

## FEES

### § 35.30 FEE SCHEDULE.

The following fees are hereby established to be imposed and collected by the departments associated with the activities set forth hereafter.

(A) Schedule I.

DEPARTMENT	ACTIVITY/LICENSE/MATERIALS	FEE
Administration Department	Facility Rental/Damage Deposit	\$50.00
All Departments	Certification of Documents	\$5.00
All Departments	Digital Versatile Disc (DVD)	\$7.00
All Departments	Electronic media devices, except DVDs	\$1.00
All Departments	Inspection, review, examine, search for, etc. of a public document	No Cost
All Departments	Per page copy charge, 8.5"x 11" black & white copy	\$0.10
All Departments	Per page copy charge 8.5"x 11" color copy	\$0.25
All Departments	Photo (4x6 or 3x5 color)	\$1.00
All Departments	Return check charge	\$25.00
All Departments	Special requests	To be determined
Police Department	<b>Lifetime - Handgun License Application</b> <i>(A person who fails to properly apply for and obtain a license for a handgun commits a Class B misdemeanor.</i>	
Police Department	• Hunting and/or target practice - no current license	\$50.00
Police Department	• Hunting and/or target practice - current valid license	\$10.00
Police Department	• Four-year hunting and/or target practice	\$10.00
Police Department	• Personal protection - no current license	\$50.00
Police Department	• Personal protection - current valid license	\$40.00
Police Department	• Four-year personal protection	\$10.00
Police Department	<b>Handgun License Application</b>	
Police Department	• Firearm dealer	Exempt
Police Department	• Retired police officer or retired corrections officer	Exempt

Police Department	• Police Department vehicle inspection	\$5.00
Police Department	<b>Fingerprinting services</b>	
Police Department	• Non-residents	
Police Department	• First two fingerprint cards	\$10.00
Police Department	• Each additional card	\$5.00
Police Department	• Residents	Exempt
Police Department	Cassette tape	\$2.00
Police Department	Computer disk	\$5.00
Police Department	Video cassette tape	\$3.00
Police Department	Automobile accident reports	\$12.00

(B) Schedule II.

DEPARTMENT	ACTIVITY/LICENSE/MATERIALS	FEE
Community Development	<b>(A) Division of Planning and Zoning</b>	
	Inspections: \$75 for 1 & 2 Family construction/projects and \$100 for all other construction types and projects (i.e. Multi-Family, Commercial, Industrial and Institutional)	
	(1) Annexation	
	(a) Annexation - consensual or voluntary	\$400 (plus public notice fees)
	(b) Annexation - Involuntary	\$0
	(2) Zoning ordinance amendment (e.g., commitment change, PUD text amendment, etc.)	\$1,000 (plus public notice fees)
	(3) Primary Plat or Preliminary Plan	
	(a) One and two family	\$900
	(b) PUD	\$1,200 + \$30/unit (plus public notice fees)
	(c) Commercial, industrial, or multi-family	\$1,300
	(d) Plat Vacation	\$500
	(4) Secondary Plat or Replat	
	(a) One and two family	\$350
	(b) PUD	\$1,200 + \$30/unit (plus public notice fees)

	(c) Commercial, industrial, or multi-family	\$600
	(5) Subdivision Improvement Permit	
	One and two-family, multi-family	\$600
	(6) Improvement Location Permit (Commercial, Industrial or Institutional)	\$1500
	(7) Preliminary Grading Permits (grading, erosion control and sedimentation plan shall be approved by the town)	\$200
	(8) Amendment to a recorded plat. Fees are required in accordance with the classifications in division (4) above, for the area affected, as determined by the Community Development Department	
	(9) Additional fees may be required for each review required to address items which were not addressed in the original staff reviews.	
	(10) Variances	
	(a) Board of Zoning Appeals	
	1. Development standards variance	
	a. Residential	\$250
	b. Multi-Family, Commercial, Industrial and Institutional	\$450
	2. Use variance, special use and conditional use	\$450
	3. Appeals	No fee. Petitioner responsible for public notice fees
	(b) Plan Commission	
	1. Subdivision control waiver	\$350
	(11) Temporary Use (no fee for not for profit and civic organizations)	
	(a) Model homes	\$575
	(b) Sales trailers	\$575
	(c) Construction trailers	\$300
	(d) All other temporary uses	\$600 for the first 30 days, plus \$375 per additional month (includes a monthly inspection fee). This fee may be prorated for existing land owners or businesses with a principal structure, at a rate of \$30 per day (C/O included) minimum permit fee \$75
	(e) Storage and rubbish containers (i.e. PODs, dumpsters, etc.)	\$100
	(f) Annual Mixed Use Entertainment Overlay Fee:	\$1,250
	(12) Sign Permit (any inspection)	
	(a) Permanent	\$120

