

**CITY OF MADISON HEIGHTS FEE SCHEDULE  
FY 2026  
Table of Contents**

Section 1	Community and Economic Development .....	217
Section 2	City Clerk .....	230
Section 3	Water and Sewer Operation .....	232
Section 4	Treasury and Assessing .....	234
Section 5	Library .....	235
Section 6	Fire/Emergency Medical .....	236
Section 7	Police .....	237
Section 8	Department of Public Services.....	238
Section 9	Parks, Park Facilities and Recreation.....	239
Section 10	Active Adult Center.....	241
Section 11	General Governmental.....	242
Section 12	FOIA.....	243

The FY 2026 City of Madison Heights Fee Schedule will be effective July 1, 2025, unless otherwise noted. Revisions approved are listed below:

### **Summary of Changes:**

#### Section 1. Community Development Department Services

- Increase Contractor Registration Fee from \$15.00 to \$30.00 based on increased department cost.
- Increase Electrical, Mechanical, and Plumbing Inspections from \$70.00 to \$75.00 and reinspection from \$70.00 - \$90.00 based on a % increase in cost for inspection services.
- Add fees from the Zoning Ordinance Changes (example: Mobile Food Vendors)
- Add additional Fire Suppression and Alarm Small Project fee of \$150.00

#### Section 2. City Clerk

- Increase Marihuana – Caregiver Business License: \$2,500.00 per year + any applicable re-inspection fees

#### Section 3. Water and Sewer

- Increase service tapping fee paving cost from \$300 to \$750 to include restoration.
- Increase in Commodity Charges:
  - Increase water rate from \$4.44 per unit to \$4.74 per unit
  - Increase in sewer rate from \$4.74 per unit to \$6.96 per unit

#### Section 5. Library Services Fees

- Add fees for Makers Space materials (example: poster paper, embroidery thread)

#### Section 6. Fire Services Fees

- Adjust fees per insurance allowances

#### Section 7. Police Services Fees

- Add Gun Purchase Permit fee and IChat fee

#### Section 8. Department of Public Services

- Increase the chipping fee from \$25.00 to \$30.00

#### Section 9: Parks, Park Facility and Recreation Active Adult Center

- Add "Bandshell Rental Fee"
- Resident - \$50/2 hour block of time, rounded to each 2-hour period + \$100 refundable damage/cleaning deposit
- Non-Resident - \$100/2 hour block of time, rounded to each 2-hour period + \$100 refundable damage/cleaning deposit
- Add fees for Memorial Program

## Section 1. COMMUNITY DEVELOPMENT DEPARTMENT SERVICES

### SCHEDULE OF FEES FOR PERMITS AND SERVICES

#### BUILDING FEES AND INSPECTION SCHEDULE

Notice for all permits: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A permit will be closed when no inspections are requested and conducted within 180 days of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded. The charge to re-open a closed permit is \$75.00. Permits may be renewed, *prior to their expiration*, for a period of 180 days.

Developers/Contractors: For those interested in discussing a project in anticipation of submitting for plan review, Building Services offers a pre-construction meeting upon request for a fee of \$210 (limit two meetings)

#### **1.0 ELECTRICAL, MECHANICAL & PLUMBING PERMIT FEE SCHEDULE**

*Receipted to 101-017-476-4771*

- 1.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 1.2 The permit fees for any electrical, mechanical or plumbing permit shall be \$75.00 per inspection. A minimum of one inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 1.3 Contractor registration fee shall be \$30.00 for all categories of electrical, mechanical and plumbing contractors.
- 1.4 Permits shall be for the minimum number of inspections required in Section 3.
- 1.5 The fee of \$90.00 per inspection shall be charged for the re-inspection of all failed inspections.

#### **2.0 BUILDING, MOVING, DEMOLITION AND SIGN PERMIT FEE SCHEDULE**

*Receipted to 101-017-476-4771*

- 2.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 2.2 The permit fees for building permits shall be an application fee plus the applicable permit fee. One inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 2.3 Contractor registration fee shall be \$30.00 for building, moving, demolition and sign contractors.
- 2.4 A fee of \$90.00 per inspection shall be charged for the re-inspection of all failed inspections.
- 2.5 FEE SCHEDULE:

#### **Building Permit Fees Residential Alterations, Additions and Accessory Structures**

*Receipted to 101-017-476-4771*

Accessory structures, remodels, repairs, alterations, and other small jobs based on improvement cost as follows:

\$30.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$1,000.00	= \$75.00
\$1001.00 up	= \$75.00 + \$6.30 per thousand or fraction thereof, over \$1,000.00
Plan review fee when required = \$55.00	
Certificate of Occupancy including replacement certificates = \$105.00	

**New One and Two Family Residential Construction**

*Receipted to 101-017-476-4771*

\$30.00 non-refundable application fee plus permit fees as follows:

\$850.00 plus \$1.15 per square foot over 1,000 square feet. For fee purposes, all finished areas are included including habitable basement spaces and all attached garages.

Plan review fee when required	\$80.00
Certificate of Occupancy including replacement certificates	\$25.00

Exception: Permit and inspection fees for the construction of barrier-free ramps serving one and two family dwelling units shall be waived.

**Multiple Family, Commercial, and Industrial**

*Receipted to 101-017-476-4771*

\$30.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$6,000.00	= \$78.00
\$6,001.00 and above	= \$0.013 x construction cost

Plan review fee = .005 x cost, minimum \$200.00, maximum \$5,000.00. In the event that the Department requires review by outside consultants as part of the plan review, all costs for required outside architectural or engineering reviews shall be paid by the applicant in addition to the standard plan review fees.

**Certificate of Occupancy - Multiple-Family, Commercial, Industrial**

*Receipted to 101-017-476-4771*

Additions/New Construction/Change in use, owner or occupant: \$210.00.

