

CITY OF RICHMOND  
COUNTIES OF MACOMB AND ST. CLAIR  
STATE OF MICHIGAN

**FY 2011-12 FEE SCHEDULE**  
As adopted at the June 20, 2011 City Council Meeting

**ADMINISTRATION**

Attorney Services.....	Actual Cost
Auction Fees:	
Cash Bond.....	\$2,000 when auctioning jewelry, precious metal items, or precious or semi-precious stones
License Fee.....	5.00
Auction Sale Permit Fee.....	5.00
Auction Inspection Fee.....	\$10.00 per each day of auction
Bags, Garbage; per 100-count box.....	20.00
Bags, Yard Waste; per 5-count bundle.....	2.25
Certifications, each.....	2.00
Fax Service.....	\$2.00 first page; \$1.00 each additional page
Industrial Development/Plant Rehabilitation District Establishment Application Fee...	500.00
Industrial Development/Plant Rehabilitation Tax Exemption Application Fee.....	1/10 of 1% of total value of project to be subject to Industrial Facilities Exemption Certificate
Livestock Application/Permit Fee (non-refundable).....	25.00
Peddlers/Solicitors:	
Cash Bond.....	100.00
License Fee.....	10.00
Photostatic Copies.....	\$ 0.25 per one-sided sheet; \$ 0.30 per two-sided sheet
Tape Recording Copies, (video and audio), each.....	25.00
Voter Registry List.....	\$ 0.01 per voter name
Voter Registry List (on CD).....	\$5.00 + \$0.01 per voter name
Voter Registry Labels.....	\$5.00 + \$ 0.01 per voter name

**ADMINISTRATION – PLANS AND REPORTS**

Business District Master Plan.....	25.00
City Audit Report.....	5.00
City Budget, as adopted with detail.....	10.00
City Budget, as amended – computer printout without detail.....	5.00
City Master Plan.....	35.00
Sanitary Sewer System Master Plan.....	50.00
Tax Increment Finance Authority Development and Financing Plan.....	25.00
Transportation Master Plan.....	25.00
Water System Master Plan.....	50.00
Zoning Ordinance.....	30.00

**ASSESSING OFFICE**

Lot Splits.....	\$ 100.00
Lot Combinations.....	50.00
Processing Labels.....	\$ 0.02 per label (\$10.00 deposit)
Property Field Sheets.....	1.00
Copy of Current Tax Roll on CD.....	500.00
All other document copies.....	\$ 0.25 per one-sided page/\$0.30 two-sided

**BUILDING DEPARTMENT**General Fees

Board of Construction Code Appeals.....	250.00
Building Code Publication.....	Actual Cost + \$ 5.00 administration fee

Building Work

Minimum Permit Fee.....	75.00
Residential – New Construction:	
Minimum fee (includes up to 7 inspections) .....	350.00 +.25 per sq. ft.
Additions, Alterations, Attached Garages:	
Minimum fee (includes up to 3 inspections) .....	150.00 +.20 per sq. ft.
Detached Garages, Accessory Buildings, Sheds, Decks:	
Minimum fee (includes up to 2 inspections) .....	120.00 +.18 per sq. ft.
Commercial and Industrial – New Construction, Additions, Alterations:	
Minimum fee (does not include planning and engineering fees)....	\$ 250.00 + .25 per sq. ft.
Demolition Permit .....	75.00
Additional Inspections, each.....	50.00
Red Tag Fee, each.....	100.00
Administration Fee - projects started without permit.....	100.00
Construction Plan Review Deposit (applied towards permit fee):	
Residential – New construction .....	\$75.00
Commercial and Industrial.....	\$75.00
Cash Bonds Required on All Construction Projects:	
New construction.....	\$500.00 per building
Additions, alterations, garages, sheds, pools, ponds, decks.....	200.00
Temporary occupancy permits.....	\$500.00 additional for period of 30 days; refunded only if all codes met within the 30-day period

