilacoom Park	\$25.00 per game or \$50.00 per day
	Single Sports Field (no preparation)	\$40.00 per 60 minutes
	Tournament Deposit and Cancellation Fee (A full refund or credit less	
	- Nonrefundable tournament reservation fee <i>(does not go towards tournament fees)</i>	\$100.00
	- Tournament Deposit Fee <i>(will go towards tournament fees)</i>	\$100.00 per field
	- Tournament cancelled less than 30 days prior	50% of deposit refunded
	- Tournament cancelled 31-60 days prior	75% of deposit refunded
	Youth soccer teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.	
	- Age 10 years and under	\$100.00 per team
	- Age 11 - 18 years	\$125.00 per team
	- Adult, age over 18 years	regular field use rates apply
	Youth baseball teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.	\$50.00 per game fee (2.5 hours and one prep per day)
	Field preparation (all sports)	\$50.00 per prep \$75 per mid day mound change

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Other Fees	
	Open Space:	
	Half Day (10:00 a.m. - 2:00 p.m.) or (3:00 p.m. - 7:00 p.m.)	\$100.00
	Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	\$25.00 per hour
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	Neighborhood Shelters - Full day only May-Sep	
	- Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00	\$40.00 / \$50.00
	- Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m.	\$60.00 / \$75.00
	McGavick Center Facility Use/Rental	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
H.	FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES	
	Community & Economic Development	
	Site Development Plan Review (plats, short plats, commercial projects, residential infill's etc.)	
	Basic review fee	\$250.00
	- Additional review (over two hours)	\$125.00 per hour
	Vehicle Gates (includes plan review, inspection and testing)	\$125.00 per hour
	Construction Plan Review - A plan review fee will be charged for fire department review of requirements for construction and inspection of the IFC requirements for buildings classified as Group A, B, E, F, H, I, M, R, S and U. The plan review fee shall be:	15% of the plan review fee established for Building Permit Plan Review with a minimum fee of \$125.00
	Fireworks Fees	
	1) Fees for temporary fireworks stand permit	\$100.00
	2) Fees for a public display permit	\$245.00
	3) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
	4) A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00
	Fire Alarm Systems	
	Tenant Improvements (1st four zones)	\$215.00 plus \$6.00 (per
	- Additional zones	\$54.00 (each)
	Residential (one and two-family dwellings)	\$215.00 plus \$6.00 (per
	Commercial and Multi-Family (1st four zones)	\$325 plus \$6.00 (per device)
	- Additional zones	\$54.00 (each)
	- Sprinkler supervision only	\$270.00
	Fire Alarm Permit Fee for upgrading of an existing system	50 percent (50%) of the fee
	Fire Alarm Plan Review Fee	25 percent (25%) of the
	Underground Sprinkler Supply (includes plan review,	\$325.00
	New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):	
	- 1 to 5 nozzles	\$200.00
	- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5 nozzles
	- Bottle(s)	\$30.00 per bottle

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued		
Above Ground Fire Sprinkler Systems		
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.		
Plan Review Fee <i>(for the fire sprinkler systems are in addition to the permit fee)</i>		25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements <i>(relocation and addition to existing system)</i>		valuation 20 percent (20%)
System		\$270.00
Standpipes (includes review, inspection and testing fees)		
Temporary Standpipe		\$162.00
Class I		\$184.00
Class II		\$297.00
Class III		\$318.00
Other Fees		
- Additional inspection fees may be imposed		\$50.00 for each additional inspection
- After hours inspections		\$75.00 hour (1-hour minimum)
Fire Pump Installations <i>(includes review, inspection and testing fees)</i>		\$540.00
Commercial Power Generator Installations <i>(includes review, inspection and testing fees)</i>		\$350.00
Battery Systems - Capacity over 50 Gallons		\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon		\$200.00
Crogenic Fluids - Install or Modify		\$200.00
Emergency Responder Radio Coverage System - Install or Modify		\$200.00
Flammable and Combustible Liquids		
Installation of Modification of Commercial Tank, Piping or Distribution System		\$250.00
Installation of Modification to Pipeline System		\$125.00
Removal of Abandoned Tank in Place of Residential Tank		No Fee
Removal or Abandoned in Place of Residential Tank		\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility		\$125.00
Industrial Ovens - Installation		\$125.00
LP Gas - Installation of Storage and/or Distribution System		\$200.00
Solar/Polarvoltaic Power Systems (Commercial) - Installation and Modification		\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank		\$200.00
False Fire Alarms		
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:		
- First and Second False Alarms		No Fee
- Third False Alarm		\$100.00
- Fourth and Additional False Alarms		\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.		\$270.00 for each occurrence

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
H.	FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued	
	Fire Code Permit Fees	
	The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.	
	Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
	Permit Type	Fee
	Aerosol products	\$110.00
	Aircraft Refueling Vehicle	\$110.00
	Amusement Buildings	\$110.00
	- Haunted House - Commercial (Limited)	\$110.00
	- Bizaars, Boutiques, Booths or Displays	\$110.00
	- Flee Markets	\$110.00
	Aviation Facilities	\$110.00
	Carnivals and Fairs	
	- Commercial	\$110.00
	- Fairs, Bazaars, Famers Market, Etc.	\$110.00
	- Special Events - Outdoors	\$110.00
	Cellulose Nitrate Film	\$110.00
	Combustible Dust Producing Operations	\$110.00
	Combustible Fiber Storage	\$110.00
	Compressed Gases	\$110.00
	Covered and Open Mall Buildings	\$110.00
	- Kiosks, Concessions, Booths, Etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use of Open Flame (Limited)	\$110.00
	- Display of Flammable Liquid or Gas Filled	\$110.00
	Cryogenic Fluid	\$110.00
	Cutting and Welding	\$110.00
	Dry Cleaning	\$110.00
	Dust Producing Operations	\$110.00
	Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00
	Fireworks Stand, Limited	\$110.00
	Flammable/Combustible Liquids	\$110.00
	Fruit and Crop Ripening	\$110.00
	Fumigation and/or Insecticidal Fogging	\$110.00
	Hazardous Material - Store, Transport, Dispense, Use of Handle	\$110.00
	HPM Facilities	\$110.00
	High Pile Storage	\$110.00
	Hot Work Operations	\$110.00
	Industrial Ovens	\$110.00
	Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00
	Lumber Yards and Woodworking Plants	\$110.00
	Magnesium	\$110.00