(Where only the ownership of a multi-tenant building changes, the building owner shall be responsible for obtaining a new certificate of occupancy for each tenant. The fee for each new tenant certificate shall be 20% of the regular fee. Where it has been less than one year since the issuance of a certificate of occupancy for any tenant space, the fee and inspection will be waived for that tenant space.)

Attached residential condominiums:	\$25.00 per unit.
Replacement certificates:	\$25.00

**Certificate of Occupancy – Mobile Food Vendors**

*Receipted to 101-017-475-4774*

Annual Certificate of Occupancy Mobile Food Vendor Fee: \$100.00

Mobile Food Vendor must have an Annual Certificate of Occupancy in addition to annual business licenses.

### **Temporary Certificate of Occupancy**

*Receipted into 101-017-476-4770 with bonds in 705-000-265-2830*

Single-family residential - \$250.00 plus bond of \$500.00 per incomplete item or 100% of cost, whichever is greater. Bondable items are concrete, sod, and final grade in the winter months only. Bond for an as-built plot plan shall be \$1000.00.

All other construction - \$325.00 plus bond for 100% of incomplete work.

All temporary certificates are 90 days maximum with one renewals.

### **Signs**

*Receipted into 101-017-476-4770*

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees: Permit fees are non-transferable.

#### **Permanent signs**

Ground signs:	Up to 60 square feet	\$200
Wall signs:	Up to 100 square feet	\$200
	Over 100 square feet	\$280

#### **Re-Facing Permanent Signs:**

	Up to 60 square feet	\$185
Ground signs:		
Wall signs:	Up to 100 square feet	\$185
	Over 100 square feet	\$265

### **Demolition**

*Receipted into 101-017-476-4770 with bonds in 705-000-265-2830*

All permits shall be assessed a non-refundable application fee of \$30.00.

#### **Residential:**

\$225.00

(Includes pre-demolition, open hole and final site inspections. Additional inspections \$90.00 each. The inspector shall estimate the number of visits required.)

#### **Commercial and Industrial:**

\$210 up to 30,000 cubic square feet

(Includes pre-demolition, open hole and final site inspections. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required.)

\$210 over 30,000 cubic square fee plus \$5 per 1,000 cubic square feet

(Includes pre- demolition, open hole and final site inspections. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required.)

Performance Bond

\$5,000.00

Note: Bond required for all demolition permits including homeowner permits. Bond may be reduced to \$1,000.00 for qualified homeowners at the Department's discretion.

**Moving**

*Received into 101-017-476-4770 with bonds in 705-000-265-2830*

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees:

\$140.00

Includes pre and post-move inspection. Additional inspections \$75.00 each. The inspector shall estimate the number of visits required.

Performance Bond

\$5,000.00

**Utility Disconnect Fees for Demolition (established by Utility Department):**

*Received into 592-551-818-0000*

See page 15, Miscellaneous Service Fees

**Code Inspections**

*Received into 101-017-476-4770*

\$70.00 per inspector/per hour, or fraction thereof.

**Overtime Inspections**

*Received into 101-017-476-4770*

\$105.00 per hour.

**Additional/Add-on Inspections, All Permits**

*Received into 101-017-476-4770*

\$70.00 per inspection.

**Appeal Boards**

*Received into 101-017-476-4770*

\$250.00 for the Construction Board of Appeals.

### **3.0 INSPECTIONS: MINIMUM NUMBER AND WHEN REQUIRED**

#### **3.1 Electrical: Single-Family Residential**

For new construction, a minimum of three inspections are required: a service, a rough, and a final inspection. An additional inspection shall be required if temporary service is provided.

Remodels shall require a minimum of two inspections; a rough and a final. For all other types of work in this class, inspections shall be required for each visit required from the electrical inspector.

#### **3.2 Electrical: Multiple-Family, Commercial, and Industrial**

For a multiple-family structure or multi-tenant commercial or industrial building, a minimum of two inspections (a rough and a final) shall be required for each living or work unit in such a structure. An inspection shall also be required for the service.

For all other buildings in this class, inspections shall be required for each visit required by the electrical inspector. The inspector shall estimate the number of visits required.

A separate inspection shall be required for temporary service.

#### **3.3 Mechanical: Single-Family Residential**

For new construction, a minimum of three inspections: a rough, a final, and a gas line inspection shall be required for each heating system. A separate inspection shall be required for each cooling system. A heating or cooling unit without a distribution system shall require one inspection.

Remodels shall require a minimum of a rough and final inspection. For all other types of work in this class, inspections shall be required for each visit required by the mechanical inspector.

Pre-fab fireplaces shall require a minimum of one inspection per dwelling unit. Multiple fireplaces in the same dwelling unit and inspected on the same visit shall require one inspection. Units may also require a gas line pressure test and inspection.

#### **3.4 Mechanical: Multiple-Family, Commercial, Industrial**

Each heating and/or cooling unit shall require one inspection. Each multi-family dwelling unit shall require a rough and final. Installation or modification of any distribution system not involving the associated heating/cooling unit shall require one inspection. Where an underground inspection(s) is required, an additional inspection shall be charged per visit. Gas lines require an additional pressure test and inspection per system.

Refrigeration units of one horsepower or greater shall require one inspection per unit. Concealed piping shall require an additional inspection per system.

#### **3.5 Plumbing: Single-Family Residential**

For new construction, an underground, rough, and final plumbing inspection shall be required.

Remodels shall require a minimum of two inspections, a rough and final. For all other types of work in this class, inspections shall be required for each visit required from the plumbing inspector.

#### **3.6 Plumbing: Multiple-Family, Commercial, Industrial**

Each unit in a multiple-family structure or in a multi-tenant structure shall require a rough and final inspection. An additional inspection for underground plumbing shall be required for each unit in a strip

center. A multiple-family structure or other multi-tenant building shall require an additional inspection for underground plumbing at the rate of one inspection per building. An additional inspection shall be required for sewer and water service.

