

# VILLAGE OF SHOREWOOD - FEE SCHEDULE

Effective 4/17/23

## ALL DEPARTMENTS

Photocopying (municipal records only): Letter size (B&W) - per side	0.10
First 5 copies of personal information / month	FREE
Photocopying (municipal records only): Letter size (Color) - per side	0.15

### Open Records Requests

(As applicable under Wisconsin State Statutes §§ 19.31 - 19.39)

#### Record Category - Paper

Printed copies - color	0.15
Printed copies - black/white (letter, legal, ledger size)	0.10
Printing an electronic record	SAME AS ABOVE

*\* In rare instances, specialized skills, equipment, or technology may result in additional copy costs.*

\* Printing of oversized documents based on cost.

#### Record Category - Electronic

Email, pdf or other existing electronic medium	WAIVED
DVD	0.25
Flash drive	\$3.50 per 16 GB

#### Record Category - Photos

If paper copy is acceptable - at rates above  
if not at actual cost to reproduce.

#### Location Costs

Costs are imposed if the cost of location along is \$50 or more.

The cost includes searching for and identifying responsive records.

No charges will be assessed for redaction. \$21.58 per hour

NSF checks / Returned payments	35.00
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(Late Payment Charge (all municipal invoices) (1.5% monthly))

## VILLAGE CLERK

Amusements	50.00
Amusements, Games of	
Less than 5 machines per licensed Class B premise	N/A
Others with devices (each machine)	50.00
License transfer	25.00
Reapplication for license	25.00
Assessment Roll (report / export)	100.00
Background check per person	7.00
Beverage Licenses:	
Class "A" (malt bev/original container/off-premises consumption)	100.00
Class "B" (malt bev/on premise or off premises consumption)	100.00
Wholesaler's Fermented Malt Beverage	25.00
Class "A" (liquor/original container/off-premises consumptions)	500.00
Class "B" (liquor by the glass for on-premises consumption, and wine in original containers for consumption off-premises)	500.00
Class "B" Reserve	10,000.00
Operators Licenses (annual, fee includes background check)	40.00
Provisional Operators License	15.00
Temporary Operators License (14 days)	10.00
Temporary Class "B" picnic beer (club), 14 days	10.00
Temporary Class "B" picnic wine, 14 days	10.00
Class "C" wine (on premises by glass/or in one open container on premise)	100.00
Change of Agent	10.00
Alcohol License - Late Fee for Filing Renewal – received after April 15	100.00
Publication Fee	15.00
Billiard Room (same as Amusement, games of)	50.00
Business License Late Fee (non-Liquor) for Filing Renewal - received after May 15	50.00
Cabaret (amplified sound)	
Annual (\$25.00 non-refundable if denied)	305.00
Short term 3-day license (3 per year)	40.00
Carnival permit - each day	50.00
Cigarettes/Tobacco Products Retailer	100.00
Dry Cleaning (per machine)	45.00

Park and Beach Permit	
Application Fee (non-refundable if denied)	50.00
Daily Fee	50.00
Other requested village services	add'l billed
Parade Permit	100.00
Pawnbroker (not including background check fee)	210.00
Pet Licenses	
Dog -unaltered	24.00
altered	12.00
puppy (after July 1)	6.00
Cat -unaltered	24.00
altered	12.00
Dog/Cat late fee - unaltered *	12.00
Dog/Cat late fee - altered *	6.00
*effective April 1, after 30 days of residence or after the dog/cat exceeds five months of age	
Duplicate tags	1.00
Extra Pet – (over 2 pets licensed per housing unit)	50.00
Real Estate Status Reports:	
Routine (3-5 business days)	25.00
Rush (within 2 business days)	50.00
Secondhand Article Dealer (consignment) (not including background check fee)	27.50
Secondhand Jewelry Dealer (not including background check fee)	30.00
Security Alarm System Permit – 5 yr.	60.00
Special Event Permit	
Without street closure	100.00
With street closure	\$1,500
State Tax Exempt Property Report Filing Fee (even years only)	10.00
Tax Roll (report / export)	100.00
Transient Merchant	100.00
Weights & Measures License (inspections billed separately)	25.00

