

**EXHIBIT A**  
**VILLAGE OF MIDLOTHIAN**  
**FEE SCHEDULE**

All Business License Fees and Vending Fees are based on a calendar year of January 1<sup>st</sup> thru December 31<sup>st</sup>. Fees will be prorated after July 1<sup>st</sup> at fifty percent (50%).

**BUSINESS LICENSE FEES**

1,500 SF OR LESS	\$ 100.00
1,501 - 3,000 SF	\$ 160.00
3,001 – 4,500 SF	\$ 240.00
4,501 – 6,000 SF	\$ 320.00
6,001 – 8,000 SF	\$ 400.00
8,001 – 10,000 SF	\$ 500.00
10,001 SF AND UP	\$ 600.00
 Nursing/Retirement Home	\$ 100.00
Plus: Per Bed Fee	\$ 4.00 per bed
 Pawn Broker	\$ 200.00
 Real Estate	\$ 100.00
 Restaurant – SF Fee above, plus	\$ 50.00 food sales
 Salon/Barber Shop – SF Fee above, plus	\$ 50.00 Health Inspection
 Scavenger Service, One Truck	\$ 100.00
Plus, each additional Truck	\$ 50.00 (per truck)
 Service Station	\$ 100.00
Plus:	
Gas Nozzle Fee	\$ 10.00 (per nozzle)
Tow Truck (first truck)	\$ 50.00
Each additional Tow Truck	\$ 30.00 (per truck)
 Event Venue Permit Fee, Per Event	\$50.00

**VENDING MACHINES**

Vending Food/Article	\$ 50.00 (each)
Vending Other	\$ 50.00 (each)
Vending Game Device	\$ 100.00 (each)
Vending Juke Box	\$ 100.00 (each)
Vending Cigarette	\$ 100.00 (each)
Non-Profit Vending	\$ 25.00 (each)

## **BUILDING PERMIT FEES**

### **RESIDENTIAL:**

**Scope:** Residential building permit fees shall apply to construction, installation, repair, renovation, addition and/or remodeling of all one- and two-family dwellings, all accessory buildings, structures, fences, and swimming pools, and which may designed by an architect or engineer.

**Project Valuation:** The project valuation for residential permits shall be based on the cost estimates outlined in the publication entitled "Means Square Foot Costs," published by R.S. Means Company, Inc., Kingston, Massachusetts, as amended from time to time, which publication is hereby adopted by reference by the village. In lieu of using this publication, the village may, in its discretion, use the project's value listed on a signed contract between the applicant and its contractor(s) or the project value entered on the permit application.

**Building Permit Fee Calculation:** Except for the projects listed in the section below, the building permit fees for all residential projects shall be the greater of the base fee of \$55.00 or 1.7% of the project valuation, as outlined above. The building permit fee amount does not include inspection fee(s).

**Flat Fee Residential Building Permit Fee:** The following projects shall be charged a flat fee of \$105.00 (base permit fee of \$55.00 plus one inspection of \$50.00. Additional re-inspections may be subject to a fee):

1. Fences;
2. Roofs (tear off or second layer only, provided no structural work is required);
3. Exterior concrete / asphalt flat work (i.e., driveways, patios, sidewalks);
4. Window and door replacement (provided no structural alteration is required);
5. Generators;
6. HVAC;
7. Water heater installation / replacement.

### **COMMERCIAL:**

**Scope:** Commercial building permit fees shall apply to construction, installation, repair, renovation, addition and/or remodeling of all primary buildings, accessory buildings, structures, and fences located in the commercial, business, manufacturing, office/industrial and multi-family use categories, as defined in the village's zoning code, and which may designed by an architect or engineer.

**Project Valuation:** The project valuation for commercial permits shall be based on the cost estimates outlined in the publication entitled "Means Square Foot Costs," published by R.S. Means Company, Inc., Kingston, Massachusetts, as amended from time to time, which publication is hereby adopted by reference by the village. In lieu of using this publication, the village may, in its discretion, use the project's value listed on a signed contract between the applicant and its contractor(s) or the project value entered on the permit application.

