**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.

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# Schedule A – Administrative

## Reproduction of Public Records

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| **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

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| **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

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| **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 B – Business Licenses

## Alcoholic Beverage

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| **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 D** | **Hotel/Motel/Restaurant Lounge**  On-sale **beer** On-sale **liquor-wine** | Annual  July 1 – June 30 | $2250 |
| **Class E** | **Restaurant/Lounge**  On-sale **beer** | Annual  July 1 – June 30 | $250 |
| **Class E** | **Restaurant/Lounge**  On-sale **wine, sparkling wine** | Annual  July 1 – June 30 | $250 |
| **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 and sparkling 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

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| **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 |

# Schedule C – Police

## Administrative Fees

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| **Administrative Fees** | **Fee** |
| Fingerprints | $30 per request |
| Accident Report Copy Fee | $7 |
| 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/animal |

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## Ticket Fees

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| **Ticket Fees** | **Fee** |
| Parking Ticket | $20 |
| Unlawful use of mobility-impaired parking space | $100 |
| Failure to use or obscuring mobility-impaired parking certificate | $5 |
| Vehicle Impound Fees | $25 initial day  $5 per day thereafter |
| Violation of Removal of snow, slush or ice from private property (7-03-05) | $100 for initial violation of Subsection 1. $250 for initial violation of Subsection 4.  $250 for second violation of Subsection 1.  $500 for second violation of Subsection 4.  $500 for third and subsequent violations of Subsection 1.  $1000 for third and subsequent violations of Subsection 4. |

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## Licenses

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| **Licenses** | **Fee** |
| Bike License | $3 for life of bike |
| Cat License | $20 every two years |
| Dog License | $20 every two years |
| Kennel License | $0 license fee  $100 Annual Inspection Fee  \*Requires Conditional Use Permit |
| Overweight Permits | |
| **License/Permit Type** | **Fee(s)** |
| 10% Weight Exemption, Harvest and Winter | $50.00 per month for fees paid on a monthly basis or $250.00 per year for fees paid on a yearly basis. Unused fees paid on a monthly basis are refundable. Unused fees paid on a yearly basis are not refundable. |
| Interstate Permit | $10.00 per trip or $300.00 per 12-month period for unlimited trips. |
| Special Mobile Equipment | $25.00 per trip. |
| Engineering | $25.00 per trip. |
| Faxing a Permit | $5.00 |
| Single Trip Permit | $20.00 per trip. |
| Bridge Length Permit | $30.00 per trip or $150.00 per 12-month period. |
| Longer Combination Vehicle | $100.00 per month for fees paid on a monthly basis. |
| Over width vehicle or load that is 14 feet six inches [4.42 meters] or less | $20.00 per trip or $150.00 per 12-month period unless the vehicle is a noncommercial fish house trailer being moved by the owner, then the fee is $20.00 per 12-month period. |
| Over length vehicle or load that is 120 feet [36.58 meters] or less | $20.00 per trip or $150.00 per 12-month period. |

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

## Building & Sign Permits

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| **License/Permit Type** | **Fee(s)** |
| **Residential Decks, Garages and Remodels (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 |
| **All Other Residential Building Permits**  **Building Move Permit** | Use of outside consultants for plan review, inspections, or both, including administrative and overhead costs: See Exhibit A.  $300 for house: $150 for garage (city license required) |
| **Commercial Building Permits** | Use of outside consultants for plan review, inspections, or both, including administrative and overhead costs: See Exhibit B. |

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## Planning & Zoning

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| **Commercial, Mechanical & HVAC Permit** | Use of outside consultants for plan review, inspections, or both, including administrative and overhead costs: See Exhibit C. |
| **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** | $50 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 |
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## Inspections

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| **Daycare Inspections**  Home Daycare  Commercial Daycare | $25  $30 |
| **Gas Test Inspections**  Single Family Home  Duplex  **Commercial Business** | $30  $40  $50 |
| **Standard Fire Extinguisher** | $10 plus parts – Inspection & Tag  $25 plus parts – 6-year Inspection  $12.50 plus parts – Recharge 2.5# Dry Chem  $12.50 plus parts – Recharge 5# Dry Chem  $12.50 plus parts – Recharge 10# Dry Chem  $40 plus parts – Hydro Test  $20 plus parts – Recharge Water Extinguisher  $55 – New 2.5# Extinguisher  $77 - New 5# Extinguisher  $97 – New 10# Extinguisher  $143 – New 20# Extinguisher  $275 – Halitron 5# Extinguisher  $250 – Type K Extinguisher  $30 – Emergency Light  $55 – Smoke & Carbon Monoxide Detector  $25 - Detector Install |
| **CO2 Extinguisher** | $65 – Recharge & Service |
| **Violation of Fire Extinguisher Requirements**  **V.C.M.C. 9-02-07** | $25 – 1st Violation  $50 – Subsequent Violations |