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
H.	FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued	
	Fire Code Permit Fees - continued	
	Permit Type (continued)	Fee
	Mall (Covered)	\$110.00
	- Kiosks, Concessions, Booths, etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use Open Flame, etc. (Limited)	\$110.00
	- Display Flammable Liquid or Gas Filled	\$110.00
	Motor Vehicle Fuel Dispensing Station	\$110.00
	Organic Coatings	\$110.00
	Ovens- Industrial	\$110.00
	Parade Floats (limited)	\$110.00
	Place of Assembly	\$110.00
	Haunted House - Commercial (limited)	\$110.00
	Bazaars, Boutiques, Booths or Displays	\$110.00
	Flea Markets	\$250.00
	Other Special Events (Limited)	\$110.00
	Pyrotechnical Special Effects Material	\$110.00
	Radioactive Material	\$110.00
	Refrigeration Equipment (Commercial)	\$110.00
	Repair Garages	\$110.00
	Spraying and Dipping	\$110.00
	Tents and Canopies	\$110.00
	Tire and Storage	\$110.00
	Welding and Cutting	\$110.00
	Tax Incentive Urban Use Center Fees	
	- Application Fee	\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
	- Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)	\$100.00
	- Extension to Conditional Certificate	\$50.00

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
I.	BUSINESS LICENSE FEE SCHEDULE	
	Community & Economic Development	
	General Business License (GBL)	\$60.00
	Renewal of GBL	\$60.00
	Temporary Business License	\$60.00
	Temporary Business License Renewal	\$60.00
	Pawnbroker Pawnshops	\$750.00
	Second-hand and/or salvage dealers	\$150.00
	Junk and/or salvage dealers	\$300.00
	Transient Trader in second-hand property	\$53.00
	Private Sales	No Fee
	Flea Markets	\$750.00
	Adult Cabaret Manager and Entertainer	\$150.00
	Adult Entertainment Establishment	\$1,125.00
	Panoram Premises License	\$1,125.00
	Panoram Device License	\$75.00 per device
	Panoram Owner License	\$1,125.00
	Panoram Manager License	\$113.00
	Carnivals and Circuses	\$150.00 per day
	- Five or less machines or devices	\$75.00 per week*
	- Five or more	\$15.00 per week per device*
	* Alternative to device fees	\$150.00 annual fee
	Wrecker License	\$150.00
	Public Dances, Cabarets, Dance Halls and Teenager Dances	
	- Cabaret	\$750.00
	- Public Dance Hall	\$150.00
	- Public Dances (per night)	\$53.00
	- Public Dances (annually)	\$150.00 (maximum of four
	- Teenager Dances	Same as Public Dances
	Massage Businesses	
	- Massage Business License	\$75.00
	- Massage Manager	\$75.00
	Bathhouses	
	- Public Bathhouse	\$750.00
	- Bathhouse Attendant	\$113.00
	- Bathhouse Manager	\$113.00
	Outdoor Public Music Festivals	\$1,125.00 per day of festival
	Bondsmen	\$750.00
	Theaters	\$150.00 per screen per year
	<i>Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)</i>	No fee
	Commercial Kennel/Cattery (6-50 dogs/cats)	\$100.00 plus \$2.00 per dog/cat
	Commercial Kennel/Cattery (over 50 dogs/cats)	\$100.00 plus \$200.00
	Solicitors and Peddlers	\$75.00 per solicitor or peddler

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
J.	RENTAL HOUSING SAFETY PROGRAM	
	Community & Economic Development	
	Detached Single Family Rental Flat Fee Per Unit	\$12.00
	Multi-Family Rental Flat Fee Per Unit	\$12.00
	Late Fee for Rental Housing Registration (up to one month past due):	
	Any applicant or licensee who fails to make application for a Rental Housing license or renewal, within 30 days after expiration of their rental license or of the commencement of business in the case of a new rental business, shall be subject to a late application fee, computed at 100 percent of the cost of the applicable license fee.	
	Certificate of Compliance	No Charge
	Certificate of Compliance Transfer to New Owner	No Charge
	Initial Safety Inspection	No Charge
	Reinspection	\$125.00
	Rental Housing Inspector's Initial Registration	\$0.00
	Rental Housing Inspector's Annual Renewal	\$10.00
K.	SMALL WIRELESS FACILITIES	
	Community & Economic Development	
	Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.	\$5,000.00
	Small Wireless Facility Permit Fee (per facility)	\$100.00
	Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)	\$270.00
	Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Comencement Date to December 31.	\$276.75
	Small Wireless Facility Pole Replacement Fee (per replaced pole)	\$1,000.00

2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
L.	ANIMAL CONTROL LICENSING FEES	
	Police	
	The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
	- Dogs (altered)	\$20.00
	- Dogs (unaltered)	\$55.00
	- Cats (altered)	\$12.00
	- Cats (unaltered)	\$55.00
	Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$30.00
	- Cats (altered)	\$4.00
	- Cats (unaltered)	\$30.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
	In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
M.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	
	The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent