**CITY OF VALLEY CITY**

**MASTER FEE SCHEDULE**

**Preface:**

Fees for the Valley City Public Works including but not limited to electric, water, sewer and garbage rates are adopted by the City Commission separately from the Master Fee Schedule. For the latest Valley City Public Works rates, please contact (701) 845-0380.

**Contents**

[Schedule A – Administrative 2](#_Toc174535067)

[Reproduction of Public Records 2](#_Toc174535068)

[Schedule B – Other Fees 2](#_Toc174535069)

[Other Fees 2](#_Toc174535070)

[Use of City Property 2](#_Toc174535071)

[Schedule C – Business Licenses 3](#_Toc174535072)

[Alcoholic Beverage 3](#_Toc174535073)

[Businesses & Occupations 4](#_Toc174535074)

[Schedule D – Police 5](#_Toc174535075)

[Administrative Fees 5](#_Toc174535076)

Animal Licenses ……………………………………………………………………………………..…5

[Schedule E – Building/Fire Inspection, Planning & Zoning 6](#_Toc174535077)

[Building & Sign Permits 6](#_Toc174535078)

[Fire Inspections 6](#_Toc174535079)

[Fire Extinguisher Services 6](#_Toc174535080)

[Planning & Zoning 7](#_Toc174535081)

[Schedule F – Public Works 8](#_Toc174535082)

[Exhibit 1 Building Permits 10](#_Toc174535083)

[Exhibit 2 Commercial HVAC Equipment](#_Toc174535084) 11

[Exhibit 3 Load Pass Permit](#_Toc174535085) 14

# Schedule A – Administrative

## Reproduction of Public Records

|  |  |
| --- | --- |
| **Reproduction of Public Records** | **Fee(s)** |
| Copies of Public Records | There is no fee for a requestor to obtain up to ten  (10) copies.  25 cents per copy for more than ten (10) copies. N.D.C.C. 44-04-18(2). |
| Records Produced in Format other than Paper  Copy and Postage | Actual Cost |
| Research Time | If a request for information takes more than a reasonable amount of time for researching existing report, the charge per hour is employee’s salary plus benefits. N.D.C.C. 44-04-18(2).  First hour free then $25 per hour. |

# Schedule B – Other Fees

## Other Fees

|  |  |  |
| --- | --- | --- |
| Other Fees | Authorized Time period | Fee(s) |
| Special Meeting Fee | One-time | $25 |
| Fireworks Display | One-time | $100 |
| Gaming Site Authorization | Annual | $100 for first location  $50 for each additional location |
| Raffle Permit | One-time Annual | $10  $25 |

## Use of City Property

|  |  |  |
| --- | --- | --- |
| Use of City Property | Authorized Time period | Fee(s) |
| Block off the Street | One-time | No fee |
| Parade | One-time | No fee |
| Parking Lot |  | $100 |
| Outdoor Patio Area | Annual  Encroachment | $50  $100 |
| National Guard Armory | Deposit  1.5 hours  Per Day  Per Day (Multiple events) | $125  $20  $200  $150 |
| National Guard Armory: Chairs | Deposit  Rental fee | $2.00 per chair  $0.20 per chair |
| National Guard Armory: Tables | Deposit  Rental fee | $10.00  $3.00 per table |

# Schedule C – Business Licenses

## Alcoholic Beverage

|  |  |  |  |
| --- | --- | --- | --- |
| License Class | License Description | Term of License | Fee(s) |
| Class A | Club/Lounge  On-sale and off-sale beer  On-sale and off-sale liquor | Annual  July 1 – June 30 | $2250 |
| Class B | On-sale and off-sale beer | Annual  July 1 – June 30 | $250 |
| Class C | On-sale and off-sale liquor | Annual  July 1 – June 30 | $2000 |
| Class D1    Class D2  Class D3 | Restaurant  On-sale beer, wine, liquor | Annual  July 1 – June 30 | $2250 |
| Restaurant  On-sale beer, wine | Annual  July 1 – June 30 | $500 |
| Restaurant  On-sale beer | Annual  July 1 – June 30 | $250 |
| Class E | Retail Business  On-sale beer, wine | Annual  July 1 – June 30 | $500 |
| Class G | Microbrew Pub  On-sale and off-sale beer – produced on site | Annual  July 1 – June 30 | $500 |
| Class H | Brewer Taproom  Produce, store, transport, sell and export beer | Annual  July 1 – June 30 | $500 |
| Class I | Private Event or  Entertainment Center  On-sale liquor, beer, wine | Annual  July 1 – June 30 | $2,250 |
|  | Wholesale liquor license | Annual  July 1 – June 30 | $500 |
|  | Special Alcohol Event  Permit | One-time | $25 |

Renewal applications are due on the first Monday in June at 5:00 p.m. pursuant to V.C.M.C. 4-01-06, late fees apply as follows:

* $250 first day
* $100 every day thereafter, until license fee and complete application received by City.

## Businesses & Occupations

|  |  |  |
| --- | --- | --- |
| **License/Permit Type** | **Term of License** | **Fee(s)** |
| Carnivals | Per event | $100 per event |
| Cabaret | Annual | $50 |
| Dealer of Liquefied Petroleum (LP)  Gas | Annual | $1000 initial $500 renewal |
| Contractor License  Mech. Contractor  Plumber License  Electrician License | Annual | $100 initial $50 renewal |
| House Moving | Annual | $100 initial $50 renewal |
| License for Sale of Tobacco  Products | Annual | $100 initial $50 renewal |
| Mobile Home Parks | Annual | $10 per trailer space  ($10 minimum) |
| Pawn Shops & Pawn Brokers | Annual | $100 initial $100 renewal |
| Solicitors, Travel Merchants | Daily | $50 per day |
| Tree Trimming | Annual | $100 initial $50 renewal |
| Vehicles for Hire | Annual | $20 per 1-5 passenger vehicle  $30 per 5+ passenger vehicle |

|  |  |
| --- | --- |
| Licenses | Fee |
| Bike License | $3 for life of bike |

# Schedule D – Police

## Administrative Fees

|  |  |
| --- | --- |
| Administrative Fees | Fee |
| Fingerprints | $30 per request |
| Case Report | See Schedule A: Reproduction of Public Records |
| Special Alcohol Server Training Session *Special Alcohol Server Training Session is any server training offered outside of the four free quarterly training sessions.* | $200 per establishment per session |
| Animal Impoundment | $10 City Administration Fee |
| 1 Day Charge | $30 + $10 City Admin Fee = $40 |
| 2 Days Charge | $45 + $10 City Admin Fee = $55 |
| 3 Days Charge | $60 + $10 City Admin Fee = $70 |
| 4 Days Charge | $75 + $10 City Admin Fee = $85 |
| 5 Days Charge | $90 + $10 City Admin Fee = $100 |
| Rabies Vaccine Charge | $45 |
|  | \*\*All animals MUST have a City Animal License prior to being released. \*\* |

Animal Licenses

|  |  |
| --- | --- |
| Dog License | $20 every two years |
| Cat License | $20 every two years |
| Kennel License | $0 license fee  $100 Annual Inspection Fee  \*\* Kennel License is required if more than six air breathing animals over 6 months of age are kept. \*\*\*Requires Conditional Use Permit |

Overweight Permits - **See Exhibit 3**

# Schedule E – Building/Fire Inspection, Planning & Zoning

## Building & Sign Permits

|  |  |
| --- | --- |
| License/Permit Type | Fee(s) |
| Residential Decks,  Garages and Remodels  (Non-Structural Changes)  Up to $5,000  $5,001 to $50,000  $50,001 to $100,000  $100,001 + | $25  $25 for first $5000 + $3 for each additional $1,000  $160 for first $50,000 + $2 for each additional $1,000  $260 for first $100,000 + $1 for each additional $1,000 |
| Building Move Permit | $300 for house: $150 for garage (city license required) |
| All Other Residential and  Commercial Building Permits | Use of outside consultants for plan review, inspections, or both, including administrative and overhead costs: See Exhibit 1. |

## Fire Inspections

|  |  |
| --- | --- |
| **Daycare Inspections**  Home Daycare  Commercial Daycare | $25  $30 |
| **Gas Test Inspections**  Single Family Home  Duplex  Commercial Business | $30  $40  $50 |