All other commercial and industrial buildings shall be charged at the rate of one inspection for each visit required from the plumbing inspector. The inspector shall estimate the number of visits required.

### **3.7 Building: All Construction**

Building inspections shall follow the schedule below to the extent applicable:

- a. Footing - before footing is poured. Property lines must be identified for the inspection.
- b. Backfill - before foundation wall is backfilled and before slab floors and with sill plate and foundation drain in place and anchor bolts installed.
- c. Brick Ledge - after the first course of brick, flashing, weep holes, and pea stone are installed.
- d. Rough - before any framing is covered and after rough electrical, mechanical and plumbing inspections are approved.
- e. Insulation - prior to covering insulation.
- f. Slab - prior to pouring concrete slab with sub-base, forms, and any reinforcement and insulation installed.
- g. Fireplace - Masonry - when damper and first flue liner are in place.
- h. Drywall - fastener inspection before drywall is taped.
- i. Final - after final electrical, plumbing, and mechanical inspections are approved.
- j. Final Site/Certificate of Occupancy - when all inspections are approved and prior to Occupancy. It is illegal to occupy a building before a Certificate of Occupancy is issued. As built drawings including the approved, existing, and final grade elevations must be received before an occupancy certificate can be issued.



## CONCRETE PERMITS INCLUDING NON-TELECOMMUNICATION WORK IN RIGHT-OF-WAY

*Received into 101-017-476-4770 with bonds in 705-000-265-2830*

1.1 All permits shall be assessed a non-refundable application fee of \$30.00.

1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.

Cutting, repair, sawing, removal, replacement or modification of street surface, aprons, or curb and gutter: \$75.00 per required inspection (two inspections are required minimum unless work is covered by a site plan and bond.)

\$5,000 bond (\$1,000 for qualified homeowner permits at the Department's discretion) is required for ROW work. Waived for registered contractors with annual bonds posted and projects with site plan guarantee bonds posted.

Concrete flatwork: \$75.00 per inspection  
(fees waived for five (5) squares or less of public sidewalk)

1.3 Contractor registration fee:

Registration \$30.00

Performance Bond Minimum \$5,000.00 (Required for ROW)

## PRIVATE WATER AND SEWER SERVICE

*Received into 101-017-476-4770-000 with bonds in 705-000-265-2830*

1.1 All permits shall be assessed a non-refundable application fee of \$30.00.

1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.

Private sewer and water leads (from the building to the storm sewer, sanitary sewer or water main) including replacements:

Storm or sanitary sewer lead	\$70.00 each.
Water lead	\$70.00 each.
Gate wells or structures	\$70.00 each.

Public sewer and water mains: See non-telecommunication engineering fees below

1.3 Contractor registration fee:

Registration \$30.00

Performance Bond \$5,000.00 (Required for ROW)

## PLANNING FEES

*Received into 101-030-628-6071*

Pre-Application Meetings, Conceptual Review, and Pre-Construction Meetings

- No charge for Pre-Application or conceptual meetings with Community & Economic Development (CED) Department staff.
- Concept Plan review or Pre-Application meeting at Technical Review Committee (TRC): \$100.00
- Pre-Construction (post site plan approval) meeting at Technical Review Committee (TRC): \$100.00

Pre-Application Meetings, Conceptual Review, and Pre-Construction Meetings

- No charge for Pre-Application or conceptual meetings with Community & Economic Development (CED) Department staff.
- Concept Plan review or Pre-Application meeting at Technical Review Committee (TRC): \$100.00
- Pre-Construction (post site plan approval) meeting at Technical Review Committee (TRC): \$100.00

Site Plan Review:

- Major Site Plan - Technical Review Committee (TRC) Application:
  - Residential (multi-family): \$700.00
  - Non-Residential: \$850.00
- Major Site Plan - Planning Commission Application: \$1,000.00
- Minor Site Plan and Mobile Food Site Plan Application: \$200.00

All site plan review fees cover the initial submittal and one (1) revision. There shall be a charge of \$200.00 for each subsequent review

Site Plan Extensions & Amendments

- Site Plan Extensions: \$100.00 for each extension.
- Small-scale amendment to an approved Minor Site Plan: \$100.00
- Small-scale amendment to an approved Major Site Plan: \$200.00
- Large-scale amendment to an approved Minor or Major Site Plan: 75% of original fee.

Special Land Use Application: \$750.00

Temporary Use Application: \$30.00

Land Divisions, Combinations, Plats and Site Condominiums, Public Easements

- Land Divisions: \$500.00 + \$50.00 per resulting parcel
- Land Divisions with new roads: \$750.00 + \$50.00 per resulting parcel
- Land Combinations: \$500.00
- Plats and Site Condominiums: \$1,000.00 + \$15.00 per unit for residential and \$75.00 per acre for nonresidential.
- Public Easement Vacation Application: \$500.00
- Encroachment into Public Easement: \$50.00

## ZONING FEES

*Receipted into 101-044-680-6701*

### Zoning Board of Appeals (ZBA)

- Dimensional Variance Application (Single-Family, Duplex, Multiplex, Townhomes): \$400.00
- Dimensional Variance Application (Multi-Family and Non-Residential): \$400.00 + \$300.00 for each additional variance request.
- Appeal of Administrative Decision: \$400.00
- Zoning Interpretation: \$400.00

### Rezoning

- Petition for Traditional Rezoning or Rezoning with Conditions: \$1,500.00
- Planned Unit Development (PUD):
  - Pre-Application Conference (TRC): \$100.00
  - Determination of Qualification Application: \$750.00
  - PUD Plan Application: \$1,250.00

Zoning District Verification Letter: \$30.00

## BROWNFIELD REDEVELOPMENT AUTHORITY FEES

*Receipted into 101-044-680-6701*

Application fee: \$1,500.00 plus \$2,500.00 engineering escrow.