Electrical Work

Permit Application Fee (non-refundable) .....	50.00
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Service, subpanels:	
Up to 200 AMP.....	10.00
Over 200 AMP. through 600 AMP.....	15.00
Over 600 AMP through 800 AMP.....	20.00
Over 800 AMP through 1200 AMP.....	25.00
Over 1200 AMP (GFI only).....	50.00
Circuits.....	5.00
Lighting Fixtures – per 25.....	6.00
Dishwasher.....	6.00
Furnace – unit heater.....	6.00
Electrical Heating Units (baseboard).....	6.00
Power Outlets (electric ranges, ovens, dryers, water heaters, disposals, sump pumps, dishwashers, sub-panels, air conditioners, refrigeration, etc.....	8.00
Signs:	
Unit.....	10.00
Letter.....	15.00
Neon – each 25 feet.....	20.00
Feeders – bus ducts, etc. – per 50 feet.....	6.00
Mobile Home Park Site:	
Setting mobile home in park - Application fee + site fee + feeder fee.....	6.00
Exhaust Fans .....	6.00
Units up to 20 K.V.A. & H.P.....	6.00
Units 21 to 50 K.V.A. or H.P.....	10.00
Units 51 K.V.A. or H.P. and over.....	12.00
Fire Alarms – each device.....	5.00
Sump pumps.....	6.00
Disposal.....	6.00
Swimming Pools.....	18.00
Hot Tubs.....	18.00
A/C Units.....	18.00
Generators.....	20.00
Geo-Thermal.....	25.00
Wind, Solar.....	35.00
Special/Safety Inspection (includes certification fee).....	50.00
Additional Inspection.....	50.00
Trench Inspection.....	50.00
Final Inspection.....	50.00
Registration Fee.....	20.00
 <u>Mechanical Work</u>	
Application Fee (non-refundable).....	50.00
Residential Heating System New House (includes duct and pipe).....	150.00
Furnace .....	30.00

Boiler.....	30.00
Water Heater Residential .....	20.00
Water Heater Commercial .....	30.00
Solid Fuel Equipment (includes chimney).....	30.00
Gas Burning Fireplace.....	30.00
Chimney, Factory-built – installed separately.....	25.00
Solar; set of 3 panels (includes piping).....	20.00
Gas Piping; Main up to 2” Diameter .....	20.00
Gas Outlets .....	5.00
Air Conditioning (includes split systems).....	30.00
Bath and Kitchen Exhaust.....	5.00
Humidifiers.....	10.00
Duct.....\$ 0.10 per foot (minimum \$25.00)	
Air Handlers.....	20.00
Spray Booth (Includes Duct and Exhaust Fan).....	90.00
Commercial Hoods (Includes Duct, Exhaust Fan, & Test).....	90.00
Heat Recovery Units.....	10.00
V.A.V. Boxes.....	10.00
Unit Ventilators.....	10.00
Unit Heaters (terminal units).....	15.00
Fire Suppression/Protection.....\$ 0.75 per head (minimum \$20.00)	
Evaporator Coils.....	30.00
Refrigeration (split systems).....	30.00
Chiller.....	30.00
Cooling Towers.....	30.00
Compressor.....	30.00
Special/Safety Inspection (includes certification fee).....	50.00
Additional Inspection.....	50.00
Underground Inspection.....	50.00
Final Inspection.....	50.00
Registration Fee.....	20.00

### Plumbing Work

Application Fee (non-refundable).....	50.00
Mobile Home Park Site:	
Setting mobile or modular home in park - Application fee + mobile home park site.....	30.00
Fixtures, floor drains, special drains, water connected appliances – each.....	5.00
Stacks (soil, waste, vent, and conductor) – each.....	3.00
Sewage Ejectors and Sumps - each.....	5.00
Sub-soil Drains.....	5.00
Water Service:	
Less than 2”.....	5.00
2” to 6”.....	25.00
Over 6”.....	50.00

