



## **INFORMATIONAL MEMORANDUM**

TO: **Planning and Community Development**  
FROM: **Nora Gierloff, DCD Director**  
BY: **Jon Napier – PSRFA Fire Marshal**  
**Max Baker – DCD Development Supervisor**  
CC: **Thomas McLeod**  
DATE: **December 8, 2025**  
SUBJECT: **Revised Fire Department Fee Schedule**

### **ISSUE**

The City's current Fire Department Fee Schedule, adopted under Resolution No. 2056, no longer reflects the actual cost of services provided by the Puget Sound Regional Fire Authority (PSRFA). The City seeks to adopt a revised fee schedule to ensure full cost recovery for fire permits, inspections, and related services, effective January 1, 2026.

### **BACKGROUND**

The City of Tukwila periodically reviews its fee schedules to ensure they are aligned with the cost of service delivery and consistent with regional practices. Fire prevention services, including plan review, inspections, and operational permitting, are provided through an interlocal agreement with PSRFA.

As part of this review cycle, PSRFA staff evaluated the current Fire Department Fee Schedule and identified the need for updates to better reflect actual service costs and improve cost recovery. The proposed resolution includes a revised fee structure that supports the City's financial sustainability goals and ensures that users of fire services are paying equitably for those services.

The full resolution and updated fee schedule will be attached for Council review.

### **ANALYSIS**

The revised Fire Department Fee Schedule introduces several structural and rate changes intended to align fees with the actual cost of service delivery. Fire construction permit fees will now be based on total project valuation, using a tiered formula similar to building permit models. Fire Plan Review fees are set at 65% of the Fire Permit fee, while Single-Family and Commercial Fire Reviews are calculated as a percentage of the Building Permit fee.

Specialty permits, such as those for fireworks displays, tank installations or removals, and hazardous materials storage, have been updated to reflect current service demands and staffing costs. The schedule also introduces clearer rates for alternative materials and methods reviews, resubmittals, and after-hours services.

Operational permits and life safety inspections have been standardized, and administrative fees, including technology and credit card processing charges, have been clarified and applied consistently. Reinspection and appeal fees have also been updated to ensure they reflect the staff time and resources required.

The Department of Community Development's full fee schedule is set to be reviewed in Fall 2026 to evaluate whether the City is achieving its goal of 100% cost recovery.

**FINANCIAL IMPACT**

The updated fee schedule is expected to more fully cover the costs of PSRFA's fire permit review fee services as part of development review. This change supports the City's broader financial sustainability and cost recovery objectives.

**RECOMMENDATION**

Staff recommends that the City Council adopt the resolution to repeal Resolution No. 2056 and approve the revised Fire Department Fee Schedule, effective January 1, 2026. This action will align fire service fees with actual costs, improve transparency, and support long-term fiscal health.

The Council is being asked to adopt the resolution at the December 15, 2025 Regular Meeting.

**ATTACHMENTS**

Proposed Fire Permit Fee Resolution

**DRAFT**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF TUKWILA, WASHINGTON, ADOPTING  
A REVISED FIRE DEPARTMENT FEE  
SCHEDULE; AND REPEALING RESOLUTION  
NO. 2065.**

**WHEREAS**, the City has analyzed current Fire Department fees for various services provided including, but not limited to, permits, plan review and re-inspections; and

**WHEREAS**, the City Council wishes to fully recover the City's costs for processing of permit applications, plan reviews, re-inspections, and other services provided by the Puget Sound Regional Fire Authority; and

**WHEREAS**, the Fire Department Fee Schedule will be evaluated in the Fall of 2026 to ensure the expected revenues are achieving the City's goal of 100% cost recovery.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Repealer.** Resolution No. 2065 is hereby repealed.

**Section 2. Tukwila Fire Permit Fee Schedule.** Tukwila Fire Permit fees will be charged according to the following schedule, which shall supersede any previously adopted fire permit fee, plan review fee or re-inspection fee.