## ENGINEERING FEES – (NON-TELECOMMUNICATION)

*Receipted into 101-030-628-6701*

Engineering Plan Review:	Application fee (non-refundable)	\$400.00 for all projects
	Public projects: Review fee	2% of site construction cost
	Inspection fee	4% of site construction cost (see ROW inspection below.)
	Private projects: Review fee	2% of site construction cost (\$200.00 minimum)
	Residential site/plot plan review	\$75.00
Engineering Inspections:	\$75 / Inspection + \$100 for each Compaction / Material Test	
Landfill permits:	\$60.00 + \$0.05 per cubic yard of fill.	

## RIGHT OF WAY PERMITS – (NON-TELECOMMUNICATION)

*Received into 101-030-628-6701*

Application Fee:	\$200.00 (non-refundable)
Review fee	2% of the cost of the project. Minimum \$200.00
Inspection Fees:	4% of the cost of the project. If the inspection fees exceed 4% of the project cost, the permittee shall be charged 175% of the actual payroll costs (including but not limited to wages, fringe benefits and/or expenses) for all inspection fees exceeding the non-refundable 4% inspection fee.  \$100.00 for each road crossing/driveway compaction test
Bonds:	Cash Bond 5,000.00
GIS Fee:	\$150.00
Third or more Offenses (same growing season)	\$300 + Actual Contractor Charges

## LANDLORD LICENSING

*Received into 101-017-476-4771*

Four-Year <u>Registration Fees:</u>	New Registrations and Renewals <u>Through Renewal Date*</u>
Single-family	\$210.00
2 to 4 units	\$245.00
5 or more units	\$47.50 per unit

\*Code enforcement action will commence if the application and fee are not received before the current expiration date; if the renewal is not completed within thirty (30) days after the renewal date; or if a new application is not completed within thirty (30) days of the initial application date.

A fee of \$75.00 per inspection shall be charged for all locked-out inspections and \$90 for a re-inspection of all failed inspections.

Note: All renewal licenses are for forty-eight (48) months. New and pro-rated licenses may be for less than forty-eight (48) months. All licenses for the same landlord will expire on the same date.

## CODE ENFORCEMENT PROPERTY MAINTENANCE FEES

### **Service and Mowing**

*Received into 101-030-626-6260*

Service:	Cost: Mowing, labor and disposal costs are based on the current contract.
Mowing	<u>First Offense</u> : \$100.00 Administrative Fee + Actual Contractor Charges <u>Second Offense</u> (same growing season): \$200 + Actual Contractor Charges <u>Third or more Offenses</u> (same growing season): \$300 + Actual Contractor Charges

### **Clean Up/Debris Removal**

*Received into 101-030-626-6270*

Clean-up/Debris Removal (ROW)	\$150.00 Administrative Fee + Actual Labor and Disposal Charges Repeat Offenders \$250.00 Administrative Fee + Actual Labor and Disposal Charges
Clean-up/Debris Removal (PVT)	\$250.00 Administrative Fee + Actual Labor and Disposal Charges * Repeat Offenders \$500 Administrative Fee + Actual Labor and Disposal Charges * *Warrant required prior to contractor authorization
<b>Snow Removal</b> <i>Receipted into 101-030-626-6270</i>	
Snow Removal (Public Walks)	<u>First Offense</u> \$100.00 Administrative Fee + Actual Contractor Charges <u>Second Offense</u> (same season) \$200 + Actual Contractor Charges <u>Third or more offenses</u> (same season) \$300 + Actual Contractor Charges

## HOTEL INSPECTIONS

Annual Building and Fire Inspections	\$15.00 per unit / per year
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## MEDICAL & ADULT USE MARIHUANA FACILITY/MEDICAL & ADULT USE MARIHUANA GROW OPERATION

Application Fee:	\$500.00 nonrefundable
Annual License Fee:	\$5,000.00 per year

## GEOGRAPHIC INFORMATION SYSTEMS FEES

*Receipted into 101-030-628-6075*

Digital prices are for digital raw data of City of Madison Heights. Datasets are to be distributed “AS IS” at the time of sale. The cost DOES NOT include, updates to ongoing coverage projects. Creation of mapping products that do not exist; shall be \$75.00 per hour plus printing costs.

	Small Format (11 x 17)	Large Format (24 x 36 & up)
<b>Hardcopy Maps</b>		
Aerial Photos (City wide)	NA	\$25.00-\$45.00
Existing Land Use Map	\$5.00	\$25.00
Future Land Use Map	\$5.00	\$25.00
Zoning Map	\$5.00	\$25.00
General Street Map	\$5.00	\$25.00
Utility ¼ Section Map	\$5.00	\$25.00
Benchmark Map	\$5.00	\$25.00
Street Map	\$5.00	\$25.00
Misc. (Future printed products)	\$5.00	\$25.00

**Electronic File Format Prices (when available)**

<b>Layers</b>	<b>Prices</b>	<b>Per Section</b>
Benchmarks (elevations)	\$50.00	NA
Contours	\$250.00	\$75.00
Aerial Photos	\$250.00	\$75.00
Parcel Coverage (property lines)	\$500.00	\$135.00
Pictures of all parcels	\$200.00	NA
Pavement Management (profiles)	\$500.00	NA
Road Projects	\$50.00	NA
Sidewalk Gap	\$50.00	NA
Utilities (each)	\$500.00	\$135.00
City Fiber Network	\$200.00	NA
Street ROW	\$200.00	NA
Street light network	\$200.00	NA
Street sign	\$100.00	NA
Public Facilities (buildings, properties)	\$100.00	NA
Zoning	\$100.00	NA
Existing Land Use	\$100.00	NA
Future Land Use	\$100.00	NA

