

**CITY OF PITTSVILLE**  
**FEE SCHEDULE**  
**October 2025**

<b>Chapter 2. Administration</b>	<b>Fee Amount</b>
Processing checks made payable to City and returned for insufficient funds	\$ 35.00
Assessment Requests	\$ 25.00
Assessment Requests (rush/same day)	\$ 50.00
Copying of public records, per page	\$ 0.25
Faxing service, per page	\$ 1.00

<b>Chapter 4. Alcoholic Beverage</b>	<b>Fee Amount</b>
Business License	
"Class A" intoxicating liquor retailer's license, annually	\$ 250.00
"Class B" intoxicating liquor retailer's license, annually	\$ 250.00
Class "A" fermented malt beverage retailer's license, annually	\$ 100.00
Class "B" fermented malt beverage retailer's license, annually	\$ 100.00
Temporary Class "B" fermented malt beverage retailer's license, per event (Gathering Permit)	\$ 10.00
6-month License	\$ 50.00
License Transfer	\$ 10.00
Class "B" premises operator's license or provisional license, annually	\$ 20.00
Temporary Class "B" premises operator's license or provisional license	\$ 15.00
Advertising Fee	\$ 20.00

<b>Chapter 6. Animals</b>	<b>Fee Amount</b>
Dog License	
Spayed females or neutered males, minimum	\$ 3.00
Unspayed females or unneutered males, minimum	\$ 8.00
Late fee, if license not obtained prior to April 1	\$ 5.00
Expenses incurred by City for keeping animal in isolation, supervision, examination of animal by veterinarian, preparation of carcass, laboratory exam	
Impoundment, plus actual cost of boarding animal, per day	

<b>Chapter 8. Buildings and Building Regulations</b>	<b>Fee Amount</b>
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Permits	
Zoning Permit Application Fee	\$ 50.00
Building Permit, per \$1,000.00 of estimated cost of proposed work	\$ 2.00
Electrical Permit, per \$1,000.00 of estimated cost of proposed work	\$ 2.00
Plumbing Permit, per \$1,000.00 of estimated cost of proposed work (electrical and plumbing currently included with building permit)	\$2.00
If building permit is not obtained prior to commencement of construction, above fees are doubled	
Mobile home parking permit, monthly	
Mobile home license	\$120.00/\$20.00 per space

<b>Chapter 10. Businesses</b>	<b>Fee Amount</b>
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Cigarette license	\$ 40.00
Direct sales registration	\$ 10.00
Nonmetallic mining permit, plus actual City administration expenses	N/A
Blasting and rock crushing permit	N/A
Quarries using blasting to supply buildings and/or ornamental stone, per blasting period	N/A
Gravel crushing operations using portable or fixed crushing equipment less than 30 days per year	N/A

<b>Chapter 12. Cemeteries</b>	
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Purchase of lots	per lot \$ 700.00 (\$600.00 Perpetual Care/\$100.00 City)
Deed of transfer or reconveyance of cemetery lot	\$ 10.00

<b>Chapter 24. Law Enforcement</b>	
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False alarms: Responded to by Police Department	
First two false alarms for a location	No charge
Third false alarm per location	\$100.00 plus costs
Fourth false alarm per location	\$100.00 plus costs
Fifth false alarm per location	\$100.00 plus costs
Sixth and subsequent false alarms per location	\$100.00 plus costs
Responded to by Fire Department, in addition to police response	
First two alarms for a location	No Charge
Third and subsequent false alarms per location	\$100.00 plus costs
Private alarm system permit	\$ 5.00
Golf Cart License	\$15.00/2 years
Parking tickets	\$20.00
Unlock vehicles	\$10.00
Fingerprinting	\$5.00 per card

**Chapter 28. Parks, Navigable Waters and Recreation**

Park and recreation fee, assessed at time building permit issued		
Single family construction		\$ 50.00
Duplex		\$ 100.00
Multifamily structure, per unit		\$ 50.00
Mobile home		\$ 50.00
Commercial (1/10 of 1% of assessed value)		Not to exceed \$500.00
Park fee, per day		\$ 50.00

**Chapter 36. Streets, Sidewalks and Other Public Places**

Community Hall rental, per day	Resident	\$ 150.00
	Non-Resident	\$ 350.00
Outside utility work in City's right of ways		\$ 250.00
Street privilege permit, plus an actual City costs		\$ 10.00
Street user permit application		\$ 5.00
Driveway construction, reconstruction, alteration or enlargement permit application		\$ 10.00
Sidewalk permit		\$ 5.00
Clearing of Sidewalk from Snow and Ice	Flat fee of	\$100.00
Permit for opening in street, alley, sidewalk or public way		\$ 5.00
Excavation permit renewal		\$ 5.00
Lawn cutting, per hour (1 hour minimum)		\$ 50.00
LED Message Board Advertising Fees, per day		\$ 5.00
Per week (Saturday through Friday)		\$ 20.00
Ads that require additional formatting (such as pictures)		Additional \$25.00

**Chapter 38. Subdivisions**

Construction inspection	Actual cost incurred by City	
Fees in lieu of land for park or other public uses		
Per residential dwelling unit created by developer of land		\$ 150.00
Preliminary plat, for up to and including six lots		\$ 100.00
plus \$10.00 per each additional lot over six		
Reapplication for approval of preliminary plat previously reviewed		\$ 25.00
Certified survey map		\$ 100.00
Final plat review		\$ 25.00
plus \$2.00 for each dwelling until within final plat		
Reapplication for approval of final plat previously reviewed		\$ 10.00

**Chapter 42. Traffic and Motor Vehicles**

Removal and storage of impounded vehicle, for parking violation	\$10.00 per day plus actual cost incurred
Storage of impounded abandoned vehicle	\$10.00 per day plus actual cost incurred

## Chapter 44. Utilities

Non-Sufficient Funds Fee	\$ 35.00
Connection/inspection for replacing service pipe with large diameter pipe	Actual cost incurred Not less than a minimum of \$125.00
Private well system permit and inspection	\$ 10.00
Building sewer permit and inspection	Actual cost incurred
Residential or commercial building	Actual cost incurred
Industrial building	Actual cost incurred
Water hookup charge	Actual cost incurred
Sewer hookup charge	Actual cost incurred
Installation of additional rental water meter	\$ 30.00
Rental fee for use of additional water meter	
Meter Size (in inches)	Per Quarter
5/8 and 3/4	\$ 22.50
1	\$ 27.00
1 1/4	\$ 33.00
1 1/2	\$ 37.50
2	\$ 49.50
Backflow prevention inspection charge	\$ 100.00
Repairs related to backflow prevention ins	Actual cost incurred, plus time invested
Administrative fee for notice to abate	25% of actual costs
Water reconnection charge (Normal business hours)	\$ 30.00
Water reconnection charge (After normal business hours)	\$ 50.00
Additional Garbage Cart	\$45.00/Quarterly on Utility Bill
Freeze Ups (1st time is free) 2nd and subsequent freeze ups	\$100.00 per hour
Sump pump/sewer violations	\$75.00 per day/possible DNR action (30 days to remedy issue)
Meter testing, if less than 24 months since previous test or request	\$ 25.00

## Chapter 48. Zoning

Zoning amendment application	
Wind energy conversion system (WECS) yearly inspection	
Swimming pool building permit application	\$2.00 per \$1,000.00/Minimum of \$10.00
Zoning and occupancy permit application	\$ 200.00
Rezoning application	\$ 200.00
Conditional use permit application	\$ 200.00
Variance application	\$ 200.00