

## PERMIT FEES (effective October 19, 2020)

**New Application fee** \$10 each application

### RESIDENTIAL (SINGLE-FAMILY, DUPLEX, TOWNHOUSE)

- ***New single-family, duplex and townhouse residential construction and additions.*** The total fee for new single-family, duplex and townhouse residential building construction shall be calculated at a rate of twenty-one cents (**\$0.21**) per square foot based on the total square footage under roof with a minimum base fee of **\$100**. This fee includes permits for the structure, electrical, mechanical, plumbing, flatwork, certificate of occupancy, and plans review. This fee does not include permits for fences, storage buildings, accessory structures, lawn irrigation, temporary pole, whole house water softener units or swimming pools.
- ***Remodel, repair, finish-out, maintenance, or improvements.***
  - ***Residential dwelling unit remodel, repair or improvements.*** Residential dwelling unit remodel, repair or improvement permits for single-family units, two-family (duplex) units, townhouses units and apartment units shall be permitted as follows:
    - Residential dwelling unit projects shall be permitted per individual dwelling unit.
    - Permit Types
      - Building permit (\$50.00)
      - Electrical permit (\$50.00)
      - Plumbing permit (\$50.00)
      - Mechanical Permits. (\$50.00)

Work requiring plan review shall be charged an additional thirty-five-dollar (\$35.00) fee for each dwelling unit project.

- **Solar panels.** Base fee of fifty dollars (\$50.00) plus thirty-five-dollar (\$35.00) plans review fee plus five-dollar (\$5.00) fee for each solar panel installed.
- **Re-roof** (one permit for whole structure). Fee rate is (\$0.03) cents per square foot with a minimum of \$35 Base fee.
- **Windows and door replacement.** Base fee of fifty dollars (\$50.00) plus three dollars (\$3.00) for each window or door replaced.

### COMMERCIAL AND MULTIFAMILY

- ***New Commercial and multi-family and additions.*** The total fee for new commercial, new multi-family construction and new additions there on, shall be calculated at a rate of twenty cents (**\$0.20**) per square foot based on the total square footage under roof with a minimum base fee of **\$200**. This fee includes permits for the building, electrical, mechanical, plumbing and plans review. This fee does not include permits for certificate of occupancies, fences, parking lots, flatwork, storage buildings, accessory structures, lawn irrigation, whole house water softener units or swimming pools.
- ***Commercial remodel.*** The fee for commercial finish-outs, remodeling and alterations, and other construction shall be at a rate of twenty-five cents (**\$0.25**) per square footage of the area being worked with a minimum base fee of **\$200**. This fee includes permits for the building, electrical, mechanical, plumbing work, but does not include permit fees for certificate of occupancy, landscaping, parking lots, swimming pools, fences, decks, flatwork (concrete/asphalt), signs, gas tanks/pumps, lawn irrigation, etc.

- **Stand-alone Commercial and multi-family Individual Permits by type.**

a. Building Permit	\$50	Includes building repairs
b. Electrical Permit	\$50	Includes service upgrades
C. Plumbing Permit	\$50	Includes water heaters, yard line repairs, etc.
d. Mechanical Permit	\$50	Includes HVAC change outs, replacements
e. Plans Review fee	\$35	For projects requiring a plan review approval

## MISCELLANEOUS

### *Miscellaneous.* The following miscellaneous fees shall be charged:

- (1) Tent permit...\$10.00 each tent
- (2) Car wash permit... \$15.00
- (3) Uncovered deck ...\$70 flat fee
- (4) Fence permit .... \$0.25 per linear foot, minimum \$70
- (5) Accessory building... \$70 (add \$50 for each utility)
- (6) Above ground swimming pool... \$70
- (7) In-ground swimming pool... \$245
- (8) Flatwork (concrete or asphalt)... (\$0.11) per square foot, Minimum \$70
- (9) Lawn Irrigation system... \$70
- (10) Re-roof...rate is (\$0.03) cents per square foot with a minimum of \$35
- (11) Temporary pole...\$35.00.
- (12) Signage Permits:
  - a. On –Premise ground or wall sign...\$70 each
  - b. Grouped ground or wall signs... \$120 each group
  - c. Temporary on-Premise signs... The permit fee shall be five dollars (\$5.00) for the first five (5) day period and an additional five dollars (\$5.00) for each subsequent five (5) day increment.
  - d. Temporary off-premises sign:
    - i. a. First sign (per calendar year) .....\$25.00
    - ii. b. Each sign tag thereafter in the same calendar year .....\$1.00
  - e. Off-Premise sign (Billboard) with no electricity... \$375.00 flat fee (add \$50 for electrical)
    - i. Annual Billboard registration... \$40.00 per year each sign structure.
- (13) Demolition/move structure, per structure
  - a. Residential....\$50.00
  - b. Commercial.... \$100.00

