

**RESOLUTION NO. 2014-064**

**A RESOLUTION ESTABLISHING FEES TO BE CHARGED IN 2014 FOR VARIOUS LICENSES PERMITS AND APPLICATIONS.**

WHEREAS, the City charges fees for various licenses, permits and applications to cover its administrative costs; and

WHEREAS, the City generally adopts fees for licenses, permits and applications by ordinance; and

WHEREAS, adopting fees by ordinance makes them more difficult to track or change when they become insufficient to cover the City’s administrative costs; and

WHEREAS, staff would recommend the City adopt by resolution a fee schedule for the City; and

WHEREAS, the purpose of this resolution is to consolidate the information on fees charged by the City in one location; and

WHEREAS, adopting a fee resolution would allow the elected leadership and staff to review the fees charged by the City on a regular basis to ensure that the fees being charged are sufficient to cover the City’s administrative costs; and

WHEREAS, this resolution does not raise any fees currently identified in the City Code; and

WHEREAS, the City Council finds that it is in the best interests of the City to adopt a comprehensive fee resolution.

NOW THEREFORE, BE IT RESOLVED, by the City of Rapid City that the following fees are established:

**Title 2 Administration and Personnel**

<b>Fee</b>	<b>Amount</b>	<b>Municipal Code Section</b>
Comprehensive Plan Amendment	\$250.00	2.60.160.G.

**Title 3 Revenue and Finance**

<b>Fee</b>	<b>Amount</b>	<b>Municipal Code Section</b>
Tax increment financing application	\$1,000	3.26.030.A

**Title 5 Business Regulations and Licenses**

Fee	Amount	Municipal Code Section
House moving business license	Initial \$200.00 renewal \$25.00	5.44.040
Sidewalk vendor license	\$100.00	5.56.050

**Title 8 Health and Safety**

Fee	Amount	Municipal Code Section
Construction permit 1-5 acres	\$75.00	8.34
Construction permit 5+ acres	\$100.00	8.34
Construction permit renewal	\$25.00	8.34
Parking storage area permit	\$100.00	8.34
Compliance Plan	\$150.00	8.34
Construction permit modification	\$25.00	8.34
Open burn permit	No fee	8.34
Parking storage area permit - amendment	\$25.00	8.34
Failure to pay for or obtain a permit	\$250.00 per week	8.34

**Title 12 Streets Sidewalks and Public Places**

Fee	Amount	Municipal Code Section
Fee for Inspection of subdivision improvements prior to acceptance.	City Engineers Estimate: Less than \$10,000 - 5.0% of the estimate \$10,001 to \$25,000 - 3.0% of the estimate \$25,001 to \$50,000 - 2.5% of the estimate \$50,001 to \$100,000 - 2.0% of the estimate More than \$100,000 - 1.5% of the estimate	12.04.170.C
Sidewalk café permit application	\$250.00	12.12.030.B.4
Sidewalk vending cart permit application	\$250.00 initial and \$100.00 annual renewal	12.12.040.C.5

**Title 15 Buildings and Construction**

Fee	Amount	Municipal Code Section
General Building Contractor License fees	Class A - General Contractor - \$200.00/\$100.00 Class B - one & two-family residential - \$200.00/\$100.00 Class C - residential remodeling/additions - \$200.00/\$100.00	15.04.140
Trade License fees - initial/renewal	Class EA - Apprentice Electrician – No fee. biannual Class EB - Class B Electrician - *\$200.00/\$100.00 biannual Class EC - Electrical Contractor - *\$300/\$200.00 biannual Class EJ - Journeyman Electrician - *\$50.00/\$50.00 biannual Class EM - Master Electrician/inactive - *\$100.00/\$50.00 biannual Class GA - Gas Fitting Apprentice - \$10.00/\$10.00 annual Class GC - Gas Fitting Contractor - \$200.00/\$50.00 annual Class GF - Gas Fitter - \$25.00/\$25.00 annual Class MA - Mechanical Apprentice - \$25.00/\$25.00 biannual	15.04.140