**Building Permit Fee Calculation:** Except for the projects listed in the section below, the building permit for all commercial projects shall be at the greater of the base fee of \$75.00 or 1.7% of the project valuation, as outlined above. The building permit fee amount does not include inspection fee(s).

**Flat Fee Commercial Building Permit Fee Amounts:** The following projects shall be charged a flat fee of \$105.00 (base permit fee of \$55.00 plus one inspection of \$50.00. Additional re-inspections may be subject to a fee):

1. Fences;
2. Shingled roofs (tear off or second layer only, provided no structural work is required);
3. Exterior concrete / asphalt flat work (i.e., driveways, patios, sidewalks);
4. Window and door replacement (provided no structural alteration is required);
5. Generators;
6. HVAC (excludes commercial and roof top units);
7. Water heater installation/replacement.

### **RESIDENTIAL INSPECTION FEES**

**Initial Inspection Fee (included in the Flat Fee Permit only):** \$ 50.00

**Re-Inspections:** Additional inspections may be required due to: inaccurate information or lack of correct information on the plan or permit application, faulty construction, poor workmanship, or an ordinance or code violation.

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|--|-----------|
| 1. First re-inspection (fee may be waived at inspector's discretion) | \$ 50.00  |
| 2. Each Subsequent re-inspection                                     | \$ 100.00 |

### **COMMERCIAL INSPECTION FEES**

**Initial Inspection Fee (included in the Flat Fee Permit only):** \$ 50.00

**Re-inspections:** Additional inspections may be required due to: inaccurate information or lack of correct information on the plan or permit application, faulty construction, poor workmanship, or an ordinance or code violation.

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|----------------------------------|-----------|
| 1. First re-inspection           | \$ 75.00  |
| 2. Each Subsequent re-inspection | \$ 150.00 |

### **FINAL BUILDING CERTIFICATE OF OCCUPANCY**

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|----------------|----------|
| 1. Residential | \$ 50.00 |
| 2. Commercial  | \$ 75.00 |

### **TENTS & CANOPIES**

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|---|------------------------|
| 1. Permit Fee & Initial Inspection                | \$ 50.00               |
| 2. First Re-Inspection                            | \$ 75.00               |
| 3. Each Subsequent re-inspection                  | \$ 150.00              |
| 4. Penalty for violation of the Village Ordinance | Up to \$750.00 per day |

Note: Non-profit organizations shall be required to submit a tent permit and schedule the required inspection, however, the \$25.00 fee shall be waived. Re-inspection fees may apply.

## **BUILDING/STRUCTURE RELOCATION FEES**

Permit Fee: \$ 500.00

Note: building/structure relocation projects may be subject to additional fees for disconnection of utilities (i.e. – water, sewer, electric, gas) and other fees set forth in this Fee Schedule.

## **DEMOLITION PERMIT FEES**

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|---|-----------|
| 1. Single Family Home                             | \$ 150.00 |
| 2. Garage   | \$ 90.00  |
| 3. Multiple Family Building or Mixed-Use Building | \$ 200.00 |
| 4. Commercial or Industrial Building              | \$ 300.00 |

Note: demolition projects may be subject to additional fees for disconnection of utilities (i.e. – water, sewer, electric, gas) and other fees set forth in this Fee Schedule.

