

Fiscal Year 2023/2024 Fee Schedule

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PLANNING AND ZONING FEES

FENCE PERMIT (RESIDENTIAL)

See Zoning Ordinance Section 3.28

Schedule	Fee
Fences and Walls	\$35

ZONING PERMIT (UTILITY STRUCTURES, POOLS, SPAS, COMMERCIAL FENCES)

Schedule	Zoning Ordinance	Fee
Accessory Buildings and Structures	Section 3.11	\$50
Fences and Walls	Section 3.28	\$35

SIGN PERMIT

See Zoning Ordinance Article 4 Signs

Schedule	Fee
One Sided Signs	\$1.50/sq. ft - \$25 Minimum Fee
Two Sided Signs	\$3.00/sq. ft - \$50 Minimum Fee
*Note that all illuminated signs require an Electrical Permit	
Non illuminated signs with a surface of not more than eight (8) square feet that are permitted in residential districts	No Fee
Non illuminated portable and temporary signs accessory to churches, schools, and non-profit institutions	No Fee
Temporary political campaign or real estate signs	No Fee

ZONING SITE PLAN REVIEW

See Zoning Ordinance Article 6 Site Plan Review

Schedule	Fee
Preliminary Zoning Site Plan Review (optional)	No Fee
Final Review of Zoning Site Plan by Staff and/or Planning Commission *Required for new construction and may also be required for an existing building if a special use or change in use is requested *Not required for single-family or two-family dwelling units	\$300
Zoning Site Plan Review in conjunction with approval of Principal Use Permitted Subject to Special Conditions	See Planning Commission Action

PLANNED UNIT DEVELOPMENT DISTRICT (PUD)

See Zoning Ordinance Section 5.24 PUD Planned Unit Development District

Schedule	Fee
Pre-Application Meetings	No Charge
Rezoning and preliminary Site Plan Review	\$400
Final Site Plan Approval	\$400
Consolidated Rezoning and final Site Plan Approval	\$400
Amend Final Site Plan	\$300

ZONING BOARD OF APPEALS (ZBA) ACTION

See Zoning Ordinance Article 8 ZBA

Schedule	Fee
Request for Variance of Use or Development Standard	\$350
Requests for clarification or interpretation of ordinance language and intent, and Board direction on specific matters may be initiated only by the Building Official and related City staff and Planning Commission	No Fee
An appeal by a person, firm, corporation, organization, or agency of an interpretation by or action of either the Building Official, Planning Commission, or City Council on a particular issue will be processed in accordance with the ordinance and state statute (MSA 5.2935). A decision by the ZBA shall be final and may be appealed only to the circuit court in accordance with state law	\$350

PLANNING COMMISSION ACTION

Schedule	Fee
Payment shall be made with application and includes all public hearing related costs (Text and map changes, except PUD)	\$400
Request for Special Land Use Permit. Payment shall be made with application and includes Zoning Site Plan Review costs.	\$400

SPECIAL MEETINGS

Schedule	Fee
Action will be taken at regular meetings of the appropriate body unless otherwise requested and without jeopardizing ordinance compliance and staff review	\$100 per meeting, in addition to regular Board fees

PUBLIC HEARINGS

Public Hearing mailing costs are included in Filing Fee

CERTIFICATES OF OCCUPANCY

Schedule	Fee
Issued in conjunction with satisfactory final inspection of construction subject to a building permit	No Fee
Temporary Certificate of Occupancy without Building Permit	\$75
Final Certificate of Occupancy without Building Permit	\$75
Optional inspection and verification of compliance/non-compliance when requested by either an occupant or property owner	\$125

HOME OCCUPATION PERMITS

Schedule	Fee
Home Occupation Permit Fee	\$75

MARIHUANA PERMITS

Schedule	Fee
Initial Application Fee	\$1,500
Initial Licensing Fee	\$3,500
License Fee Renewal	\$5,000
Daily Late Fee	\$20/day
Late Fee After Expiration	\$2,000

OTHER

Schedule	Fee
Inspections outside of normal business hours	\$75/each
Re-inspection	\$75 each
Special Inspection	\$75/each
Lawn Cutting and Snow Plowing Enforcement	\$50
Pre-Manufactured Dwelling Permit Fee Based on the total value of all work required for the manufactured home installation, plus the total value of all work required for the construction of accessory buildings, stairs, porches, finish work, painting, and roofing. The value of the manufactured home itself shall not be included.	Based on Value of Construction
Solar Panel Installation Permit Fee	Based on Value of Construction