	(b) Temporary (Banners, construction signs)	\$120 (No fee for not for profit and civic organizations)
	(c) Directional sign	\$60
	(d) 3-Day Special Event	\$60
	(13) Zoning Determination Letter	\$50
	(14) Committee Review and Application Fee (Including but not limited to: Nickel Plate Review Committee, TC Review Exit 10, 116th and Olio, Staff Review, Minor ILP)	\$230
	<b>(B) Penalties and Re- Inspections</b>	
	(1) Any person failing to call for a required inspection shall be assessed a penalty of \$150 for each missed inspection payable before receiving re- inspection. Additional permits shall not be issued to any individual, firm or corporation until all outstanding fees/fines are paid on the subject lot/parcel.	
	(2) All temporary or permanent improvements (including the erection of banners) or operations started or under way prior to obtaining the required permits and inspections shall be assessed as follows:	Double the applicable filing fees (inclusive of application and all inspections)
	(a) Failed inspection or re-inspection for the same violation	
	(i) First re- inspection	\$75 for 1 & 2 family and institutional use construction; \$100 for all other construction types (i.e. Multi- Family, Commercial and Industrial)
	(ii) Second re-inspection	\$150 for 1 & 2 family and institutional use construction; \$200 for all other construction types (i.e. Multi- Family, Commercial and Industrial)
	(iii) Third re-inspection and all subsequent re-inspections	\$500
	(b) All other work (site work or the erection of permanent or temporary signage in which a permit cannot be obtained) underway in violation of the Town Code may be assessed penalties as follows:	Fee + late fee. The fee will be increased by \$50/day as long as the violation continues, up to, but not to exceed \$2,500, starting 5 business days after a Notice of Violation has been issued or sent by the Department of Development

(C) There is established the schedule of rates and fees for use in connection with engineering activities and functions. It is understood that such rates and fees may be from time to time amended as warranted.

Fees paid with the Improvement Location Permit (ILP)/Subdivision Improvement Permit (SIP) <i>**Contact the Engineering Department for payment submittal requirements</i>
Fees paid with building permit

DEPARTMENT	ACTIVITY/LICENSE/MATERIALS	FEE
Engineering	<b>ILP</b> (Multi-Family, Commercial, Industrial and Institutional)	\$2500
	SIP (1 & 2 Family)	\$2550
	Primary Plat, Detailed Development Plan	\$550
	Secondary Plat	\$350
	Minor Improvement Location Permit Fee	\$430
	Above includes initial review plus 3 revisions. Additional reviews are subject to a charge of \$160 per revision.	
	Digital Record Drawing Review	\$600
	Minor Digital Recording Drawing Review	\$300
	Above includes initial review plus 2 revisions. Additional reviews are subject to a charge of \$100 per revision.	
Engineering	Re-inspection fee (all inspections)	\$100, \$200, \$500
	Work not inspected fee	\$300
	Stop Work Order Re-Instatement Fee	\$400
	Work completed during a stop work order	\$500 per day
	Lateral inspection (Residential)	\$75
	Lateral inspection (Commercial)	\$100
Engineering	<b>ROW Activity Permit</b>	
	Filing fee	\$50
	Surety requirements	\$2,000 per location \$10,000 blanket bond
	Open cut maintenance bond	\$10,000 per location
	ROW boring	\$50 + .75 per lineal foot
	ROW open cut: Allisonville Road and 96th/116th/126th Streets	\$500 + \$100 per day
	ROW open cut: All other streets Surface 1 year old Surface 2 years old Surface 3 years old	\$300 + \$5 per sq. ft. \$200 + \$5 per sq. ft. \$100 + \$5 per sq. ft.
	Stop work order re-instatement fee	\$400
	Work completed during a stop work order ROW fees do not apply for repairs to existing sidewalks. All applicable inspections still required.	\$500 per day
Community Development	<b>(B) Building Division</b>	
	Contractor registration - permit holder must be registered	\$100 annually
	Inspections: \$75 for 1 & 2 Family construction and \$100 for all other construction types (i.e. Multi-Family,	