Connection building drain – building sewers.....	5.00
Sewers (sanitary, storm, or combined):	
Less than 6”.....	5.00
6” and over.....	25.00
Manholes and Catchbasins – each.....	5.00
Watering Distribution Pipe (system):	
3/4” Water Distribution Pipe.....	5.00
1” Water Distribution Pipe.....	10.00
1-1/4” Water Distribution Pipe.....	15.00
1-1/2” Water Distribution Pipe.....	20.00
2” Water Distribution Pipe.....	25.00
Over 2” Water Distribution Pipe.....	30.00
Reduced Pressure Zone Back-flow Preventer – each.....	5.00
Domestic water treatment and filtering equipment only.....	5.00
Medical gas system.....	45.00
Special/Safety Inspection (includes certification fee).....	50.00
Additional Inspection.....	50.00
Underground Inspection.....	50.00
Final Inspection.....	50.00
Registration Fee.....	20.00

### **CABLE TELEVISION SERVICES**

Video Tape Recordings – copies:	
All Programs (VHS or DVD).....	10.00
Videotaping Services (non-city related with prior approval from City Manager):	
ENG Style (operator, camcorder, tripod and microphone):	
Per hour.....	50.00
Per half day (4 hours or less).....	175.00
Per full day (more than 4 hours up to 8 hours).....	325.00
Video Editing Services (non-city related with prior approval from City Manager):	
Digital NLE (cuts only, no graphics, no music), per hour.....	75.00
A/B roll with graphics and music, per hour.....	100.00

### **CEMETERY**

Cemetery Fees:	
Lot Purchase:	
Resident, single grave.....	400.00
Non-resident, single grave.....	1,000.00
Resident, Babyland grave.....	225.00
Non-resident, Babyland grave.....	450.00
Grave Opening and Closing:	
Single grave:	
Weekdays, resident.....	450.00
Weekdays, non-resident.....	650.00

Saturdays, resident.....	550.00
Saturdays, non-resident.....	750.00
Sundays and holidays, resident.....	600.00
Sundays and holidays, non-resident.....	850.00
Infant/Child Grave (under one year):	
Weekdays, resident.....	175.00
Weekdays, non-resident.....	200.00
Saturdays, resident.....	200.00
Saturdays, non-resident.....	225.00
Sundays and holidays, resident.....	225.00
Sundays and holidays, non-resident.....	250.00
Cremaains (grave):	
Weekdays, resident.....	125.00
Weekdays, non-resident.....	150.00
Saturdays, resident.....	150.00
Saturdays, non-resident.....	175.00
Sundays and holidays, resident.....	200.00
Sundays and holidays, non-resident.....	225.00
Mausoleum Crypt:	
Weekdays.....	175.00
Saturdays.....	265.00
Sundays and holidays.....	300.00
Columbarian Niche:	
Weekdays.....	25.00
Saturdays.....	75.00
Sundays and holidays.....	100.00
Chapel Service.....	add \$25.00 to Opening/Closing Fee
Graveside Service.....	add \$35.00 to Opening/Closing Fee
Ownership/Title Transfer:	
Mausoleum Crypt & Columbarian Niche.....	25.00
Lots:	
Resident-to-resident.....	25.00
Non-resident-to-non-resident.....	25.00
Non-resident-to-resident.....	25.00
Resident-to-non-resident.....	Per grave difference in resident/non-resident purchase price
Monument Foundation.....	\$21.00 per cubic foot of concrete

### **EMERGENCY SERVICES**

Emergency Medical Services Response.....Actual Cost as Determined by Contractor

### **ENGINEERING SERVICES**

Engineering Plan Review, Inspection, and Other Services.....Actual Cost as Determined by Consultant

**FIRE SERVICES**

## Alarm Systems:

## False Alarm Fees:

First alarm within 12-month period.....	No Charge
Second alarm within 12-month period.....	\$ 100.00
Third alarm and each thereafter within 12-month period.....	\$ 200.00

## Fire Reports:

First Page.....	\$ 10.00
Each Additional Page.....	\$ 1.00

Photograph Prints (12, 24, or 36 exposures).....Actual developing cost + 15% admin. fee

## D.U.I. Incident Fire Run and Extrication Cost Recovery:

Fire Apparatus – per run.....	\$ 450.00
Manpower costs –Regular/Overtime Wages.....	Actual Cost
All Fringe Benefits.....	Actual Cost
Materials.....	Actual Cost