CONSTRUCTION RELATED FEES

BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, AND FIRE PLAN REVIEW FEES

Schedule	Fee
Commercial and Multi-Family Building Plan Review (paid in conjunction with the Building Permit Fee)	65% of the Building Permit Fee
Commercial Electrical, Mechanical, or Plumbing Plan Review	\$200-\$600 dependent on complexity
Fire Plan Review	
Industrial/Commercial – Less than 5,000 square feet	\$125
Industrial/Commercial –5,001 – 10,000 square feet	\$250
Industrial/Commercial –10,001 – 20,000 square feet	\$500
Industrial/Commercial – over 20,000 square feet	\$800
Residential One Family and Additions	No Fee
Code Board of Appeals Filing Fee	\$50

*Note that Plan Reviews do not begin until Plan Review fees have been paid.

BUILDING PERMIT FEES

Construction valuation data may be verified with City Assessor or Building Official

Schedule	Fee
See Valuation table below for base Building Permit Fee.	
Some construction projects may require an additional inspection fee.	See "Other" section.
Additional costs that may be incurred:	
Failure to obtain a permit PRIOR to construction	\$100
Re-opening an Expired Permit	\$100
Additional work added to an existing permit	\$100 plus increase in valuation from fee schedule

*A single window or door replacement where opening size does not change - \$50

Valuation Table	Fee	Valuation	Fee
\$1 - \$1,900	\$100	\$25,001 - \$26,000	\$225
\$1,901 - \$2,000	\$105	\$26,001 - \$27,000	\$230
\$2,001 - \$3,000	\$110	\$27,001 - \$28,000	\$235
\$3,001 - \$4,000	\$115	\$28,001 - \$29,000	\$240
\$4,001 - \$5,000	\$120	\$29,001 - \$30,000	\$245
\$5,001 - \$6,000	\$125	\$30,001 - \$31,000	\$250
\$6,001 - \$7,000	\$130	\$31,001 - \$32,000	\$255
\$7,001 - \$8,000	\$135	\$32,001 - \$33,000	\$260
\$8,001 - \$9,000	\$140	\$33,001 - \$34,000	\$265
\$9,001 - \$10,000	\$145	\$34,001 - \$35,000	\$270
\$10,001 - \$11,000	\$150	\$35,001 - \$36,000	\$275
\$11,001 - \$12,000	\$155	\$36,001 - \$37,000	\$280
\$12,001 - \$13,000	\$160	\$37,001 - \$38,000	\$285
\$13,001 - \$14,000	\$165	\$38,001 - \$39,000	\$290
\$14,001 - \$15,000	\$170	\$39,001 - \$40,000	\$295
\$15,001 - \$16,000	\$175	\$40,001 - \$41,000	\$300
\$16,001 - \$17,000	\$180	\$41,001 - \$42,000	\$305
\$17,001 - \$18,000	\$185	\$42,001 - \$43,000	\$310
\$18,001 - \$19,000	\$190	\$43,001 - \$44,000	\$315
\$19,001 - \$20,000	\$195	\$44,001 - \$45,000	\$320
\$20,001 - \$21,000	\$200	\$45,001 - \$46,000	\$325
\$21,001 - \$22,000	\$205	\$46,001 - \$47,000	\$330
\$22,001 - \$23,000	\$210	\$47,001 - \$48,000	\$335
\$23,001 - \$24,000	\$215	\$48,001 - \$49,000	\$340
\$24,001 - \$25,000	\$220	\$49,001 - \$50,000	\$345

- \$50,001 - \$100,000 - \$345 for the first \$50,000 plus \$5 for each additional \$1,000 or fraction thereof, including \$100,000
 - Example at Valuation of \$75,000
 - $\$345 + ((\$25,000/\$1,000) * \$5) = \$345 + \$125 = \$470$
- \$100,001 and up - \$595 for the first \$100,000, plus \$7 for each additional \$1,000 or fraction thereof
 - Example at Valuation of \$275,000
 - $\$595 + (\$175,000/\$1,000) * \$7 = \$595 + \$1,225 = \$1,820$

