

SECTION 1: BUILDING DEPARTMENT

In general, the cost of building permits is established to cover the costs of administration, plan review, and inspection.

1.) PLAN REVIEW

a) For residential construction (including construction of new homes, additions, alterations, repairs, garages, and accessory structures) the following fees apply:

New residential home	\$62.00
Other projects (garages, remodels, etc.)	\$27.00

b) For commercial and industrial construction:

Projects up to 1000 sq. ft.	\$116.00
1001 to 4000 sq. ft.	\$171.00
4001 to 10,000 sq. ft.	\$235.00
10,001 sq. ft and over	\$232.00

plus \$9.00 for each additional 1000 sq. ft.

c) Plan review fees are to be paid at the time of application of a permit. If the plans are altered and resubmitted after review is initiated, the Building Official may charge an additional plan review fee.

2) BUILDING PERMIT FEES

a) The cost of a permit for a new building or structure, in-ground swimming pool, addition, alteration or remodel of an existing building or structure shall be related to the probable cost of the improvement, as established by the Building Official. For new construction, the Building Official shall calculate the probable cost of the improvement based on current Building Valuation Data published biannually by the International Code Council. For alterations, repairs or demolitions, the Building Official may request the applicant provide documentation of probable costs, such as a detailed contractor’s estimate or detailed list of materials and costs for work to be completed by the homeowner.

QUICK START PERMIT FEE SCHEDULE

Value		Approx Fee		Value		Approx Fee	
Up to	--	\$1000	\$ 53.00	50,001	--	\$51,000	\$ 308.00
1001	--	2000	\$ 58.00	51,001	--	52,000	\$ 314.00
2001	--	3000	\$ 63.00	52,001	--	53,000	\$ 319.00
3001	--	4000	\$ 68.00	53,001	--	54,000	\$ 324.00
4001	--	5000	\$ 73.00	54,001	--	55,000	\$ 329.00
5001	--	6000	\$ 79.00	55,001	--	56,000	\$ 334.00
6001	--	7000	\$ 84.00	56,001	--	57,000	\$ 339.00
7001	--	8000	\$ 89.00	57,001	--	58,000	\$ 344.00

8001	--	9000	\$ 94.00	58,001	--	59,000	\$ 349.00
9001	--	10,000	\$ 99.00	59,001	--	60,000	\$ 354.00
10,001	--	11,000	\$ 104.00	60,001	--	61,000	\$ 360.00
11,001	--	12,000	\$ 109.00	61,001	--	62,000	\$ 365.00
12,001	--	13,000	\$ 114.00	62,001	--	63,000	\$ 370.00
13,001	--	14,000	\$ 119.00	63,001	--	64,000	\$ 375.00
14,001	--	15,000	\$ 125.00	64,001	--	65,000	\$ 380.00
15,001	--	16,000	\$ 130.00	65,001	--	66,000	\$ 385.00
16,001	--	17,000	\$ 135.00	66,001	--	67,000	\$ 390.00
17,001	--	18,000	\$ 140.00	67,001	--	68,000	\$ 395.00
18,001	--	19,000	\$ 145.00	68,001	--	69,000	\$ 400.00
19,001	--	20,000	\$ 150.00	69,001	--	70,000	\$ 406.00
20,001	--	21,000	\$ 155.00	70,001	--	71,000	\$ 411.00
21,001	--	22,000	\$ 160.00	71,001	--	72,000	\$ 416.00
22,001	--	23,000	\$ 165.00	72,001	--	73,000	\$ 421.00
23,001	--	24,000	\$ 171.00	73,001	--	74,000	\$ 426.00
24,001	--	25,000	\$ 176.00	74,001	--	75,000	\$ 431.00
25,001	--	26,000	\$ 181.00	75,001	--	76,000	\$ 436.00
26,001	--	27,000	\$ 186.00	76,001	--	77,000	\$ 441.00
27,001	--	28,000	\$ 191.00	77,001	--	78,000	\$ 446.00
28,001	--	29,000	\$ 196.00	78,001	--	79,000	\$ 451.00
29,001	--	30,000	\$ 201.00	79,001	--	80,000	\$ 457.00
30,001	--	31,000	\$ 206.00	80,001	--	81,000	\$ 462.00
31,001	--	32,000	\$ 211.00	81,001	--	82,000	\$ 467.00
32,001	--	33,000	\$ 217.00	82,001	--	83,000	\$ 472.00
33,001	--	34,000	\$ 222.00	83,001	--	84,000	\$ 477.00
34,001	--	35,000	\$ 227.00	84,001	--	85,000	\$ 482.00
35,001	--	36,000	\$ 232.00	85,001	--	86,000	\$ 487.00
36,001	--	37,000	\$ 237.00	86,001	--	87,000	\$ 492.00
37,001	--	38,000	\$ 242.00	87,001	--	88,000	\$ 497.00
38,001	--	39,000	\$ 247.00	88,001	--	89,000	\$ 503.00
39,001	--	40,000	\$ 252.00	89,001	--	90,000	\$ 508.00
40,001	--	41,000	\$ 257.00	90,001	--	91,000	\$ 513.00
41,001	--	42,000	\$ 262.00	91,001	--	92,000	\$ 518.00
42,001	--	43,000	\$ 268.00	92,001	--	93,000	\$ 523.00
43,001	--	44,000	\$ 273.00	93,001	--	94,000	\$ 528.00
44,001	--	45,000	\$ 278.00	94,001	--	95,000	\$ 533.00
45,001	--	46,000	\$ 283.00	95,001	--	96,000	\$ 538.00
45,001	--	47,000	\$ 288.00	96,001	--	97,000	\$ 543.00
47,001	--	48,000	\$ 293.00	97,001	--	98,000	\$ 549.00
48,001	--	49,000	\$ 298.00	98,001	--	99,000	\$ 554.00
49,001	--	50,000	\$ 303.00	99,001	--	100,000	\$ 559.00