## Fire Extinguisher Services

|  |  |
| --- | --- |
| 6 Year Service | $25 |
| CO2 Extinguisher Service | $65 |
| Detector Install | $25 |
| Fire Extinguisher Inspection & Tag | $10 |
| Hydro Test | $40 |
| Recharge 10# Dry Chem | $25 |
| Recharge 5# Dry Chem | $25 |
| Recharge 2.5# Dry Chem | $25 |
| Recharge Water Extinguisher | $20 |
| **Violation of Fire Extinguisher**  **Requirements**  **V.C.M.C. 9-02-07** | $25 – 1st Violation  $50 – Subsequent Violations |

## Planning & Zoning

|  |  |
| --- | --- |
| **Zoning & Land Subdivision Applications**  Conditional Use Permit Zone/Rezone  PUD/PUD Amendment  Zoning Text Amendment  Variance Application  Vacation of Street/Alley  Plat/Replat | $200  $200  $200  $200  $100  $150  $150 plus $2 per lot; plus recording fee (1-49 lots: $30; 50+ lots: $60)  \**Recording fee is refundable if plat/replat is denied* *\*All fees in this section include publication costs* |
| **Vacation of Street/Alley** | $150 Plus Publishing Costs |
| **Sign Permit Fees**  Permanent Signs  Portable Signs | $30 or $.30 per square foot of display area (“face” area), whichever is greater. Double-sided signs are charged as only one face.    $50 license (per calendar year) to place portable sign + $15 each time a sign is placed. |
| **Temporary Use Permit – Vendors**  **Temporary Use Permit (Annual)** | $50  $500 |
| **Filing Fee to Appeal Administrative Decision** | $100 |
| **Filing Fee to Appeal Final Decision of Planning and Zoning Commission** | $100 |
| **Expedited Hearing for Administrative Appeal or Variance** | $300 (includes $25 nonrefundable administrative fee) |
| **Expedited Hearing for Planning and Zoning**  **Requests (except Appeal or Variance)** | $500 (included $25 nonrefundable administrative fee) |
| **Late Application Fee** | $300 |

# 

# Schedule F – Public Works

|  |  |
| --- | --- |
| **Service** | **Fee** |
| Disconnect Service | $40 |
| Reconnect Service | $40 (8a-3:30p)  $100 (3:30p – 5p) |
| Returned Payment | $30 |
| Excavation Permit | $50 permit  $600 deposit |
| Tap Permits  -Potable Water | 1” Service $650.00  1 ½” Service $800.00  2” Service $950.00  Over 2” $1,100.00 |
| Tap Permit -Sewer | Residential $650.00, Commercial $1,100.00 |
| First 1000-gal Water (Min) | $12.00 |
| Each 100-gal over 1000-gal | $1.20 increase per 100 gal |
| Small Camera, Pickup, Crew | $150 per hour |
| Public Works Labor Hr | $52 per hour |
| Public Works Labor Hr OT | $78 per hour |
| Vac Excavator Truck 1man Jet | $140 per hour |
| Vac Truck 2 Men | $230 per hour |
| Video Camera-Sewer (Trailer, Pickup,2 Men) | $210 per hour |
| Lagoon Dump | $50 per dump |
| Hydrant Meter Fee | $45 + consumption |
| Elec Dept Labor Hr | $90 |
| Elec Dept Labor Hr OT | $135 |
| Temp. Hook Up – Elec. | $225 |
| Garbage Truck | $50 per hour |
| Dump Truck | $50 per hour |
| Truck 07 | $35 per hour |
| Truck 10 | $45 per hour |
| Truck 11 | $80 per hour |
| Truck 12 | $45 per hour |
| Truck 14 | $45 per hour |
| Truck 17 | $20 per hour |
| Truck 18 | $30 per hour |
| Truck 19 | $35 per hour |
| Truck 24 | $30 per hour |
| Truck 26 | $45 per hour |
| Truck 41 | $90 per hour |
| Truck 86 | $30 per hour |
| All Other Trucks | $30 per hour |
| Salt/Sand Mix | Market Price per cubic yard |
| Salt/Sand Mix Delivery Fee | $50 per hour |
| Bobcat All wheel | $35 per hour |
| Stringer Trailer Truck 7 | $30 per hour |
| Bobcat T770 | $35 per hour |
| Blade Bobcat | $35 per hour |
| JD Mower Tractor | $70 per hour |
| 2007 JD 750J Dozer | $35 per hour |
| JD Mower Tractor | $30 per hour |
| 2011 Cat 950H Loader | $60 per hour |
| HAMM Pac Roller | $35 per hour |
| Ditch Witch | $30 per hour |
| Pavement Breaker | $45 per hour |
| Compressor | $45 per hour -$20 per hour |
| Backhoe | $30 per hour-$45 per hour |
| Tampor | $45 per hour -$20 per hour |
| Track Hoe | $20 per hour -$65per hour |
| JD 544k Loader | $60 per hour |
| 1992 Oshkosh Snow Blower | $40 per hour |
| Sweeper | $50 per hour |
| LARUE Snow Blower | $60 per hour |
| Sander | $50 per hour |
| Black Dirt | $24 sq yard |
| Mowing | $20 per hour |
| Grass Trimming | $15 per hour |
| Hotmix (Pavement) | $57 sq yard |