DEMOLITION PERMIT FEES

Schedule	
Residential:	\$100
Industrial/Commercial:	
Less than 5,000 sq ft	\$125
5,001 – 10,000 sq ft	\$250
10,001 or more sq ft	\$500

ELECTRICAL PERMIT FEES

Schedule	Fee
1. Application Fee (Required - non-refundable)	\$70
Service	
2. Through 200 Amp.	\$10
3. Over 200 Amp. Thru 600 Amp.	\$15
4. Over 600 Amp. Thru 800 Amp.	\$20
5. Over 800 Amp. Thru 1200 Amp.	\$25
6. Over 1200 Amp. (GFI only)	\$50
7. Circuits	\$5
8. Lighting Fixtures – per 25	\$6
9. Dishwasher	\$5
10. Furnace – Unit Heater	\$5
11. Electrical – Heating Units (baseboard)	\$4
12. Power Outlets (ranges, dryers, etc.)	\$7
Signs	
13. Unit	\$10
14. Letter	\$15
15. Neon-each 25 feet	\$20
16. Feeders-Bus Ducts, etc. per 50’	\$6
17. Mobile Home Park Site*	\$6
18. Recreational Vehicle Park Site	\$4
K.V.A. & H.P.	
19. Units up to 20	\$6
20. Units 21 to 50 K.V.A. or H.P. (Generator)	\$10
21. Generator Load Calculation Required	\$40
22. Units 51 K.V.A. or H.P. & over	\$12
Fire Alarm Systems (Not Smoke Detectors)	
23. Up to 10 devices	\$50
24. 11 to 20 devices	\$100
25. 21 or more devices	\$5 each
Data / Telecommunication Outlets***	
26. 1-19 devices	\$5 each
27. 20-300 devices	\$100
28. 301 or more devices	\$300
Energy Management Temp. Control	
29. Energy Retrofit – Temp. Control	\$45
30. Circuits – Energy Management	\$5 each
31. Conduit only or grounding only	\$45
Inspections	
32. Power Restoration Inspection	\$20
33. Additional Inspection	\$75
34. Final Inspection (Required)	\$70
35. Certification Fee	\$30
36. Re-Open a Closed Permit	\$100
37. Failure to Obtain Permit PRIOR to Starting Work	\$100

See the Electrical Permit Application for additional information.

MECHANICAL PERMIT FEES

Schedule	Fee
1. Application Fee (Required - non-refundable)	\$70
Service	
2. Residential Heating System – New Building Only* (includes duct & pipe)	\$50
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30
4. Boiler	\$30
5. Water Heater (gas piping & venting-direct replacement only)	\$5
6. Damper (control, back-draft, barometric or fire/smoke)	\$5
7. Solid Fuel Equipment (included chimney)	\$30
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25
9. Gas Burning Fireplace	\$30
10. Solar – set of 3 panels-fluid transfer (includes piping)	\$20
11. Gas Piping – each opening-new install (residential)	\$5
12. Air Conditioning (incl. split systems) RTU-Cooling Only	\$30
13. Heat Pumps (split systems) or Geothermal (complete residential)	\$30
14. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5
15. Humidifiers/Air Cleaners	\$10
Tanks	
16. Aboveground (other than L.P.)	\$20
17. Aboveground Connection	\$20
18. Underground (other than L.P.)	\$25
19. Underground Connection	\$25
Piping	
20. Fuel Gas Piping	\$0.05/ft - \$25 minimum fee
21. Process Piping	\$0.05/ft - \$25 minimum fee
22. Hydronic Piping	\$0.05/ft - \$25 minimum fee
23. Refrigeration Piping	\$0.05/ft - \$25 minimum fee
24. Commercial Air Conditioning Piping	\$0.05/ft - \$25 minimum fee
25. Exhausters (commercial)	\$15
26. Duct	\$0.10/ft - \$25 minimum fee
27. Heat Pumps – Commercial (pipe not included)	\$20
Air Handlers / Heat Wheels	
28. Under 10,000 CFM	\$20
29. Over 10,000 CFM	\$60
30. Commercial Hoods	\$15
31. Heat Recovery Units	\$10
32. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10
33. Unit Ventilators / PTAC Units	\$10
34. Unit Heaters (Terminal Units)	\$15
35. Fire Suppression/Protection (includes piping)	\$0.75/head - \$20 minimum fee
36. Coils (Heat/Cool)	\$30
37. Refrigeration (split system)	\$30
Chiller/Cooling Towers	
38. Chiller - Refrigeration	\$30
39. Chiller - Air Conditioning	\$30
40. Cooling Towers – Refrigeration	\$30