## Haz-Mat Response Run Cost Recovery:

Fire Apparatus – per run.....	\$ 450.00
Manpower costs –Regular/Overtime Wages.....	Actual Cost
All Fringe Benefits.....	Actual Cost
Materials.....	Actual Cost
Contaminated Equipment.....	Actual Cost of Decontamination or Replacement
County Haz-Mat Response Team Services.....	Actual Cost
Containment Equipment.....	Actual Costs as Charged by Appropriate Agency

**LIBRARY SERVICES**

Computer Diskettes, 3.5” blank formatted, each.....	1.00
Fax Service.....	\$2.00 first page; \$1.00 each additional page
Non-Member Courtesy Card, per year.....	75.00
Non-Member Full-Access Library Card to Suburban Library Cooperative, per year...	200.00
Overdue Fines:	
Books.....	\$.20 per day (\$10.00 maximum)
Books on Tape.....	\$.20 per day (\$25.00 maximum)
Music Compact Discs.....	\$.20 per day (\$10.00 maximum)
Videos.....	\$1.00 per day (\$25.00 maximum)
Magazines.....	\$.20 per day (\$ 5.00 maximum)
Encyclopedias.....	\$.20 per day (\$25.00 maximum)
Interlibrary Loans (outside of Cooperative).....	Set by lending institution
Interlibrary Loans (inside Cooperative).....	Set by lending institution
Photo static Copies, per sheet.....	.20
Printer Copies, per sheet.....	0.20
Replacement Fees.....	Actual cost + \$5.00 processing
Replacement Library Card.....	3.00

**MAYOR**

Marriages..... 10.00

**PARKING VIOLATIONS BUREAU**

Parking Fines.....As set forth in Section 90-56 of City Code of Ordinances

**PLANNING AND ZONING SERVICES**

Fence Permit – Residential (excluding decorative fences).....	50.00
Fence Permit – Commercial (excluding decorative fences).....	50.00
Fence Permit – Decorative (as defined in the Zoning Code).....	15.00
Subdivision Plat Reviews:	
County Filing and Recording Fee (required by Land Division Act).....	20.00
State Plat Review Fee (required by Land Division Act).....	\$150.00 + 15.00 for each lot over 4 lots (fee made payable to “State of Michigan”)
Tentative (Stage 1) Preliminary Plat Review.....	\$300.00 + \$6.00 per lot
Final (Stage 2) Preliminary Plat Review .....	\$300.00 + \$3.00 per lot
Final Plat Review.....	\$100.00 + \$3.00 per lot
Site Plan Reviews (does not include independent planning consultant or engineering review fees):	
Application Deposit (all site plans).....	1,000.00
Multiple Family or Mobile Home Park Development.....	\$300.00 + \$5.00 per unit
Cluster Housing Development.....	\$300.00 + \$5.00 per unit
Commercial Development.....	\$300.00 + \$50.00 per acre
Industrial Development.....	\$500.00 + \$50.00 per acre
Public or Semi-Public Uses.....	\$200.00 + \$20.00 per acre
Planned Unit Development:	
Preliminary Review.....	\$300.00 + \$ 10.00 per lot
Final Review.....	200.00
Wireless Communications Support Facilities (including replacements).....	500.00
Wireless Communications Antenna (co-location).....	250.00
Special Approval or Conditional Use.....	250.00
Rezoning Petition.....	350.00+ 5.00 per acre
Variances - Dimensional:	
Commercial, each.....	250.00
Residential, each.....	150.00
Variances – Use.....	350.00
Appeal of Administrative Decision.....	150.00
Zoning Ordinance Text and Map Interpretation.....	150.00
Alley Vacations.....	200.00
Sign Review:	
Planning Commission Approval Required.....	150.00
Administrative Approval Only.....	50.00