## **ORDINANCE VIOLATIONS**

### **Penalty for work without a permit:**

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|--|---------------------------|
| 1. By Contractor   | Double regular permit fee |
| 2. By Resident/Owner/Tenant<br>(maximum actual penalty shall be determined by the Superintendent of Buildings) | Double regular permit fee |
| 3. Penalty for violation of Village Ordinances   | Up to \$750.00 per day    |

## **WATER/SEWER TAP AND METER FEES**

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|--|---------------------------|
| 1. 1-inch service tap                        | \$ 600.00                 |
| Meter for 1-inch service-per meter           | \$ 325.00                 |
| 2. 1½-inch service tap                       | \$ 600.00                 |
| Meter for 1½-inch service-per meter          | \$ 700.00                 |
| 3. 2-inch service tap                        | \$ 925.00                 |
| Meter for 2-inch service per meter           | \$1,700.00                |
| 4. 3-inch service tap                        | \$1,750.00                |
| Meter for 3-inch service-per meter           | \$3,600.00                |
| 5. 4-inch service tap                        | \$3,600.00                |
| Meter for 4-inch service-per meter           | \$3,500.00                |
| 6. Service Tap & Meter in excess of 4-inches | TBD, Contact Public Works |
| 7. Meter Installation fee                    | \$ 100.00                 |
| 8. Yoke fee for each meter                   | \$ 100.00                 |

**Construction Water:**

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|---|-----------|
| 1. Single Family Home                             | \$ 100.00 |
| 2. Multiple Family Building or Mixed-Use Building | \$ 150.00 |
| 3. Commercial or Industrial Building              | \$ 150.00 |

<b><u>Sewer Tap Fee (residential and commercial):</u></b>	\$ 500.00
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**SIGN PERMITS**

**All Signs (Other than a Billboard):** Permit Fee shall be the greater of the base fee of \$100.00 or 1.7% of the actual cost of the project. The sign permit fee amount does not include inspection fees.

**Billboard:** Permit Fee shall be the greater of the base fee of \$100.00 or 5% of the actual cost of the project (includes both new installation and refacing). The billboard permit fee amount does not include inspection fees.

**Inspection Fee:** See Commercial Inspection Fees.

**PLAN REVIEW FEES****Plan review fees related to residential single-family construction:**

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| 1. Building Department Minimum Plan Review fee (per permit application)                                    | \$ 175.00                                  |
| 2. Fire Department Minimum Plan Review fee (Life Safety Review)  | \$ 200.00                                  |
| 3. Plan Review by a Professional Agency<br>(architect, engineer, legal, etc.). \$1,500.00 deposit required | Agency's Fee plus<br>5% administrative fee |

**Plan review fees related to multiple family construction:**

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| 1. Building Department Minimum Plan Review fee (per residential unit)                                      | \$ 175.00                                  |
| 2. Fire Department Minimum Plan Review fee (Life Safety Review)  | \$ 200.00                                  |
| 3. Fire Alarm Minimum Plan Review fee  | \$ 150.00                                  |
| 4. Sprinkler System Minimum Plan Review fee (includes inspection and test)                                 | \$ 250.00                                  |
| 4. Plan Review by a Professional Agency<br>(architect, engineer, legal, etc.). \$1,500.00 deposit required | Agency's Fee plus<br>5% administrative fee |

**Plan review fees related to commercial / industrial construction:**

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|--|--|
| 1. Building Department Minimum Plan Review fee   | \$ 275.00                                  |
| 2. Fire Department Minimum Plan Review fee (Life Safety Review)  | \$ 300.00                                  |
| 3. Fire Alarm Minimum Plan Review fee  | \$ 200.00                                  |
| 4. Sprinkler System Minimum Review fee (includes inspection and test)                                      | \$ 300.00                                  |
| 5. Plan Review by a Professional Agency<br>(architect, engineer, legal, etc.). \$1,500.00 deposit required | Agency's Fee plus<br>5% administrative fee |

### **ZONING – APPLICATION FEES**

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| 1. Variations                                  | \$ 400.00 plus deposit |
| 2. Text Amendment                              | \$ 400.00 plus deposit |
| 3. Map Amendment                               | \$ 400.00 plus deposit |
| 4. Appeals                                     | \$ 400.00 plus deposit |
| 5. Zoning Interpretation                       | \$ 100.00 plus deposit |
| 6. Special Use                                 | \$ 400.00 plus deposit |
| 7. Annexations                                 | \$ 400.00 plus deposit |
| 8. Building/Structure Relocation (if required) | \$ 400.00 plus deposit |

