



**CITY OF VERONA**

**FINANCE COMMITTEE**  
**MONDAY, SEPTEMBER 27, 2021 – 6:15 P.M.**  
**VERONA CITY CENTER-Conference Room D110**  
**111 LINCOLN STREET**

**AGENDA**

1. Call to order.
2. Roll call
3. Discussion and Possible Action re: Recommended Approval of the September 20, 2021 Finance Committee Minutes
4. Discussion and Possible Action re: Any Updates or Information on the 2022 Budget, Department Budget Presentation, Administration, Tax Increments Financing Districts (TIFs), Debt, Economic Development, Staffing Table
5. Discussion and Possible Action re: Resolution R-21-041 Approving the Fee Schedule for 2022
6. Discussion and Possible Action re: Payment of Bills
7. Adjournment.

Chairperson Chad Kemp

POSTED: Verona City Hall  
Verona Public Library  
Miller's Market  
City Web Page at [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

9/24/2021

Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Finance Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting

*IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.*



# City of Verona

Finance Committee  
City Hall – 111 Lincoln Street  
Verona, WI 53593-1520

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## MINUTES FINANCE COMMITTEE SEPTEMBER 20, 2021

The meeting was called to order by Chairperson Chad Kemp at 5:30 p.m.

Roll Call: Chairperson Chad Kemp, Alder Kate Cronin and Alder Christine Posey stated she would be late.

Also present: Mayor Luke Diaz, City Administrator Adam Sayre, Finance Director Brian Lamers, Parks Director Dave Walker, Recreation Director Casey Dudley, Library Director Stacey Burkart and Public Works Director Theran Jacobson.

Discussion and Possible Action regarding approval of September 13, 2021 Finance Committee minutes: Motion was made by Kemp, seconded by Cronin to approve the September 13, 2021 Finance Committee minutes with no changes noted. Motion carried 2-0.

Alder Posey present at 5:35 p.m.

Discussion and Possible Action regarding any Updates or Information on the 2022 Budget, Department Budget Presentations: Recreation Director Casey Dudley stated in the 2022 budget there are more program revenues at about 8.6% or \$22,000 and also explained that the expenditures are up also in some programs due to registration but overall the revenues in those programs cover the expenditures. He went through some of his line items explaining the programs.

Parks Director Dave Walker went through the Parks budget and pointed out that the personnel expenses are up due to the COLA and changes in health insurance. He stated with his retirement that he was on single plan but we had to budget for family plan. He went through some of the operation items that had increases including fuel cost, utilities including water and lights. He then went through his capital budget items. He stated in the Forestry budget one of the main increase was \$12,500 for the Badger Mill Creek restoration project which would be funded by increase levy. He presented the Cemetery budget and stated there were no major changes. A discussion took place regarding the contracted services for mowing and what the cost would be if it was done internally. It was decided that should be looked at in the future.

Library Director Stacey Burkart noted that the capital budget included \$40,000 for carpeting. It was decided to do the carpeting in 3 stages and this is the first stage to be done. She then went over some of the line items in the budget including the Dane County funding would remain the same as last year. The majority of increase was in personnel cost including the 3% COLA and an increase in health insurance and some changes to health insurance. She stated in the budget there was the discontinuation of WIFI hotspots due to usage, reduction of PPE expenses,

reduction in furniture replacement from prior year, increase in data processing charges from South Central Library System and reduction of computer replacement. Lamers stated that the decision of using \$40,000 more in impact fees for debt payment reduced the amount of levy but also increased by 1/5<sup>th</sup> of that amount or \$8,000, because of minimum funding, to help cover some of the changes in health insurance. Lamers stated there were still some changes that we were informed about including the reduction of revenues by almost \$5,000. A discussion is taking place of where to reduce in expenditures. We are trying to avoid the reduction of the reserve funding line item and to remain at \$25,000.

Public Works Director Theran Jacobson presented through a power point presentation and that is available upon request.

Lamers went over the Planning Department budget. He stated the decision to only fund the Planning Director position for a half of year would be a savings of \$68,660 with wages and fringes. It is to help cover the \$55,000 in 2022 of the Assessor and the market evaluation cost with the understanding this would get replaced in 2023 when there was no market evaluation.

Lamers state the Municipal Court budget was just increased for COLA, health insurance and data processing cost.