	Commercial, Industrial and Institutional)	
	Same Day Inspections: \$150 for 1 & 2 Family construction and \$200 for all other construction types (i.e. Multi-Family, Commercial, Industrial and Institutional)	
	New structure	
All permits include all initial required inspections including driveway and sidewalk inspections and Certificate of Occupancies	(i) One and two-family (Fees include Utility Locates for individual lots)	\$850 + \$.20/sq. ft. + Bridge, Park, and Road Impact Fees (Add \$75 for basement)
	1. Additional code inspections or On-site Consultation	\$75 each
	(ii) Multi-family (more than two units attached)	\$1285 + \$.17/sq. ft. + \$160 per unit + Bridge, Park, and Road Impact Fees (Add \$100 for basement)
	1. Additional code inspections or On-site Consultation	\$100 each
	(iii) Commercial, industrial, churches, schools, and public buildings	\$1285 + \$.17/sq. ft. + Bridge and Road Impact Fees (Add \$100 for basement)
	1. Additional code inspections or On-site Consultation	\$100 each
	(iv) Foundation only release	\$400
	(v) Tenant finish	\$785
	(vi) Additions: addition to an existing structure	
	1. One and two-family residential (If 3 or more rooms, the fee is the same as a single-family dwelling)	\$300 + \$.10/sq. ft.
	a. Additional code inspections or On-site Consultation	\$75 each
	2. Multi-family, industrial, commercial, churches, schools and public buildings	\$1085 fee + \$.17/sq. ft. + Bridge and Road Impact Fees
	a. Additional code inspections or On-site Consultation	\$100 each
	(vii) Remodeling: remodeling, alteration or repair of an existing structure, change of use	
	1. One and two-family	\$150
	2. Multi-family (more than two units attached)	\$225 + \$60 per unit
	3. Industrial, commercial, churches, schools and public buildings	\$650 + \$.10/sq. ft.
	4. Change of use	\$100
	(viii) Accessory structures (any additional inspections)	\$75 for 1 & 2 Family

		construction and \$100 for all other construction types (i.e. Multi-Family, Commercial, Industrial and Institutional)
Includes initial required inspections and Certificates of Occupancies	1. Multi-purpose buildings	\$285 + \$.10 sq. ft. No fee, no permit for portable multi-purpose buildings 200 sq. ft. or less (applicable standards apply)
	2. Swimming pools	
	(a) Portable less than 42" in depth	No permit needed
	(b) 1 & 2 Family	\$250
	(c) 1 & 2 Family Spas/hot tubs	\$75
	(d) Multi-Family, Commercial/Public pool/spas/hot tubs	\$585
	3. Decks Under 30" (deck surface to grade)	No permit (applicable standards apply)
	30" or more from grade	\$150
	Screen porch	\$225
	4. Fences	No permit (applicable standards apply)
	(ix) Reroof	\$75 for 1 & 2 family inspections & \$100 for all other construction types (i.e. Multi-Family, Commercial, Industrial and Institutional)
	(x) Moving or changing location of a permanent structure	\$250 + traffic safety costs provided by the town
	(xi) Demolition	\$225 Residential; \$325 Commercial
(xii) Basement finish	\$150	
(xiii) Electrical, Plumbing and Mechanical permit	\$75 Residential; \$100 Commercial	
(2) Re-submittal fees may apply in those cases where re-submittal is required of petitioner for not addressing items noted in the original staff reviews. Concerns identified by staff after original review will not result in a resubmission fee.		
(3) Architectural, electrical, additional construction, and misc. inspections are payable before inspection is made.		
(a) Residential	\$75 for each 1 & 2 family construction inspection	
(b) Multi-Family, Commercial, Industrial and Institutional	\$100 for each Multi-Family, Commercial, Industrial and Institutional inspection	
(4) Conditional/Temporary Certificate of occupancy:	\$100	

	<b>(C) Permit Penalties</b>	
	(1) Any person failing to call for a required inspection shall be assessed a penalty of \$150 for each missed inspection payable before receiving re-inspection. Additional permits shall not be issued to any individual, firm or corporation until all outstanding fees/fines are paid on the subject lot/parcel.	
	(2) All construction or operations started or under way prior to obtaining the required permits, inspections and certificates of occupancy shall be assessed as follows:	
	(a) All required permit types starting prior to issuance of permit	Up to, but not to exceed, double the filing fee
	(b) Failed inspection re-inspection fee for same violation:	
	(i) First re-inspection	\$75 for 1 & 2 family construction; \$100 for all other construction types (i.e. Multi-Family, Commercial, Industrial and Institutional)
	(ii) Second re-inspection	\$150 for 1 & 2 family construction; \$200 for all other construction types (i.e. Multi-Family, Commercial, Industrial and Institutional)
	(iii) Third re-inspection and all subsequent re-inspections	\$500
		Fee + late fee. The fee will be increased by \$50/day as long as the violation continues, up to, but not to exceed \$2,500. Starting 5 business days after a Notice of Violation has been issued or sent by the Department of Development
	(3) Stop Work Order	
	(a) Stop Work Order Re-Instatement Fee	\$400 (includes one re-inspection fee, additional inspections are \$75 for 1 & 2 family construction; \$100 for all other construction types (i.e. Multi-Family, Commercial, Industrial and Institutional) each
	(b) Work Completed during Stop Work Order	\$500/day
	(c) Work Not Inspected Fee	\$500 for each 1 & 2 family inspection missed and \$750 for each Multi-Family, Commercial, Industrial or Institutional inspection missed



