

# SIERRA COUNTY SCHEDULE OF FEES

EFFECTIVE JANUARY 1, 2020

**MAILING ADDRESS:**

Sierra County Clerk-Recorder  
P.O. Drawer D  
Downieville, CA 95936

**PHYSICAL ADDRESS:**

100 Courthouse Square, Room 11  
Downieville, CA 95936

**PHONE:** 530.289.3295

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**HEATHER FOSTER**  
County Clerk-Recorder  
Clerk to the Board  
Registrar of Voters

## NOTICE

The County Clerk-Recorder and deputies are prohibited by law from rendering legal assistance (Section 24004 and 68082, CA Gov. Code). Persons appearing on their own behalf (in propria persona) are responsible for preparing and presenting their documents in complete and proper form with-out legal assistance from deputies of the County Clerk-Recorder's Office. Questions pertaining to legal matters of the proper completion of the appropriate forms **should be answered by an attorney.**

Effective **January 1, 2020**, pursuant to SB780, Local Government Omnibus Act of 2019, the fee for recording every release of lien, encumbrance, or notice executed by the state, or any municipality, county, district, or other political subdivision at the Sierra County Clerk-Recorder's office will increase to **\$20**. This requirement is being made in accordance with the legislative amendment of Government Code § 27361.3.

Effective **January 1, 2018**, in order to fund the State's Affordable Housing & Jobs Act, (SB-2), Government Code section 27388.1 requires that documents accepted for recording at the Sierra County Recorder's Office be charged an additional seventy-five dollars (**\$75**) fee as follows:

*"...a fee of seventy-five dollars (\$75) shall be paid at the time of recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, except those expressly exempted from payment of recording fees, per each single transaction per parcel of real property. The fee imposed by this section shall not exceed two hundred twenty-five dollars (\$225)..."*

Only an expressly limited number of statutory exemptions exist regarding the collection of this fee. When an exemption is applicable, a **valid declaration of exemption must be placed on the face of each document prior to depositing with the Recorder**, otherwise the fee will be assessed and collected. Following are samples of applicable statutory exemptions to be used on the first page of each document:

- \* 1. A Documentary Transfer Tax (DTT) Declaration stating that the transfer is subject to payment of the DTT including the amount of DTT due and to be paid at the time of recording; and/or
- 2. Exempt from fee per GC sec 27388.1(a)(2); recorded concurrently "in connection with" a transfer subject to the imposition of DTT; or
- 3. Exempt from fee per GC sec 27388.1(a)(2); recorded concurrently "in connection with" a transfer of real property that is a residential dwelling to an owner-occupier; or
- 4. Exempt from fee per GC sec 27388.1(a)(2); transfer of real property that is a residential dwelling to an owner-occupier; or
- 5. Exempt from fee per GC sec 27388.1(a)(1); fee cap of \$225 reached; or
- 6. Exempt from fee per GC sec 27388.1(a)(1); not related to real property.

Failure to include a specified statutory exemption reason will result in the imposition of the \$75 Building Homes and Jobs Act fee. Fees are collected on behalf of the State and are deposited with the State for funding of the State program. The County Recorder only collects the fee on behalf of the State.

## RECORDER'S FEE SCHEDULE

Regular Recording Fee	
First Page	\$ 14. <sup>00</sup>
Each Additional Page	\$ 3. <sup>00</sup>
<b>SENATE BILL (SB) 2 - BUILDING HOMES AND JOBS FEE</b> - Fee applies to all documents *See page one for exemption information	<b>\$ 75.<sup>00</sup></b>
Non-Conforming 8 ½ x 11 page in document (a + b)	
a. Regular Recording Fee (\$ 14. <sup>00</sup> 1st pg. + \$3. <sup>00</sup> each additional)	
b. Non-Conforming Document Fee (all pages)	\$ 3. <sup>00</sup>
Additional indexing for each group of 10 names, or fraction thereof in addition to first 10	\$ 1. <sup>00</sup>
Each additional reference indexed, such as additional mining claims	\$ 1. <sup>00</sup>
Combined documents (each)	\$ 14. <sup>00</sup>
Military Records	No fee
Release of Liens (State, County, etc.)	\$ 20. <sup>00</sup>
Involuntary Lien Notification	\$ 3. <sup>00</sup>
Lien for State, Municipality, County	No fee
Preliminary Change of Ownership Form not filed if recording evidences a change of ownership	\$ 20. <sup>00</sup>
CD of Monthly Recordings	\$125. <sup>00</sup>
CD of Survey Maps (full set)	\$250. <sup>00</sup>
Recording of Maps	
First Page	\$ 6. <sup>00</sup>
Each Additional Page	\$ 2. <sup>00</sup>
Financing Statements	
Recording UCC	\$ 10. <sup>00</sup>
Recording UCC (3 pages or more)	\$ 10. <sup>00</sup>
<b>DOCUMENTARY TRANSFER TAX</b>	
Documentary Transfer Tax is \$ .55 per \$500. <sup>00</sup> value	
<b>NOTARY PUBLIC BONDS (a + b)</b>	
Recording bond of notary public (a + b)	
a. Regular Recording Fee (\$ 14. <sup>00</sup> 1st pg. + \$3. <sup>00</sup> each additional)	
b. Filing	\$ 10. <sup>00</sup>
<b>ADMITTED SURETY INSURERS</b>	
Filing Power of Attorney or Revocation	
a. One name	\$ 12. <sup>00</sup>
b. Two or more (each)	\$ 9. <sup>00</sup>
Filing Final Statement of Admitted Surety Insurer	\$ 12. <sup>00</sup>
Certification that Corporation Sureties Certificate is not surrendered/revoked	\$ 12. <sup>00</sup>
<b>COPIES</b>	
Each page of recorded document	\$ 1. <sup>00</sup>
Each page of Grantor/Grantee Index	\$ 1. <sup>00</sup>
Faxing official documents (a + b)	
a. Regular Copy Fee (per page)	\$ 1. <sup>00</sup>
b. Flat Fax Charge	\$ 2. <sup>00</sup>
Certification of any recorded document	\$ 1. <sup>75</sup>