**Site Plan Review:** Application review by Site Plan Review Committee \$ 200.00

**Zoning Application Deposit:** The deposit shall be applied toward expenses \$1,000.00 incurred by the Village, including but not limited to: all notices of publication(s), mailings and postage, professional fees (legal, engineering, etc.), signs, Zoning Board of Appeals public hearing fee, plus a 5% administrative fee.

Each member of the Zoning Board of Appeals shall receive a stipend of \$50.00 per application presented at each public hearing (regardless if such application is approved or denied). The total stipend amount shall be deducted from the applicant's deposit, which shall not be subject to the 5% administrative fee.

### **FEES - SEXUALLY ORIENTED BUSINESSES**

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| 1. Business Permit Application Fee (11-10-8, 11-10-10)                     | \$ 750.00 |
| 2. Business Permit Transfer Fee (11-10-15)                                 | \$ 250.00 |
| 3. Employee License Application Fee (11-10-16A)                            | \$ 100.00 |
| 4. Fee for photographing/fingerprinting of applicants for Employee License | \$ 500.00 |
| 5. Business Permit Annual Renewal Fee (11-10-16E)                          | \$ 750.00 |

### **HEALTH INSPECTIONS**

Village of Midlothian health inspections are required. The first inspection fee of \$50.00 is included in the Business's annual business license fee, which is due on or before January 1<sup>st</sup> each year. The second inspection fee of \$50.00 is due and payable at the time of the second inspection.

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| 1. First Semi-Annual Inspection (included in business license fee): | \$ 50.00 |
| 2. Second Semi-Annual Inspection:                                   | \$ 50.00 |

Additional inspections and fees shall be required if the Health Department identifies any code violations which need to be corrected.

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| 3. First re-inspection, Code Violation cured:     | no charge      |
| 4. First re-inspection, Code Violation not cured: | \$ 50.00       |
| 5. Second and all subsequent re-inspections:      | \$ 100.00 each |

## **RESIDENTIAL RENTALS**

All annual Residential Rental Registration and License fees are based on a fiscal calendar year of March 1<sup>st</sup> through the last day of February for each year. Fees will be prorated after September 1<sup>st</sup> at fifty percent (50%).

1. Registration: The annual Registration and License fees set forth below shall be paid to the Village by the building owner (or owner's agent) for each separate dwelling unit as defined by the Village Code.
2. Delinquent fees, fines, charges: Any and all other amounts due to the Village by the owner (or owner's agent), in part or in whole, must be paid before the owner (or owner's agent) can register any rental property.
3. Annual Registration and License Fees:

a. Crime Free Housing Registration, per Building	\$ 30.00
b. License - Single Family Dwelling	\$ 100.00
c. License – Multi-Family - Two (2) dwelling units	\$ 150.00
d. License – Multi-Family – three (3) – six (6) dwelling units	\$ 200.00
e. License – Multi-Family – seven (7) – twelve (12) dwelling units	\$ 300.00
f. License - Multi-Family – thirteen (13) or more dwelling units	\$ 400.00
g. Late Fee	\$ 100.00
4. Biennial Inspection Fees:

	Included in Registration Fee
➤ Residential rental housing having an even house number shall be inspected in even calendar years;	
➤ Residential rental housing having an odd house number shall be inspected in odd calendar years	
5. Re-Inspection Fees Per Unit:

a. First re-inspection, if all violations have been corrected.	No Fee
b. Second re-inspection	\$ 100.00
c. Third and all subsequent re-inspection	\$ 200.00

\*Re-inspection Fees may be waived at the discretion of the inspector.
6. Crime Free Rental Housing Training Fee:

