

RESOLUTION # 09.2022

Amendment of the Town of Polk Fee Schedule Resolution #03.2022

Town of Polk, Washington County, State of Wisconsin.

WHEREAS, the Town of Polk in Washington County, state of Wisconsin has determined that it is prudent that fees be reviewed from time to time for cost effectiveness; and

WHEREAS, the Town of Polk desires to not reference to specific dollar amounts within the Town Code of Ordinances, or within the Zoning Code or Land Division Code, and instead, will provide from time to time, a Resolution setting fees for passage.

THEREFORE, BE IT RESOLVED, by its passage with a voice vote, The Town Board of the Town of Polk does hereby approve and incorporate herein, the attached fee schedule:

To be effective upon its passage and postings.

Adopted this 13th day of Dec 2022 and posted in 3 places, and the Town website per Wisconsin Statutes.

Town Seal

Albert J. Schulteis Albert J. Schulteis, Chairman yes Vote

Robert G. Roecker Robert Roecker, Supervisor YES Vote

Dennis Sang Dennis Sang, Supervisor YES Vote

Attest: Alvin Pecher

CATEGORY	FEE
BEVERAGE	
Class A Fermented Malt Beverage, Investigation included	160.00
Class A Intoxicating Liquor, Investigation included	410.00
Class B Fermented Malt Beverage, Investigation included	160.00
Class B Intoxicating Liquor, Investigation included	260.00
Publication Fee for Applications Submitted by deadline	15.00
Late Liquor Licensing Application Publication	Actual Cost
Temporary (Picnic) class B Fermented Malt Beverage	10.00
Cigarette/Tobacco	50.00
Operator/Bartender (July 1-June 30) Investigation included	30.00
Provisional Operator/Bartender	15.00
DOG LICENSE	
*Spayed/ Neutered	5.00
*Not Spayed/Not Neutered	10.00
Kennel License	50.00
Late Fee Per Dog (after March 31 st)	10.00
TOWN PERMITS & LICENSES	
Fireworks Display Per Event	25.00
Short Term Rental	50 initial license. 25 renewal license
ADMINISTRATIVE	
Copies (per page)	.25
NSF checks	35.00
Special Assessment letter	35.00
Special Assessment letter (rush, by fax)	45.00
RECORDING FILING/FEEES + COPY FEES	Actual cost
LEGAL FEES	Actual cost
MEETINGS	
Special Meeting Fee for Plan Commission	\$600.00 + Actual costs
Special Meeting Fee for Town Board	\$600.00 + Actual costs
BONDS	
Letter of Credit/Cash Deposit in lieu of Letter of Credit	\$1,000 minimum or \$5 per square foot whichever is larger
Cash Bond	As designated by Town
TOWN MAPS	
Street Map – small/large	15.00/25.00
Zoning Map – small/large	15.00/25.00
ROADS	
Road Access/Culvert	75.00
Weight Limit Restriction Waiver	30.00
Structure Moving Permit	375.00
Right of Way Utilities Access Permit	50.00

LAND DIVISIONS	
Engineering, Legal and Professional Fees	Actual Costs
CSM Concept Review	0.00
CSM Application	250.00
CSM Amendment Application	250.00
Plat – Preliminary Review	\$300 + 10.00 per lot
Plat– Final Review	150.00 +\$5.00 per
Reapplication Fee (Additional Review of Preliminary Plat)	\$150 plus \$5 per lot
ZONING BOARD OF APPEALS	
Appeals & Variance applications at regular meeting	500.00
Appeals & Variance applications at special meeting	600.00
ZONING/LAND USE	
Zoning Review Fee Commercial Building Permit Application	200.00
Zoning Review Commercial Signage/Billboards Bldg. Appl.	50.00
Zoning Review Fee – New Home Bldg Permit Application	150.00
Zoning Review Fee – Additions Residential	150.00
Zoning Review Fee – Misc. Building	\$50
Zoning Permit portable structure (ie: garden sheds/coops 100 sft or less, 3 sided animal shelters)	No building permit required. 50.00
Site Review (I-1, B-1, M-1, P-1, Q-1) Not Requiring Public Hearing	250.00
Site Plan Amendment Application Fee	100.00.00
Temporary Use Application Fee	75.00
Conditional Use Permit Review/Application Fee	500.00
Conditional Use Permit – Special Meeting Review/ App. Fee	600.00
Zoning Ordinance Amendment/Petition to Rezone	500.00
Zoning Ordinance Amendment/Petition to Rezone- Spec. Mtg	600.00
Planned Unit Development (PUD) Review	500.00 plus the cost of professional services and publishing
Amendment of Approved Planned Unit Development (PUD)	100.00 per Plan Commission meeting plus the cost of professional services and publication
Concept Review by the Plan Commission	100.00
Chicken Keeping Permit in R-1	25.00