## CLERK'S CERTIFICATION AND COPIES

Photocopy of original paper or record on file in Clerk's Office (per page)	\$ .50
Certifying a copy of a document on file	\$ 1. <sup>75</sup>
Clerk's certificate, not otherwise fixed	\$ 1. <sup>75</sup>
Conflict of Interest Statement (per page)	\$ .10
Exemplification of paper	\$ 20. <sup>00</sup>
20 Day Notice filing	\$ 9. <sup>00</sup>
Fee for certificate of official capacity of any public official	\$ 2. <sup>25</sup>

## FICTITIOUS BUSINESS

Filing/Indexing Fictitious Name Statement or Renewal	
a. First business name and one partner	\$ 35. <sup>00</sup>
b. Each additional name (business or partner)	\$ 5. <sup>00</sup>
Filing/Indexing Abandonment	\$ 10. <sup>00</sup>
Filing/Indexing Withdrawal	\$ 10. <sup>00</sup>
Filing Aff. of Pub. of Dissolution of Partnership	\$ 5. <sup>00</sup>
Certified Copy	\$ 5. <sup>00</sup>
Business Name Index (Base Fee)	\$ 15. <sup>00</sup>

## MISCELLANEOUS FEES

Filing, Indexing, Amending, or Certifying Copies of Articles of Incorporation	\$ 2. <sup>00</sup>
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## BOARD OF EQUALIZATION

Copies of documents	\$ .50
Findings of Fact	\$ 150. <sup>00</sup>

## BOARD OF SUPERVISORS

Copies of documents	\$ .50
CD recording of Board Meeting*	\$ 10. <sup>00</sup>
Tape Recording of Board Meeting (per hour or fraction thereof plus cost of tape)*	\$ 20. <sup>00</sup>
Agenda & Public Notices (annually)*	\$ 40. <sup>00</sup>
Minutes (annually)*	\$ 70. <sup>00</sup>
Board Packet (Hard Copy, per page)	To be determined
Appeals	
Administrative Appeals—deposit	\$200. <sup>00</sup>
Planning Commission Appeals—deposit	\$500. <sup>00</sup>

## MARRIAGES

Issuing Marriage License	\$ 66. <sup>00</sup>
Issuing/Filing Confidential Marriage License	\$ 71. <sup>00</sup>
Issuing Marriage License (After Hours)	\$ 70. <sup>00</sup>
Issuing Confidential License (After Hours)	\$ 76. <sup>00</sup>
Solemnizing Marriage Ceremonies (M-F)	\$ 50. <sup>00</sup>
Issuing Duplicate Marriage License	\$ 5. <sup>00</sup>
Deputization to perform Marriage	\$ 25. <sup>00</sup>

## VITAL RECORDS

Birth Certificate	\$ 25. <sup>00</sup>
Death Certificate	\$ 21. <sup>00</sup>
Marriage Certificate	\$ 15. <sup>00</sup>
Birth (Gov.)	\$ 19. <sup>00</sup>
Amendments to above	\$ 20. <sup>00</sup>
Permit for Disposition	\$ 12. <sup>00</sup>
Cross Filing Permit for Disposition	\$ 16. <sup>00</sup>

## SEARCHING RECORDS

Vital Records—Birth	\$ 25. <sup>00</sup>
Vital Records—Death	\$ 21. <sup>00</sup>
Vital Records—Marriage	\$ 15. <sup>00</sup>
General records, each year	\$ .50
Request for information (Search Files) - UCC	\$ 5. <sup>00</sup>

## ENVIRONMENTAL DOCUMENTS

Negative Declaration	\$2406. <sup>75</sup>
Environmental Impact Report	\$3343. <sup>25</sup>
Clerk's Filing Fee	\$ 50. <sup>00</sup>

## ELECTIONS

Precinct Register (hard copy or CD, up to 2) (Candidates/committees per thousand names)	\$ .50
Index to Precinct Register (hard copy) (Non-candidates/committees per page)	\$ .50
Voter Index (CD all five supervisorial districts)	\$ 50. <sup>00</sup>
Voter Index (CD single supervisorial district)	\$ 10. <sup>00</sup>
Certified Copy of Voter Registration	\$ 1. <sup>50</sup>
Copies of documents not otherwise listed	\$ .50
Precinct Map	\$ 4. <sup>00</sup>
Candidate Statements (Local & Legislative)	\$ 200. <sup>00</sup>
Weekly AVM files during election cycles	\$ 50. <sup>00</sup>

### POLICIES/REQUIREMENTS

A \$25.<sup>00</sup> charge will be collected by the office of the Treasurer on any check offered for payment which is returned for non-sufficient funds.

**\* AVAILABLE FOR FREE ONLINE AT**  
[www.sierracounty.ca.gov](http://www.sierracounty.ca.gov)