RESOLUTION # 11.2026

Amendment of the Town of Polk Fee Schedule Resolution #01.2026

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 Schuteis

Albert Schuteis
Chairman

X Robert C. Roecker

Robert Roecker
Supervisor

X

Jenny Zigego
Supervisor

Attest: Alison Pecha Alison Pecha, Clerk

Town of Polk Fee Schedule

Effective 11/10/26 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 31st	$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
Files transferred to a Flash Drive	$10
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 (additional review of preliminary plat)	$150 + $5/lot
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
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
Special Exemption	$500 + cost of professional service
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	$250/ plan commission meeting + cost of professional service and publishing
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, 11/10/26.

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 (Office areas to follow fees in Group B)	$0.35 sq. ft.*
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. Permit extension – 6-month extension available at 25% of original permit fee. No less than the minimum. No more than 4 extension maybe issued for a project.

6. All permit fees are non-refundable