Administrative Approval Only – Temporary Signs.....	15.00
Site and Traffic Impact Analyses.....	Actual Cost
Special Meetings – Planning Commission, each.....	175.00
Special Meetings – Board of Zoning Appeals.....	175.00
Zoning Ordinance Text Amendment (not initiated by City).....	350.00
Temporary Use.....	200.00
Tree Preservation:	
Site Plans and Plats.....	200.00
Single Family Lot (one acre or less).....	25.00
Single Family Lot (greater than one acre).....	50.00
Reoccupancy (not including site plan revisions or changes in use).....	100.00
Outdoor Display.....	150.00
Zoning Base Maps (color):	
24 x 36, each.....	10.00
36 x 48, each.....	20.00
Zoning Verification Letter.....	50.00

### **POLICE DEPARTMENT**

Audio 911 DVD.....	25.00
Bicycle License.....	No Charge
Burning Permit.....	No Charge
Fingerprinting .....	15.00
Interview / Crime Scene DVD .....	30.00
In-Car DVD .....	50.00
O.U.I.L./O.U.I.D. Cost Recovery (in addition to Fire Department and EMS costs):	
Administrative/Legal Fee.....	100.00
Hospital Expenses (blood samples and other services charged by provider)...	Actual Cost
Manpower (regular/overtime wages, all fringe benefits).....	Actual Cost
Polaroid Film/Mug Shot – per photograph.....	5.00
Transportation.....Mileage fees based on current city mileage reimbursement rates	
In-car audio/video equipment use.....	5.00
PBT Testing .....	10.00
Photo contact sheets or CD .....	25.00
Police Report (including accident reports).....	5.00
Video DVD copy (Building Security Cameras / Lockups).....	30.00

### **PUBLIC WORKS**

Equipment Rental.....	Hourly rate as determined annually by MDOT
Late Fee.....	10% of amount due and owing
Manpower (also referred to as “Time”).....	Hourly wage rate + total fringe benefit costs
Materials – sale to other governmental entities.....	Actual Cost
Overhead Fees.....	Determined by M-DOT Trunkline Maintenance Contract

**RECREATION**

## Community Pool:

Daily Swim, per person per day.....	2.50
Pool Rental (1-3 hour block of time; includes lifeguards and exclusive access)....	200.00
Seasonal Pass, per individual per season, resident.....	40.00
Seasonal Pass, per individual per season, non-resident.....	50.00
Seasonal Pass, per family per season, resident.....	90.00
Seasonal Pass, per family per season, non-resident.....	105.00
Seasonal Pass, Senior .....	30.00

## Swim Lessons:

Level A Resident .....	15.00
Level A, Non-Resident .....	20.00
Level B/Preschool, Resident .....	25.00
Level B/Preschool, Resident .....	30.00
Level 1-6, Resident .....	30.00
Level 1-6, Non Resident .....	35.00
Gazebo Rental (city residents).....	\$10.00 + \$50.00 refundable deposit
Gazebo Rental (non-residents).....	\$20.00 + \$50.00 refundable deposit
Pavilion Rental (city residents).....	\$30.00 + \$50.00 refundable deposit
Pavilion Rental (non-residents).....	\$60.00 + \$50.00 refundable deposit
Alcohol Permit in addition to Pavilion Rental .....	\$30.00
Seasonal/Special Programs.....	Established by separate resolution of the City Council
Community Center Full Room.....	\$50.00/hour + \$50.00 refundable deposit
Community Center Large Room.....	\$30.00/hour + \$50.00 refundable deposit
Community Center Small Room.....	\$20.00/hour + \$50.00 refundable deposit
Community Center Kitchen.....	\$15.00/Flat Rate

**SANITARY SEWER SERVICE**

Connection Fee.....Time and Material (minimum \$500 with \$500 deposit required, except that no deposit is required for a sewer lead larger than 6")

## Capital Charges (In-City):

Residential and other uses with 5/8" or 3/4" meters, per unit.....	\$ 1,800
Residential dwellings existing prior to 08/05/1996 for which records show were connected to sewer system but were not, the capital charge shall be \$600.00	