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(D) In accordance with IC 5-14-3-8, the fees to cover costs for maintaining, upgrading, and enhancing an electronic map may be waived by the town if the electronic map for which the fee is charged will be used for a noncommercial purpose, including the following:

- (1) Public agency program support;
- (2) Non-profit activities;
- (3) Journalism; or
- (4) Academic research.

(E) There is established a schedule of fees for Department of Parks and Recreation building and shelter rentals.

<b>DEPARTMENT</b>	Parks and Recreation				
<b>ACTIVITY/LICENSE/MATERIALS</b>			<b>FEES</b>		
<i>Resident</i>	<i>Capacity</i>	<i>Sq. Footage</i>	<i>Deposit</i>	<i>Price</i>	<i>Add'l Hour</i>
<b>BUILDING</b>					
Cumberland (includes shelter)	54	870	\$100	\$75	\$20
Roy G. Holland Memorial Park	76	1,148	\$150	\$106	\$30
Billericay Park	112	1,728	\$200	\$156	\$40
<b>SHELTER (4 and 8 hour rentals)</b>					
Brooks School Park Shelter	80	800	\$80	\$50(4)/\$100(8)	
Harrison Thompson Park Shelter	80	812	\$100	\$50(4)/\$100(8)	
Holland Park Playground Shelter	80	832	\$100	\$50(4)/\$100(8)	
Holland Park Building Shelter	80	1,085	\$100	\$50(4)/\$100(8)	
Billericay Park Playground Shelter	80	2,020	\$100	\$50(4)/\$100(8)	
<b>DEPARTMENT</b>	Parks and Recreation				
<b>ACTIVITY/LICENSE/MATERIALS</b>			<b>FEES</b>		
<i>Non-Resident</i>	<i>Capacity</i>	<i>Sq. Footage</i>	<i>Deposit</i>	<i>Price</i>	<i>Add'l Hour</i>
<b>BUILDING</b>					
Cumberland (includes	54	870	\$100	\$114	\$40

shelter)					
Roy G. Holland Memorial Park	76	1,148	\$150	\$159	\$45
Billericay Park	112	1,728	\$200	\$234	\$60
SHELTER (4 and 8 hour rentals)					
Brooks School Park Shelter	80	800	\$80	\$75(4)/\$150(8)	
Harrison Thompson Park Shelter	80	812	\$100	\$75(4)/\$150(8)	
Holland Park Playground Shelter	80	832	\$100	\$75(4)/\$150(8)	
Holland Park Building Shelter	80	1,085	\$100	\$75(4)/\$150(8)	
Billericay Park Playground Shelter	80	2,020	\$100	\$75(4)/\$150(8)	

(F) There is established a schedule of fees for Department of Parks and Recreation special events.

<b>DEPARTMENT</b>	Parks and Recreation - Special Event Prices		
		<b>Price</b>	<b>Deposit</b>
<b>Resident</b>			
	Parks (special events)	\$25	\$500
	Sports Fields	\$150	\$500
<b>Non-Resident</b>			
	Parks (special events)	\$25	\$500
	Sports Fields	\$225	\$500

(Ord. 030600C, passed 3-20-00; Am. Res. R030303, passed 3-3-03; Am. Ord. 080403B, passed 9-15-03; Am. Ord. 020204, passed 3-2-04; Am. Ord. 100206B, passed 12-18-06; Am. Ord. 121806B, passed 1-16-07; Am. Ord. 080607, passed 8-6-07; Am. Ord. 121068, passed - -07; Am. Ord. 061608, passed 6-16-08; Am. Res. R100603A, passed 10-6-03; Am. Ord. 090208, passed 12-1-08; Am. Ord. 122109, passed 12-21-09; Am. Ord. 051611A, passed 5-16-11; Am. Ord. 060611, passed 6-20-11; Am. Ord. 062011, passed 6-20-11; Am. Res. R040212D, passed 4-2-12; Am. Ord. 060412, passed 6-4-12; Am. Ord. 051313A, passed 6-3-13; Am. Ord. 111813, passed 11-18-13); Am. Ord. 030314, passed 03-03-14.

**Statutory reference:**

*Fees; copies, see IC 5-14-3-8*