Add \$5.02 for each additional \$1,000.00 or fraction thereof.

- b) Once the probable cost of the improvement is established by the Building Official, the cost of the building permit is established by entering the Building Department Fee Schedule

c) Permit deposits are required, based on the probable cost of construction as follows:

\$0 to \$10,000	\$125.00
\$10,001 to \$25,000	\$250.00
\$25,001 to \$100,000	\$500.00
Over \$100,000	0.5% of probable cost of improvements

d) The permit fees and deposits for other activities requiring building permits are as follows:

TYPE OF APPLICATION	FEE	DEPOSIT
BUILDING PERMITS		
Temporary Sign	\$40	
Permanent Sign	\$100	
Permanent Sign with footing	\$160	
Agricultural Sign	\$40	
Fence Permits	\$61	\$125
Mobile Home Installation	\$173	\$250
Demolition Permits	\$135	\$500
Swimming Pool, Hot Tub, Spa—Above Ground	\$81	\$125
LAND USE PERMIT		
Land Use Permit (for accessory structures < 200 sq. ft. which are exempt from a building permit but must comply with building code).	\$61	\$125

e) Permit fees for specialized trades (mechanical, electrical and plumbing) are based on the anticipated number of units of work included in the project.

3) OTHER

a) **Application Fee.** Each application for building permit shall be accompanied by a non-refundable fee of \$27 or that equal to the review fee for that project, whichever is greater. This amount shall be deducted from the calculated plan review and permit fees payable at the time of permit issuance.

b) **Contractor’s Registration Fee.** Each contracting business that works in Highland Township must register with the Building Department. This includes builders, plumbers, HVAC contractors, electricians, mobile home installers, and sign installers. Registration requires providing a copy of a valid license issued by the State of Michigan for each trade and a copy of a valid driver’s license plus payment of a \$15.00 fee for each category. Each registration is valid for the duration of the contractor’s current license.

c) **Penalty for work completed prior to obtaining permits.** The Building Official may levy a \$250.00 fee, or double the fee of the permit, whichever is greater for work completed prior to issuance of a permit.

d) **Re-inspection fees.** The fee for re-inspection of work or for additional inspections required due to plan changes after permit issuance is \$60.00 per inspection for first occurrence and \$120 for re-inspection of subsequent occurrences of same issue.

e) **Refund policy.** If an applicant requests cancellation of a permit prior to commencement of work, the Building Official may authorize the release of a portion of monies collected in accordance with the following:

- i) Requests for refunds must be made within one (1) year from the date of issuance of the permit.
- ii) No portion of the plan review fees will be refunded after the plans have been examined.
- iii) An administrative fee equal to twenty percent (20%) of the building permit fee will be retained by the township to compensate for administrative services.
- iv). The cost of inspections completed prior to the refund request shall be retained by the township
- v) The decision of the Building Official as to the amount of a refund awarded to an applicant may be appealed to the (Supervisor/Board) whose decision shall be final.

