

**CITY OF MADISON HEIGHTS  
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION  
regarding  
FEE SCHEDULE FOR  
COMMUNITY DEVELOPMENT DEPARTMENT SERVICES**

**WHEREAS**, the City of Madison Heights has adopted a City Code containing a building code, housing code, and other provisions to protect the public health safety and welfare: and

**WHEREAS**, it is provided in said Code that the City Council, by resolution, shall establish reasonable fees to be charged by the City for acts and services performed there under; and

**WHEREAS**, in accordance with Section 8.4 of the Charter of the Madison Heights, it is provided that the City Council shall adopt a Budget for the fiscal year, appropriate funds for said purposes and provide for a levy of taxes for said Budget appropriations; and

**NOW, THEREFORE, BE IT RESOLVED** that the said schedule of fees be, and hereby are, determined and established as follows:

**CITY OF MADISON HEIGHTS  
COMMUNITY DEVELOPMENT DEPARTMENT  
300 W. THIRTEEN MILE RD.  
MADISON HEIGHTS, MI 48071  
(248) 583-0831**

**SCHEDULE OF FEES FOR PERMITS AND SERVICES  
Effective August 13, 2018**

**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.

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

- 1.1 All permits shall be assessed a non-refundable application fee of \$25.00.
- 1.2 The permit fees for any electrical, mechanical or plumbing permit shall be \$70.00 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 \$15.00 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 A fee of \$35.00 per inspection shall be charged for the re-inspection of all failed inspections.

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

- 2.1 All permits shall be assessed a non-refundable application fee of \$25.00.
- 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 \$15.00 for building, moving, demolition and sign contractors.
- 2.4 A fee of \$35.00 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**

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

\$25.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>		<u>Fee</u>
\$0.00 to \$1,000.00	=	\$70.00
\$1001.00 up	=	\$70.00 + \$6.30 per thousand or fraction thereof, over \$1000.00

Plan review fee when required = \$55.00  
Certificate of Occupancy including replacement certificates = \$25.00

**New One and Two Family Residential Construction**

\$25.00 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**

\$25.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>		<u>Fee</u>
\$0.00 to \$6000.00	=	\$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

## Exhibit "B"

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**

Additions/New Construction/Change in use, owner or occupant: \$200.00.  
(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 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

### **Temporary Certificate of Occupancy**

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 - \$250.00 plus bond for 100% of incomplete work.

All temporary certificates are 90 days maximum with one renewal.

### **Signs**

All permits shall be assessed a non-refundable application fee of \$25.00.

Permit Fees: Permit fees are non-transferable.

#### Permanent signs

Ground signs:	Up to 60 square feet	\$185.00
	Over 60 square feet	\$265.00

Wall signs:	Up to 100 square feet	\$185.00
	Over 100 square feet	\$265.00

#### Temporary signs

General information — \$25.00 per side — Effective 1/18/18 No permit or fee for

Non-commercial signs — No fee, must be on private property temporary signs.

### **Demolition**

All permits shall be assessed a non-refundable application fee of \$25.00.

Permit Fees: \$210.00 (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 \$1000.00 for qualified homeowners at the Department's discretion.)

### **Moving**

## Exhibit "B"

All permits shall be assessed a non-refundable application fee of \$25.00.

Permit Fees: \$140.00 (Includes pre and post move inspection. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required)

Performance Bond \$5,000.00

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

Sewer and/or water discontinuation fee: \$400.00

### **Code Inspections**

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

### **Overtime Inspections**

\$105.00 per hour.

### **Special Inspections**

Inspector required on site full time. \$70.00 per hour.

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

\$70.00 per inspection.

### **Appeal Boards**

Construction Board of Appeals. \$250.00

## **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, rough and 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 of this class, inspections shall be required for each visit required from the electrical inspector.

## Exhibit "B"

### 3.2 Electrical: Multiple-Family, Commercial, 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 of this class, inspections shall be required for each visit required from 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

1. For new construction a minimum of three inspections, a rough, final, and 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 of this class, inspections shall be required for each visit required from the mechanical inspector.

2. 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 horse-power 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 of 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 a 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.

**Exhibit "B"**

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 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, final grade elevations must be received before an occupancy certificate can be issued.