**FIRE SUPPRESSION AND FIRE ALARM**

Administration Fee:	\$125.00
Mechanical/Electrical Inspection	\$75.00
Re-inspection Fee	\$90.00
Plan Review In-House:	
Suppression	Project cost x 0.03, minimum \$150.00
Alarm	Minimum \$150.00
Contractor Registration Fee:	\$30.00

**Permit Fees**

<b>Suppression</b>	
1 to 20 heads	\$205.00
21 to 100 heads	\$435.00
101 to 200 heads	\$580.00
201 to 300 heads	\$665.00
301 to 500 heads	\$980.00
Over 500 heads	\$980 plus \$1.09 per head over 500
Fire Pumps	\$200.00 per pump
Rush Plan Reviews	Add 100% to base fee. 1 to 3 days turnaround. In addition, add \$25 for overnight plan return.
<b>Restaurant Hoods Systems</b>	
1 to 15 nozzles wet chemical system	\$280.00
16 to 30 nozzles wet chemical system	\$390.00
31 to 50 nozzles wet chemical system	\$500.00
Mechanical Hood and Duct System	\$390.00 per hood system; additional hood at same time \$195.00
<b>Gas or Dry Chemical Suppression Agent System</b>	
1 to 50 pounds of suppression agent	\$265.00
51 to 100 pounds of suppression agent	\$320.00
101 to 200 pounds of suppression agent	\$330.00

201 to 300 pounds of suppression agent	\$345.00
301 to 400 pounds of suppression agent	\$375.00
401 to 500 pounds of suppression agent	\$400.00
501 to 750 pounds of suppression agent	\$465.00
751 to 1,000 pounds of suppression agent	\$580.00
Over 1,000 pounds of suppression agent	\$580.00 plus \$0.29 for each pound of agent over 1,000
1 to 10 fire alarm devices	\$200.00
11 to 25 fire alarm devices	\$290.00
26 to 50 fire alarm devices	\$435.00
51 to 75 fire alarm devices	\$700.00
76 to 100 fire alarm devices	\$850.00
101 to 125 fire alarm devices	\$1,020.00
Over 125 fire alarm devices	\$1,020.00 plus \$5.70 per additional device over 125
Small Project Fee (without substantial changes to suppression or alarm systems)	\$150.00

## Section 2. CLERK DEPARTMENT SERVICES

### SCHEDULE OF FEES FOR PERMITS AND SERVICES

#### BUSINESS LICENSE/PERMIT FEES

*Receipted into 101-014-476-4570*

Business Licenses: \$100.00 per year

Marihuana - Medical/Adult-Use Business License:	\$5,000.00 per year
Marihuana – Caregiver Business License:	\$2,500.00 per year + any applicable re-inspection fees
Massage Business License:	\$300.00 per year + \$150.00 per licensed massage therapist.
Hotel Business License:	\$300.00 + per unit fee

Late Fee is double the fee listed above.

Temporary/Seasonal Business Licenses	\$100.00
Home Solicitation Licenses	\$100.00

Medical or Adult-Use Marihuana Facility/Medical or Adult-Use Marihuana Grow Operation Business License Application fee  
\$500.00 non-refundable

#### ANIMAL LICENSE

##### 1.0 Dogs and Cats.

*Receipted into 101-017-490-4800*

- All dogs and cats, six (6) months of age or older, must be licensed and have a current Rabies Vaccination Certificate.
- Residents must provide a valid rabies vaccination certificate signed by the veterinarian to obtain a license. Senior Defined as (65+) in age.
- Tags can be purchased from December 1<sup>st</sup> to June 1<sup>st</sup>  
\*Tags purchased after June 1<sup>st</sup> are subject to Oakland County Late Fees.

1 Year Spayed/Neutered	\$15	3 Year Spayed/Neutered	\$40
1 Year Male/Female	\$25	3 Year Male/Female	\$70
1 Year Spayed/Neutered Senior Discount	\$14	3 Year Spayed/Neutered Senior Discount	\$37
1 Year Male/Female Senior Discount	\$23	3 Year Male/Female Senior Discount	\$64

A \$5.00 penalty per pet will be imposed if the license renewal occurs more than 30 days after the rabies vaccination expires

- Animal Tag Replacement \$1.00 per tag

#### MISCELLANEOUS FEES

##### 1.0 Bicycle Licenses

*Receipted into 101-017-490-4810*

All bicycles to be ridden in the City on a street or public path shall be licensed.  
Bicycle \$2.00 One-time fee per bicycle



**2.0     Vital Health Statistics**

*Receipted into 101-030-628-6078*

Birth Certificates – First Copy	\$15.00
Birth Certificates – Second and additional copies	\$ 5.00
Death Certificates – First Copy	\$15.00
Death Certificates – Second and additional copies	\$ 5.00

**3.0     Video/Vending Machine**

*Receipted into 101-014-476-4570*

Distributor Licenses	\$10.00
Amusement Devices (Pool Tables, Jukeboxes)	\$20.00
Vending Machines	\$20.00
Video/Electronic Amusement Devices	\$62.50

**4.0     Voter Registration Records**

Processing Fee and Excel spreadsheet	\$12.00
Electronic Media Storage and Excel spreadsheet	\$12.00 + actual price of storage device

**5.0     Notary Fees**

No Charge for first document	\$10 for additional document
Non-Resident	\$10 for each document

**6.0     Copy Fees**

Copies	\$0.10 per page
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## Section 3. WATER AND SEWER OPERATION SERVICE FEES

### UTILITY RATES

#### 1.0 Water and Sewer Rates

*Residential water receipted into 590-010-642-6430*

*Commercial/industrial water receipted into 590-010-642-6440*

*Wastewater receipted into 590-020-630-6115*

Residential customers of the City are billed quarterly depending on what district or area of the City they live. All residential customers that are connected to the City water/sewer system are subject to a minimum bill of 10 units per quarter.

