

Department of Permits, Licenses, and Inspections

Fee Description	2021
Fee per \$1,000 of construction value (Min: \$100 Residential, \$550 Commercial, \$300 Commercial Sign Permit)	\$5
Document Retention Fee per permit	\$5.00
Document Retention Fee per page paper document submitted larger than 8" x 14"	\$3.00
State Education & Training Fund (SETF) per permit	\$4.50
Accelerated Plan Review 10% of value of construction (Min: \$3500)	10%
Third Party Agent Discount % of Base Fee	15%
Overtime Inspection per hour (upon request, three-hour minimum)	\$55.00
Commercial Occupancy Only Permit / Certificate of Occupancy fee	\$450.00
Commercial Sign Certificate of Occupancy fee	\$150.00
Residential Occupancy Only Permit / Certificate of Occupancy fee	\$100.00
Amended Permit Filing Fee % of Base Fee, (per new Construction Value)	20%
Unpermitted Work Penalty Fee % of Value of Construction (Min: \$100 Residential, \$550 Commercial)	20.0%
Multiple Plan Review Fee per review (additional fees after 3 failed plan reviews)	\$150.00
Reinspection Fee per inspection (additional fees after 3 failed inspections)	\$150.00
Commercial Base Permit fee	\$550.00
Residential Base Permit Fee	\$100.00
New Occupant Load Placards	\$300.00
Replacement Occupant Load Placards	\$100.00
Board of Appeals Hearing (per permit appeal)	\$350.00
License and Inspection Board Hearing (per license and/or violation appeal)	\$150.00
Electrical Trade (Initial and Renewal)	\$80.00
Fire Suppression Trade (Initial and Renewal)	\$80.00
General Contractors (Initial and Renewal)	\$80.00
HVAC Trade (Initial and Renewal)	\$80.00
Sign Contractors (Initial and Renewal)	\$80.00
Stationary Engineers (Initial and Renewal)	\$80.00
Trade & Contractor License Late Fee Per License	\$35.00
Amusement Places annual fee	\$75.00
Amusement Producers Daily schedule fee per day	\$25.00
Bed & Breakfast annual fee	\$100.00
Mechanical Devices Amusement Devices - gambling type fee per each	\$150.00
Mechanical Devices Amusement Devices - all others fee per each	\$150.00
Mechanical Devices Juke Boxes fee per each	\$150.00
Mechanical Devices Pool Tables fee per each	\$150.00
Parking Lot per site annual fee	\$125.00
Second Hand Dealers Pawnbrokers annual fee	\$125.00
Second Hand Dealers Junk Dealers annual fee	\$125.00
Second Hand Dealers Antique Dealers annual fee	\$125.00
Solicitation (Tag Days) fee per day, maximum 1 per year	\$50.00
Towing License (Lot) annual fee	\$75.00
Trade Fairs fee per fair	\$50.00
Transient Merchant fee per month	\$50.00
Vendors & Peddler's License Peddler annual fee	\$75.00
Vendors & Peddler's License Mobile Vehicle Vendor annual fee	\$75.00
Vendors & Peddler's License Stationary Vendor annual fee	\$75.00
Vendors & Peddler's License Additional Employee annual fee	\$25.00
Vendors & Peddler's License Ticket Reseller annual fee	\$50.00
Business License Late fee per License	\$50.00
Sign Maintenance Certification (less than 8ft. above finished grade)	\$45.00
Sign Maintenance Certification (more than 8ft. above finished grade)	\$66.00