	Class MAS - Appliance Specialist - \$205.00/\$80.00 biannual Class MC - Mechanical Contractor - \$205.00/\$80.00 biannual Class MI - Mechanical Installer - \$40.00/\$40.00 biannual Class P – Plumber - \$25.00/\$25.00 annual Class PA - Plumbers Apprentice - \$10.00/\$10.00 annual Class PC - Plumbing Contractor - \$200.00/\$50.00 annual Class PW - Water Softening Contractor - \$200.00/\$50.00 annual Class R - Roofing Contractor - \$200.00/\$100.00 biannual Class S - Sign Contractor/inactive - \$200.00/\$50.00 annual * Fee doubled for performing work without a license.	
Application fee Building Board of Appeals	<del>\$250.00</del> \$150.00 for appeals concerning a building code and/or building code amendment requirement. No charge for appeals regarding an action taken by the Building Official concerning a contractor's license.	15.04.140
License exam fee	None. Testing is through a third party vendor. A list of testing facilities can be obtained from the Building Official.	15.04.140
IBC building permit and plan check fees	Table 100-C IBC Building Permit Fees (attached to this resolution)	15.04.330 and 15.12.020
IBC prefabricated structure building permit and plan check fees	Table 100-C IBC Building Permit Fees (attached to this resolution)	15.12.370
IBC grading permit	Table 100-D Grading Permit Fees (attached to this resolution)	15.12.500.J103.1
IBC grading plan review	Table 100-E Grading Plan Review Fees (attached to this resolution)	15.12.500.J103.1
IRC building permit and plan check fees	Table 100-A Residential Permit Fees (attached to this resolution)	15.04.330 and 15.13.020
IPMC building permit and plan check fees	Table 100-C Commercial Building Permit Fees or Table 100-A Residential Building Permit Fees as applicable (attached to this resolution)	15.04.330
IEBC building permit and plan check fees	Table 100-A Residential Building Permit Fees (attached to this resolution)	15.04.330 and 15.15.020
Electrical Code permit	Minimum \$50.00	15.04.330
Electrical permit for new single and two- family residences	Minimum \$50.00 or greater value of the flat rate or square footage rate in Table 1 below:  <u>TABLE 1</u> flat rate -service size in amperes/inspection fee: 0 – 200/\$135.00 201 to 400/\$275.00 401 and larger\$300.00 plus circuitry  square footage: 5 cents per square foot finished area 2.5 cents per square foot unfinished area 2.5 cents per square foot garage	15.04.330
Electrical inspection fee for service connection (only)	<u>TABLE 2</u> service size in amperes / inspection fee 0 – 200 /\$75.00 201 – 400 - \$100.00 401 – 800 - \$125.00 801 – 1600 - \$150.00 1601 and over - \$175.00 For replacement of services for existing homes and all other service installations. These fees are in addition to the circuit fees listed in Table 3 below:	
Electrical inspection fees for circuitry installations or	<u>TABLE 3</u> number of connected circuits – inspection fee 0-30A CCT - \$5.00 each	

alterations.	31-60A CCT - \$10.00 each 61-100A CCT - \$12.00 each each additional one hundred amperes or fraction thereof - \$8.00.	
Electrical inspection fee for electric signs	<u>TABLE 4</u> Inspection fee is \$50.00 for each sign, feeder, or branch circuit, or the fee calculated based on the Table 2 and Table 3 above with a maximum of \$60.00. Fee is applicable to permanently installed electric signs, outline lighting, field assembled skeletal neon systems and area lighting.	
Electrical fees for electrical installations associated with remodeling	<u>TABLE 5</u> First 40 openings or connections - \$1.00 each. Each additional opening or connection - \$0.50 each. First 40 lighting fixtures - \$1.00 each. Each additional lighting fixture - \$0.50 each Each motor or special equipment - \$6.00 each.	
Electrical fees for electrical installations in apartment buildings	<u>TABLE 6</u> Three or more unit buildings - \$35.00 per unit. Services, feeders and branch circuits serving other apartment building loads shall be per Table 2, Table 3 and Table 4 above.	
Electrical fees for mobile home service equipment and feeders.	<u>TABLE 7</u> First Service - \$50.00 Each Additional Unit - \$25.00	
Electrical fees for recreational vehicle park unit.	<u>TABLE 8</u> Inspection fee is \$20.00 per recreational vehicle park unit. Service and Other Wiring shall be Table 2, Table 3, and Table 4 above.	
Electrical fees for swimming pools.	<u>TABLE 9</u> Bonding fee: \$125.00 Service, feeders, and circuits per tables.	
Electrical administrative fees	<u>TABLE 10</u> Correction made after 30 days from receipt of inspection report may be assessed a fee of \$100.00 per violation.  If an inspector has to notify the master electrician/electrical contractor that their apprentice is not being properly supervised per the ordinance a fee of \$100.00 may be assessed per violation. An Exception may be granted for Western Dakota Technical Institute or an accredited higher education facility.  After hour inspections shall be a minimum two hour fee of \$100.00.	
State Electrical Affidavit	<u>TABLE 11</u> \$5.00 per permit. Fee doubled for work started without a permit. noncompliance with any provision of the code or through use of defective material or due to negligence on the part of workmen, a subsequent inspection becomes necessary, an additional fee of \$50.00 shall be charged for each such inspection	
Electrical Inspection violation fee	Failure to obtain a final inspection prior to the expiration of the permit is subject to a fee of \$100.00. Re-inspection may be subject to a fee of \$50.00 per occurrence.	
Gas Code permit and plan check fees	Table 100-C Commercial Building Permit Fees (attached to this resolution.	15.04.330