Lamers stated that we received the Health Insurance Rates this past week. The majority of employees have Quartz-UW and the employer portion did not go up as much as estimated in the budget. The employees portion for the Quartz-UW went up for single plan \$52.07 per month to \$81.14 and the family plan went from \$125.75 per month to \$198.62 and that was for general employees. The Police went up for single plan from \$1.78 to \$45.61 per month and the family plan from \$4.35 to \$113.92 per month. One of the reasons for the shift is GHC came in a lot lower in cost that last year. So if employees want to switch the monthly rate for single would be \$37.32 and family \$89.08. For the Police, GHC insurance if they switched, would be a monthly rate for single of \$1.79 and family at \$4.38. The estimated levy savings for the City was about \$36,000 from the 5% increase we had built in. The increase in the City's monthly cost for the general employees was \$17.49 for single and \$45.19 for family.

Lamers went through the listing of reductions/adjustments to the budget to get down to the levy limit. Besides what was stated for the Planning department budget reduction of the wages and benefits other changes include: \$15,000 fund balance in Senior Center budget, which has a large balance; reduction of street lighting budget back to 2021 budget of \$12,100 in the Public Works budget; reduce contingency of \$20,000; increase general transportation aids of \$20,000; increase room tax by \$15,000; reduce the \$10,000 levy in Refuse and Recycling budget; increase revenues in the Building Inspection budget by \$40,000; utilize more impact fees for Police debt; reduce overtime in the Police budget by \$40,000 (not including fringes); and reduce the Forestry budget by \$12,500 for the restoration of Badger Mill Creek and utilize the a room tax fund.

Adjournment: Motion was made by Cronin, seconded by Posey to adjourn the Finance Committee Meeting at 7:01p.m. Motion carried 3-0.

Respectfully submitted,  
Brian Lamers CPA  
Finance Director

**STAFFING TABLE****2022 BUDGET**

<b>DEPARTMENT</b>	<b>2021 Positions</b>	<b>2021 FTEs</b>	<b>2022 Positions</b>	<b>2022 FTEs</b>
<b>ADMINISTRATION</b>				
Administrator	1	1.00 *	1	1.00 *
City Clerk	1	1.00 *	1	1.00 *
Finance Director/Treasurer	1	1.00 *	1	1.00 *
Human Resources Coordinator	1	1.00	1	1.00
Accountant-Utility	1	1.00 *	1	0.60 *
Administrative Assistant/Deputy Clerk	1	1.00 *	1	1.00 *
Accounting Assistant	1	1.00	1	1.00
	<b>7</b>	<b>7.00</b>	<b>7</b>	<b>6.60</b>
<b>MUNICIPAL COURT</b>				
Court Clerk	1	0.75	1	0.75
<b>POLICE DEPARTMENT</b>				
Police Chief	1	1.00	1	1.00
Lieutenant	2	2.00	2	2.00
Sergeant	3	3.00	3	3.00
Uniformed Patrol Officers	16	16.00	16	16.00
Police School Liaison Assignment	1	1.00	1	1.00
Detective Assignment	2	2.00	2	2.00
Business Office Mgr. / Exec Assistant	1	1.00	1	1.00
Police Records Clerk	3	2.50	3	2.50
Part-time Patrol Officers	3	0.50	3	0.50
	<b>32</b>	<b>29.00</b>	<b>32</b>	<b>29.00</b>
<b>PUBLIC WORKS</b>				
Public Works Director	1	1.00	1	1.00
Assistant Public Works Director	1	1.00	1	1.00
Street Superintendent	1	1.00	1	1.00
Utility Superintendent	0	0.00	1	1.00
Building Facilities Manager	1	1.00	1	1.00
Maintenance Worker/Equipment Operator	7	7.00	7	7.00
Lead Mechanic	1	1.00	1	1.00
GIS Technician	1	1.00	0	0.00
Construction Engineer	1	1.00	1	1.00
Water Operator	1	1.00	1	1.00
Utility Billing Clerk	1	1.00	1	1.00
Administrative Assistant	1	1.00	1	1.00
	<b>17</b>	<b>17.00 *</b>	<b>17</b>	<b>17.00 *</b>
<b>PARKS</b>				
Parks Director	1	1.00	1	1.00
Grounds Maintenance	4	4.00	4	4.00
	<b>5</b>	<b>5.00</b>	<b>5</b>	<b>5.00</b>

