

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

Public Record Requests** (See N.D.C.C. § 44-04-18)

Service or cost	Fee(s)
Paper copy of public records	25 cents per one-sided or two-sided duplicated paper copy of a size not more than eight and one-half by fourteen inches
Electronic copies by email	No charge for document (location and redaction time may apply)
Records produced in format other than paper copy or electronic copy by email	Actual cost of making copy including labor, materials, and equipment
Postage	Actual cost
Locating records	First hour free then \$25 per hour.
Reviewing records for confidential or exempt data, redaction	First hour free then \$25 per hour.

** The City requires payment of estimated costs before locating, redacting, making, or mailing copies. If the payment is insufficient to cover actual costs, the City will withhold records pursuant to a request until such time as a requester provides payment for any outstanding balance for prior requests.

If the City receives five or more requests from the same requester within seven days, the City will treat the requests as one request in computing the time it takes to locate and excise the records.

If repeated requests for records disrupt other essential functions of the City, the City may refuse to permit inspection of the records, or provide copies of the records

Administration of code enforcement orders

Service	Type of fee	Fee(s)
Removal of snow and ice from sidewalk	Per violation	\$30 plus costs
Pruning/removal of trees, shrubs, stumps	Per violation	\$30 plus costs
Mowing/removal of weeds and grass	Per violation	\$30 plus costs

Special meeting

Service	Frequency	Fee(s)
Special meeting by request	Per application	\$25

Miscellaneous permits and licenses

Permit or license	Frequency	Fee(s)
Fireworks display	Per application	\$100
Gaming site authorization	Annual	First location \$100, plus \$50 for each additional location
Raffle permit	One Time Drawing(s)	\$10
	Multi Day Drawing(s)	\$25

Schedule B – 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	Per application	\$100
Sidewalk – Outdoor patio	Annual application Encroachment on ROW*	\$50 \$100
National Guard Armory (NGA)	Deposit Per 90 minutes Per day Per day (multi-day event)	\$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

* May require separate encroachment agreement with City

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	Restaurant On-sale beer, wine, liquor	Annual July 1 – June 30	\$2250
Class D2	Restaurant On-sale beer, wine	Annual July 1 – June 30	\$500
Class D3	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

Schedule D – Police

Administrative Fees

Licenses	Fee
Bike License	\$3 for life of bike
Administrative Fees	Fee
Officer Security Request	\$65 per Hour per Officer
Fingerprints	\$30 per Request
Case Report	See Schedule A: Reproduction of Public Records
Special Alcohol Server Training Session <i>Special Alcohol Server Training Session is any server training offered outside of the four free quarterly training sessions.</i>	\$200 per Establishment per Session
Animal Impoundment	Actual Impound Cost Plus Additional \$15 City Administration Fee
**All animals MUST have a City Animal License prior to being released. **	
Rabies Vaccine Charge	\$45

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 2**

Schedule E – Building/Fire Inspection, Planning & Zoning

Building & Sign Permits

License/Permit Type	Fee(s)
Residential Decks, Garages and Remodels 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
Non-structural concrete (sidewalks, driveways, patios, parking pads, equipment pads, etc.)	\$0
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	\$25
Commercial Daycare	\$30
Gas Test Inspections	
Single Family Home	\$30
Duplex	\$40
Commercial Business	\$50

Fire Extinguisher Services

6 Year Service	\$25
CO2 Extinguisher Service	\$65
Detector Install	\$25
Fire Extinguisher Inspection & Tag	\$10
Bulk Fire Extinguisher Inspection & Tag (100+)	\$6/each
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 – 1 st Violation \$50 – Subsequent Violations
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[Planning & Zoning](#)

Zoning & Land Subdivision Applications	
Conditional Use Permit Zone/Rezone	\$200
PUD/PUD Amendment	\$200
Zoning Text Amendment	\$200
Variance Application	\$200
Vacation of Street/Alley	\$150
Plat/Replat	\$150 plus \$2 per lot; plus recording fee (1-49 lots: \$30; 50+ lots: \$60) <i>*Recording fee is refundable if plat/replat is denied *All fees in this section include publication costs</i>
Sign Permit Fees	
Permanent Signs	\$30 or \$.30 per square foot of display area (“face” area), whichever is greater. Double-sided signs are charged as only one face.
Portable Signs	\$25 license (per calendar year) to place portable sign + \$5 each time a sign is placed.
Temporary Use Permit – Vendors	\$50
Temporary Use Permit (Annual)	\$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, Non-resident \$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	\$30 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

Transfer Station Fees

	Rate	Non-Resident	Inert	Non-Resident Inert
Minimum*	\$10.00	\$20.00	\$10.00	\$20.00
Price/Ton	\$140.00	\$270.00	\$75.00	\$150.00
Comm Tree Dump/up to 1000lbs				\$5.00 up to 200lbs
Comm Tree Dump/Ton				\$20.00
Motorecycle Tires			\$4.00	\$8.00
Car/Truck Tires			\$6.00	\$12.00
Semi Tires			\$30.00	\$60.00
Tractor Tires			\$50.00	\$100.00

*Minimum weights

140 lbs

140 lbs

260 lbs

260 lbs

Late payment fee for public works department services

1.5% per month

Exhibit 1

Building Permit Fees

Total Valuation

Fee

\$1000 to \$10,000	\$90 for the first \$1,000 Plus \$6.66 for each addition 1,000 or fraction thereof.
\$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:

HVAC New Construction	\$150.00 Each
HVAC Replacement Units	\$75.00 Each
Inspections outside of normal business hours (min. charge - 2 hours)	\$125.00 per hour
Reinspection Fees	\$125.00 per hour
Inspection service fee for which no fee is specifically indicated (min charge - 1 hour)	

Other Inspection and Fees Cont.

Addition plan review required by changes, additions, or revisions to plans (min charge - 1 hour) \$125.00 per hour

For use of outside consultants for plan checking, inspections, and or inspection services Actual Cost

SHOULD WORK BEGIN PRIOR TO ISSUANCE OF NECESSARY PERMITS, THE FOLLOWING FEES WILL APPLY

VALUATION OF WORK	FEE
\$0 - \$50,000	Permit fee is doubled Second Offence within 180 days - \$200 minimum. \$100 for each additional violation subsequent
\$50 - \$500,000	50% of Permit Fee (Minimum fee of \$980)
Over \$500,000	25% of the Permit Fee (Minimum Fee of \$2500)

Exhibit 2

WESTERN DAKOTA ENERGY ASSOCIATION LOADPASS PERMIT SYSTEM HEAVY WEIGHT SCHEDULE

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

Workover Rigs, Cranes and Special Mobile

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

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.

Roaded Earth Moving Equipment

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