

RESOLUTION # 01.2026

Amendment of the Town of Polk Fee Schedule Resolution #01.2024

Town of Polk, Washington County, State of Wisconsin.

WHEREAS, the Town of Polk in Washington County, state of Wisconsin has determined that it is prudent that fees be reviewed from to time for cost effectiveness; and

WHEREAS, the Town of Polk desires to not reference to specific dollar amounts within the Town Code of Ordinances, or within the Zoning Code or Land Division Code, and instead, will provide from time to time, a Resolution setting fees for passage.

THEREFORE, BE IT RESOLVED, by its passage with a voice vote, The Town Board of the Town of Polk does hereby approve and incorporate herein, the attached fee schedule:

To be effective upon its passage and postings.

Adopted this 10th day of February 2026.



X Albert J. Schulteis
Albert Schuteis
Chairman

X Robert E. Roeker
Robert Roecker
Supervisor

X Jenny Zigego
Jenny Zigego
Supervisor

Attest: Alison Pecha Alison Pecha, Clerk

Town of Polk Fee Schedule

Effective 02/11/26 expect when noted.

Alcohol and Tobacco Licensing:

| | |
|-------------------------------|-------------|
| Class "A" Beer | \$160 |
| "Class A" Liquor | \$500 |
| Class "B" Beer | \$100 |
| "Class B" Liquor | \$500 |
| Temporary Class "B" picnic | \$10 |
| Publication | \$25 |
| Tobacco | \$100 |
| Late Fee Publication | Actual Cost |
| Operator (Bartenders) License | \$35 |
| Provisional Operator | \$15 |

Dog Licenses effective April 1,2024

| | |
|---|------|
| Male/Female intact | \$15 |
| Spayed/Neutered | \$10 |
| Kennel License | \$50 |
| Late fee per dog after March 31 st | \$20 |

Town Permits & Road Permits

| | |
|---------------------------------|-------|
| Fireworks per event | \$50 |
| Short Term Rental | \$75 |
| Short Term Rental Renewal | \$50 |
| Road Access/Culvert | \$100 |
| Weight Limit Restriction Waiver | \$50 |
| Structure Moving Permit | \$350 |
| Right of Way Access Permit | \$50 |

General/Administrative

| | |
|--------------------------------|--|
| Copies (per pages) | \$.75 |
| NSF Checks | \$50 |
| Special Assessment Letter | \$35 |
| Special Assessment Letter Rush | \$45 |
| Open Record Request | Cost estimated based on request |
| Letter of Credit/ Cash Deposit | \$1,000 min or \$5 per sq ft |
| Cash Bond | As designated by Town Board |
| Special Meeting Fee Town Board | \$600 (subject to Town Chair's discretion) |

Land Division / Zoning

| | |
|---|--------------------------------------|
| Engineering, Legal & Professional Fees | Actual Costs |
| CSM Application | \$350 |
| CSM Amendment Application | \$250 |
| Subdivision Plat- Preliminary Review | \$300 + \$10/lot |
| Subdivision Plat Final Review | \$150 + \$5/lot |
| Subdivision Reapplication Fee | \$150 + \$5/lot |
| (additional review of preliminary plat) | |
| Zoning Board appeal & variance application | \$600 |
| Zoning Review Commercial Signage/Billboards | \$500 + cost of professional service |
| Zoning Review Commercial Cell Tower | \$500+ cost of professional service |
| Zoning Review New Residential Home | \$300 |
| Zoning Review Residential | |
| Additions/Remodel/Accessory Structure | \$200 |
| Zoning Review Residential Miscellaneous | |
| Decks & Pools | \$200 |
| Zoning Permit Residential portable structure | \$100 |
| (No building permit required. ie. Less than 100 sq ft) | |
| Site Plan Review Zoning Districts B-1, B-2, M-1, M-2, M-3, Q-1 I-1, P-1 | \$500 + cost of professional service |

Land Division / Zoning cont.

| | |
|---|---|
| Temporary Use Application | \$100/60 days & \$300/year |
| Conditional Use Permit Review/Application | \$500 + cost of professional service |
| Commercial Zoning Compliance Permit | \$250 + cost of professional service |
| Petition to Rezone | \$500 + + cost of professional service |
| Planned Unit Development Review | \$500 + cost of professional service and publishing |
| Planned Unit Development Amendment of approved plan and publishing | \$250/ plan commission meeting + cost of professional service |
| Concept review meeting | cost of professional service |
| Special Meeting Fee (Plan Commission or Zoning Board) | \$100 + regular meeting fees |
| Chicken keeping Permit (R-1 only) | \$25 |

Town of Polk
Building Permit Fee Schedule
Effective 01/01/2023, Revised 01/16/2024.

