



CITY OF
Mill Creek
WASHINGTON™

MASTER FEE SCHEDULE

Effective 1/1/2026 | Resolution 2025-810

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General Policies

Fees Established by Resolution

All fees were established by Resolution 2025-810, unless otherwise specified.

Administration Fee

A 10% administrative fee applies to all fees and charges involving outside costs, unless otherwise specified.

Credit Card Processing Fee

When payments are made in-person, by phone or online and the City incurs a fee for processing the payment, this fee shall be charged to the paying customer.

Consultant Review

The City may engage a consultant to review an application on the City's behalf when specialized expertise is needed, when staff capacity is limited, or when requested by the applicant to expedite the review process. The applicant is responsible for all consultant costs and an associated administrative fee. A deposit may be required.

Refunds

Unless otherwise noted or specifically authorized by the Mill Creek Municipal Code (MCMC), all fees and charges are nonrefundable.

Enforcement Cost Recovery

The City may recover all costs associated with corrective measures and enforcement actions taken by staff or by third parties contracted by the City. Charges will be invoiced based on the labor hours, equipment, and materials required to complete the work.

Work Without a Permit

Permit fees may be doubled when work occurs without the required permits or when there is a knowing violation of any adopted regulation or standard before a permit application is submitted. The decision to increase permit fees is at the discretion of the director of the department that issues the permit.

Utilities and Other Outsourcing

The City of Mill Creek does not own or operate electric, gas, water, or wastewater utilities. Additionally, solid waste and fire services are provided by third-party agencies. Please contact Public Utility District (PUD), Alderwood Water & Wastewater District, Silver Lake Water & Sewer District, WM (formerly Waste Management), or South County Fire directly for service information, account assistance, or emergencies related to these utilities and services.



Hourly Rate Schedule

Staff hourly rates apply to administrative review that requires staff time beyond normal processing and to any review or service for which a specific fee has not been established.

Table A – Hourly Rates

Position	Hourly Rate
Community Development – Standard	\$175
Public Works – Standard	\$175
Public Works – Maintenance Worker	\$116
Police – Chief	\$175
Police – Standard	\$116
Undesignated Staff	\$116

Business License Fees

General, Home Occupation & Nonresident Business Licenses

Initial Review Fee..... \$25

Home Occupation

Annual Group A Fee..... \$50

Annual Group B Fee..... \$100

Annual General & Nonresident Fee:

Employees	0-3	4-8	9-13	14-19	20-25	26-32	33+
Fee	\$25	\$50	\$75	\$100	\$150	\$200	\$300

Additional License Fees

Late Fee 50% of Annual Fee

Telecommunications Business Registration

Initial Application..... \$250

Subsequent Applications \$150

Cabaret Dance Licenses

Annual License \$500

Single Dance License..... \$35

Adult Business Licenses

Adult Business License \$800

Adult Business Manager's License..... \$25

Adult Entertainer's License \$25

Adult Waitperson's License..... \$25



Development Fees – General

Projects may require multiple fees, depending on the scope and complexity. Please contact the Permit Counter (permitcounter@millcreekwa.gov or 425-551-7254) for a fee estimate. All deposits and plan review fees must be paid before an application is deemed complete.

Electrical permits are issued by the Washington State Department of Labor & Industries:
<https://www.lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/>

Refunds

If no work has been performed, refunds of up to 80% may be issued for permit fees and deposits. Plan review fees are non-refundable.

General Fees

Additional Plan Review (minimum 1 hour) Hourly (Table A)

Application or Permit Extension \$350 or 50% of Permit Fees (whichever is less)

Certificate of Occupancy (not associated with building permit) \$175

Inspections

Adult Family Home or Other (min. 1 hour) Hourly (Table A)

Reinspection (min. 1 hour) Hourly x 1.5 (Table A)

Evening/Weekend/Holiday or Expired Permit (min. 2 hours) Hourly x 2 (Table A)

Public Noticing Actual Cost

Technology Fee (applies to all development fees except telecommunications and state fees) .3%

Development Fees – Building

Building permit fees are based on the value of all the work for which a permit is required. For new construction or additions, the valuation is estimated using the current International Code Council Building Valuation Data.