Plumbing Code	Table 100-C Commercial Building Permit Fees (attached to this resolution)	15.04.330
Pressure reducing valves	No charge	15.04.330
IMC permit	Table 100-A Residential Permit Fees and Table 100-C Commercial Permit Fees as applicable (attached to this resolution)	15.04.330
Sign permit	Table 100-C Commercial Building Permit Fees (attached to this resolution). Electrical and outline signs per adopted State Wiring Bulletin	15.04.330

### Title 16 Subdivisions

Fee	Amount	Municipal Code Section
Layout plat	No fee	16.28.010
Preliminary plat plan	<del>\$250.00 plus \$25.00 per lot</del> No fee	16.28.010
Final plat	No fee	16.28.010
Minor plat	<del>\$250.00 plus \$25.00</del> \$20.00 per lot	16.28.010
Development Engineering Plans	\$250.00 plus \$20.00 per lot	16.28.010
Consolidation and lot-line adjustment plats	\$250.00 plus \$20.00 per lot	16.28.010
Vacation of easements	\$25.00	16.28.010
Vacation of public right-of-way and section line highway	\$200.00	16.28.010
Plat errors and omissions	No fee	16.28.010

### Title 17 Zoning

Fee	Amount	Municipal Code Section
Planned Development Designation	No fee	17.50.050.E
Initial Planned Development	\$250.00	17.50.050.F
Final Planned Development	\$250.00	17.50.050.F
Planned Development Major Amendment	\$250.00	17.50.050. G
Planned Development Administrative Amendment	No fee	17.50.050.G
Planned Unit Development Concept Plan	No fee	17.60.060.D
Planned Unit Development Zone Document	\$250.00	17.50.060.E
Planned Unit Development Major Amendment	\$250.00	17.50.060.F
Planned Unit Development Administrative	No fee	17.50.060.F

amendment		
Temporary use permit for trailer parks and campgrounds	\$75.00 whenever there is a gathering of more than 15 people for longer than 36 hours.	17.50.230.F.3
Off-premises sign license	\$75.00 per sign	17.50.080.E.1
Temporary use permit for a retail business or structure	\$50.00 per event	17.50.230.H.4
Temporary use permit for seasonal retail business or structure	\$150.00	17.50.230.I.4
Permit for a continuous retail business or structure	\$250.00	17.50.230.J.3
Variance application	\$250.00	17.54.020.A
Conditional use permit application	\$250.00 initial application. \$250.00 major amendment	17.54.030.A.2
Rezoning	\$250.00	17.54.040.G
Zoning ordinance violation	\$100.00 plus the cost of the action	17.54.070

#### Other Fees

Fee	Amount	Municipal Code Section
Annexation	No fee	None
Duplication and file scanning fees:	Duplication and file scanning fees for sizes A, legal, and B are free for the first 10 sheets. Duplication requests for 11 or more sheets in sizes A legal, and B and all other sizes will be charged according to the following rates:	None
8.5" by 11" (A)	\$0.25 per sheet (black & white) \$0.50 per sheet (color)	
8.5" by 14" (legal)	\$0.50 per sheet (black & white) \$0.75 per sheet (color)	
11" by 17" (B)	\$0.75 per sheet (black & white) \$1.00 per sheet (color)	
18" by 24" (C)	\$10.00 per sheet (black & white) \$15.00 per sheet (color)	
24" by 36" (D)	\$15.00 per sheet (black & white) \$20.00 per sheet (color)	
36" by 48" (E)	\$20.00 per sheet (black & white) \$25.00 per sheet (color)	
CD-ROM	\$2.00 per disc	
File duplication fee.	The City Staff reserves the right to use a third party vendor for duplication and scanning of files. Any request that is to be processed by City Staff through a third party vendor will be charged the greater of the invoiced or receipted amount plus \$30.00 administrative cost per file. Any party requesting this service shall be required to pay the invoiced amount and administrative cost prior to the commencement of the duplication or scanning of the files.	