Mechanical Permit Schedule Continued	Fee
41. Cooling Towers – Air Conditioning	\$30
42. Compressor/Condenser	\$30
Inspections	
43. Special Inspection (pertaining to sale of building)	\$75
44. Additional Inspection	\$75
45. Final Inspection (Required)	\$70
46. Certification Fee	\$30
47. Re-Open a Closed Permit	\$100
48. Failure to Obtain a Permit Prior to Starting Work	\$100

See the Mechanical Permit Application for additional information.

PLUMBING PERMIT FEES

Schedule	Fee
1. Application Fee (Required - non-refundable)	\$70
2. Mobile Home Park Site*	\$5 each
3. Fixtures, floor drains, special drains, water connected appliances	\$5 each
4. Stacks (soil, waste, vent and conductor)	\$3 each
5. Sewage ejectors, sumps	\$5 each
6. Sub-soil drains	\$5 each
Water Service	
7. Less than 2"	\$5
8. 2" to 6"	\$25
9. Over 6"	\$50
10. Connection (bldg., drain-bldg., sewers)	\$5
Sewers	
11. Less than 6"	\$5
12. Over 6"	\$25
13. Manholes, Catch Basins	\$5 each
Water Distributing Pipe (system)	
14. 3/4" Water Distribution Pipe	\$5
15. 1" Water Distribution Pipe	\$10
16. 1 1/4" Water Distribution Pipe	\$15
17. 1 1/2" Water Distribution Pipe	\$20
18. 2" Water Distribution Pipe	\$25
19. Over 2" Water Distribution Pipe	\$30
20. Reduced pressure zone back-flow preventer	\$5 each
21. Domestic water treatment and filtering equipment only**	\$5 each
22. Medical Gas System	\$45
23. Water Heater	\$5
Inspections	
24. Special Inspection (pertaining to sale of building)	\$75
25. Additional Inspection	\$75
26. Final Inspection (Required)	\$70
27. Certification Fee	\$30
28. Re-Open a Closed Permit	\$100
29. Failure to Obtain a Permit Prior to Starting Work	\$100

See the Plumbing Permit Application for additional information.

OTHER

Schedule	Fee
Michigan Elevator Permit	See State of MI Application
Michigan Boiler Permit	See State of MI Application

ENVIRONMENT RELATED FEES

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

Soil erosion and sedimentation control applications have transitioned to Alpena County staff at 705 W Chisholm St.

MATERIAL REMOVAL/FILLING PERMIT

No Permit is required if excavation is related to an issued building permit; or for moving, grading, or leveling by a landowner on the immediate natural site of the materials in accordance with an approved Zoning Site Plan.....\$110

SUBDIVISION FEES

Schedule	Fee
Plats	
Filing Fee Per Subdivision Act – to be paid at time of initial submittal	\$60
Preliminary Plat Review – to be paid at time of initial submittal	\$200 plus \$5 per lot
Engineering Review Fees for Plan Review – to be paid prior to final approval of preliminary plat	3/4 of 1% of the estimated total cost of public improvements in the plat or actual engineering costs if greater
Inspection Fees – to be paid prior to start of construction	3/4 of 1% of the estimated total cost of public improvements in the plat or actual engineering costs if greater
When a final plat is submitted to the City Clerk, the proprietor shall deposit with the plat both of the following: a) A filing and recording fee – fee is in addition to any fee the municipality may charge under the provisions of this act b) A state plat review fee – fee shall be paid by check or money order payable to the State of Michigan	a) \$20 b) \$150 plus \$15 for each lot over 4 lots included in the plat
Land Division and Lot Splits	
Lots split	\$50
Land divisions	\$50 (2-4 parcels) Additional \$10 for each parcel in excess of 4



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RENTAL FEES

RENTAL REGISTRATION FEES

Schedule	Fee
Initial Registration and Re-Registration (if paid within allotted time frame)	No Fee
Late Re-Registration	\$50
Failure to Register Prior to Occupancy:	
First Time Landlord	\$150
Prior Landlord	\$250
Second Offense	\$550

