

**BUILDING AND SAFETY PLAN CHECK**  
**When will a soils report be required?**

**Projects requiring soils/geology reports**

New Structures  
Foundation Underpinning  
Basements

**Category 1 determination is made by a site visit from City Geologist**

Additions  
Pools  
Retaining Walls  
Decks  
Balcony  
2nd story Addition, Balcony, or Deck

**The following may be exempted from a site visit**

- **Light weight roof systems such as patio covers and trellis roof structures** unless in close proximity to slopes
- **Below Ground Spas** on level ground unless in close proximity to slopes

**Information Required to schedule a Category 1 Site Review**

- **Dated** site plans illustrating proposed project
- Applicant/Owner name and contact information including email address
- Provide access to property. All dogs should be locked up or removed from property on day of site visit

## **GEOLOGIC REVIEW FEE**

### **SCHEDULE Effective July 1, 2025**

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| <b>Category 1</b><br><b>\$ 486</b>          | This fee is collected as part of the Building and Safety plan check process and covers the review of plans, city files, and a site visit to determine if geotechnical reports or studies will be required.  |
| <b>Category 2</b><br><b>\$ 1,799</b>        | This fee is collected only if the submittal of geotechnical report is required based on the initial site assessment (category 1 fee has already been paid). This fee covers the geotechnical review of submitted geotechnical reports and one review of supplemental information. <b>(Two (2) wet stamped and signed copies and a CD of the report shall be provided)</b> |
| <b>Category 3</b><br><b>\$ 2,083</b>        | This fee is collected when a geology / soils report is required to be submitted for geotechnical review as part of the Planning review process. The fee covers the cost of a site visit, the review of the geotechnical report, and the review of one supplemental report. <b>(Two (2) wet stamped and signed copies and a CD of the report shall be provided)</b>        |
| <b>Category 4</b><br><b>\$ 654</b>          | This fee is collected when additional information is required to approve geotechnical reports or an update letters is required. <b>(Two (2) wet stamped and signed copies and a CD of the report shall be provided)</b>   |
| <b>Category 5</b><br><b>(Trust deposit)</b> | This fee is collected for services that would not be part of a fixed fee process, such as review of the site visits for view restoration, bluff top properties, code enforcement, subdivisions, and other special projects. The estimated costs will be determined prior to the schedule on time and material basis. This fee is to be determined by staff.               |