ELETRICAL PERMITS

Items Needed	Price Each	How Many?	Items Needed	Price Each	How Many?
Air Conditioner	\$10.00		Mobile Home (<i>includes one inspection</i>)	\$87.00	
Alarm System (Fire / Burglar)	\$38.00		Motors (how many HP?)	\$ Varies	
Circuit Breakers/120V	\$7.00		Power Outlet/2pole (220V)	\$19.00	
Dishwasher	\$9.00		Pump - Grinder	\$9.00	
Disposal	\$9.00		Pump – Sump	\$9.00	
Dryer	14.00		Pump - Well	\$14.00	
Electric Heat (how many units?)	\$ Varies		Range / Elevator	\$14.00	
Emergency Disconnect	\$19.00				
EVCS (cost is for all items including 1 inspection)	\$120.00		Registration (contractor only)	\$15.00	
Feeder/ Busduct (how many feet?)	\$ Varies		Service/Subpanel up to 200amps (#of amps?)	\$ Varies	
Fixtures Exterior (how many)	\$		Service Size over 200 amps (#of amps?)	\$	
Fixtures interior (how many)	Varies			Varies	
Furnace	\$9.00		Sign Circuit	\$25.00	

Garage Door Opener	\$9.00		Sign Connection	\$25.00
Generator (cost is for all items including 1 inspection) (how many KW?)	\$ Varies		Smoke Detector	\$7.00
			Solar Panels	\$55.00
Geothermal	\$25.00		Surge Protector	\$19.00
HVAC Unit (Commercial)	\$25.00		Swimming Pool/Spa/Hot Tub	\$55.00
Inspections (<i>how many do you need?</i>)	\$45.00		Transformers (how many KV?)	\$ Varies
Inspection-Undergrnd (<u>sep from rough</u>)	\$45.00		Water Heater	\$14.00
Misc. / Steam Shower	\$7.00		Fine for work done without permits	\$ Varies

Electric Heat: 1 unit = \$16.00; 2 units = \$22.00; 3 units = \$27.00; 4 units = \$31.00; 5 units = \$38.00; 6 units = \$41.00, over 6 units ask Dept.

Feeder/Busduct: up to 100ft = \$16.00; up to 200ft = \$23.00; up to 300ft = \$30.00, Up to 400ft = \$36.00, up to 500' = \$43.00, over 600' ask Dept

Generator (KW): up to 10KW = \$148.00; up to 20KW = \$158.00, up to 30KW = \$166.00, up to 40KW = \$176.00, up to 50 KW \$185.00, over 50 KW ask Dept

Light Fixtures: 1-26 = \$12.00; 27-51 = \$18.00; 52-76 = \$24.00; above 76 call Bldg Dept

Motors (Horsepower): up to 10hp = \$11.00; up to 50hp = \$19.00; over 50hp = \$29.00
Service Size **up to** 200amps: up to 100 amps = \$29.00; up to 200 amps = \$39.00

Service Size **over** 200amps: up to 300amps = \$50.00; up to 400amps = \$62.00, up to 500amps = \$74.00; up to 600 amps = \$83.00, over 600 amps call Dept

Transformers (KV): 7.25KV = \$12.00; 37.5KV = \$19.00; up to 75KV = \$29.00, over 75KV call Dept