Town of Polk

Building Permit Fee Schedule

Effective 01/01/2023

A. Residential 1 & 2 Family

1. New Structure / Addition	\$0.41 per sq. ft. (all areas, all levels) * \$150 minimum
2. Erosion Control	New Construction \$200 Addition / Remodel \$100
3. Remodel	\$11.50 per thousand of project value ** \$150 minimum
4. Accessory Structure	\$0.28 per sq. ft. (all areas, all levels) * \$150 minimum
5. Pools	
a. Above Ground	\$11.50 per thousand of project value** \$125 minimum
b. In- Ground	\$11.50 per thousand of project value** \$175 minimum
6 Raze Permit	\$80
7. Other	\$150 minimum
8. State Seal	\$45
9. Early Start	\$400 (footing and foundation only)
10. Occupancy Permit	\$50 per unit
11. Moving of a Building	\$200 plus \$0.10 per sq. ft.
12. Plan Review	
a. New 1&2 Family Residence	\$230
b. 1&2 Family Additions / Remodel	\$80
c. Residential Accessory Structure	\$60
d. Decks and Pools	\$50
13. Special inspections / reports	\$160

*Square foot calculations shall include all areas, all levels

**Value of the project shall include the total cost of everything, start to finish, including mechanicals

B. Commercial

1. New Structure / Addition	Price per sq. ft. as listed below plus \$2.50 per thousand of value**
a. Assembly: Group A	\$0.38 sq. ft.*
b. Business: Group B	\$0.38 sq. ft.*
c. Educational: Group E	\$0.38 sq. ft.*
d. Factory & Industrial: Group F	\$0.35 sq. ft.*
(Office areas to follow fees in Group B)	
e. High Hazard: Group H	\$0.40 sq. ft.*
f. Institutional: Group I	\$0.40 sq. ft.*
g. Mercantile: Group M	\$0.38 sq. ft.*
h. Residential: Group R	\$0.38 sq. ft.*
i. Storage: Group S	\$0.34 sq. ft.*
j. Utility and Misc.: Group U	\$0.34 sq. ft.*
k. Build Out: see above new structure fees in a-j	
l. Minimum fee \$250	
2. Remodel	\$11.50 per thousand of project value ** \$250 minimum
3. Occupancy, Temporary Occupancy, Change of Use	
a. \$150 for space < 2000 sq. ft.	
b. \$200 for space > 2000 sq. ft.	
4. Commercial Early Start	\$400 (footing and foundation only)
5. Raze Permit	\$225
6. Erosion Control	\$200 per building plus \$5.00 per 1000 sq. ft. of disturbed area
7. Occupancy Permit	\$200 per unit
8. Other	\$250 minimum
9. Signs	\$30 plus \$.35 per sq. ft. >10 sq. ft. Per side, \$200 max
10. Plan Review	
a. Multi Family	\$280 plus \$25 per unit
b. Addition / Remodel	\$280
c. Heating Plans	\$60

*Square foot calculations shall include all areas, all levels

**Value of the project shall include the total cost of everything, start to finish, including
mechanicals

C. Agricultural Buildings (unheated)

- | | |
|------------------------------|---------------------------------------|
| 1. New Structure / Additions | \$0.30 sq. ft.* |
| 2. Remodel | \$10 per thousand of project value ** |
| 3. Other | \$150 minimum |

*Square foot calculations shall include all areas, all levels

**Value of the project shall include the total cost of everything, start to finish, including mechanicals

D. Miscellaneous

- | | |
|---|--------------------------------------|
| 1. Minimum permit fee: | Residential \$150 / Commercial \$250 |
| 2. Re-inspection fee | \$85 |
| 3. Failure to call for an inspection | \$85 |
| 4. Triple Fee due if work is started prior to permit issuance | |
| 5. All permit fees are non-refundable | |