Table B – Valuation-Based Fees

Total Valuation	Fee
\$2000 or less	\$88
\$2,001 - \$25,000	2.0% of Valuation + \$175
\$25,001 - \$50,000	1.5% of Valuation + \$635
\$50,001 - \$100,000	1.0% of Valuation + \$1,010
\$100,001 - \$500,000	0.8% of Valuation + \$1,510
\$500,001 - \$1,000,000	0.7% of Valuation + \$4,710
\$1,000,001 - \$5,000,000	0.6% of Valuation + \$8,210
\$5,000,001 or more	0.5% of Valuation + \$32,210



Building Permits

Building Permit	Valuation (Table B)
Plan Review	70% of Permit Fee

State Building Code Fee

Residential	\$6.50 Plus \$2 Per Dwelling Unit Over One
Commercial	\$25 Plus \$2 Per Dwelling Unit Over One

Other Building Permits

Demolition Permit (IBC)	\$700
Demolition Permit (IRC)	\$350
Fence Permit.....	\$88
Reroof Permit (IBC)	Valuation (Table B)
Reroof Permit (IRC)	\$175
Fence Permit.....	\$88
Sign Permit	Valuation (Table B)

Mechanical & Plumbing Permits

Mechanical or Plumbing Permit	Valuation (Table B)
Plan Review	70% of Permit Fee
Express Mechanical or Plumbing Permit	
Base Fee (includes up to four fixtures)	\$175
Additional Fixture Fee.....	\$18 Each

Development Fees – Engineering

Land Disturbing Activity Permits

Plan Review Fee	
Engineer's Estimate: \$0 - \$1,000,000	1.5% of Estimate
Engineer's Estimate: Over \$1,000,000	1.0% of Estimate
Construction Inspection Fee	
Engineer's Estimate: \$0 - \$1,000,000	3.0% of Estimate
Engineer's Estimate: Over \$1,000,000	2.0% of Estimate

Right-of-Way Permits

Type I Permit	
Base Fee (includes up to 100 linear feet of disturbance).....	\$350
Additional Linear Feet	\$88 per 100 feet
Type II Permit.....	\$175

Stormwater Permits

Type I Permit.....	\$87.50
Type II Permit.....	\$1,400
Type III Permit	\$4,200



Street Reimbursement Agreement Applications

Minimum Deposit\$250 + 25% of Assessment Contract Value, up to \$2,500

Street Vacations

Application Fee.....\$750

Telecommunications

General Telecommunications Assignment/Transfer Fee.....\$250

Fee Category	Application Fee	Renewal Fee
Right-of-Way Use Authorization	\$250	\$150
Facilities Lease	\$250	\$250
Cable Television Franchise	\$5,000	\$5,000
Telecommunications Franchise	\$5,000	\$5,000

Development Fees – Fire

Permit fees include two inspections unless otherwise specified. The Fire Marshal may assess a fee for additional inspections. Fire fees are set by Interlocal Agreement between the City and South County Fire.

Fire Permits

Plan Review (min. ½ hour)..... Hourly ([Table A](#))

New Fire Alarm or Existing System Modification Permit

Annunciator, panel replacement, ERRS, Communicator Replacement, Fire Smoke Control System Modification

0-5 Devices (includes plan review)\$300

6-15 Devices.....\$500

16-25 Devices.....\$1000

Additional Devices..... \$10 Each

Fire Sprinkler Permit

0-5 Devices (includes plan review)\$300

6-15 Devices.....\$500

16-25 Devices.....\$1000

Additional Devices..... \$10 Each

Underground Storage Tank Permit

Residential.....\$250 Per Tank

Commercial..... \$500 Per Tank

Fire Pump Permit\$600 Per Pump

Fire Smoke Control System Permit (new)\$1,000

Solar Panel Permit (includes plan review & one inspection).....\$600 Per Pump

Standpipe Permit.....\$600 Per Standpipe



Special Event Fire Safety Permits

Small Event (100 people or fewer)	
Standard	\$50
Nonprofit.....	\$25
Major Event (more than 100)	
Standard	\$120
Nonprofit.....	\$60

Development Fees – Land Use

Type I, II, III & IV Processes

Process Type	Minimum Fee	Deposit
Process I: Boundary Line Adjustment Design Review Board – 1-10 Dwelling Units Lot Consolidation Minor Modification SEPA Review Unit Lot Subdivision Variance (Single-Unit Dwelling)	10 Hours (Table A)	\$1,750
Process II: Binding Site Plan – Final Critical Area Alteration Design Review Board – Commercial or 11+ Dwelling Units Planned Area Development Reasonable Use Exception SEPA EIS Review Short Subdivision – Preliminary Short Subdivision – Final Subdivision – Final	25 Hours (Table A)	\$4,375
Process III: Binding Site Plan – Preliminary Conditional Use Permit Subdivision – Preliminary Variance – Standard	45 Hours (Table A)	\$7,875
Process IV: Annexation Comprehensive Plan Amendment Development Agreement Municipal Code Amendment Rezone	60 Hours (Table A)	\$10,500