MECHICANICAL PERMITS

Item Needed	Each	Item Needed	Each
AC - Two-piece	\$57.00	Heat pump	\$47.00
Air Cleaner	\$10.00	Heater Unit	\$47.00
Air Handling (Comm)	\$60.00	Humidifier	\$10.00
Bath Fan	\$7.00	Incinerator	\$47.00
Boilers	\$57.00	Inspections	\$45.00 ea
Chimney	\$10.00	Inspections (Underground)	\$45.00
Damper Fire	\$10.00	Misc. (Nonstandard Item)	\$7.00
Damper Vent	\$10.00	Mobile Home (incl. 1 inspection)	\$87.00
Ductwork/Baseboard	\$38.00	Range/oven	\$7.00
Fire Suppression	\$37.00	Refrigeration Unit	\$38.00
Fireplace (Gas)	\$57.00	Solar Array/Panels	\$47.00
Fireplace (Solid Fuel)	47.00	Sprinkler Head	\$2.00
Furnace	\$57.00	Tank	\$10.00
Gas Line	\$39.00	Vent/Exhaust Fan (Res)	\$10.00
Gas Pressure Test	\$45.00	Vent/Exhaust Fan (Comm)	\$29.00
Generator	\$39.00	Water Heater	\$47.00
Geothermal	\$47.00	Wood Stove	\$47.00

PLUMBING PERMITS

Item Needed	Each	Item Needed	Each
Backflow Prev / Vac. Breaker	\$7.00	Mobile Home (incl 1 inspection)	\$77.00
Bathroom Sinks / Lavatories	\$7.00	Pool	\$67.00
Bathtub	\$7.00	Pump	\$10.00
Dishwasher	\$10.00	Registration (contractor only)	\$15.00
Drain Floor/Basement	\$5.00	Septic Connection	\$19.00
Drain Foundation	\$15.00	Sewage Ejector	\$10.00
Drain Storm	\$19.00	Shower Trap	\$7.00
Drinking Fountain	\$5.00	Sinks (non lavatories)	\$7.00
Garbage Grinder	\$10.00	Stack	\$7.00
Hose Connection	\$5.00	Sump	\$7.00
Humidifier	\$5.00	Toilet / Water Closet	\$7.00
Inspections	\$45.00	Urinal	\$7.00
Inspection (Showerpan)	\$45.00	Water Distribution)	³ / ₄ " \$15.00 1" \$20.00
Inspection-Underground (separate from rough)	\$45.00	Washing Machine	\$10.00
Insta Hot	\$5.00	Water Heater	\$47.00
Laundry Tray	\$5.00	Water Service	\$38.00
Manhole / Catch Basin	\$10.00	Water Softener	\$10.00
Misc / Steamer Shower	\$5.00		

SECTION 2: ZONING ACTIVITIES

In general, the cost involved with zoning and land use activities is established to cover the costs of administration and public notices. The escrow deposit is established to cover the cost of consultants and professionals whose services may be required in the review and approval process of land use activities.

TYPE OF APPLICATION	FEE	INITIAL ESCROW DEPOSIT
Rezoning	\$900.00	--
Rezoning -- conditional	\$1,000.00	\$2,500
Use Requiring Special Approval	\$750.00	\$2,500
Use Requiring Special Approval Wireless Comm. *		
Site Specific Relief	\$1,000.00	\$2,500
Variance	\$325.00	--
Interpretation of Zoning Ordinance by ZBA	\$175.00	--
Administrative Appeal to ZBA	\$175.00	--
Site Plan/Sketch Plan (non-residential)	\$900.00	\$2,500
Modification of Approved Site Plan for projects involving building expansions greater than 1000 square feet and impacting site improvements (parking, utilities, landscaping, etc.)	\$450.00	\$1,250
Modification of Approved Site Plan for projects involving building expansions representing “infill” of footprint or with no significant impact to site improvements.	\$100	--
Site Plan (multiple family residential)	\$900.00	\$2,500
Single Family Residential Condominium Plan	\$750.00+ \$30/unit	\$2,500
Single Family Residential Subdivision Plat	\$750.00+ \$30/unit	\$2,500
Manufactured Homes located outside Manufactured Home Park	\$250	--
Highland Station Sign or Façade only review	\$100	--
Plot Plans requiring Administrative Approval (e.g. temporary uses, cell towers)	\$100	--
Plot Plans requiring Planning Commission Approval (e.g. temporary uses and Class “B” Farm Markets)	\$100	--
Zoning Land Use permit for occupation of space within existing commercial or industrial building with approved site plan on file	No charge	--
Private Road	\$350.00	\$2,500
Land Division or Division/Combination	\$250	--
Combination of existing tax parcels	\$75	--
SAD	\$350	\$2,500

**Fee limited per MZEA*

Fee entitles applicants to present project to approving body on two occasions (preliminary review and final approval). Any plan modification requiring additional appearance before approving body may be assessed an additional fee equivalent to 20% of the original fee.