## **FIRE DEPARTMENT**

[www.nsfire.org](http://www.nsfire.org) for full list of fees

## **HEALTH DEPARTMENT**

[www.nshealthdept.org](http://www.nshealthdept.org) for full list of fees

## **PARKING**

### **Off-Street Parking Lot Permit Fees**

24-hour lots (monthly)	50.00
Overnight only lots (monthly)	30.00
Special Accommodation Off-Street Parking (up to two weeks per year)	5.00

### **On-Street Parking Permit Fees**

Overnight Permit (monthly)	40.00
Residential Congested Commuter Area (annual)	10.00
Residential Daytime Parking Permit Districts (annual)	10.00
Special Daytime On-Street Parking Permits – E. Capitol Dr. Employees (annual)	10.00
Single Night, On-Street Overnight Parking Permission (20er year, per license plate)	FREE

(Parking refunds on advance purchased permits only if requested prior to start of permit month)

## **PLANNING & DEVELOPMENT DEPARTMENT**

### **FEES APPLICABLE TO ALL PLANNING & DEVELOPMENT PERMITS**

Plan Review – Residential (Building)	50.00
Plan Review – Commercial	
Electrical	50.00
Plumbing	50.00

Building / HVAC fee table below:

<u>Area (Square Feet)</u>	<u>Building</u>	<u>HVAC</u>
Less than 2,500	\$250	\$150
2,501 – 5,000	\$300	\$200
5,001 – 10,000	\$500	\$300
10,001 – 20,000	\$700	\$400
20,001 – 30,000	\$1,100	\$600
30,001 – 40,000	\$1,400	\$800
40,001 – 50,000	\$1,900	\$1,100
50,001 – 75,000	\$2,600	\$1,400
75,001 – 100,000	\$3,300	\$2,000
100,001 – 200,000	\$5,400	\$2,600
200,001 – 300,000	\$9,500	\$6,100
300,001 – 400,000	\$14,000	\$8,800
400,001 – 500,000	\$16,700	\$10,800
Over 500,000	\$18,000	\$12,000

Re-inspection - where additional inspections are made necessary by reason of neglect to correct work found faulty, defective or incomplete at the expiration of the time limit set for re-inspection as specified in notice duly served

minimum 30.00

Re-inspection - To compensate for inspection and administrative costs, the Following fees may be charged for any re-inspection to Determine whether a condition identified in a notice of Violation under Sections 220 and 326 of the village codes.

minimum 50.00  
 second re-inspection fee 75.00  
 third re-inspection fee 150.00  
 subsequent re-inspection fees 250.00

Failure to Procure Permit before starting work Triple Permit Fee  
 Failure to call for Rough Inspection 50.00  
 Failure to call for Final Inspection  
 within 15 working days after work is complete 50.00  
 Permit Reinstatement Fee 30.00  
 On-Site Consultation – per initial 1 hour 100.00  
 Per each additional hour 50.00

**BUILDING**

Building Permit (Residential)  
 Minimum 65.00  
 Repair / remodeling 9.00 / \$1,000 value  
 New Construction / Additions \$0.35 / SF  
 Building Permit (Commercial)  
 Minimum 75.00  
 Repair / remodeling 10.00 / \$1,000 value  
 New Construction/Additions \$0.35 / SF  
 Wisconsin Uniform Building Permit - 1 & 2 Family New  
 Construction Seal 35.00

**ELECTRICAL**

Minimum Permit Fee 65.00  
 Devices (fixtures, switches, receptacles, etc.) – each 0.75  
 Luminaires – each 0.75  
 All tubular discharge lamps (fixture mounted) - per tube 0.50  
 Arc, Mercury, Quartz, A.V., other search or floodlights – each 5.00  
 Illuminated signs - each 5.00