**RECREATION**

Recreation Director	1	1.00	1	1.00
	<b>1</b>	<b>1.00</b>	<b>1</b>	<b>1.00</b>

**PLANNING/ZONING/BUILDING**

Planner/Zoning Administrator	1	1.00	1	1.00
Community Development Specialist	1	1.00	1	1.00
Building Inspector	1	1.00	1	1.00
Asst. Building Inspector	1	1.00	1	1.00
	<b>4</b>	<b>4.00</b>	<b>4</b>	<b>4.00</b>

**SENIOR CITIZEN CENTER**

Director	1	1.00	1	1.00
Outreach/Case Manager	2	2.00	2	2.00
Nutrition Aides	1	0.55	1	1.00
Program Manager	1	1.00	1	1.00
Program Assistant	1	0.40	1	0.40
Administrative Assistant	1	0.50	0	0.00
	<b>7</b>	<b>5.45</b>	<b>6</b>	<b>5.40</b>

**FIRE DEPARTMENT**

Fire Chief	1	1.00	1	1.00
Battalion Chief	0	0.00	1	1.00
Assistant Chief/Mechanic	1	1.00	0	0.00
Administrative Assistant	1	0.50	1	0.50
Fire Lieutenant	3	3.00	3	3.00
Firefighter	3	3.00	3	3.00
Part Time (POC / POP)	**	7.10	**	7.10
	<b>9</b>	<b>15.60</b>	<b>9</b>	<b>15.60</b>

**BROADBAND TELECOMMUNICATIONS****REGULATORY BOARD**

Cable Videographer	1	1.00	1	1.00
	<u>1</u>	<u>1.00</u>	<u>1</u>	<u>1.00</u>

**TOTAL CITY DEPARTMENTS**

<b>84</b>	<b>85.80</b>	<b>83</b>	<b>85.35</b>
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**VERONA PUBLIC LIBRARY**

Director	1	1.00	1	1.00
Assistant Library Director	1	1.00	1	1.00
Community Engagement Librarian	1	1.00	1	1.00
Administrative Assistant	1	0.50	1	0.50
Youth Services	3	2.60	3	2.60
Reference Supervisor	1	1.00	1	1.00
Reference Librarian	2	1.50	2	1.50
Circulation Supervisor	1	1.00	1	1.00
Adult Programming Supervisor	1	1.00	1	1.00
Technical Services	1	1.00	1	1.00

Reference Librarian/Communications Coord	1	1.00	1	1.00
Library Assistant	19	8.30	19	8.30
Summer Library LTE	1	0.14	1	0.14
Pages	<u>15</u>	<u>3.60</u>	<u>15</u>	<u>3.60</u>
<b>TOTAL LIBRARY</b>	<b><u>49</u></b>	<b><u>24.64</u></b>	<b><u>49</u></b>	<b><u>24.64</u></b>
 <b>TOTAL CITY AND LIBRARY</b>	 <b>133</b>	 <b>110.44</b>	 <b>132</b>	 <b>109.99</b>

*Proposed New Positions*

\* *Employee salary and fringe benefits are distributed between multiple budgets*

\*\* *Fire Department Paid on Call and Paid on Premise served by a pool of individuals*

**CITY OF VERONA  
RESOLUTION NO. 21-041**

**A RESOLUTION AMENDING THE CITY FEE SCHEDULE**

**WHEREAS**, Section 3-6-1 of the Code of Ordinances of the City of Verona was created to establish a schedule of fees that apply to the issuance of licenses, permits, registrations and other such activities as may be determined by the City Council; and

**WHEREAS**, the City Fee Schedule shall be amended from time-to-time by action of the City Council and shall be attached to this Section by reference; and

**WHEREAS**, a review of the current fees schedule resulted in a change to some fees in order to cover associated expenses;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Verona as follows:

1. That the attached City Fee Schedule is hereby approved and authorized.
2. That the attached City Fee Schedule shall become effective and shall be implemented as of January 1, 2022.

Adopted this 27 day of September, 2021.