## Non-Residential Uses (In-City):

<u>Water Meter Size</u>	<u>Meter Ratio</u>	<u>Charge</u>
1"	1.4	\$ 2,520.00
1-1/4"	1.6	\$ 2,880.00
1-1/2"	1.8	\$ 3,240.00
2"	2.9	\$ 5,220.00
3"	11.0	\$19,800.00
4"	14.0	\$25,200.00
6"	21.0	\$37,800.00
8"	29.0	\$52,200.00

>8” to be calculated according to same mathematical proportion as above

Capital Charges (Out-of-City): 1.5 times the In-City capital charges

Inspection/Permit Fee (residential).....	35.00
Inspection/Permit Fee (commercial).....	35.00
Inspection/Permit Fee (industrial waste producers).....	45.00
Readiness-To-Serve Charge (residential), per quarter.....	9.00
Readiness-To-Serve Charge (non-residential), per quarter.....	9.00
Use Charge (except that summer sewage rate discounts shall be calculated at ½ times the rates):	
Metered: Effective July 1, 2005 - \$6.67 per 1,000 gallons per quarter	
Non-Metered (In-City): <b>\$110.06</b> /quarter (based on <b>16,500</b> gallons/quarter)	
Non-Metered (Out-of-City): <b>\$110.06</b> /quarter (based on <b>16,500</b> gallons/quarter)	
Surcharge for High Strength Waste Water:	
For BOD in excess of 280 mg/l.....	\$0.22 per pound of BOD
For SS in excess of 300 mg/l.....	\$0.29 per pound of SS
For Phosphorus (P) in excess of 15 mg/l.....	\$3.32 per pound of P
For Total Kjeldahl Nitrogen (TKN) in excess of 70 mg/l.....	\$0.35 per pound of TKN
Bill Payment Late Fee.....	10% of amount due and owing

**STORM SEWER SERVICE**

Connection Permit.....	200.00
Connection Fees:	
Installed by City.....Time and Materials (Minimum \$500.00 with \$500.00 deposit)	
Installed by Private Contractor.....	No Charge
Inspection Fee.....	35.00

**TREASURY DEPARTMENT**

Property Tax Collection Fee.....1% of tax amount

**WATER SERVICE**

Connection Fee.....Time and Material (minimum \$500 with \$500 deposit required, except that no deposit is required for larger than 1” service)

Capital Charges (In-City):

Residential uses and any other uses with 5/8” or ¾” meters, per unit..... \$ 1,800

Non-Residential Uses:

<u>Meter Size</u>	<u>Meter Ratio</u>	<u>Charge</u>
1”	1.4	\$ 2,520.00
1-1/4”	1.6	\$ 2,880.00
1-1/2”	1.8	\$ 3,240.00
2”	2.9	\$ 5,220.00
3”	11.0	\$19,800.00
4”	14.0	\$25,200.00
6”	21.0	\$37,800.00
8”	29.0	\$52,200.00

>8” to be calculated according to same mathematical proportion as above

Capital Charges (Out-of-City):	1.5 times the In-City capital charges	
Meter Charges with remote reader, each.....	Actual cost + 10% + \$35.00 installation fee	
Inspection/Permit Fee (residential).....		35.00
Inspection/Permit Fee (commercial).....		35.00
Inspection/Permit Fee (industrial).....		45.00
Readiness-To-Serve Charge (residential), per quarter.....		9.00
Readiness-To-Serve Charge (non-residential), per quarter.....		9.00
Removal/Replacement/Testing of Disputed Water Meter.....	Actual cost of labor & materials unless determined that meter is faulty	
Use Charge:		
Metered:	Effective <b>July 1, 2011</b> - \$4.02 per 1,000 gallons per quarter	
Non-Metered (In-City):	<b>\$66.33</b> /quarter (based on <b>16,500</b> gallons/quarter)	
Non-Metered (Out-of-City):	<b>\$66.33</b> /quarter (based on <b>16,500</b> gallons/quarter)	
Bill Payment Late Fee.....	10% of amount due and owing	
Account Name Change.....		10.00
Water Turn-On Fee: \$40.00, except that there shall be no charge when request is due to water leak on user’s side of curb stop or burst plumbing in a building		
Hydrant Rental Fee.....		75.00