Zoning Administrator may reduce or defer initial escrow deposit if it is anticipated that expenses will be less than that of the otherwise required deposit.

For Uses Requiring Special Approval, the fee covers the process for use approval only. Where Site Plan Approval is required for proposed site improvements, those fees will also be assessed. As an example, a Residential Cluster Development providing less than 50% open space would be assessed the Special Use Fee plus the appropriate site condominium plan or subdivision plat review fees.

SECTION 3: OTHER PERMIT, FACILITY AND MATERIAL FEES

1) PERMITS

For permits issued by the Township Clerk or Board of Trustees, a permit fee of \$100 is established. This applies to permits such as solicitor’s permit, ice cream trucks and nuisance exception permits. Please note the \$100 permit fee is for 4 maximum solicitors. If you have more than 4 solicitors, there will be an additional fee of \$10 for each person. Currently, there is no fee for an open burning permit.

2) USE OF TOWNSHIP-OWNED FACILITIES

Use of township-owned facilities is subject to rental fees and/or security deposits as follows:

Township Parks (pavilion and bathroom facilities)	\$50 per use plus \$100 security deposit
Activity Center Rental (6-hour block)	\$300.00 for Residents \$350.00 for Non-Residents

3) CEMETERY

Purchase of burial rights for available gravesite by Township resident	\$500
Purchase of burial rights for available gravesite by non-resident	\$1,000
Transfer Fee for Deed to burial rights (per grave) to Township resident	\$20
Transfer Fee for Deed to burial rights (per grave) to non-resident	\$500

4) ADMINISTRATIVE SERVICES AND MATERIALS

Election Materials	
Precinct Map -Poster Size (22" by 34")	\$10.00
Precinct Map -Letter Size (8.5" by 11")	\$1.00
Disc with voter database	\$35.00
Mailing labels from voter database	\$1.25 per sheet
Copies	
USB recordings of meetings	\$5.00 each

USB (Copies of documents or files)	\$5.00 each
Paper copies letter size (8-1/2" by 11") legal or tabloid size (8-1/2" by 14" or 11" by 17")	\$0.10 per page \$0.10 per page
Aerial photos from GIS system (letter to tabloid size) (poster size)	\$2.00 \$5.00
Special copies that must be prepared by service providers outside of the township office due to size, color requirements or other complexities will be invoiced at cost. A small fee for staff time may be added to the invoice. A deposit will be required to cover anticipated costs	\$10.00 base charge (for set up) PLUS \$3.50 per page for copies (orders over 20 pages additional fees may apply) OR \$5.00 for a flash drive AND \$2.00 per scanned page
Publications	
Master Plan or subarea studies	\$15.00 each
Zoning or Master Plan Maps (tabloid size)	\$5.00
Township Street Maps	\$5.00
FOIA Requests (Freedom of Information Request)	
Materials assembled and copies in response to a FOIA request will be invoiced as described above, plus charges for staff time. A 50% deposit may be required to cover anticipated costs	Varies

SECTION 4: FIRE DEPARTMENT FEE SCHEDULE

The Charter Township of Highland Fire Department will attempt to provide a completion of plan review within 12 working days. If an accelerated plan review is desired, the following additional charges apply:

- 6 working day turnaround - Additional 50% surcharge
- 2 working day turnaround (prior notice must be given) - Additional 150% surcharge*

1.) REVIEW FEES

Initial Fire Department Site Plan, 1 follow-up plan review, and our attendance at any necessary four (4) plan review staff meetings	\$400
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Additional follow-up site plans (for corrections / additions)	\$50/hr.
Fire Alarm System Plan Review (panels, detection, control, and activation devices)	See Subsection 3
Suppression system plan review	See Subsection 4
Review Special Meeting; Attendance	\$50/hr.