Town of Polk

3680 State Hwy 60
Slinger, WI 53086

For inspections call:
262-825-8820

Permit NO. _____

TAX KEY # _____

Zoning District: _____ Zoning Permit # _____

Zoning Conditions of Approval: _____

Number and Total Sqr. Ftg. of accessory structures: _____

Project Location
(Building Address)

Project Description

☐ COMMERCIAL ☐ ONE AND TWO FAMILY

General Building Permit Application

Owner's Name		Mailing Address - Include City & Zip		Telephone - Include Area Code	
Contractor's Name		Mailing Address - Include City & Zip		Telephone - Include Area Code	
Estimated Cost	Email	License Number DC:	License Number DCQ:		

Permit Fees	Quantity	Fee
RESIDENTIAL- 1 and 2 Family		
New Structure		
Remodel/Addition		
Erosion Control		
State Seal		
Accessory Structure		
COMMERCIAL - INDUSTRIAL		
New Building		
Remodel/Addition		
AGRICULTURAL BUILDING		
New Building		
Remodel/Addition		
MISCELLANEOUS		
New Building		
Remodel/Addition		
Decks, each		
Pools		
Special Inspections		
Permit to start instruction of footings & foundation only		
OTHER		
Minimum Permit Fees Residential / Agricultural \$150 Commercial \$250		
Reinspection Fee \$85 Failure to call for an inspection \$85		
RAZING Residential \$80 Commercial \$225 Each Building		

TRIPLE FEES ARE DUE IF WORK STARTED BEFORE PERMIT IS ISSUED. PERMIT FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE.

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agent or Inspector, and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Give at least 24 hour notice.

SIGNATURE OF APPLICANT _____

DATE _____

FEES	RECEIPT	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT
Inspection Fee _____	CK # _____	Permit Expires 18 months from	Name _____
NO REFUNDS	Date _____	date of issuance	Date _____
ON PERMITS	From _____		Cert.No. _____
	Rec.By _____		

Town of Polk

3680 State Hwy 60
Slinger, WI 53086

For inspections call:

262-825-8820

Permit NO.

TAX KEY #

BUILDING PERMIT #

Electrical Permit Application

Project Location (Building Address)	
Project Description	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> ONE AND TWO FAMILY

Owner's Name	Mailing Address - Include City & Zip	Telephone - Include Area Code
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Contractor's Name	Mailing Address - Include City & Zip	Telephone - Include Area Code
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Estimated Cost	Email	Master License Number	Contractor License Number	
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SCHEDULE INSPECTION FEES				EACH	COUNT	FEE
NEW BUILDING	Base Fee...	Residential \$75	Commercial \$150..	\$75 / \$150	_____	_____
	Plus (For All Areas) Residential \$75			.08/Sq. Ft.	_____Sq. Ft.	_____
 Commercial \$150			.10/Sq. Ft.	_____Sq. Ft.	_____

REPLACEMENT, MODIFICATIONS AND MISC. ITEMS

1. Light, switch, and convenience outlet.....	0.60		
2. Power receptacle over 150 volts, first 30 amps.....	10.00		
Over 30 amps.....	8.00		
3. Light fixtures- Incandescent.....	0.60		
0.....	0.40		
5. Arc light, search light, floodlight, HD light pole base and poles.....	5.00		
6. Temporary service and temporary wiring installation.....	50.00		
7. Service switch, each or alteration there of:			
First 200 amperes.....	50.00		
Over 200 amperes - additional per 100 amps or a fraction thereof.....	20.00/100 amps.		
8. Feeder, subfeeder, and raceway - per 100 ampere capacity, or fraction thereof.....	10.00/100 amps.		
9. Refrigeration unit up to 5 HP plus 1.00 per HP over 5.....	8.00		
10. Residential gas burner, oil burner, electrical furnace.....	7.50		
11. Air conditioner up to 5 ton plus 1.00 per ton over ton.....	8.00		
12. Combination heating and air conditioning unit up to 5 ton.....	12.00		
Over 5 ton.....	25.00		
13. Range, oven, clothes dryer, dishwasher, disposal, water heater.....	8.00		
14. Each motor, per HP or fraction thereof.....	.75/HP - 1.00 Min		
15. Dispenser - gasoline, fuel oil, permanent vending machines, and well pump.....	8.00		
16. Each generator, transformer, reactor, rectifier, capacitor, welder, converter & electric furnace.....	.75/kw		
17. Electric unit heating device (including remote thermostat).....	6.00		
18. Dimmer and rheostats.....	4.00		
19. Swimming pool (electric wiring and grounding).....	75.00		
20. Sign- Fluorescent, neon or incandescent.....	20.00		
21. Strip lighting, plug-in strip, trolley duct wire way, gutter.....	.75 ft.		
22. Audible or visual electric signal or communication device.....	2.50		
23. Fan - Bath - Paddle and miscellaneous under 1 HP.....	2.50		
24. Hydro Massage & Hot Tubs.....	75.00		
25. Photo cell, clocks, smoke detectors.....	2.00		
26. Fire alarm system, exit lighting system.....	20.00		
27. Approved assemblies not included above and others.....	30.00		
28. Sanitary Ejector/Gander Pump & Control Box.....	40.00		
29. Other (Specify).....	30.00		
Minimum Permit Fee.....	Residential \$75.00 / Commercial \$150.00		
Reinspect Fee.....	\$85.00 Each		
Failure to call for inspection.....	\$85.00 Each		
TRIPLE FEES ARE DUE IF WORK STARTED BEFORE PERMIT IS ISSUED			