	Included in Registration Fee
a. Required training classes as administered by the Village of Midlothian Police Department, shall be completed by the property owner (or owner's registered agent) for all Residential Rental Housing. The fee for this class shall be incorporated in the annual Registration/License fee.	
b. Late Fee	\$ 100.00

## **ANNUAL FIRE AND LIFE SAFETY INSPECTIONS**

### **New Business Fire & Life Safety Inspection Fees:**

Initial Inspection	\$ 50.00
1 <sup>st</sup> re-inspection	No Charge
2 <sup>nd</sup> re-inspection	\$ 100.00
3 <sup>rd</sup> re-inspection	\$ 200.00

**Annual Commercial Business Fire & Life Safety Inspection Fees:**

Annual Inspection	\$ 50.00
1 <sup>st</sup> re-inspection	No Charge
2 <sup>nd</sup> re-inspection	\$ 100.00
3 <sup>rd</sup> re-inspection	\$ 200.00

**Annual Multi-Family Residential Fire & Safety Inspection Fees:**

3 to 6 units	\$ 30.00
7 to 12 units	\$ 40.00 plus \$2.00 per unit
Over 12 units	\$ 50.00 plus \$2.00 per unit
1 <sup>st</sup> re-inspection	No Charge
2 <sup>nd</sup> re-inspection	\$ 50.00
3 <sup>rd</sup> re-inspection	\$ 100.00

**PUBLIC WORKS/CONSTRUCTION COMPLETION BONDS****Public Works Completion Bonds:**

Street/Paved Right of Way Opening Bond	\$2,000.00
Grass/Parkway/Right of Way Opening Bond	\$ 500.00
Public Sidewalk Removal Bond	\$ 300.00 Per Square

**Construction Completion Bonds:**

Five percent (5%) of  
project cost

Construction Completion Bonds, payable in cash, are required on the following projects, to ensure the completion of construction, and the proper installation of building materials in accordance with approved site plans, building plans, special use permits, sign permits, landscaping plans, engineering plans, and approved specifications:

- New Construction – Residential, Commercial, Office/Industrial
- All Site Work (i.e. - final grade, water main installation/replacement, parking lot installation/replacement)
- Engineering projects
- Demolition

Irrevocable letters of credit may be submitted in lieu of a cash bond, upon approval by the Village Board. Surety bonds will not be accepted.

**Increase in required Completion Bond Deposit:** The Completion Bond required by this section shall be increased in an appropriate amount if, in the opinion of the Building Superintendent, Public Works Superintendent or Village Engineer, the amount required herein would not be sufficient to complete the construction of the required improvements or repair damages to sidewalks, pavements, trees or any other village property which may be, or already has been, damaged, or will most likely be damaged in the course of construction.



**All Bond Deposits:** All Completion Bond deposits required by this section shall be in addition to any plan review fee, inspection fees, and building or engineering permit fees, etc.

**Refunds:** Cash bond deposits made pursuant to this section shall be refunded to the permittee upon the following:

Return of the cash bond receipt from the Village;

After it has been documented and verified by the Village that the permittee is in compliance with all applicable ordinances of the Village;

After issuance of a Certificate of Occupancy by the Village; and

After any deductions are calculated by the Building Department, Public Works, Fire Department and approved by the Finance Department; for:

- a. All unpaid fees,
- b. Required improvements or repairs to sidewalks, trees, pavements or other village property.

**Forfeiture:** Any Completion Bond which is not redeemed within two years after completion of the work shall be forfeited to the village. Upon a determination that there is no outstanding work to be completed, or that any outstanding work to be completed is minor in nature and, if not completed, will not adversely impact the property, surrounding properties or the public health and safety, then the forfeited Completion Bond shall be transferred to the village's general fund to be used to fund general village operations. Upon a determination that outstanding work does adversely affect the property, surrounding properties or the public health and safety, then the Village may utilize the Completion Bond to have the outstanding work completed.