Commercial customers of the City are billed monthly. All commercial customers that are connected to the City water/sewer system are subject to a minimum bill of 3.33 units per month.

Water and Wastewater are billed in units. 1 unit = 100 cubic feet = approximate 748 gallons.

Water \$4.74 per unit

Wastewater \$6.96 per unit

#### 2.0 Stormwater

Stormwater fees shall be eliminated.

### SERVICE FEES

#### 1.0 Service Tapping Fees

*Meter & Materials receipted into 592-000-273-5000*

*Service Connection receipted into 592-000-273-6000*

*Transmission receipted into 592-010-629-6113*

*Paving receipted into 592-010-626-6111*

*Sewer Privilege Fee receipted into 592-020-630-6117*

If the service requires crossing a five (5) lane highway, additional charges will apply.

Description	Supply/ Meter Size					
	1"	1 ½"	2"	3"	4"	6"
Meter & Materials	\$1,250	\$1,700	\$2,300	\$3,900	\$4,900	\$7,950
Service Connection	\$900	\$1,250	\$1,500	-	-	-
Transmission	\$72	\$72	\$72	-	-	-
Paving & Restoration	\$750	\$750	\$750	-	-	-
Sewer Privilege Fee	\$622	\$897	\$1,183	\$2,310	\$3,493	\$3,575
Total	\$3,144	\$4,219	\$5,355	\$6,210	\$8,393	\$11,525

#### 2.0 Meter Fees

*Receipted into 592-010-626-6111*

*GLWA pass through charges receipted into 592-010-642-6490*

Description	5/8"	¾"	1"	1 ½"	2"	3"	4"	6"
Frozen Meter Charge w/service	\$180	\$180	\$350	\$725	\$925	\$3,000	\$3,950	\$6,500
Damaged/Missing Transmitter	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Damaged Register Head (Per Head if Compound)	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115
GLWA (Pass Through)	\$3.64	\$5.46	\$9.10	\$20.02	\$29.12	\$52.78	\$72.80	\$109.20

**3.0      Miscellaneous Service Fees**  
*Receipted into 592-010-626-6111*

Fire Suppression Private Water Line Charge	\$5 per month
Final Reading	\$20 per account processed
"No Show" Charge for service calls	\$30 per occurrence
Turn-Off/Turn-On	\$60
Reinstall Meter with Turn-On	\$60
Meter Bench Test (5/8 – 1 ½") – Reading within AWWA range	\$60
Meter Bench Test (2" and above)– Reading within AWWA range	\$350
Fire Suppression System – Turn-Off/Turn-On	\$60
Construction Water Use	\$125
Hydrant Meter Deposit	\$2,000
Disconnect Water Service from Main (3/4"-2")	\$700
Disconnect Water Service from Main (3"-6")	\$1,000
Service Call Overtime Charge (Mon- Sat)	\$100
Service Call Overtime Charge (Sun & Holidays)	\$200
Hydrant Flow Test	\$100
Hydrant Flow Test with Salt Needed	\$175
Hydrant and Meter Rental	\$5 per day + water consumption

**Tampering with meter or water service:**

Residential	50-unit penalty plus the City may prosecute
Commercial/Industrial	100-unit penalty plus the City may prosecute
Bypass violations	100 unit penalty plus the City may prosecute

## Section 4. TREASURY AND ASSESSING SERVICE FEES

### PROPERTY AFFIDAVIT PENALTY

*Receipted into 101-011-445-0000*

A Property Affidavit must be filed within 45 days of the property transfer. Filing is mandatory and requires Form 2766 from the Michigan Department of Treasury.

Penalty for failure to complete and submit all required paperwork to the City:

- Industrial and Commercial property:

If the sale is \$100,000,000 or less - \$20 per day for each separate failure beginning after the 45 days have elapsed up to a maximum of \$1,000

If the sale is \$100,000,000 or more - \$20,000 after the 45 days have elapsed

- Real property other than industrial and commercial:

\$5 per day for each separate failure beginning after the 45 days has elapsed, up to a maximum of \$200.

### TAX ADMINISTRATION FEE

*Receipted into 101-011-447-0000*

The City of Madison Heights bills and collects taxes on behalf of all taxing jurisdictions in the City. A 1% fee of all taxes billed is added to cover this service as allowed in the State of Michigan General Property Tax Act 211.4 (3).

### DUPLICATE BILL FEE

*Receipted into 101-044-680-6701*

If a duplicate bill must be printed for payment or customer records the City charges a duplicate bill fee. This fee is set by the Department Head Based on an estimate of time and materials.

\$3 per bill requested.

### STOP PAYMENT FEE

*Receipted into 101-044-680-6701*

If the City must stop payment of a check issued a \$25 stop payment fee may be charged to the payee of the check. This fee is set by the Department Head based on the fee the City is charged from our banking institution.

### RETURNED CHECK/ACH FEE

*Receipted into 101-044-628-6705*

If a customer has a payment returned for any reason including (non-sufficient funds, closed account, or wrong account information) a \$25 returned check/ACH fee will be charged to the customer. This fee is set by the Department Head based on the fee the City is charged from our banking institution.

## Section 5. LIBRARY SERVICES

### RENTAL AND LATE FEE

*Received into 101-030-628-6085*

Library materials that are not returned within 21 days of the date due or are returned damaged are charged the full replacement cost of the item at the time of purchase. Damaged items needing repair instead of replacement will be charged the repair cost instead of replacement.