**CITY OF VERONA**

**BY:**

**Luke Diaz, Mayor**

SEAL

**ATTEST:**

**Holly Licht, Clerk**

**CITY OF VERONA  
Fee Schedule**

A/C Number	Fee Category	2021	2022
	<b><u>ADMIN AND PUBLIC RECORDS</u></b>		
	Insufficient Funds Returned Check Fee	Bank Charge	Bank Charge
	Room Tax	7.00%	7.00%
100-46901	Tax/Special Assessment Searches	\$35.00	\$35.00
100-46901	Tax/Special Assessment Searches (expedited)	\$60.00	\$60.00
	Photo Copies-Documents	\$0.25	\$0.25
	Copies On Digital Storage Devices(CD,DVD)	\$3.00	\$3.00
	<b><u>PUBLIC SAFETY</u></b>		
	Civil Process-Service of Process Fee	IRS Rate \$30.00	IRS Rate \$30.00
	Civil Process-Travel Fee	IRS Rate	IRS Rate
	<b><u>PUBLIC WORKS</u></b>		
	Driveway Permit Fee	\$5.00	\$5.00
	<b><u>LICENSING AND REGULATION</u></b>		
100-44110	Class A Liquor Retailer's License	\$500	\$500
100-44110	Class A - Fermented Malt Beverage	\$300	\$300
100-44111	Class B Liquor Retailer's License	\$500	\$500
100-44111	Class B - Fermented Malt Beverage	\$100	\$100
100-44111	Reserve Class B	\$10,000	\$10,000
100-44111	Temporary Class B Fermented Malt Beverage	\$10	\$10
100-44111	Temporary Class B Wine License	\$10	\$10
100-44111	Class C Wine License	\$100	\$100
100-44111	Provisional Retail License	\$15	\$15
100-44112	Operator's License-Provisional	\$10	\$10
100-44112	Operator's License-Annual	\$33	\$33
100-44112	Operator's License-2 year	\$53	\$53
100-44113	Cigarette License	\$100	\$100
100-44114	Amusement Device Licenses	\$100	\$100
204-44120	Cable TV Franchise License	5.00%	5.00%
100-44115	Transient Merchant-Direct Sellers Registration Fee	\$25	\$25
100-44115	Transient Merchant-Solicitors	\$25	\$25
	Permit Fee for Street Use	\$25	\$25
	Permit Required for Nonmetallic Mining	\$50	\$50
	Blasting and/or Rock Crushing	\$100	\$100
100-44910	Special Event Permit	\$143	\$143
100-44910	Special Event Permit- Non-profit	\$43	\$43
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$210	\$210
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$27.50	\$27.50
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$30	\$30
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$165	\$165
	Chicken License	\$20	\$20
	Late Fee	\$5	\$5
100-44210	Dog License	\$25	\$25
100-44210	Neutered or Spayed	\$20	\$20
100-44211	Late Fee	\$5	\$5
	<b><u>MOTOR VEHICLES AND TRAFFIC</u></b>		
100-44220	Bike Licenses	\$5	\$5
	Snowmobile Renter's License	\$15	\$15
	Newstand Permit Fee	\$25	\$25

A/C Number	PLANNING & DEVELOPMENT FEES	2021	2022
	<b><u>Land Division</u></b>		
100-44410	Certified Survey Maps	\$150 + \$100/lot	\$150 + \$100/lot
100-44410	Preliminary Plat	\$300+\$50/lot	\$300+\$50/lot
100-44410	Final Plat	\$300+\$25/lot	\$300+\$25/lot
	<b><u>Planned Development District</u></b>		
100-44416	Concept Plan	\$300	\$300
100-44416	General Development Plan	\$300	\$300
100-44416	Precise Implementation Plan	\$300	\$300
	<b><u>Zoning</u></b>		
100-44413	Conditional Use Permit	\$300	\$300
100-44415	Site Plan Review	\$300	\$300
100-44412	Zoning Map & Regulation Amendments	\$300	\$300
100-44411	Variances/Appeals	\$300	\$300
	<b><u>Miscellaneous</u></b>		
100-44417	Annexation Fee	\$300 + Taxes	\$300 + Taxes