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agent or Inspector, and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Give at least 24 hour notice.

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF APPLICANT _____		PERMIT NO. _____	
FEES	RECEIPT	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT
Inspection Fee _____	CK # _____	Permit Expires 90 Days from date unless otherwise noted below: _____	Name _____
NO REFUNDS	Date _____		Date _____
ON PERMITS	From _____		Cert.No _____
	Rec.By _____		

Town of Polk

3680 State Hwy 60
Slinger, WI 53086

For inspections call:

262-825-8820

Permit NO.

TAX KEY #

BUILDING PERMIT #

Heating, Ventilating & Air Conditioning Permit Application

Project Location (Building Address)	
Project Description	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> ONE AND TWO FAMILY

Owner's Name	Mailing Address - Include City & Zip	Telephone - Include Area Code
Contractor's Name	Mailing Address - Include City & Zip	Telephone - Include Area Code
Estimated Cost	Email	License Number
List Electrical Contractor For all HVAC Replacements	Mailing Address - Include City & Zip	Telephone - Include Area Code

SCHEDULE OF INSPECTION FEES		EACH	COUNT	FEE
NEW BUILDING	Base Fee...Residential \$75 Commercial \$150..	\$75 / \$150	_____	_____
	Plus (For All Areas).....Residential \$75	.08/Sq. Ft.	_____ Sq. Ft.	_____
Commercial \$150	.10/Sq. Ft.	_____ Sq. Ft.	_____

REPLACEMENT, MODIFICATIONS OF HEATING AND AIR CONDITIONING EQUIPMENT AND MISC. ITEMS			
Gas, oil, electric and coal furnace and boiler			
One and two family - First 150,00 BTU.....		50.00	_____
Commercial - First 150,000 BTU.....		60.00	_____
All over 150,000 BTU.....		\$25/50,000 BTU	_____
Air Conditioning			
Residential.....		50.00	_____
Commercial.....		60.00	_____
All over 36,000 BTU.....		\$25/12,000 BTU	_____
Fireplace and wood burning stove.....		50.00	_____
Electric baseboard wall unit and cabinet unit.....		2.00/KW	_____
Duct work alteration.....\$1.90 per 100 square feet of alteration area.....		\$50 minimum	_____
Commercial exhaust hoods and exhaust systems.....		\$165 per unit	_____
Commercial permanently installed wall units.....		\$165 per unit	_____
Other.....Residential \$75 Commercial \$150.....			_____
Minimum Permit Fee.....		\$75.00 Residential/ \$150.00 Commercial	
Reinspect Fee.....		\$85.00 Each	
Failure to call for inspection.....		\$85.00 Each	

TRIPLE FEES ARE DUE IF WORK STARTED BEFORE PERMIT IS ISSUED. PERMIT FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE.

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agent or Inspector, and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Give at least 24 hour notice.

