

**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
 Reproduction of Public Records 2
Schedule B – Other Fees 2
 Other Fees 2
 Use of City Property 2
Schedule B – Business Licenses 3
 Alcoholic Beverage 3
 Businesses & Occupations 4
Schedule C – Police 5
 Administrative Fees 5
 Ticket Fees 5
 Licenses 5
Schedule D – Building/Fire Inspection, Planning & Zoning 6
 Building & Sign Permits 6
 Inspections 7

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).
Public Records Request Produced on CD	\$5 per CD with case
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)
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
National Guard Armory	1.5 hours Per Day Per Day (Multiple events)	\$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

Adopted 05/02/2017 – Resolution No. 2096; Amended 01/16/2018 – Resolution No. 2124; Amended 11/06/2018 – Resolution No. 2160; Amended 2/05/2019 – Resolution No. 2173; Amended 07/22/2019 – Resolution No. 2214; Amended 08/06/2019 – Resolution No. 2215; Amended 08/20/2020 – Resolution No. 2259; Amended 10/15/2020-Resolution 2263

Schedule B – 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 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
	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

Adopted 05/02/2017 – Resolution No. 2096; Amended 01/16/2018 – Resolution No. 2124; Amended 11/06/2018 – Resolution No. 2160; Amended 2/05/2019 – Resolution No. 2173; Amended 07/22/2019 – Resolution No. 2214; Amended 08/06/2019 – Resolution No. 2215; Amended 08/20/2020 – Resolution No. 2259; Amended 10/15/2020-Resolution 2263

Businesses & Occupations

License/Permit Type	Term of License	Fee(s)
Carnivals ¹	Per event	\$100 per event
Cabaret ³	Annual	\$50
Dealer of Liquefied Petroleum (LP) Gas ²	Annual	\$1000 initial \$500 renewal
Electrician and/or Plumber and/or Mechanical Contractor ¹	Annual	\$100 initial \$50 renewal
House Moving ¹	Annual	\$ 100 initial \$50 renewal
License for Sale of Tobacco Products ¹	Annual	\$100 initial \$50 renewal
Mobile Home Parks ¹	Annual	\$10 per trailer space (\$10 minimum)
Pawn Shops & Pawn Brokers ¹	Annual	\$ 100 initial \$ 100 renewal
Solicitors, Travel Merchants ¹	Daily	\$ 50 per day
Tree Trimming ¹	Annual	\$ 100 initial \$50 renewal
Vehicles for Hire ¹	Annual	\$20 per 1-5 passenger vehicle \$30 per 5+ passenger vehicle

Table notes:

¹ These fees shall be set by resolution pursuant to Ordinance No. 1008.

² The Dealer of Liquefied Petroleum (LP) gas is set by Ordinance No. 982, Sections 09-03-07, 09-03-08.

³ The Cabaret License is set by Ordinance no. 963, Section 01-01-21(3).

Schedule C – Police

Administrative Fees

Administrative Fees	Fee
Fingerprints	\$10 per request
Accident Report Copy Fee	\$7
Case Report	See Schedule A: Reproduction of Public Records
Special Alcohol Server Training Session ¹ <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

Ticket Fees

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.

Licenses

Licenses	Fee
Bike License ²	\$3 for life of bike
Cat License ³	\$20 every two years
Dog License ³	\$20 every two years
Kennel License ³	\$0 license fee \$100 Annual Inspection Fee *Requires Conditional Use Permit
Overweight Permit	\$ 250

Table Notes:

¹ The Special Alcohol Server Training Session Fee was set by Resolution No. 2124.

² The bike license was set by Ordinance No. 664.

³ The cat, dog and kennel licenses are set by City Commission by resolution pursuant to Ordinance No. 981 Section 05-03-02.

Adopted 05/02/2017 – Resolution No. 2096; Amended 01/16/2018 – Resolution No. 2124; Amended 11/06/2018 – Resolution No. 2160; Amended 2/05/2019 – Resolution No. 2173; Amended 07/22/2019 – Resolution No. 2214; Amended 08/06/2019 – Resolution No. 2215; Amended 08/20/2020 – Resolution No. 2259; Amended 10/15/2020-Resolution 2263

Schedule D – Building/Fire Inspection, Planning & Zoning

Building & Sign Permits

License/Permit Type	Fee(s)
Residential Building Permits Up to \$2,000 \$2,001 to \$50,000 \$50,001 to \$100,000 \$100,001 +	\$10 \$10 – 154 \$10 for first \$2000 + \$3 for each additional \$1,000 \$155 – 254 \$154 for first \$50,000 + \$2 for each additional \$1,000 \$255+ \$254 for first \$100,000 + \$1 for each additional \$1,000
Commercial Building Permits Up to \$2,000 \$2,001 to \$50,000 \$50,001 to \$100,000 \$100,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,000+	\$25 \$25 – 217 \$25 for first \$2000 + \$4 for each additional \$1,000 \$217 – 367 \$217 for first \$50,000 + \$3 for each additional \$1,000 \$367 – 1,167 \$367 for first \$100,000 + \$2 for each additional \$1,000 \$1,167 – 1667 \$1,167 for first \$500,000 + \$1 for each additional \$1,000 \$1,667+ \$1,667 for first million + \$.50 for each additional \$1,000 Use of outside consultants for plan review, inspections, or both, including administrative and overhead costs: Actual cost.
Residential/Commercial Permits Conditional Use Permit Zoning Change Fee Variance Application Building Move Permit	\$150 \$150 \$50 \$300 for house; \$150 for garage (city license required)
Sign Permit Fees Permanent Signs Portable Signs	\$30 <u>or</u> \$.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	\$50
Temporary Use Permit (Annual)	\$500

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Inspections

Daycare Inspections	
Home Daycare	\$25
Commercial Daycare	\$30
Gas Test Inspections	
Single Family Home	\$30
Duplex	\$40
Commercial Business	\$50
CO2 Extinguisher	\$45 – Recharge 5# \$55 – Recharge 10# \$65 – Recharge 15# \$145 – New 5# \$190 – New 10# #232 – New 15#
Administrative penalty	\$25 – 1 st Violation
Violation of V.C.M.C. 9-02-07	\$50 – Subsequent Violations

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