### PROGRAM FEES

*Received into 705-000-299-2000*

Coffee Concerts	\$5 per concert for children under 12 and senior citizens \$10 per concert for adults \$25 family rate per concert (two adults and up to six children)
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### PROGRAM FEES

*Received into 101-033-628-6086*

Self-service copier pages ( <i>Page: one side of paper</i> )	\$0.10 per page, black and white \$0.25 per page, color
Paper pages ( <i>Page: one side of paper</i> )	First five pages are free-of-charge daily. \$0.10 per additional page, black and white \$0.25 per additional page, color
3D printing	\$0.10 per gram
Buttons	\$0.25 small button
Specialty Printing Paper	\$1.00 per 8.5 x 11 sheet
Sublimation mug	\$5.00 each
Laminating pouches	\$0.25 per pouch (8.5 x 11)
Embroidery stabilizer	\$1.00 per foot (12 in sq)
Cricut material (vinyl, transfer tape, etc.)	\$2.00 per foot
USB drives	\$5.00 each
Headphones or earbuds	\$1.25 each
Large-format laminator	\$1.00 per linear foot
Poster Printer	\$1.00 per linear foot
Embroidery Thread	\$0.25 per 5,000 stitches (Stitches will be rounded up to the nearest 5,000)

### MISCELLANEOUS FEES

*Arcadia Book Fees receipted into Historical Commission Escrow 705-000-291-9000*  
*All other receipted into 101-030-628-6085*

Library Card non-resident	\$100 annual
Arcadia Book: <i>Images of America, Madison Heights</i>	\$22

## Section 6. FIRE SERVICE FEES

### AMBULANCE AND EMERGENCY RESPONSE FEES

#### 1.0 **Advanced Life Support Services**

*Receipted into 101-044-638-6707*

ALS Emergency Transport	\$936
ALS Emergency Transport II	\$1,356
ALS Non-Emergency Transport	\$591
Treat No Transport	\$400

#### 2.0 **Basic Life Support Services**

*Receipted into 101-044-638-6707*

BLS Emergency Transports	\$788
BLS Non-Emergency Transport	\$439

#### 3.0 **Miscellaneous Fees**

*Receipted into 101-044-638-6707*

Loaded Mile (scene to hospital fee per mile)	\$17.50 per mile
Oxygen	\$50
Extrication	\$500
Defibrillator	\$50
Cost Recovery for Structure Fires	\$500

### MISCELLANEOUS FEES

#### 1.0 **Cardiopulmonary Resuscitation (CPR) Course Courses**

*Receipted into 101-044-637-6709*

Course fees include supplies and materials used.

BLS for Healthcare Providers	\$40 per participant
Heartsaver First Aid/CPR/AED	\$60 per participant
Heartsaver CPR/AED	\$50 per participant
Online CPR Practical Skills Verification	\$30 per participant
Off-site Location Fee	\$100 per class

#### 2.0 **Inspections and Reporting**

Fire incident reports	See Section 12 –
FOIA Fees EMS reports	See Section 12 – FOIA Fees
Environmental Inspection Assessment	\$25 per assessment
Fire Re-Inspection	1 <sup>st</sup> and 2 <sup>nd</sup> inspections no charge
	3 <sup>rd</sup> inspection \$100 each
	4 <sup>th</sup> inspection \$200 each
	5 <sup>th</sup> or more inspections \$300 each

*False alarms – see fee schedule in the Police Department in Section 7.*

## Section 7. POLICE SERVICES

### FALSE ALARM FEES

Number of alarms is determined on a rolling calendar year from the date of the first false alarm.

1st False Alarm	No Charge
2nd False Alarm	No Charge
3rd False Alarm	\$100
4th False Alarm	\$200
5th False Alarm	\$300
6th False Alarm	\$400
7th and all subsequent violations	\$500

### POLICE FOIA AND MISCELLANEOUS FEES

#### 1.0 FOIA

In-Car Video Recordings	actual wages to prepare
Audio Tape	actual wages to prepare
Photographs	actual wages to prepare
File size requiring an external drive	\$7.50 in addition to the actual wages to prepare

#### 2.0 Reports

Accident Reports	\$15 per report set by contract with Oakland County
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#### 3.0 Gun Purchase Permit (LTP)

	\$10 for residents and \$20 for non-residents
IChat	\$15

## Section 8. DEPARTMENT OF PUBLIC SERVICES

### RV LOT RENTAL FEE

*Receipted into 101-030-651-6285*

RV Lot Rental based on availability	\$250 annually with renewals on July 1
RV Lot Late Payment Fee year	\$50 late fee after renewal due date of June 30 each year

### BRUSH CHIPPING FEE

*Receipted into 101-030-626-6270*

Curbside brush chipping service	\$30 per every 15 minutes
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### MOBILE HOME SOLID WASTE COLLECTION FEE

*Receipted into 101-030-626-6240*

Solid Waste Collection	\$10.00 per unit
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This fee is invoiced twice per year based on per unit count as verified by a representative of the Department of Public Services.

### MEMORIAL PROGRAM

*Receipted into 101-030-642-6431*

Memorial Tree (tree only):	\$600.00
Memorial Plaque:	\$100.00
Park Bench (bench only):	\$1,575.00
Bike Rack (rack and associated pavement):	\$1,275.00
Drinking Fountain (fountain, plumbing and service connection and associated pavement)	\$13,000.00



## Section 9. PARKS, PARK FACILITIES AND RECREATION SERVICE FEES

The City of Madison Heights allows the rental of multiple park pavilions (Civic Center Park A,B,C, Monroe Park, Soccer Complex), buildings (Civic Center Park, Rosie's Park, Soccer Complex), and the Civic Center Bandshell.