Dimmers, recessed (1000 watts and above) - each	3.00
Strip Lighting; Plug-in strip; trolley duct; etc. - per foot	0.50
Pole mounted fixtures - each	10.00
Automatic Heating System, Oil or Gas - each	15.00
Other Individual Heating Devices; Wall, Duct, Floor, etc. -each	15.00
Central Air Conditioners - Residential	15.00
Central Air Conditioners - Commercial (3HP & up)	25.00
Other Refrigeration: Air Handling, Compressors - each	12.00
Water Heaters – each	12.00
Wiring for Ranges – each	12.00
Built-in Oven and/or Range Tops - each	12.00
Clothes Dryer	12.00
Garbage Disposal (Permanent or Plug-in) - each	12.00
Dishwasher – each	12.00
Central Vacuum Cleaner – each	5.00
Low Voltage Transformers – each	5.00
Busways; Wireways; Underfloor Raceways; etc. - per foot	1.00
Fire Alarm System/Exit System	50.00
Fuel Dispensing System	50.00
CSST Grounding	15.00
Commercial Building Grounding	15.00
Whirlpool Tubs	12.00
Exhaust Hoods or Fans – each	5.00
Exhaust System-Commercial	25.00
Motors: Each HP or Fraction - Total - per HP	0.75
Services:	
1. 0 through 100 amperes – each	30.00
2. 101-200 amp service - each	45.00
3. Thereafter each add'l or fraction per 100 amperes	15.00
4. Additional service switch - each	15.00
Generators: Rectifiers; Transformers - per KW	1.50
Solar	0.60/KW, not to exceed 250.00

HEATING / VENTILATING / AIR CONDITIONING

Minimum Permit Fee	65.00
Heating Unit, including ductwork	
0 to 150,000 BTU Units - each	40.00
for each add'l 50,000 BTU or fraction	15.00
Air handler	40.00

Boiler	
150,000 BTU input or under	40.00
for each additional 50,000 BTU or fraction	15.00
Humidifiers - each	20.00
Air Conditioners, other than wall units - each	40.00
Permanently Installed Wall Units - each	20.00
In floor heating; radiators	40.00
Commercial Exhaust Hood(s)	40.00
Backflow Preventers - each	15.00
Ductwork	40.00
<u>PLUMBING</u>	
Minimum Permit Fee	65.00
Fixtures - Installed, Removed, Relocated or Replaced – each	10.00
Downspout Connections (permit required)	NO FEE
Building Sewers	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.50
Storm Sewers	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30
Building Drain and Storm	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30
Water Service	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30
Water Distribution	50.00
Sanitary Sewers from Main to Lot Line	
Minimum	50.00
Over 100 ft. - per foot	0.50
Storm Sewer from Main to Lot Line	
Minimum	50.00
Over 100 ft. - per foot	0.50
Water Service from Main to Lot Line	
2" or under	50.00
Over 2"	55.00
Cap sanitary/storm/water – each	50.00
Sprinkler System Connection Charge	50.00

## ZONING

Zoning Review – Residential Addition	50.00
Zoning Review – Residential New Home	125.00
Zoning Review – Commercial Accessory Structure	125.00
Zoning Review – Commercial Addition	250.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Zoning Review – Commercial New Building	350.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Zoning Review – Sales of Property	
Residential	50.00
Commercial	150.00
Board of Appeals	200.00
Conditional Use	125.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Conditional Use Solar System	75.00
Design Review Board	
Residential	60.00
Commercial Level 1 – projects under \$25,000 including signs	100.00
Commercial Level 2 – new construction and projects over \$25,000	500.00
Design Adjustment	200.00
Special Exception – Signage	200.00
Planned Development District	500.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Plan Commission	
Planning Adjustment	200.00
Special Exception - Parking	200.00
Zoning / Lot Amendment Application Fee	500.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr

## OTHER PERMITS

Alter the Public Way - insurance and bond required	100.00
Sidewalk Replacement/Excavation in Parkway	100.00
Driveway Approach/Apron – Residential	100.00
Driveway Approach/Apron – Commercial	150.00
Curb Line/Street Opening (5 Day Max)	
Residential Streets	150.00
Oakland and Capitol	250.00
Antennas	100.00
Beekeeping, original application	25.00
Beekeeping, renewal application	10.00