**CONCRETE PERMITS INCLUDING NON-TELECOMMUNICATION WORK IN R.O.W.**

- 1.1 All permits shall be assessed a non-refundable application fee of \$25.00.
- 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:  
\$70.00 per required inspection  
(Two inspections required minimum unless work is covered by a site plan and bond.)  
\$5,000 bond (\$1,000 for qualified homeowner permits at the Departments discretion) required for r.o.w. work. Waived for registered contractors with annual bond posted and projects with site plan guarantee bonds posted.  
  
Concrete flatwork \$70.00 per inspection (fees waived for five (5) squares or less of public sidewalk)
- 1.3 Contractor registration fee:
  - Registration \$15.00
  - Performance Bond Minimum \$5,000.00 (Required for r.o.w.)

**PRIVATE SEWER AND WATER SERVICE**

- 1.1 All permits shall be assessed a non-refundable application fee of \$25.00.
- 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     | \$15.00                          |
| Performance Bond | \$5,000.00 (Required for r.o.w.) |

**PLANNING FEES**

Site Plan Review	
Planning Commission	\$1000.00
Administrative	\$500.00
Plats and Site Condominiums	\$1000.00
Easements:	
Vacations	\$500.00
Encroachments	\$ 50.00
Land Divisions	\$200.00

**ZONING FEES**

Z.B.A.	
Residential	\$200.00
Commercial	\$550.00
Special Use Approvals	\$1000.00
Re-zonings	\$1000.00

**BROWNFIELD REDEVELOPMENT AUTHORITY FEES**

Application fee: \$1500.00 plus \$2500.00 engineering escrow.

**ENGINEERING FEES - (NON-TELECOMMUNICATION)**

Engineering Plan Review	Application fee (Non-refundable)	\$200.00 for all projects
	Public projects - Review fee	2% of site construction cost
	Inspection fee	4% of site construction cost (see r.o.w. inspection below.)
	Private projects - Review fee	2% of site construction cost (\$200.00 Minimum)
	Residential site/plot plan review	\$75.00
Engineering Inspections:	\$70 / Inspection + \$100 for each Compaction / Material Test	
Landfill permits:	\$60.00 + \$0.05 per cubic yard of fill.	

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

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
GIS Fee	\$150.00.

**LANDLORD LICENSING**

<u>Three Year</u>	<u>New Registrations and Renewals</u>
<u>Registration Fees:</u>	<u>Through Renewal Date*</u>
Single-family	\$195.00
2 to 4 units	\$240.00
5 or more units	\$46.50 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 \$35.00 per inspection shall be charged for all locked-out inspections and the second re-inspection of all failed inspections.

Note: All renewal licenses are for thirty-six (36) months. New and pro-rated licenses may be for less than thirty-six (36) months. All licenses for the same landlord will expire on the same date.



**Exhibit “B”**

**CODE ENFORCEMENT PROPERTY MAINTENANCE FEES**

Service: Cost: (Note: labor and disposal costs are based on the current contract.)  
Mowing

First Offense \$100.00 Administrative Fee + Actual Contractor Invoice  
Second Offense (Same Growing Season): \$200 + Actual Contractor Invoice  
Third or more Offense (Same Growing Season): \$300 + Actual Contractor Invoice

Clean-up/Debris Removal (ROW)

First Offense \$150.00 Administrative Fee + Actual Labor and Disposal Charges  
Repeat Offenders \$250 Administrative Fee + Actual Labor and Disposal Charges

Clean-up/Debris Removal (PVT)

First Offense \$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

Snow Removal (Public Walks)

First Offense \$100.00 Administrative Fee + Actual Contractor Invoice  
Second Offense (Same Winter Season): \$200 + Actual Contractor Invoice  
Third or more Offense (Same Winter Season): \$300 + Actual Contractor Invoice

**GEOGRAPHIC INFORMATION SYSTEM FEES**

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 are not existing; shall be \$75.00 per hour plus printing costs.

	<b>Small Format (11 x 17)</b>	<b>Large Format (24 x 36 &amp; up)</b>
<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

**Exhibit “B”**

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

**BE IT FURTHER RESOLVED**, that the fee schedule for the Community Development Department Fees, as set forth above, is hereby adopted; and

**BE IT FURTHER RESOLVED**, that the fees herein established shall be effective July 1, 2015.

Adopted

Effective