- Failed inspection penalty (any kind), per inspection .....\$50.00
- (14) Food dealer's permit, per year .....\$70.00
- (15) Temporary electric service pole, per pole .....\$35.00
- (16) Mobile home park license, per year:
- a. 1—20 units .....\$175.00
  - b. 21—50 units .....\$275.00
  - c. 51—120 units .....\$450.00
  - d. 121—200 units .....\$690.00
  - e. 201—300 units .....\$1,000.00
  - f. 301 units and above .....\$1,300.00
- (17) Construction registration, per year .....\$80.00
- Electrical and Plumbing contractors are exempt from fee pursuant to state law.
- (18) Appeals:
- a. Construction board of appeals, per request .....\$275.00
  - b. Zoning board of adjustments and appeals, per request .....\$275.00
- (19) Certificate of occupancy:
- a. New certificate of occupancy .....\$90.00
  - b. Partial certificate of occupancy (each) .....\$90.00
  - c. Temporary certificate of occupancy:
    1. First 30 days .....\$90.00
    2. Second extension of 30 days .....\$180.00
    3. Third or more extensions of 30 days each .....\$270.00
  - d. Lost or replacement (reprint) certificate of occupancy .....\$5.00
- (20) Right-of-way permit .....\$50.00
- (21) Floodplain permit:
- a. One and two family residential lots .....\$50.00
  - b. Other lot .....\$70.00
- (22) Landscape permit/R-3 and R-3F (with only one structure on one lot) .....\$35.00
- (23) Landscape permit/commercial and R-3A .....\$50.00
- (24) Vent a Hoods now incorporated in the mechanical permit
- (25) Partial inspection (each) .....\$35.00
- (26) After hours inspections \$200.00 for first two hours and \$100.00 for each additional hour or fraction thereof. The minimum \$200.00 fee must be paid in advance of the inspection.
- (a) Owner of an expired permit may make written request within 30 days after date of expiration to the building official to reinstate said permit and shall be charged a fee of one-half the amount required for a new permit for such work, provided no changes have been made in the original plans and specifications for such work.

- (b) *Penalty.* Where construction is commenced before a permit is obtained, the permit fees shall be doubled.
- (c) *Occupy without a certificate of occupancy.* It shall be an offense for the contractor, whether commercial or residential, to allow an owner or tenant of property to occupy a new or remodeled building or space before the contractor obtains a certificate of occupancy. Upon conviction, a person violating this section shall be fined in an amount not less than two hundred fifty dollars (\$250.00), nor more than two thousand dollars (\$2,000.00). For the second or subsequent conviction within a twelve-month period, such person shall be fined not less than five hundred dollars (\$500.00), nor more than two thousand dollars (\$2,000.00). Each day a violation continues shall constitute a separate and distinct offense and shall be punishable as such.
- (d) *Fees waived.* Projects for city owned facilities requiring permits shall be exempt from permit fees. However, contractors shall be responsible for contractor registration, construction trailers and/or other temporary construction structures, failed inspection penalties, or other penalties and fees.
- (e) *Fee refunds.* The building official shall authorize the refund of fees as follows:
  - (1) The full amount of any fee paid hereunder which was erroneously paid or collected.
  - (2) Not more than fifty (50) percent of the permit fee paid when no work has been done under a permit issued in accordance with this chapter.
  - (3) Not more than fifty (50) percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The building official shall not authorize the refunding of any fee paid, except upon written application filed by the original permittee not later than one hundred eighty (180) days after the date of fee payment.

**Reference Appendix A- Fee Schedule as adopted by Ord. No. 20-043 on 09-08-2020**