

CITY OF PITTSVILLE
FEE SCHEDULE
February 2024

Chapter 2. Administration	Fee Amount
Processing checks made payable to City and returned for insufficient funds	\$35.00
Assessment requests	25.00
Assessment requests (rush/same day)	50.00
Copying of public records, per page	.25
Faxing service, per page	1.00

Chapter 4. Alcoholic Beverages	Fee Amount
Business License	
"Class A" intoxicating liquor retailer's license, annually	\$250.00
"Class B" intoxicating liquor retailer's license, annually	250.00
Class "A" fermented malt beverage retailer's license, annually	100.00
Class "B" fermented malt beverage retailer's license, annually	100.00
Temporary Class "B" fermented malt beverage license, per event (Gathering Permit)	10.00
6-month License	50.00
Class "C" wine license, annually	50.00
License transfer	10.00
Class "B" or "C" premises operator's license or provisional license, annually	20.00
Temporary Class "B" or Class "C" premises operator's license or provisional license	20.00
Advertising fee	20.00

Chapter 6. Animals	Fee Amount
Dog License	
Spayed females or neutered males, minimum	\$3.00
Unspayed females or unneutered males, minimum	8.00
Late fee, if license not obtained prior to April 1	5.00
Expenses incurred by City for keeping animal in isolation, supervision, examination of animal by veterinarian, preparation of carcass, laboratory examination	
Impoundment, plus actual cost of boarding animal, per day	

Chapter 8. Buildings and Building Regulations		Fee Amount
Permits		
Zoning Permit Application Fee		\$50.00
Building permit, per \$1,000.00 of estimated cost of proposed work		\$2.00
Electrical permit, per \$1,000.00 of estimated cost of proposed work		2.00
Plumbing permit, per \$1,000.00 of estimated cost of proposed work (electrical and plumbing currently included with building permit)		2.00
If building permit is not obtained prior to commencement of construction, above fees are doubled		
Mobile home parking permit, monthly		
Mobile home license	120.00 / 20.00 per space	

Chapter 10. Businesses		Fee Amount
Cigarette license		\$40.00
Direct sales registration		10.00
Nonmetallic mining permit, plus actual City administration expenses		N/A
Blasting and rock crushing permit		N/A
Quarries using blasting to supply buildings and/or ornamental stone, per blasting period		N/A
Gravel crushing operations using portable or fixed crushing equipment less than 30 days per year, per year		N/A

Chapter 12. Cemeteries		Fee Amount
Purchase of lots		\$300.00 per lot (200.00 Perpetual Care / 100.00 City)
Deed of transfer or reconveyance of cemetery lot		10.00

Chapter 24. Law Enforcement		Fee Amount
False alarms: Responded to by Police Department		
First two false alarms for a location		No charge
Third false alarm per location		\$100.00 plus costs
Fourth false alarm per location		100.00 plus costs
Fifth false alarm per location		100.00 plus costs
Sixth and subsequent false alarms per location		100.00 plus costs

Responded to by Fire Department, in addition to police response

First two alarms for a location	No charge
Third and subsequent false alarms per location	100.00 plus costs
Private alarm system permit	5.00
Golf Cart License	15.00/2 years
Parking tickets	20.00
Unlock vehicles	10.00
Fingerprinting	5.00 per card

Chapter 28. Parks, Navigable Waters and Recreation	Fee Amount
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Park and recreation fee, assessed at time building permit issued	
Single family construction	\$50.00
Duplex	100.00
Multifamily structure, per unit	50.00
Mobile home	50.00
Commercial (1/10 of 1% of assessed value)	Not to exceed 500.00
Park fee, per day	50.00

Chapter 36. Streets, Sidewalks and Other Public Places	Fee Amount
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Community Hall rental, per day	\$350.00
Outside utility work in City's right of ways	250.00
Street privilege permit, plus any actual City costs	10.00
Street use permit application	5.00
Driveway construction, reconstruction, alteration or enlargement permit application	5.00
Sidewalk permit	5.00
Clearing of Sidewalk from Snow and Ice	Flat fee of \$100.00
Permit for opening in street, alley, sidewalk or public way	5.00
Excavation permit renewal	5.00
Lawn cutting, per hour (1 hour minimum)	50.00
LED Message Board Advertising Fees, per day	5.00
Per week (Saturday through Friday)	20.00
Ads that require additional formatting (such as pictures)	Additional 25.00

Chapter 38. Subdivisions		Fee Amount
Construction inspection		Actual cost incurred by City
Fees in lieu of land for park or other public uses		
Per residential dwelling unit created by developer of land		\$150.00
Preliminary plat, for up to and including six lots plus \$10.00 per each additional lot over six		100.00
Reapplication for approval of preliminary plat previously reviewed		25.00
Certified survey map		100.00
Final plat review, plus \$2.00 for each dwelling unit within final plat		25.00
Reapplication for approval of final plat previously reviewed		10.00
Chapter 42. Traffic and Motor Vehicles		Fee Amount
Removal and storage of impounded vehicle, for parking violation		\$10 per day plus actual cost incurred
Storage of impounded abandoned vehicle		\$10 per day plus actual cost incurred
Chapter 44. Utilities		Fee Amount
Non-Sufficient Funds fee		\$35.00
Connection/inspection for replacing service pipe with larger diameter pipe		Actual cost incurred Not less than a minimum of \$125.00
Private well system permit and inspection		\$10.00
Building sewer permit and inspection		
Residential or commercial building		Actual cost incurred
Industrial building		Actual cost incurred
Water hookup charge		Actual cost incurred
Sewer hookup charge		Actual cost incurred
Installation of additional rental water meter		30.00
Rental fee for use of additional water meter		
Meter Size (in inches)		Per Quarter
5/8 and 3/4		11.25
1		13.50
1 1/4		16.50
1 1/2		18.00
2		36.00
Backflow prevention inspection charge		100.00
Repairs related to backflow prevention inspection		Actual cost incurred plus time invested
Administrative fee for notice to abate		25% of actual costs

Water reconnection charge (Normal business hours)	30.00
Water reconnection charge (After normal business hours)	50.00
Additional Garbage Cart	\$45.00/Quarter on Utility Bill
Freeze Ups (1 st time is free) 2 nd and subsequent freeze ups	\$100.00 per hour
Sump pump/sewer violations	\$75.00 per day/possible DNR action (30 days to remedy issue)
Meter testing, if less than 24 months since previous test or request	\$25.00

Chapter 48. Zoning	Fee Amount
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Zoning amendment application	
Wind energy conversion system (WECS) yearly inspection	
Swimming pool building permit application	\$2.00 per \$1,000/Minimum of \$10.00
Zoning and occupancy permit application	200.00
Rezoning application	200.00
Conditional use permit application	200.00
Variance application	200.00