## TUKWILA FIRE PERMIT FEE SCHEDULE

FIRE CONSTRUCTION PERMITS	
Development Review	Fee
Fire Plan Review	65% of Fire Permit Fee
Fire Permit	See Total Valuation Table (below)
Single Family Review	42% of Building Permit Fee
Commercial Review	58% Building Permit Fee
Fireworks (pyrotechnic) – <del>Sales or</del> Display Permit	<del>\$350.00</del> <u>\$395.00</u> per event. Additional Fire Department standby costs may be required – Contact Puget Sound <del>Regional</del> Fire <del>Authority</del> .
<a href="#">Fireworks (pyrotechnic) Sales</a>	<a href="#">\$100.00 per location per RCW 70.77.555</a>
Tank – Removal, Abandonment, or Installation Permit	<del>\$400.00</del> <u>\$451.00</u> per tank
Total Valuation	Permit Fee Calculator
\$1.00 to \$500.00	<del>\$148.50</del> <u>\$167.36</u>
\$501.00 to \$2,000.00	<del>\$148.50</del> <u>\$167.36</u> for the first \$500.00, plus <del>\$19.80</del> <u>\$22.31</u> for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	<del>\$445.50</del> <u>\$502.08</u> for the first \$2,000.00, plus <del>\$88.00</del> <u>\$99.18</u> for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	<del>\$2,469.50</del> <u>\$2,783.13</u> for the first \$25,000.00, plus <del>\$66.00</del> <u>\$74.38</u> for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	<del>\$4,119.50</del> <u>\$4,642.68</u> for the first \$50,000.00, plus <del>\$44.00</del> <u>\$49.59</u> for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	<del>\$6,319.50</del> <u>\$7,122.08</u> for the first \$100,000.00, plus <del>\$35.20</del> <u>\$39.67</u> for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	<del>\$20,399.50</del> <u>\$22,990.24</u> for the first \$500,000.00, plus <del>\$33.00</del> <u>\$37.19</u> for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	<del>\$36,899.50</del> <u>\$41,585.74</u>
OTHER FIRE SERVICES	
After-Hours Expedited Fire Plan Review	Contact Puget Sound <del>Regional</del> Fire <del>Authority</del> for rate.

After-Hours Expedited Fire Inspection	Contact Puget Sound <del>Regional</del> Fire Authority for rate
Fire Review -- Alternative Materials and Methods: Residential	<del>\$275.00</del> <u>\$310.00</u>
Fire Review -- Alternative Materials and Methods: Commercial	<del>\$550.00</del> <u>\$620.00</u>
Other Review – Resubmittals, Changes, Deferred Submittals, Additions, or Revisions to Plans. Fees will be assessed after first re-submittal.	<del>\$225.00</del> <u>\$254.00</u> per hour

LIFE SAFETY INSPECTIONS AND OPERATIONAL PERMITS	
Operational Fire Permits regulated by the International Fire Code: <ul style="list-style-type: none"> <li>• High Pile Storage</li> <li>• Hazardous Materials</li> </ul>	<del>\$387.20</del> <u>\$417.00</u> each
All other Operational Fire Permits regulated by the International Fire Code, and as amended in TMC Chapter 16.16, that do not have a separate listing in the fee schedule	<del>\$193.60</del> <u>\$209.00</u> each
<del>*Optional Fire Permits may be prorated</del>	
<del>"Mobile" Operational Fire Permits</del>	<del>\$193.60 per vehicle if inspected in Tukwila — \$96.80 per vehicle if inspected by another fire agency</del>
New Business Life Safety Inspection	<del>\$75.00</del> <u>\$81.00</u>
Annual Life Safety Inspection	<del>\$75.00</del> <u>\$81.00</u>
ADMINISTRATIVE FEES	
Fire Protection System Confidence Testing Compliance Services	<del>\$15.00</del> <u>\$17.00</u> per system
Starting work before a permit issuance shall be subject to an investigation fee equal to 100% of applicable permit fees.	
<b><i>A 5% Technology Fee will be added to all Fire fees unless the Technology Fee is already being charged by another City department.</i></b>	
A 3% processing fee will be added if payment is made by credit card for Fire fees.	
<del>Recovery of Hazardous Incident Response Costs ——— TMC Chapter 6.14</del>	<del>Minimum fee for incident response costs = \$275.00, — plus any "extraordinary costs" as defined per TMC Chapter 6.14.</del>

<b>REINSPECTION FEES:</b> For Construction Permits, Operational Permits, life safety inspections or spot inspections. <i>TMC 16.16.030</i>	<del>\$200.00</del> <u>\$226.00</u> per re-inspection
<b>APPEAL FEE</b> <i>TMC 16.16.030</i>	<del>\$550.00</del> <u>\$620.00</u>
<b>Special Event Permit</b> <i>TMC 16.16.030</i>	<del>\$450.00</del> <u>\$508.00</u>

**Section 3. Effective Date.** This resolution and the fee schedule contained herein shall be effective January 1, 2026.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON at the Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Andy Youn-Barnett, CMC, City Clerk

\_\_\_\_\_  
Tosh Sharp, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: \_\_\_\_\_  
Passed by the City Council: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Office of the City Attorney