Other Land Use Fees

Administrative Decision.....	\$875
Administrative Interpretation.....	\$875
Major Modification.....	Equal to Applicable Process Fee
Temporary Sign	\$25
Temporary Sign (annual real estate).....	\$100
Tree Removal	
Standard	\$0
Critical Area Tree.....	\$175
Additional Critical Area Tree.....	\$44 Each
Zoning Verification Letter	\$350
Type IV Process Request Letter.....	\$700
Wireless Communications Facilities (WCF) Permit.....	Actual Cost
Wireless Communications Facilities (WCF) Deposit	
Macro Cell Permit.....	\$1,500
Small WCF Permit (includes up to five facilities on existing poles)	\$500
Small WCF Permit (additional facility)	\$100 each
Small WCF Permit (new or replacement pole)	\$1,000 each
Eligible Facilities Request.....	\$500

Impact Fees

Park Impact Fees

Resolution 2013-503

Park Type	Per Unit Fee
Neighborhood Parks (land acquisition & development)	\$3,308.45 Single-Family/Condo \$2,230.14 Multifamily
Neighborhood Parks (only development necessary)	\$2,863.76 Single-Family/Condo \$1,930.38 Multifamily
Community Parks	\$1,738.67 Single-Family/Condo \$1,171.99 Multifamily

Transportation Impact Fees

Ordinance 2018-838

City of Mill Creek	\$3,900 Per PM Peak Hour Vehicle Trip
Snohomish County	Contact Snohomish County Public Works



School Impact Fees

Everett School District No. 2 Capital Facilities Plan 2024-29

Everett School District

Single-Family	\$9,118
Multifamily (0-1 bedrooms)	\$0
Multifamily (2+ bedrooms), Townhomes & Duplexes	\$2,708

Recreation & Special Event Fees

Classes, Exhibits & Community Events

Classes (see recreation class webpage)	Contract-Specific
Cancellation (14 days or more in advance of reservation date)	Full Refund

Outdoor Facility Rentals

Mill Creek Sports Park Hourly Rates (ESD exempt from charges)	Contract-Specific
Other Outdoor Facility Hourly Rates:	

Resident Outdoor Athletic Facility	Adult	Youth Rec Teams	Youth Select Teams	Tournaments/Camps with Participation Fee
Baseball/Softball Field, Modified Soccer Field	\$72	\$36	\$48	Youth \$70 Adult \$109
Field Lights	\$20	\$20	\$20	\$20

Room Rentals

Facility Use Deposit*	\$150
Room Rental Hourly Rates*:	

Room Name	2 nd Priority Users		3 rd Priority Users	
	Daytime Hours	After Hours	Daytime Hours	After Hours
Council Chamber	N/A	N/A	N/A	N/A
Small Community Room	\$30	\$49	\$38	\$57
Large Community Room	\$45	\$70	\$63	\$88
City Hall North Conference Room	N/A	\$31	N/A	\$38
City Hall North Room 201	\$45	\$70	\$63	\$88
*1 st priority users pay no rental fee or facility use deposit				



Special Event Permit

Group 1 (see full list on the City's special event webpage)	\$100
Group 2 (see full list on the City's special event webpage)	\$200
Damage Fee	\$45/Hour

Miscellaneous Recreation Fees & Charges

Cancellation (14 days or more in advance of reservation date)	Full Refund
Cancellation (up to 13 days prior to reservation date)	No Refund

Miscellaneous Permits, Fees & Charges

Animals

Animal License (one-time)	
Altered	\$25
Unaltered	\$55
Lost Tag, Replacement	\$5
Impound	Actual Cost
City's Temporary Kennel (1 st Time is Free)	\$25
Livestock	\$100
Dead Animal Pickup (Cat and Dogs Only)	\$80
Dangerous Dog Registration	\$250
Animal Services Facility	\$200
Hobby Kennel	\$75
Commercial Kennel	\$200
Animal Facility License Renewal (After January 31 st)	+\$50
Exotic Animal License	\$100

General Charges

Concealed Weapon License (Original)	\$49.25
Concealed Weapon License (Renewal – 90 Days Before Exp.)	\$32
Concealed Weapon License (Late Renewal)	\$42
Concealed Weapon License (Replacement License)	\$10
Concealed Weapon License (Laminated)	\$3
Fingerprinting	\$25
Justice Information Services (JIS) Fee	\$23
Returned Checks/Insufficient Funds	\$40
Veteran Memorial Engraving	Actual Cost
Passport Photo	\$25
City of Mill Creek Passport Processing Fee*	\$35
Subpoena/Witness Fees	\$10

*All additional passport related charges can be found on the [Passport webpage](#)



Public Record Requests

Photocopies.....	\$0.15/Page
Scanning.....	\$0.10/Page
Electronic Files – For 6+ Files (first 5 files are free)	\$0.25
Digital Storage Device (CD, thumb drive, etc.)	Actual Cost
Transmittal (envelope or other transmittal container).....	Actual Cost
Transmission of record in electronic format or use of agency equipment.....	\$0.10/Gigabyte
Postage and Delivery Costs	Actual Cost
Police or Collision Report (for parties not directly involved in incident)	\$10