# Exhibit 1

# Building Permit Fees

**Total Valuation** **Fee**

Up to and Including $10,000 $150.00

$10,000 to $25,000 $150 for the first $10,000 Plus $8.65 for each additional

$1,000 or fraction thereof.

$25,000 to $50,000 $279.75 for first $25,000 plus $7.20 for each additional

$1,000 or fraction thereof.

$50,000 to $100,000 $459.75 for first $50,000 plus $5.00 for each additional

$1,000 or fraction thereof.

$100,000 to $500,000 $709.75 for the first $100,000 plus $4.00 for each

additional $1,000 or fraction thereof.

$500,000 & Up $2309.75 for the first $500,000 plus $3.40 for each

additional $1,000 or fraction thereof.

Demolition Permit $200 standard fee or $50.00 for buildings under 400 SF

without utility services.

Plan Review Fee 25% of Building Permit Fee

**Other Inspections and Fees:**

|  |  |
| --- | --- |
| Inspections outside of normal business hours  (min. charge - 2 hours)  Reinspection Fees  Inspection service fee for which no fee is specifically indicated (min charge - 1 hour)  Addition plan review required by changes, additions, or revisions to plans (min charge - 1 hour)  For use of outside consultants for plan checking, inspections, and or inspection services | $125.00 per hour  $125.00 per hour  $125.00 per hour  Actual Cost |

# Exhibit 2

**Commercial HVAC Equipment**

**Permit Fee**

Addition to Duct Work:

|  |  |  |
| --- | --- | --- |
| Per damper (fire, smoke, or fire/smoke) |  | $1.00 |
| Per heat run or register |  | $3.50 |
| Minimum fee  Addition to hot water or steam system:   |  |  | | --- | --- | | Per unit of radiation | $3.50 | | Minimum fee | $36.00 | | Air handling unit; fan/coil units | $36.00 | | Air-to-Air exchangers (multi-family, 4-plex or over)  Air, water, or steam furnace (installation or replacement): | $36.00 | | Initial 200,000 BTU input | $36.00 | | Additional 200,000 BTU input | $18.00 | | Maximum fee per unit | $126.00 | | Bathroom exhaust fans & dryer vents (multi-family, 4-plex or over) | $3.50/ea. | | Commercial Kitchen Hood  Commercial or industrial gas or oil burning equipment: | $36.00 | | Initial 200,000 BTU input | $36.00 | | Additional 200,000 BTU input | $18.00 | | Maximum fee per unit  Cooling systems (central air chillers, cooling towers): | $126.00 | | Up to 10 tons | $36.00 | | Each 10 tons thereafter | $18.00 | | Maximum fee per unit | $126.00 | | Cooling system addition, cooling coil | $18.00 | | Fan connected to single duct Gas-fired cooling system: | $24.00 | | Initial 200,000 BTU input | $36.00 | | Additional 200,000 BTU input | $18.00 | | Maximum fee unit | $126.00 | | Gas piping only | $36.00 | | Gas, oil conversion burner or solid fuel: |  | | Initial 200,000 BTU input | $36.00 | | Additional 200,000 BTU input | $18.00 | | Maximum fee per unit Geothermal: | $126.00 | | Per loop | $3.50 | | Minimum fee  Heat pump & back-up heat (gas, oil, electric): | $36.00 | | Initial 200,000 BTU input | $72.00 | | Additional 200,000 BTU input | $18.00 | | Maximum fee per unit | $126.00 |  |  |  | | --- | --- | | Heat pump in ducted system (backup heat, existing) | $36.00 | | Installation of a fuel-fired space or wall heater  Installation of a hot water unit heater, cabinet unit heater convector, steam heat exchanger, steam apparatus, converter, hydronic coil, (hot water, steam, chill water): | $36.00 | | Initial 200,000 BTU input | $36.00 | | Additional 200,000 BTU input | $18.00 | | Installation of fuel oil tank not requiring a building permit  LP Gas | $28.00 | | Containers less than 151 gallons | $30.00 | | Containers from 151 to 1,200 gallons | $50.00 | | Containers larger than 1,200 gallons | $100.00 | | LP for construction | $30.00 | | Pumps, vaporizers, pump station, etc. | $15.00 | | Re-heat coil | $18.00 | | Repair work when permit required (parts & labor over $75.00) | $36.00 | | Solid Fuel-burning (wood or coal) space heating stove | $36.00 | | Temporary heat | $36.00 | | VAV’s – each | $5.50 | | Minimum fee | $36.00 |   **Other Inspections and Fees**   1. Minimum Inspection Fee ...................................................................$110.00 per trip 2. Inspections outside of normal business   (minimum charge – 2 hours) ……………………………………….... $110.00 per hour   1. Reinspection fees assessed ………………………………………...... $110.00 per hour |  | $36.00 |