**TABLE 100-C COMMERCIAL PERMIT FEES**

TOTAL VALUATION	FEE
\$1.00 to \$1,600.00	\$37.00
\$1,601 to \$2,000.00	\$69.25
\$2,001 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$ 50,000
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,00.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours.....\$47.00 per hour <sup>1</sup> (minimum charge – two hours)	
2. Re-inspection fees .....\$47.00 per hour <sup>1</sup>	
3. Inspections for which no fee is specifically indicated.....\$47.00 per hour <sup>1</sup> (minimum charge – one hour)	
4. Additional plan review required by changes, additions, or revisions to plans.....\$47.00 per hour <sup>1</sup> (minimum charge – one hour)	
5. For use of outside consultants for plan checking and inspections, or both.....Actual costs <sup>2</sup>	
6. Plan review fees for 1 and 2 family dwellings and accessory structures shall be 10% of the building permit fee.	
7. Plan review fees for all occupancies except 1 and 2 family dwellings shall be 50% of the building permit fee.	

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

**TABLE 100-A RESIDENTIAL PERMIT FEES**

TOTAL VALUATION	FEE
\$1.00 to \$1,600.00	\$37.00
\$1,601 to \$2,000.00	\$37.00 for the first \$1,600.00 plus \$2.00 for each additional \$1,000.00, or fraction thereof, to and including \$2,000.00
\$2,001 to \$25,000.00	\$45.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000	\$252.00 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.000	\$414.50 for the first \$50,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,00.00 to \$1,000,000.00	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$3,539.50 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours.....\$42.00 per hour <sup>1</sup> (minimum charge – two hours)	
2. Re-inspection fees.....\$42.00 per hour <sup>1</sup>	
3. Inspections for which no fee is specifically indicated.....\$42.00 per hour <sup>1</sup> (minimum charge – one hour)	
4. Additional plan review required by changes, additions, or revisions to plans.....\$42.00 per hour <sup>1</sup> (minimum charge – one hour)	
5. For use of outside consultants for plan checking and inspections, or both.....Actual costs <sup>2</sup>	
6. Plan review fees for 1 and 2 family dwellings and accessory structures shall be 10% of the building permit fee.	
7. Plan review fees for all occupancies except 1 and 2 family dwellings shall be 50% of the building permit fee.	

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.



**TABLE 100-D GRADING PERMIT FEES<sup>1</sup>**

<b>CUBIC YARDS</b>	<b>FEE</b>
50 or less	\$23.50
51 to 100	\$37.00
101 to 1,000	\$37.00 for the first 100 cubic yards plus \$17.50 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000	\$194.50 for the first 1,000 cubic yards plus \$14.50 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000	\$325.00 for the first 10,000 cubic yards plus \$66.00 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards plus \$36.50 for each additional 10,000 cubic yards or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours.....\$50.50 per hour <sup>2</sup> (minimum charge – two hours)	
2. Re-inspection fees .....\$50.50 per hour <sup>2</sup>	
3. Inspections for which no fee is specifically indicated.....\$50.50 per hour <sup>2</sup> (minimum charge – one hour)	

<sup>1</sup>The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

<sup>2</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

**TABLE 100-E GRADING PLAN REVIEW FEES**

<b>CUBIC YARDS</b>	<b>FEE</b>
50 or less	No fee
51 to 100	\$23.50
101 to 1,000	\$37.00
1,001 to 10,000	\$49.25
10,001 to 100,000	\$49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards or fraction thereof
100,001 to 200,000	\$269.75 for the first 100,000 cubic yards plus \$13.25 for each additional 10,000 cubic yards or fraction thereof
200,001 or more	\$402.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
<b>Other Fees:</b>	
1. Additional plan review required by changes, additions, or revisions to approved plans.....\$50.50 per hour* (minimum charge – two hours)	

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

BE IT FURTHER RESOLVED that these fees shall remain in place until changed by an act of the City Council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

CITY OF RAPID CITY

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Finance Officer

(SEAL)