A/C Number	RECREATION	2021	2022
100-46751	Little League Fees	\$45-\$65	\$45-\$65
100-46752	Adult Softball Fees	\$100	\$100
100-46753	Volleyball Fees	\$380	\$380
100-46754	Soccer Fees	\$37 - \$55	\$37 - \$55
100-46755	Men's Basketball	\$595	\$600
100-46756	Youth Basketball	\$30 - \$82	\$30 - \$82
100-46757	Tennis	\$54 - \$69	\$54 - \$69
100-46758	Rhapsody Classes	N/A	N/A
100-46759	Instructional Softball Fees	\$90 - \$105	Program Ended
100-46760	Swimming Fees	\$2 - \$5	\$2 - \$7
100-46761	Other Recreation	N/A	N/A
100-46762	Park Reservations	\$50 - \$100	\$50 - \$150
100-46763	Hometown USA Concession Stand	Various	Various
100-46764	Golf Fees	N/A	N/A
100-46765	Playground Program	\$135-\$155	\$160-\$180
100-46766	Baseball Field Reservation Fee	\$20 - \$100	\$20 - \$150
100-46767	Amusement Ticket Fee	Various	Various
100-46768	Flag Football	\$65-\$95	\$65-\$100
100-46769	Instructional Baseball	\$45-\$60	Program Ended
100-46770	Dance Lessons	\$114 - \$140	\$114 - \$140
100-46771	Canoeing/kayaking	\$130 - \$150	\$130 - \$150
100-46773	Adult Yoga	\$50 - \$150	\$50 - \$150
100-46772	Babysitting Clinic	\$93 - \$108	\$93 - \$108
100-46774	Youth Camp Soccer	\$90 - \$159	\$90 - \$159
100-46776	Instructional Soccer	\$45 - \$60	Program Ended
100-46777	Instr LaCrosse	\$45 - \$60	Program Ended
100-46778	Instr Volleyball	\$45 - \$60	\$45 - \$60
100-46780	Youth Volleyball	\$60 - \$75	\$60 - \$75
	<b>Field Usage Fees</b>		
	Resident Teams *		
	Community Park, Veteran's Park and Stampfl		
	Monday-Friday	\$45	\$45
	Weekend	\$60	\$60
	Night Games	add \$20	add \$20
	No-prep Games	add \$20	add \$20
	Non-Resident Teams		
	Community Park, Veteran's Park and Stampfl		
	Monday-Friday	\$100	\$100
	Weekend	\$125	\$125
	Night Games	add \$20	add \$20
	No-prep Games	add \$25	add \$25
	Tournament Teams		
	Community Park, Veteran's Park and Stampfl		
	Practice Usage	\$25	\$25
	Game Usage	\$125	\$125
	* A resident team shall have over 50% of its roster made up of City of Verona residents		
	Prices include up to 5 bags of Diamond Dry if field is wet. Additional bags will be available at a cost of \$10 per bag		

A/C Number	CEMETERY	2021	2022
206-46540	Burial Lots	\$800	\$800
206-46540	Transfer of Title	\$25	\$25
206-46540	Replacement Deeds	\$25	\$25
206-46540	Staking for Burials	\$75	\$75
206-46540	Staking for Monuments	\$60	\$60