2.) INSPECTION FEES

Circus, Fairs, and Carnivals - Stand by	Billed based on use
Fire Alarm / Fire Pump System Test	\$100
Fire watch	Billed based on use
Fireworks Show / Inspection / Permit/ Standby	\$500
Fireworks Show / Display - Standby	Billed based on use
Kitchen Cooking System Inspection	See Subsection 5
Business Inspection; General (first inspection free; second free if items are corrected) Third inspection charged as below:	\$0
Re-inspection; General- Assembly Occupancy <10,000 sq. ft.	\$250
Re-inspection; General -Assembly Occupancy >10,000 sq. ft.	\$300
Re-inspection; General-High Hazard	\$300
Re-inspection; General-Institutional	\$200
Re-inspection; General-Mercantile & all others	\$100
Re-inspection; General-Restaurant	\$200
Occupant Load Review, Calculations, and Posting	\$150
Occupant Load re-posting requests	\$100
Prescribed Burn Permits	\$100

Public Assembly-Special Event Usage	\$100
Smoke Detector Test	\$100
Sprinkler System Hydrostatic Flush (witnessed)	\$100
Sprinkler System Hydrostatic Test (witnessed)	\$200
Violation – Exit / Egress Doors Blocked	\$200/each
Violation-Overcrowding; exceed occupant load	\$500
Violation –Fire or life safety systems and equipment not maintained	\$100
Violation -Failure to submit plans and/or obtain permit	\$100

3) FIRE ALARM SYSTEMS

Fire Alarm Systems Plan Review (shop drawings)

1 - 11 Fire Alarm Devices	\$255
12 - 45 Fire Alarm devices	\$375
46 - 75 Fire Alarm devices	\$495
76 - 100 Fire Alarm devices	\$625
101 - 125 Fire Alarm devices	\$745
126 – 150	\$870
Over 150 Fire Alarm Devices	\$870 plus \$1.30 per device over 150

4) FIRE SUPPRESSION SYSTEMS

Hydraulically Designed Sprinkler Systems-NFPA 13(Wet, Dry,)

Number of Sprinklers	Plan Review Cost
1-15	\$255
16-45	\$395
46-100	\$530
101-200	\$655
201-300	\$775
301-400	\$905

401-500	\$1020
Over 500	\$1020.00 Plus \$0.92 for each sprinkler over 500

5) SPECIAL INSPECTIONS

Special Hazard Fire Suppression Systems

West Chemical, Kitchen Hood Fire Suppression Systems:

Number of Systems	Plan Review Cost
1.0	\$380.00
2.0	\$505.00
Greater Than 3.0	\$505.00 Plus \$100.00 for every system over two

COST RECOVERY

Personnel	Hourly Rate
Command Officers	\$125.00
Firefighters/Paramedics	\$85.00
Firefighter/EMT	\$65.00
Fire Engine	\$250.00
Ambulance	\$175.00
Rehab Unit	\$450.00
Brush Truck	\$135.00
Fire Rescue Boat	\$600.00
Fire Investigation Vehicle	\$130.00
Command Vehicle	\$150.00
Utility Vehicle	\$150.00
ATV	\$100.00
Structure Fires	\$600.00
Extrication	\$600.00
Brush Fire	\$600.00

Haz-Mat	\$600.00
Mutual Aid Trailer	Actual
Heavy Equip/Rented	Actual
Absorbent Materials	Actual
Absorbent Pads	Actual
Firefighting Foam	Actual
Supplies as Received	Actual

Level of Care/ Equipment	HCPCS	Rate
BLS Emergent Transport	A0429	\$950.00
ALS Emergent Transport	A0427	\$1,277.00
ALS 2 Emergent Transport	A0433	\$1,950.00
Mileage	A0425	\$17.00
NSF	A0999	\$100.00
Ambulance Treat No Transport	A0998	\$325.00

SECTION 5: FEE SCHEDULE FOR RESIDENTIAL RENTAL CERTIFICATION

- 1.) **REGISTRATION FEE**
The Registration fee is to be paid within 30 days of establishment of any new residential rental unit. \$10.00 per building plus \$2.00 for each dwelling unit within the building.
- 2.) **ANNUAL OPERATION FEES FOR THREE-YEARS**
\$150.00 per Rental Unit in Building for first 2 Rental Units
**25.00 for each additional unit in Building.

If the actual cost incurred by Highland Township in performing the required Rental Certification Inspections for any individual building exceeds the amount generated by the Annual Operating Fee the Township will invoice the property owner of the individual building for those additional costs.

- 3.) **INSPECTION FEES**

No Entry - Inspection Fee	\$ 50.00
Re-inspection Fee	\$ 70.00
Non-Compliance	\$500.00