A. Residential 1 & 2 Family

| | |
|------------------------------------|---|
| 1. New Structure | \$0.41 per sq. ft. (all areas, all levels) * \$150 minimum |
| 2. Erosion Control | New Construction \$200 Addition / Remodel \$100 |
| 3. Remodel / Addition | \$11.50 per thousand of project value ** \$150 minimum |
| 4. Accessory Structure | \$0.28 per sq. ft. (all areas, all levels) * \$150 minimum |
| 5. Pools | |
| a. Above Ground | \$11.50 per thousand of project value** \$125 minimum |
| b. In- Ground | \$11.50 per thousand of project value** \$175 minimum |
| 6 Raze Permit | \$80 |
| 7. Other | \$150 minimum |
| 8. State Seal | \$45 |
| 9. Early Start | \$400 (footing and foundation only) |
| 10. Occupancy Permit | \$50 per unit |
| 11. Moving of a Building | \$200 plus \$0.10 per sq. ft. |
| 12. Plan Review | |
| a. New 1&2 Family Residence | \$230 |
| b. 1&2 Family Additions / Remodel | \$80 |
| c. Residential Accessory Structure | \$60 |
| d. Decks and Pools | \$50 |
| 13. Special inspections / reports | \$160 |

*Square foot calculations shall include all areas, all levels

**Value of the project shall include the total cost of everything, start to finish, including mechanicals

B. Commercial

| | |
|---|---|
| 1. New Structure | Price per sq. ft. as listed below plus \$2.50 per thousand of value** |
| a. Assembly: Group A | \$0.38 sq. ft.* |
| b. Business: Group B | \$0.38 sq. ft.* |
| c. Educational: Group E | \$0.38 sq. ft.* |
| d. Factory & Industrial: Group F | \$0.35 sq. ft.* |
| (Office areas to follow fees in Group B) | |
| e. High Hazard: Group H | \$0.40 sq. ft.* |
| f. Institutional: Group I | \$0.40 sq. ft.* |
| g. Mercantile: Group M | \$0.38 sq. ft.* |
| h. Residential: Group R | \$0.38 sq. ft.* |
| i. Storage: Group S | \$0.34 sq. ft.* |
| j. Utility and Misc.: Group U | \$0.34 sq. ft.* |
| k. Build Out: see above new structure fees in a-j | |
| l. Minimum fee \$250 | |
| 2. Remodel/ Addition | \$11.50 per thousand of project value ** \$250 minimum |
| 3. Occupancy, Temporary Occupancy, Change of Use | |
| a. \$150 for space < 2000 sq. ft. | |
| b. \$200 for space > 2000 sq. ft. | |
| 4. Commercial Early Start | \$400 (footing and foundation only) |
| 5. Raze Permit | \$225 |
| 6. Erosion Control | \$200 per building plus \$5.00 per 1000 sq. ft. of disturbed area |
| 7. Occupancy Permit | \$200 per unit |
| 8. Other | \$250 minimum |
| 9. Signs | \$30 plus \$.35 per sq. ft. >10 sq. ft. Per side, \$200 max |
| 10. Plan Review | |
| a. Multi Family | \$280 plus \$25 per unit |
| b. Addition / Remodel | \$280 |
| c. Heating Plans | \$60 |

*Square foot calculations shall include all areas, all levels

**Value of the project shall include the total cost of everything, start to finish, including mechanicals

C. Agricultural Buildings (unheated)

- | | |
|-----------------------|---------------------------------------|
| 1. New Structure | \$0.30 sq. ft.* |
| 2. Remodel/ Additions | \$10 per thousand of project value ** |
| 3. Other | \$150 minimum |

*Square foot calculations shall include all areas, all levels

**Value of the project shall include the total cost of everything, start to finish, including mechanicals

D. Miscellaneous

- | | |
|---|--------------------------------------|
| 1. Minimum permit fee: | Residential \$150 / Commercial \$250 |
| 2. Re-inspection fee | \$85 |
| 3. Failure to call for an inspection | \$85 |
| 4. Triple Fee due if work is started prior to permit issuance | |
| 5. All permit fees are non-refundable | |