### MEETING ROOM RENTALS

*Receipted into 101-036-633-3511.*

The City of Madison Heights allows groups to use the Breckenridge Room, City Hall, Lower Level Rooms and Fire Department Room Pavilion. Nonprofit and volunteer groups that regularly volunteer in the City shall rent the (Breckenridge Room), Fire Station (Training Room), Park Buildings, and City Hall (Lower Level Rooms) at no cost if the rental does not require staffing. If staffing is required fees shall cover staffing cost. A refundable damage deposit of \$100 is required.

#### 1.0 Groups for which No fee is charged:

- Programs sponsored by the City
- Meeting of Madison Heights non-profit (501 C3) political, and educational organizations
- Organizations where all members reside in Madison Heights (i.e. sports leagues, condo associations, etc.) Service clubs that reside in Madison Heights
- County, state and federal offices requesting usage for business use

#### 2.0 Groups for which a \$20 an hour/minimum of 2 hours will be charged:

- Any non-profit groups (must provide a copy of 501-C3 documentation) that do not reside in Madison Heights (this would include organizations such as Toy Dog Club, Trout Unlimited, etc.)
- Any adult\* group/club providing an activity to make money for the club/group
- Any adult\* group desiring to have instructional or social activity for their own benefit where a fee is assessed to participants

#### 3.0 Groups for which a \$30 an hour/minimum of 2 hours will be charged:

- Any group originating from a business establishment such as union meetings, company staff meetings
- Groups other than civic, cultural, educational, political groups, deriving personal or financial gain
- Any group not comprised of 75% Madison Heights residents.

### PARK, PARK PAVILION, AND PARK BUILDING RENTALS

The City of Madison Heights allows the rental of Pavilions A, B and C at Civic Center Park and the Monroe Park Pavilion. Residents have first choice of reservations through March 31<sup>st</sup> each year. On or after April 1<sup>st</sup> each year rental is available to residents and non- residents on a first come first served basis.

Park Rental Fees	\$25/hour with a minimum of 2 hours up to 6 hours. *Rentals exceeding 6 hours will incur an additional \$20/hour up to a maximum of 14 hours + minimum \$100 refundable damage deposit, subject to change based on the nature of the event.
Non-Resident Park Rental Fees	\$30/hour with a minimum of 2 hours up to 6 hours. *Rentals exceeding 6 hours will incur an additional \$25/hour up to a maximum of 14 hours + minimum \$100 refundable damage deposit, subject to change based on the nature of the event.
Resident Bandshell Rental Fee	\$50/2 hour block of time, rounded to each 2-hour period +100 refundable damage/cleaning deposit
Pavilion Rental Fees	\$50 per pavilion + \$50 refundable damage/cleaning deposit

Non Resident Rental Fee	\$100 per pavilion + \$50 refundable damage/cleaning deposit
Cancellation Fee	\$10 with one week (7 days) notice No refund will be given if cancelled in less than one week (7 days) of the rental date
Park Building Rental Fee \$100 refundable damage/cleaning deposit	\$50/2 hour block of time, rounded to each 2 hour period per building
Non-Resident Park Building Rental Fee	\$100/2 hour block of time, rounded to each 2 hour period per building + \$100 refundable damage/cleaning deposit
Park Building Lost Key Fee	\$25 if key is not returned
Special Event Fee (Resident)	\$500 per day + \$500 refundable security deposit
Special Event Fee (Non-Resident)	\$750 per day + \$500 refundable security deposit.

## ACTIVE ADULT CENTER RENTALS

*Receipted into 101-036-667-6530*

\$50 per hour	3 hour minimum for Madison Heights residents and businesses.
\$25 per hour	3 hour minimum for civic groups, schools and scout troops
\$200	Refundable damage deposit.

## SPORTS FIELD PREPARATION

*Receipted into 101-036-633-6511*

The City of Madison Heights will prepare any of its available sports fields to include dragging, lining, and/or striping. Groups wishing to have a field prepared must have a field permit and follow all guidelines to obtain such.

Baseball/Softball Diamonds	\$40 (Residents) \$60 (Non-Residents) to have field dragged and lined
Soccer/Football Fields	\$25/hour (Residents) \$45/hour (Non-Residents)

## Section 10. ACTIVE ADULT CENTER SERVICE FEES

The City of Madison Heights offers numerous trips, classes and programs through our Senior citizens Center. The resident and non- resident fees are set for each trip/program based on cost by the Center Coordinator.

### TRANSPORTATION

*Receipted into 101-036-628-6532*

The City of Madison Heights transports residents who are age 50 and older and/or disabled Monday through Friday to banks, beauty shops, grocery stores, Active Adult Center and social service appointments.

Rides: Rides: \$1.00 each way within Madison Heights. \$2.00 each way outside Madison Heights, up to a 7-mile radius of the Active Adult Center.

### MISCELLANEOUS

Trip Cancellation Fee	\$5
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## Section 11. GENERAL GOVERNMENT SERVICE FEES

### MESSAGE BOARD GREETINGS

City Hall Message Board	\$10 for one per day or \$20 for a week
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### WEDDING CEREMONIES

Administration fee	\$75 per wedding Plus \$50 Payable to Mayor
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### ITEMS FOR SALE

Garbage Bags <i>Receipted into 101-033-642-6421</i>	Box of 100 Heavy Duty bags \$20 per box
Recycling Bin and Lid <i>Receipted into 101-033-642-6422</i>	\$20

## Section 12. FOIA FEES

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

The Michigan FOIA statute permits the City to assess and collect a fee for six designated processing components. The City may charge for the following costs associated with processing a request:

- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media.
- The cost of duplication or publication, not including labor, of paper copies of public records.
- Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- The cost to mail or send a public record to a requestor.

### **1.0 Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.

### **2.0 Non-paper Physical Media**

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media would be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

### **3.0 Paper Copies**

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will be \$.10 per sheet of paper. Copies for non-standard-sized sheets will reflect the actual cost of reproduction.
- The City may provide records using double-sided printing, if cost-saving and available.

### **4.0 Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.