**Exhibit 3 WESTERN DAKOTA ENERGY ASSOCIATION**

**LOADPASS PERMIT SYSTEM HEAVY WEIGHT SCHEDULE**

|  |
| --- |
| **Xcess Load Permit – Over 150,000 GVW**  ***permits.loadpasspermits.com – Create Trip Permit***  ***For Xcess Loads (150,000 lbs GVW and over) the fee is $5 per ton mile driven on participating county, township, or city roads when the weight limit is 80,000 – 105,500 lbs on these roads.***  Formula Example:  300,000 lbs. GVW – 105,500 = 194,500lbs over road weight  194,500 ÷ 2,000 = 97.25 Tons over road weight  97.25 Tons x $5.00 = $486.25/mile |
| **Restricted Road Fees**  ***Permits.loadpasspermits.com – Create Trip Permit***  ***Restricted Roads will have a restricted axle weight in addition to a gross vehicle weight restriction and will be marked accordingly on the routable map, usually indicated in red. Click on the road to determine restriction.***  ***The fees for restricted roads are $5.00/ton/mile for weights over the given maximum GVW restriction plus $1.00/ton/mile for each axle that is over the given maximum axle weight restriction.*** |
| **Annual Over-Width Permit Fee**  ***$150 per year/per participating local gov’t*** |
| **Frost Law Permit Fee** ***- $1,000/season per participating local gov’t*** |
| **Harvest Permit Fees - *$50/30 days: $150/season per local gov’t***  ***(unless otherwise noted per county)*** |
| **Wintertime Permit Fees -*$50/30 day : $150/season per local gov’t***  ***(unless otherwise noted per county)*** |
| **Drilling Rig Movement Permit Fee *$500 per local gov’t – does not include trip permits within rig move.*** |

**GVW**

**Truck & Trailer**

|  |  |
| --- | --- |
| Over Dimension Only | 20 |
| 80,001 - 105,500 | 20 |
| 105,501 - 110,000 | 30 |
| 110,001 - 115,000 | 40 |
| 115,001 - 120,000 | 50 |
| 120,001 - 125,000 | 60 |
| 125,001 - 130,000 | 70 |
| 130,001 - 135,000 | 80 |
| 135,001 - 140,000 | 90 |
| 140,001 - 145,000 | 100 |
| 145,001 - 150,000 | 110 |
| Over 150,000 (Xcess) | $5 / ton / mile |

|  |  |
| --- | --- |
| 40,000 - 60,000 | $30 |
| 60,001 - 100,000 | 40 |
| 100,001 - 110,000 | 60 |
| 110,001 - 115,000 | 70 |
| 115,001 - 120,000 | 80 |
| 120,001 - 125,000 | 90 |
| 125,000 - 130,000 | 100 |
| 130,001 - 135,000 | 110 |
| 135,001 - 140,000 | 120 |
| 140,001 - 145,000 | 130 |
| 145,001 - 150,000 | 140 |
| Over 150,000 (Xcess) | $5 / ton / mile |

|  |  |
| --- | --- |
| 40,000 - 70,000 | $30 |
| 70,001 and over | 50 |

**Workover Rigs, Cranes and Special Mobile**

**Roaded Earth Moving Equipment**