A/C Number	BUILDING INSPECTION	2021	2022
	<b><u>New Construction, Alterations and Addition Permits</u></b>		
	<b><u>Building Fees</u></b>		
	Building Permit Fees shall be the sum of:		
	All Groups Base Fee	\$50	\$75
	Group 1: Fee per Square foot of all areas	\$0.08/sq.ft	\$0.09/sq.ft
	Group 2: Fee per Square foot of all areas	\$0.10/sq.ft	\$0.12/sq.ft
	Group 3: Fee per Square foot of all areas	\$0.08/sq.ft	\$0.08/sq.ft
	Base fee Commercial		\$150
	<b><u>Electrical Fees</u></b>		
	Electrical Permit Fees shall be the sum of:		
	All Groups Base Fee	\$50	\$75
	Group 1: Fee per Square foot of all areas	\$0.05/sq.ft	\$0.06/sq.ft
	Group 2: Fee per Square foot of all areas	\$0.06/sq.ft	\$0.17/sq.ft
	Group 3: Fee per Square foot of all areas	\$0.02/sq.ft	\$0.05/sq.ft
	Base fee Commercial		\$150
	<b><u>Plumbing Fees</u></b>		
	Plumbing Permit Fees shall be the sum of:		
	All Groups Base Fee	\$50	\$75
	Group 1: Fee per Square foot of all areas	\$0.05/sq.ft	\$0.06/sq.ft
	Group 2: Fee per Square foot of all areas	\$0.06/sq.ft	\$0.07/sq.ft
	Group 3: Fee per Square foot of all areas	\$0.02/sq.ft	\$0.05/sq.ft
	Base fee Commercial		\$150
	<b><u>HVAC Fees</u></b>		
	HVAC Permit Fees shall be the sum of:		
	All Groups Base Fee	\$50	\$75
	Group 1: Fee per Square foot of all areas	\$0.05/sq.ft	\$0.06/sq.ft
	Group 2: Fee per Square foot of all areas	\$0.06/sq.ft	\$0.07/sq.ft
	Group 3: Fee per Square foot of all areas	\$0.02/sq.ft	\$0.05/sq.ft
	Base fee Commercial		\$150
	<b><u>Erosion Control Fees</u></b>		
	Group 1: \$100 per unit for 1-4 units	\$100	\$100
	Group 1: \$50 per units 5+	\$50	\$50
	Group 2 and 3: \$50 per 1,000 Square feet of all areas	\$50/1,000 sq.ft	\$50/1,000 sq.ft
	<b><u>Early Start Permit</u></b>		
	Group 1	\$150	\$150
	Group 2 and 3	\$250	<u>\$500</u>
	<b><u>Driveway Opening</u></b>		
	Group 1	\$50	\$75
	Group 2 and 3	\$100	\$150
	<b><u>Wisconsin State Seal</u></b>		
	1 and 2 family only	\$35	\$75
	<b><u>Street Tree Fee</u></b>		
	Per Lot (New construction only)	\$325	\$325
	<b><u>Park Development Fee</u></b>		
	Per Bedroom (new construction Group 1 only)	\$300	\$300
	<b><u>Library Impact Fee</u></b>		
	Single Family Per Unit (New construction only)	\$540	\$540
	Multi Family Per Unit (New construction only)	\$371	\$371
	<b><u>Police Impact Fee</u></b>		
	Single Family Per Unit (New construction only)	\$413	\$413
	Multi Family Per Unit (New construction only)	\$368	\$368
	Non-Residential	\$1.4094/\$1,000 of total project cost of fracation thereof	\$1.4094/\$1,000 of total project cost of fracation thereof

A/C Number	BUILDING INSPECTION	2021	2022
	<u>Fire Impact Fee</u>		
	Single Family Per Unit	\$310	\$310
	Multi Family Per Unit (New construction only)	\$213	\$213
	Non-Residential	\$2.10 per \$1,000 total project cost or fraction thereof	\$2.10 per \$1,000 total project cost or fraction thereof
	<u>Water Impact Fee</u>		
	5/8" & 3/4"	\$324	\$324
	1"	\$810	\$810
	1-1/2"	\$1,620	\$1,620
	2"	\$2,592	\$2,592
	3"	\$4,860	\$4,860
	4" and greater	\$8,100	\$8,100
	<u>Sewer Connection Fees</u>		
	5/8" & 3/4"	\$551	\$551
	1"	\$1,377	\$1,377
	1-1/2"	\$2,754	\$2,754
	2"	\$4,407	\$4,407
	3"	\$8,262	\$8,262
	4" and greater	\$13,771	\$13,771
	<u>Alteration and Repair Permits</u>		
	<u>Building Fees</u>		
	Building permit fees shall be <b>the greater of:</b>		
	Base fee - \$50 or:		
	Group 1 \$.08 per square foot of all areas		
	Group 2 \$.10 per square foot of all areas		
	Group 3 \$.06 per square foot - first 10,000 square feet of all areas		
	<u>Electrical Fees</u>		
	Electrical permit fees shall be <b>the greater of:</b>		
	Base fee - \$50 or:		
	Group 1 \$.05 per square foot of all areas		
	Group 2 \$.06 per square foot of all areas		
	Group 3 \$.02 per square foot of all areas		
	<u>Plumbing Fees</u>		
	Plumbing permit fees shall be <b>the greater of:</b>		
	Base fee - \$50 or:		
	Group 1 \$.05 per square foot of all areas		
	Group 2 \$.06 per square foot of all areas		
	Group 3 \$.02 per square foot of all areas		
	<u>Heating/Ventilating/Air Conditioning Fees</u>		
	Heating/Ventilating/Air Conditioning fees shall be <b>the greater of:</b>		
	Base fee - \$50 or:		
	Group 1 \$.05 per square foot of all areas		
	Group 2 \$.06 per square foot of all areas		
	Group 3 \$.02 per square foot of all areas		
	<u>Miscellaneous Fees</u>		
	<u>Failure to Obtain an Required Certificate of Occupancy</u>		
	<u>Prior to Occupancy</u>		
	Group 1	\$100	\$100
	Group 2 and 3	\$200	\$200