SIGNATURE OF APPLICANT _____		DATE _____	
FEES	RECEIPT	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT
Inspection Fee _____	CK # _____	Permit Expires 90 Days from	Name _____
NO REFUNDS	Date _____	date unless otherwise noted	Date _____
ON PERMITS	From _____	below:	Cert.No. _____
	Rec.By _____		

Town of Polk

3680 State Hwy 60
Slinger, WI 53086

For Inspections Call:
262-825-8820

Permit NO. _____

TAX KEY # _____

BUILDING PERMIT # _____

Plumbing Permit Application

Project Location (Building Address)	
Project Description	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> ONE AND TWO FAMILY

Owner's Name	Mailing Address - Include City & Zip	Telephone - Include Area Code
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Contractor's Name	Mailing Address - Include City & Zip	Telephone - Include Area Code
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Estimated Cost	Email	License Number
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SCHEDULE INSPECTION FEES		EACH	COUNT	FEE
NEW BUILDING	Base Fee...Residential \$75 Commercial \$150..	\$75 / \$150	_____	_____
	Plus (For All Areas). . . . Residential \$75	.08/Sq. Ft.	_____ Sq. Ft.	_____
 Commercial \$150	.10/Sq. Ft.	_____ Sq. Ft.	_____

REPLACEMENT, MODIFICATIONS AND MISC. ITEMS

	EACH	COUNT	FEE		EACH	COUNT	FEE
1. Automatic Washer	8.00	_____	_____	25. Fire suppression Systems-			
2. Sink/Dishwasher	8.00	_____	_____	Restaurant Stoves, Fryers, Boilers	20.00	_____	_____
3. Garbage Grinder	8.00	_____	_____	26. Sanitary Building Drain			
4. Water Closet/Urinal	8.00	_____	_____	First 75 Feet	75.00	_____	_____
5. Shower/Lavatory	8.00	_____	_____	Over 75 Feet	.50/ft	_____	_____
6. Laundry Tray	8.00	_____	_____	27. Storm Building Drain			
7. Bath Tub	8.00	_____	_____	First 75 Feet	20.00	_____	_____
8. Hot Tub, Spa, Whirlpool	12.00	_____	_____	Over 75 Feet	.50/ft	_____	_____
9. High Pressure Boiler	30.00	_____	_____	28. Manhole	15.00	_____	_____
10. Drinking Fountain	8.00	_____	_____	29. Catch Basin	8.00	_____	_____
11. Floor Drain/Slight Drain	8.00	_____	_____	30. Water Service			
12. Sillcock	8.00	_____	_____	First 100 Ft. Lateral	75.00	_____	_____
13. Water Heater	8.00	_____	_____	Over 100 Ft. Lateral	.50/ft	_____	_____
14. Wash Fountain	8.00	_____	_____	31. Sanitary Building Sewer			
15. Sump Pump	8.00	_____	_____	First 100 Ft. Lateral	60.00	_____	_____
16. Ejectors or Pump	8.00	_____	_____	Over 100 Ft. Lateral	.50/ft	_____	_____
17. Water Softener	8.00	_____	_____	32. Storm Building Sewer			
18. Storm Sewer Conductor	8.00	_____	_____	First 100 Ft. Lateral	60.00	_____	_____
19. Backflow Prevention Device	8.00	_____	_____	Over 100 Ft. Lateral	.50/ft	_____	_____
20. Plan Review	20.00	_____	_____	33. Extension of House Drain			
21. Sprinkler Heads(15c ea.)MIN	20.00	_____	_____	Where Fixtures			
22. Fire Hose Rack	8.00	_____	_____	Already Installed	60.00	_____	_____
23. Fire Department Connection	8.00	_____	_____	34. Septic Abandonment	60.00	_____	_____
24. Hydrant	8.00	_____	_____	35. Other _____	30.00	_____	_____

Minimum Permit Fee..... Residential \$75.00 / Commercial \$150.00

Reinspect Fee..... \$85.00 Each

Failure to call for inspection..... \$85.00 Each

TRIPLE FEES ARE DUE IF WORK STARTED BEFORE PERMIT IS ISSUED

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agent or Inspector, and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Give at least 24 hour notice.

SIGNATURE OF APPLICANT _____ DATE _____

FEES	RECEIPT	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT
Inspection Fee _____ NO REFUNDS ON PERMITS	CK # _____ Date _____ From _____ Rec.By _____	Permit Expires 90 Days from date unless otherwise noted below: _____	Name _____ Date _____ Cert.No. _____