RENTAL INSPECTION FEES

Schedule	Fee
Initial/Renewal Inspection including One (1) Follow-up Required every 3 years	To be Paid Prior to Inspection
1 – 2 Units: Inspected at the same time & same location	\$90/unit
3 – 10 Units: Inspected at the same time & same location	\$85/unit
11 or more Units: Inspected at the same time & same location	\$80/unit
Re-inspections (to be paid prior to inspection)	\$125/unit/re-inspection
Missed Appointments (to be paid prior to inspection)	\$125/unit
Late Payment Fee for Initial/Renewal Inspection or Re-Inspection (paid up to and including 10 days after inspection)	Additional \$50/unit
Failure to Pay Fee (more than 10 days after inspection)	Additional \$50/unit and fees may be placed on tax rolls for the property
Appeals	\$50*
<p>*Fees for tenants may be waived by the City Manager upon demonstration of financial hardship</p> <p>The Housing Board of Appeals may direct a fee paid by a property owner or local agent to be refunded if it determines: 1) that an avoidable mistake was made by the City in a determination; or 2) that the City was unreasonable in a determination or ruling.</p>	

COMMUNITY DEVELOPMENT

BROWNFIELD PLAN APPLICATION

Filing Fees	Fee
Plan without TIF	\$250
Plan including TIF w/o School Tax Capture	\$500
Plan including TIF with School Tax Capture	\$750

ECONOMIC DEVELOPMENT CORPORATION (EDC)

Filing Fees	Fee
Fee includes costs for newspaper publications, certified mailings, etc.	\$250

APPLICATION TO ESTABLISH A TAX ABATEMENT DISTRICT

Filing Fees	Fee
Unless otherwise specified in this schedule	\$250

INDUSTRIAL FACILITIES EXEMPTION CERTIFICATES

Filing Fees	Fee
Includes newspaper publications, certified mailings, staff time, etc.	\$500

PERSONAL PROPERTY TAX ABATEMENT

Filing Fees	Fee
Includes newspaper publications, certified mailings, staff time, etc.	\$500

ESTABLISHMENT OF A WELL WATER RESTRICTION ZONE

Filing Fee	Fee
1-20 Parcels	\$250
21-40 Parcels	\$500
41 or more Parcels	\$750

NEIGHBORHOOD ENTERPRISE ZONES (NEZ)

Schedule	Fee
Initial Application	\$100
Transfer of existing certificate to another party	\$50
Mandatory Pre-Sale Inspections for NEZ Property	
Initial Inspection including One (1) Follow-up (to be paid prior to inspection)	\$60/unit
Re-Inspections following 2 nd Failure (to be paid prior to inspection)	\$65/unit/re-inspection
Missed Appointments (to be paid prior to inspection)	\$65/unit
Late Payment Fee for Initial/Renewal Inspection or Re-Inspection (paid up to and including 10 days after inspection)	Base fee plus \$5/unit
Failure to Pay Fee (more than 10 days after inspection)	Base fee plus \$10/unit and fees may be placed on tax rolls for the property
Appeals *The Housing Board of Appeals may direct a fee paid by a property owner or local agent to be refunded if it determines either: 1) that an avoidable mistake was made by the City in a determination; or 2) that the City was unreasonable in a determination or ruling.	\$25

OBSOLETE PROPERTY REHABILITATION ACT (OPRA)

Schedule	Fee
Application to Establish a OPRA District	
1-5 property owners	\$200
6-10 property owners	\$300
11 or more property owners	\$400
Application for OPRA Exemption Certificate	
\$250,000 or Less Rehabilitation Value	\$200
\$250,001 - \$999,999 Rehabilitation Value	\$300
\$1 Million - \$3 Million Rehabilitation Value	\$400
Over \$3 Million Rehabilitation Value	\$500

COMMERCIAL REHABILITATION ACT EXEMPTION CERTIFICATE

Filing Fee	Fee
Filing Fee	\$500

All of the above listed fees and charges may not be waived and may change upon annual review by City Council. Total fees for a project are determined by Planning, Development, and Zoning staff based on the above fee schedule.

Please review the Zoning Ordinance for additional information.

Payment is accepted by Cash, Check or Credit Card; Checks should be made out to City of Alpena. An additional 3% is added if paying by Credit Card. Credit Card payments are accepted over the phone.



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