A/C Number	BUILDING INSPECTION	2021	2022
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Flat Rate Project Permits

Deck Permit	\$100/unit	\$150/unit	
Roof Replacement Permit (One & Two Family)		\$50	\$75
All Other Roof Replacement Permit		\$100	\$200
Siding/Soffit/Fascia Permit		\$50	\$75
Windows/Doors Permit		\$50	\$75
Water Heater Permit (per unit)		\$50	\$75
Water Treatment Device Permit (per unit)		\$50	\$75
Residential Furnace Permit		\$50	\$75
Residential A/C Permit	\$50 plus \$50 if new install	\$75 plus \$50 if new install	
Above Ground Swimming Pool Permit		\$100	\$150
Below Ground Swimming Pool Permit		\$150	\$200
Fence Permit		\$50	\$75
Residential Electrical Service Permit		\$50	\$75
Moving of Building/Structures Permit		\$150	\$200
Demolition Permit (per Building)		\$150	\$150
Sign Permit	\$50 base plus \$1.00/sq.ft	\$50 base plus \$1.00/sq.ft	
Minimim Permit Fee		\$50	\$75
Special Inspections	\$50/hr	\$75/hr	
Commercial HVAC rreplacement			\$250

A/C Number	BUILDING INSPECTION	2021	2022
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**Commercial Plan Review Fees**

Building Fees	2021				2022			
	Building	HVAC	Fire Alarm	Fire Suppression	Building	HVAC	Fire Alarm	Fire Suppression
Area < 2500 Square Feet	\$260	\$160	\$130	\$130	\$330	\$220	\$130	\$130
Area 2501 - 5000 Square Feet	\$330	\$220	\$160	\$160	\$550	\$260	\$160	\$160
Area 5001 - 10,000 Square Feet	\$550	\$260	\$315	\$315	\$750	\$400	\$315	\$315
Area 10,001 - 20,000 Square Feet	\$750	\$400	\$620	\$620	\$1,100	\$540	\$620	\$620
Area 20,001 - 30,000 Square Feet	\$1,100	\$540	\$925	\$925	\$1,500	\$830	\$925	\$925
Area 30,001 - 40,000 Square Feet	\$1,500	\$830	\$1,240	\$1,240	\$2,000	\$1,100	\$1,240	\$1,240
Area 40,001 - 50,000 Square Feet	\$2,000	\$1,100	\$1,555	\$1,555	\$2,700	\$1,500	\$1,555	\$1,555
Area 50,001 - 75,000 Square Feet	\$2,700	\$1,500	\$1,880	\$1,880	\$3,400	\$2,100	\$1,880	\$1,880
Area 75,001 - 100,000 Square Feet	\$3,400	\$2,100	\$2,210	\$2,210	\$5,600	\$2,700	\$2,210	\$2,210
Area 100,001 - 200,000 Square Feet	\$5,600	\$2,700	\$2,580	\$2,580	\$9,900	\$6,300	\$2,580	\$2,580
Area 200,001 - 300,000 Square Feet	\$9,900	\$6,300	\$3,030	\$3,030	\$15,000	\$9,200	\$3,030	\$3,030
Area 300,001 - 400,000 Square Feet	\$15,000	\$9,200	\$3,480	\$3,480	\$18,500	\$12,000	\$3,480	\$3,480
Area 400,001 - 500,000 Square Feet	\$18,500	\$12,000	\$3,930	\$3,930	\$20,000	\$13,500	\$3,930	\$3,930
Area > 500,000 Square Feet	\$20,000	\$13,500	\$4,310	\$4,310	\$22,000	\$15,000	\$4,310	\$4,310

Plus \$100 application fee  
 \$100 for revision after plan review completed