Boiler Operator's Exam	25.00
Boiler Operator's License: New & renewal	40.00
Erosion Control Permit	250.00
*outside additional engineering costs may apply	
Obstruct the Public Right of Way – insurance required	
General Obstruction	75.00
Drive Lane Closure – Residential Streets	150.00
Drive Lane Closure – Capitol and Oakland	200.00
Full Street Closure – Residential Streets	200.00
Full Street Closure – Capitol and Oakland	250.00
Dumpster and Storage Units – Residential Streets (40 day limit)	75.00
Dumpster and Storage Units – Capitol and Oakland (40 day limit)	100.00
Bagster - Parkway only (40 day limit)	\$75.00
Occupancy Permit - Initial:	
Commercial/Industrial	150.00
Temporary Occupancy (each 30 day period)	25.00
New Residential – Per Unit	50.00
Residential Addition	25.00
Failure to procure permit before occupancy	Triple Fee
Occupancy Permit – Renewal or Amendment:	
Occupied space less than 400 sq. ft.	25.00
Occupied space 401 – 1000 sq. ft.	50.00
Occupied space 1001 sq. ft. or greater	75.00
Solid Landfill Permit	
Transfer/Deposit	250.00
Truck Permit	25.00
Special Privilege Permit (requires bond or insurance)	
General	
Residential	50.00
Commercial	100.00
Loading Zones (30 ft.)	
Application fees (annual)	
Initial or Modified (includes signage)	150.00
Renewal	100.00
Additional fees (annual)	
Zone up to 30 lineal feet	250.00
Each additional 10 lineal feet / portion thereof	100.00
Parklet's	
Application fees (annual)	
Initial or Modified	250.00
Renewal	100.00
Additional fees (monthly)	

Per 20 lineal feet / portion thereof	75.00
Storm Water Management Permit – impervious surfaces plus Engineer/Staff Review Fees, as deemed necessary	200.00 200.00 / hr
Tax Incremental Finance Creation and Assistance	
Phase I application	\$5,500*
Phase II application	\$8,000*
*plus additional review fees, if required based on actual costs	
Temporary Storage Units & Temporary Dumpsters on Private Property	
Storage Units (less 20 days)	25.00
Dumpsters, Bagsters, and Storage Units (40 day limit)	50.00
Underground Tank Removal	
Less than 1,000 gallons – each	50.00
1,000 gallons – 2,000 gallons – each	100.00
Each add'l 1,000 gallons or fraction	10.00

### **POLICE DEPARTMENT**

Bicycle Registration (Life of bike with same family in Shorewood)	10.00
Certifications (background check, notarized letter)	10.00
False Alarms	
Residential -- Second and subsequent false alarms fee	50.00
Commercial false alarm fee	100.00
Fingerprinting	12.00
No parking signs - usage fee	10.00
refundable deposit	10.00
Parking Ticket Forfeitures (per ordinance 500-49d7)	
Towing vehicles	
Administrative Fee	25.00
Plus Towing Costs	125.00
Unpaid Parking Tickets (per ordinance 500-49d7)	
Administrative fee	10.00
State Recording fee	5.00
Warrant Service Fee for serving others' warrants	25.00

### **PUBLIC WORKS DEPARTMENT**

Disposal Fees (residents only):	
Car/Minivan	12.00
Truck/Van/ or SUV/Minivan (seats removed)	17.00

Cube van/moving truck	77.00
Trailers (additional)	7.00
Additional Dumping charges (residents only):	
Electronics	
TV's smaller than 32"	35.00
TV's 32" or larger	35.00
TV's with broken glass/housing	50.00
CPU computer towers	n/c
CRT computer monitors	10.00
All other small electronics (up to 5 items)	n/c
Tires (each)	4.00
Additional Kart Purchase (Refuse / Recycling / Compost)	65.00
Plus additional - annual collection charge (refuse only)	235.00
Special curbside pick-up :	
1/4 hr. & 500 lbs.	50.00
Each additional 1/4 hr.	20.00
Over 500 lbs. (non-recyclable) - per lb.	0.04
Trash left at curb with no special collection arranged plus \$5 photo documentation fee	Double fees
Curbside brush pick-up :	
First ¼ hour .	Free
Each additional 1/4 hr.	20.00
Delinquent Property Maintenance Enforcements:	
Snow Removal / Grass cutting / weeds	
Administrative fee	50.00
Plus costs of service	as required

**WATER / SEWER UTILITY FEES**

[www.villageofshorewood.org/539/Utilities](http://www.villageofshorewood.org/539/Utilities) for more fee information